



Lakeside Village
Condominium Association, Inc

*A Guide to Community Living
at Lakeside*

TABLE OF CONTENTS

INTRODUCTION	2
INSURANCE	3
PLUMBING AND AIR CONDITIONING	3
FIRE ALARM SYSTEM & SMOKE DETECTORS	5
VEHICLES – TRAFFIC	6
VEHICLES – PARKING	6
SECURITY GATE	8
POOL USE	9
LAKE	10
CLUBHOUSE	10
GYM	11
PLAYGROUND	11
PRIVATE PARTIES	11
COMMON AREA	12
ELEVATORS	14
UNIT CONSTRUCTION AND REMODELING	15
FLOORING	15
PATIOS & BALCONIES	16
GAZEBO BARBECUE AREA	17
SATELLITE DISHES	17
PETS	18
LAUNDRY ROOMS	19
TRASH DISPOSAL AND RECYCLING	20
COMMUNICATION	21
MOVE IN/MOVE OUT	22
MISCELLANEOUS	23
RULE VIOLATION PROCEEDINGS AND ENFORCEMENT	24

INTRODUCTION

Dear Lakeside Owners and Residents,

This booklet contains the Rules & Regulations for the Lakeside Village Condominium Association, Inc., as well as additional important information, and helpful suggestions about the Association. Pursuant to the Association's Declaration of Covenants, Conditions & Restrictions ("CC&Rs"), the Board has the power and authority to make rules relating to the use of the Common Area and any recreational and other facilities thereon. See Article V, Section 2(a). The rules are enforceable and violating them can lead to disciplinary action including fines levied by the Association and/or legal action if necessary to obtain compliance. All Lakeside residents and off-site owners are responsible for reading and becoming familiar with this booklet. The rules were created to extend the intention of the CC&Rs and the By-Laws that establish the Lakeside Village Homeowners Association. Lakeside Village HOA pursuant to Culver City *Municipal Code* sections 9.11.200, et seq., is a **No Smoking** community effective May 2016.

The rules and suggestions in this booklet reflect several goals:

1. To assist in keeping residents and property safe.
2. To provide rules and guidelines for living in close proximity to other residents as good neighbors.
3. To keep Lakeside beautiful and to preserve and promote property values.
4. To ensure harmonious use of the Common Area.

In those infrequent situations where a resident violates the rules or residents cannot solve interpersonal disputes, our elected **volunteer** Board of Directors and paid Management staff will take action. In those instances, the Rules and Guidelines in this booklet will outline the enforcement and dispute resolution process.

**This booklet contains important and useful information about the Association.
Please keep it in a place where you can find it for easy reference.**

You can also find this booklet along with copies of the CC&Rs, By-Laws, Association Policies and Procedures and related forms, Board Minutes, Reports, and also Notices and Announcements on the www.LakesideVillageCondominiums.com website.

The Board of Directors

INSURANCE

Lakeside Village maintains an insurance policy covering the common area. All owners and tenants need to carry insurance adequate enough to cover any damages that may occur to their own unit, and to another unit. Residents should consult with their insurance agent regarding appropriate insurance coverage. You are also encouraged to consider obtaining earthquake loss assessment coverage.

Lakeside HOA is responsible for common area repairs only. If the owner of one unit causes damage to another unit, the owner of the unit that causes or is responsible for the damage may also be responsible for the cost of that damage. The owner who sustains damage to their unit can make a claim for the cost of the repairs to the unit owner, who in turn can accept responsibility to pay for the repairs or alternatively deny responsibility. If the owner who caused the damage will not accept responsibility, the unit owner who sustained damage will need to contact their own insurance company to manage the claim. The Association will deal with any common area damage, but will not be responsible for damage to the unit or resident personal property.

PLUMBING AND AIR CONDITIONING

Unit owners are responsible for the plumbing and plumbing fixtures in the unit. These guidelines provide recommendations to protect Lakeside residents from costly repairs and equally important, to help protect the Association from having to get involved in making repairs to the common area. Almost all plumbing problems will affect lower units, who are at the mercy of the practices of the owners/residents above and next to them. By adhering to these Guidelines, we can keep problems and costs to a minimum.

If a plumbing problem/stoppages is determined to be your fault, the repair and/or damage expense will be charged to you. Such problems could include, but are not limited to, sink and toilet back-ups, leaking shower pans and cracked tubs, leaking flex and icemaker lines, and dishwasher hoses. If there is a plumbing problem affecting your unit, you must contact the neighbors directly above and below you to minimize damage. Call the Management Office if it is during normal business hours. If it is after normal business hours, notify Security.

Dishwashers

1. Before running your dishwasher, empty the garbage disposal.
2. Scrape off and rinse plates/dishes before loading into the dishwasher.
3. Do not use ordinary dishwashing liquid or powders in the dishwasher. Only use products designed for automatic dishwashers.
4. Please be considerate - do not run your dishwasher between 10 p.m. and 8 a.m.
5. Owners are encouraged to inspect and replace the hoses for the dishwasher, as they do leak, and the Owner would be responsible for any damage caused by a leaking dishwasher hose.

Garbage Disposals

1. Always keep your garbage disposal empty.
2. Run cold water into the garbage disposal before turning it on. Do not run a dry garbage disposal. Do not put heavy, fibrous materials into the garbage disposal (e.g., banana peels, celery, corn silks or husks, onion skins, artichokes, bones, potato skins, eggshells, coffee grinds, spaghetti, rice, etc.). Do not pour grease down the garbage disposal. If you are unsure about something, put it into a sealed plastic bag and dump it down the trash chute.
3. Let the cold water run a little while after turning off the disposal to flush out the drain lines. This will help prevent blockages in the drain lines.
4. Please be considerate - do not turn on your garbage disposal between 10 p.m. and 8 a.m.

Toilets

1. If your toilet overflows, **immediately** turn off the water. The water shut-off valve extends out from the wall next to the toilet.
2. If your toilet tank leaks, please get it fixed. To determine a toilet tank leak, put 2-3 drops of food color into your toilet tank. In an hour or so, if the food color has leaked into the toilet bowl, then you have a leak. Leaky toilets waste water and cost all of us money.
3. Check, maintain, and replace as necessary the flex line that brings water to the toilet.

Sinks & Bathtubs

1. If your sink or tub drips, please get it fixed. Drips waste water and cost all of us money.
2. Check, maintain, and replace as necessary the flex line that brings hot/cold water to the sink.

Air Conditioner

1. If you have a problem with your air conditioner that you want fixed, you must contact the Management Office.
2. No one is permitted to access the roof without permission from Management.

Suggestions:

- ***To unclog a stopped up sink or bathtub, pour bleach (no more than 8 to 12 ounces) into the drain. Flush well with cold water. Do not use DRANO!***
- ***To clear a stopped-up toilet, pour hot soapy water into the bowl. You may need to do this more than one time.***
- ***To help avoid drainage backups, PLEASE ALWAYS USE STRAINERS! Strainers can be collected from the Management Office at no charge. For more information to help avoid issues, please contact the Management Office.***

FIREPLACES, CARBON MONOXIDE DEVICES, SMOKE DETECTORS, & FIRE ALARM SYSTEM

Fireplaces

The fireplaces at Lakeside are decorative only. They are not meant to be used as heaters as they do not generate heat. Do not put anything in the fireplaces (e.g., paper, trash, wood logs, etc.)

Suggestion:

- ***It is requested that you turn off the pilot light in the summer months to save all of us money.***

Carbon Monoxide Devices

AS OF JANUARY 1, 2013 ALL CONDOMINIUM OWNERS ARE REQUIRED TO INSTALL CARBON MONOXIDE DETECTION DEVICES PURSUANT TO NEW STATE LAW.

Further information can be obtained from the Management Office.

Smoke Detectors In Your Unit

It is strongly recommended that you periodically test the hard-wired smoke detector located within your own unit. When you push the test button, you should hear the alarm. If the alarm doesn't sound, the detector may need replacement. Any additional battery-operated smoke detectors that you have in your unit should have the batteries replaced regularly. A good rule of thumb is that when we change the clocks twice a year for Daylight Savings Time, you should change the batteries in your smoke detectors.

If your smoke detector sounds for something minor (e.g., burnt toast), open the patio door and kitchen window to clear the smoke. **Do not open your front door**, as it will set off the fire alarm for the entire building and the Fire Department will come.

If your smoke detector sounds for something major (e.g., a fire), evacuate your unit immediately. If you exit through your front door, leave the door unlocked but closed so the firefighters can enter the unit but the fire will not spread before they arrive. If you leave by way of the patio or balcony, have a neighbor call the Fire Department if you are unable to activate the hallway fire alarms.

Building Fire Alarms

When the building fire alarms sound, the hallway fire doors will close to prevent fire from spreading. When you hear the alarm, before opening your front door, feel the door to see if it is hot. **Do not open the door if it is hot to the touch**. Instead, go to your patio or balcony for help. If your front door is not hot to the touch, leave your unit, (closing your front door behind you) and exit by way of the nearest stairway. Do not use the elevator. Gather with your neighbors away from the building.

Suggestion:

- ***It is highly recommended that you exchange information (e.g., phone number and special needs) with a neighbor in case of emergencies. Also, be aware of any neighbor who may require help evacuating in case of a fire or other emergency.***

VEHICLES - TRAFFIC

"Vehicles" includes all licensed/registered motorized vehicles, including but not limited to motorized bicycles or motorcycles.

1. **All persons operating a vehicle within Lakeside Village must obey the posted speed limit of 10 mph and must obey posted signs and traffic regulations.**
2. Pedestrian traffic has the right of way at all times.
3. Passing vehicles traveling in the same direction on Lakeside property is not permitted.
4. Horns or other noise-making devices are to be sounded for safety purposes only.
5. Car radio/stereo volume must not be audible from outside the vehicle.
6. The use of roller skates, inline skates (Rollerblades), skateboards, and/or scooters is not allowed, except on the paved streets or fire lanes. Pedestrians have right of way at all times.
7. Motorcycles, motor bikes, and bicycles may not be ridden on any landscaped or grassy area, any of the interior corridors, or outdoor walkways.
8. Reckless, or irresponsible use of any motorized or non-motorized vehicle is strictly prohibited.

Suggestions:

- ***Please be especially careful of pedestrian traffic.***
- ***Pedestrians and wheelchair-bound individuals are requested to stay close to the side of the road. Use caution when crossing Summertime Lane.***
- ***Please use extreme care when entering or exiting garages.***
- ***When exiting garages, please come to a complete stop before entering Summertime Lane.***
- ***Please keep a reasonable distance from both pedestrians and those who are wheelchair-bound.***

VEHICLES - PARKING

1. All residents must register the license plate number, make, model, and color of their vehicle(s) with the Management Office. It is each resident's responsibility to update this information within 10 working days of any change.
2. Each unit will be issued one parking sticker per deeded parking space. Any resident may request one additional parking sticker if it is for a Lakeside resident living in

- the same unit. Parking stickers must be placed in the lower right corner of the back window of a vehicle.
- 3. All visitors' vehicles entering Lakeside Village will be issued a visitor pass by security which must be prominently displayed and visible through the front windshield at all times the vehicle is on the premises.
 - 4. No vehicle may be parked in a Common Area space for more than 72 hours. The owner of any vehicle parked longer than 72 hours may be fined or the vehicle towed if there are multiple violations.
 - 5. Any resident requiring special temporary parking privileges (such as parking over 72 hours or parking an oversized vehicle) must first obtain written authorization from the Management Office. This pass must be visible through the front windshield at all times the vehicle is on the premises.
 - 6. Any vehicle parked in a Common Area space that does not display a Lakeside Village Vehicle ID sticker, a properly filled out parking pass, or a temporary parking permit may be towed away immediately at the owner's expense. All Common Area parking spaces are on a first-come basis.
 - 7. Any vehicle parked in a fire lane or red zone, or in a manner which interferes with any entrance to, or exit from, the garages or the main entrance/exit area, may be subject to tow at the owner's expense.
 - 8. Any vehicle parked in "Handicapped Parking" without a prominently displayed state-issued handicapped placard may be fined and towed at the owner's expense.
 - 9. Above ground reserved parking spaces are deeded to specific units and designated by "Reserved" lettering. No vehicle may be parked in a reserved space without permission of the unit resident. Such vehicles will be subject to a fine and immediate towing.
 - 10. Any vehicle with an alarm sounding for more than 10 minutes will be towed at the owner's expense.
 - 11. Residents must not use Common Area unreserved parking instead of their own assigned parking spaces except for loading and unloading of vehicles. Violators may be fined and their vehicles towed. Exceptions to this rule must have approval from the Management Office.
 - 12. Any marked visitor spaces are for use by visitor vehicles only, with a visitor pass visible through the front windshield at all times. Violators may be towed.
 - 13. All non-electric vehicles parked above ground must park "head-in" and within the marked boundaries of the parking space. (Head-in parking is required because it avoids harm to plants and discoloration of walls.)
 - 14. No vehicle shall block any access doors (including elevator & trash room doors) or walkways to any building or Common Area.
 - 15. No vehicle shall be parked in such a manner as to impede or prevent ready access to another resident's assigned parking space.
 - 16. Garage parking spaces are to be used solely for parking of vehicles, motorcycles, and bicycles and for approved storage lockers. Nothing else may be stored in parking spaces or stacked on top of storage lockers without Board approval.
 - 17. Vehicle washing or repairs may not be performed anywhere within Lakeside Village.

18. Vehicles that are not registered with the State, or are in disrepair such as broken windows or flat tires or obviously inoperable must be repaired within 7 days after notice and will be subject to towing at owner's expense.
19. Oil or other vehicle fluids leaked on the garage floor are the unit owner's responsibility to clean up and remove. A warning notice will be issued by Management. After receiving a notice, owners will have 72 hours to clean up the space or will be charged for each space that the janitorial company cleans at their billable pricing. Continual oil/fluid leaks require that the owner provide an oil pan. Failure to do so within 7 days of a written notice will result in Management doing so and billing back the cost to the owner.
20. Violation of these Rules may subject the unit owner to a fine and/or towing.

Suggestions:

- ***Please do not leave anything of value in your car.***
- ***Please lock your doors and be sure the windows are up.***
- ***Please be careful when walking through unoccupied vehicle parking spaces.***

SECURITY GATE

1. Vehicle identification stickers are required for vehicles registered at Lakeside Village (including motorcycles, motor bikes, and scooters) and must be placed in the lower right corner of the back window of the vehicle or in a conspicuous place on a motor cycle or motor bike.
2. Residents entering in a vehicle must use a gate card. In the event this is misplaced, residents can temporarily log in through the visitor's gate, providing proper identification (driver's license).
3. Misuse of resident gate cards, including sharing with non-residents, may result in suspension or revocation of resident gate access privileges.
4. Resident pedestrians may enter by showing the security guard a driver's license or California ID.
5. All non-residents driving in or walking in may enter by logging in through the visitor's gate after the guard has completed one of the following procedures:
 - The guard calls the resident and obtains his or her approval to admit the guest.
 - The guard verifies that the guest's name is on a resident's VIP list. (Residents may update their VIP list at the Management Office only).
 - The guard verifies that the guest's name is on a Clubhouse party guest list provided by the resident host. This list is valid only on the date of the Clubhouse party.
6. No house keys may be left for pickup at the guard shack without a signed permission to enter form.
7. No deliveries of any kind will be accepted at the guard shack.
8. No unauthorized person may enter the guard shack under any circumstances.
9. Food deliveries will be turned away if there is no answer at the residence when called (this includes busy signals).

Suggestion:

- **Residents are encouraged to keep their conversations with the guards brief so as to not back up traffic at the gate.**

POOL & JACUZZI USE

- **CAUTION: NO LIFEGUARD IS ON DUTY**
- **USE OF THE POOLS AND JACUZZIS IS AT YOUR OWN RISK**
- **ANYONE USING THE JACUZZI SHOULD READ THE SIGN REGARDING ITS SAFE USE**

1. The hours for all the pools and Jacuzzis are 6:00 a.m. to 11:00 p.m. Sunday through Thursday, and 6:00 a.m. to 12:00 midnight Friday and Saturday.
2. Individuals under the age of 14 are permitted in all pools when accompanied and supervised by a responsible adult.
3. Pool #2 (Clubhouse) and Pool #3 (Gazebo) are saltwater pools.
4. All health and safety notices and posted codes must be complied with.
5. Eating is allowed at the tables and chairs in the pool area, but food must be kept at least 6 feet away from the pool edge. Food cannot be consumed in the pool. All trash must be disposed of. Please help keep the pool area clean.
6. NO GLASS ALLOWED! All drinks must be in plastic or paper cups or in metal containers.
7. Running and boisterous behavior is not allowed.
8. **Excessive noise is prohibited.** Radios/stereos/amplified music may be used only with earphones or headphones. Any game that requires shouting is prohibited.
9. All persons using the pools and Jacuzzis must wear appropriate pool attire. No individuals who are wearing diapers may be in the pool/spa/Jacuzzi without an appropriate diaper cover or diapers made for use in a swimming pool. Swimming caps should be worn to contain long hair.
10. Furniture may not be removed from the pool areas.
11. Floats are not permitted in the pool or pool areas. For the purpose of this rule, any item large enough to lie on shall be considered a float.
12. Buoyancy devices such as water wings, noodles, and life vests are permitted, but are no substitute for responsible adult supervision.
13. Only four guests per unit are allowed at the pool area at any one time. All guests must be accompanied by their resident host.
14. The security guards may, after giving a warning on noise at any pool, close that pool or send residents and guests home.
15. A Lakeside key or other identification proving residency must be shown to a security guard upon request.
16. No diving is permitted in any pool at any time.
17. Safety equipment provided in the pool areas must remain in the pool areas at all times.
18. Pets and comfort animals are not allowed in the pool areas. Service animals are permitted if their services are necessary to the use of the pool/spa/Jacuzzi facilities.

19. Non-resident owners may not use the pool/Jacuzzi facilities unless as a guest of a resident.

Suggestions:

- ***The Clubhouse bathrooms are available 8:30 a.m. to 5:00 p.m. weekdays and weekends when using the pool at the Clubhouse.***

NOTE: The pool is the only place swimming is allowed.

LAKE

Our lake is beautiful; let's keep it that way. No fishing is allowed, no wading, swimming or entry into the water. Please do not feed the ducks bread. Residents should observe the signs posted on property.

CLUBHOUSE

• **USE OF THE CLUBHOUSE IS AT YOUR OWN RISK**

1. The sauna, gym, and recreation rooms are available 24 hours/day. Use at your own risk.
2. Only four guests per unit are allowed at any one time. Guests must be accompanied by their resident host.
3. Radios/stereos or amplified music devices may be used only with earphones or headphones.
4. **Recreational use of the Clubhouse (upstairs and downstairs) during Board meetings is prohibited.** Use of the Clubhouse during committee meetings and community authorized social events shall be at the discretion of the committee chairperson or the person who is hosting the community social event.
5. The upper portion of the Clubhouse is generally unlocked from 6:00 a.m. until 11:00 p.m. Sunday through Thursday, and 6:00 a.m. until 12:00 a.m. (midnight) on Friday and Saturday. After hours, the Clubhouse is open to adult residents, via use of the GYM key (lower-level doors). Any individual under the age of 16 wanting to enter the Clubhouse after hours must be accompanied by a responsible adult.
6. Residents may reserve the Clubhouse (at no charge) for community meetings to discuss Lakeside issues.
7. Residents may use the Clubhouse television freely, however the sound level must be kept down to avoid disturbing any other resident's use of the facilities. The remote handset should be returned to the TV shelf and must not be removed from the Clubhouse at any time.
8. Wi-Fi is available in the Clubhouse and at the Clubhouse pool. Information on how to access WI-FI is posted in the Clubhouse.

GYM

- **USE OF THE GYM AND EXERCISE EQUIPMENT CAN CAUSE INJURY, AND IS AT YOUR OWN RISK.**
- **FOR YOUR OWN SAFETY, PLEASE FOLLOW EQUIPMENT INSTRUCTIONS AS APPLICABLE.**

1. Only those who have a key to the gym may use the facilities.
2. Personal gym keys are available from the Management Office (may be subject to annual fee). Report to Management any lost or stolen keys. Replacement keys will be charged full key amount.
3. The Gym is available 24hrs a day and accessed through the lower clubhouse doors. Gym keys will open the lower clubhouse doors. Please remember to close the gym doors when you leave.
4. Persons under the age of 14 may use the gym only when accompanied by a responsible adult.
5. Report any problems with the gym equipment to Management.
6. Limit use of each piece of equipment to 30 minutes if others are waiting.
7. Only one guest per unit is allowed in the gym at any one time. This guest must be accompanied by the host resident.
8. Radios/stereos/amplified music may be used only with earphones or headphones.
9. All gym equipment must be cleaned with the disinfectant after use, as provided.

Suggestion:

- ***Please be sure to turn off the equipment, lights, air conditioner, heater, and/or fan if you are the last one to leave the gym.***

PLAYGROUND

Our playground is a source of joy for many parents and children at lakeside. The Playground is located in the Jefferson Parking Lot. Before your first use, please contact the Management Office to fill out the waiver form. The playground is open for use during daylight hours (Not before 7:30AM and not after 8:00PM).

Please obey all posted signs. Please keep the playground area clean.

PRIVATE PARTIES

1. All private parties are subject to the terms of the Clubhouse Reservation Application and Release Form. Highlights of those terms are listed below.
2. The upper portion of the Clubhouse can be reserved for private parties by Lakeside residents (host). The Clubhouse must be vacated by 11:00 p.m. Sunday through Thursday and 1:00 a.m. Friday and Saturday. Cleanup must be completed at the end of the party or the next morning as arranged with the Management Office. The Clubhouse will not be available for rental on Super Bowl Sunday or New Year's Eve except for a Lakeside Village Association sponsored community event open to all Lakeside residents.

3. Application must be made to the Management Office in writing listing the date, time, purpose, and number of guests. Availability will be on a first-come first-served basis. Association functions have priority.
4. The host is required to furnish an **alphabetized** guest list to the Management Office and the guard shack prior to the party. All hosts must be in attendance at the function and are responsible for the behavior of their guests.
5. Private parties are limited to a maximum of 90 people.
6. The host is required to pay fees and deposits, the details of which are available from the Management Office in addition to the application.
7. All private parties require the services of a Lakeside Village Security Guard to enforce the contract terms.
8. **NOTE:** The Security Guard Fee covers the first four hours of the Clubhouse use. After four hours, an additional hourly fee is charged in accordance with our current contract with the Security Company and will be deducted from one of the refundable deposits. If your party is expected to last more than four hours, you must make prior arrangements to have the guard stay on duty until the last person leaves the Clubhouse after cleaning up. The guard has the authority to end the party and close the Clubhouse due to excessive noise or other violations of the Clubhouse rental contract.
9. The host's deposits will be refunded if Management deems the cleanup to be satisfactory, and there is no damage to the Clubhouse. The cleanup includes sign and balloon removal. If the cleanup is judged unsatisfactory or damage is discovered, an appropriate amount of the deposit(s) will be retained to correct the problem(s). Any additional costs, over and above the deposits, for cleanup or damages are the responsibility of the host involved.
10. A violation of the Clubhouse rental contract as determined by the on-duty Security Guard will result in a written warning being issued immediately to the responsible host to be followed by an appropriate fine on a second or subsequent violation.
11. Hosts should inform their guests that Lakeside Village has a limited amount of guest parking and that all guests are required to park outside of the complex. Hosts should consider retaining a valet parking service.
12. Residents of units which are past due on Homeowners Association assessments may not rent the Clubhouse.
13. The Clubhouse may not be reserved for business/commercial, profit making, or political purposes or events. The only exception is a non-partisan City of Culver City candidates forum open to all Lakeside residents.

COMMON AREA

Defined as Lakeside Village property that is not part of a residential unit.

General

1. **Culver City ordinances with regard to noise and public nuisance apply to Lakeside Village. Noise that disturbs your neighbors, including but not**

limited to TV, stereo, radio, musical instruments, parties, and yelling is not allowed between 10 p.m. and 8 a.m. At all other times, noise must be kept under control.

2. **Culver City smoking ban in Multi-Unit Housing (MUH) effective May 26th, 2016 prohibits smoking in all areas of the MUH including but not limited to common areas and individual units, patios and balconies. CCMC 9.11.200 et seq.**
All owners who lease out their units must advise their tenants and amend their leases to include a requirement that all residents comply with this smoking ban.
3. It is the responsibility of homeowners and residents to report to Management or Security any threats to the safety of persons or property, violations of the rules or laws, and any unsafe or hazardous conditions or suspicious activities as soon as they are discovered anywhere on the property. Call the Management Office or Security immediately.
4. Anyone on Lakeside premises is required to identify himself/herself by unit number and name if requested by Security or Lakeside staff. This includes owners, residents, and guests.
5. Residents are not permitted to borrow or remove any Association equipment or property from the Common Area.
6. Littering detracts from the beauty and property value of our community and will not be tolerated under any circumstances.
7. If you make a mess anywhere in the Common Area, it is your responsibility to clean it up.
8. No one shall, at his own expense or otherwise, make any alteration, addition or modification to the building in which his/her condominium unit is located or to any part or portion of the Common Area without prior Board approval. It should be understood that the unit consists of the airspace bordered by the perimeter walls, ceiling, and floor of the unit, from the unfinished wall inward. It also includes any bearing or structural walls. When in doubt as to whether a proposed modification would be a prohibited modification of the Common Area, please ask Management.
9. Residents are liable for damages to the Common Area if caused by their guests.
10. Smoking is prohibited at Lakeside Village in accordance with Culver City Smoking Ban in Multi-Unit Housing.
11. Except for emergency reasons, no person shall tamper with or attempt to adjust any piece of equipment, or valve, electrical, gas or water connection in the Common Area (including the pools) without the Lakeside Village Management or maintenance personnel present.
12. Any dangerous or restricted device (according to California State Law) found in the possession of any person shall be referred to the Culver City Police Department.
13. All drones are prohibited. No unmanned aerial vehicle, drone or similar item shall be operated, used, or allowed to be used or operated within the boundaries of the Association, the Common Area, or outside of any unit at Lakeside Village.

Common Area Building Interiors

1. Hallways, lobbies, and stairwells shall not be obstructed by bicycles, furniture, carts, boxes or other material at any time.
2. Personal door mats are permitted outside unit door in the hallway. Door mats must be in good condition, free from dirt, tears, rips or damage. Must have non-slip underside. Door mats displaying profanity not allowed. Door mat size cannot exceed 36" by 24" (max. 18" if unit door is directly opposite another unit door in hallway).
3. The outside of a unit door is considered a part of the Common Area and therefore is regulated by the Association. The outside of a unit door may not be modified or changed without the Association's prior written approval. The following rule is in effect: Seasonal decorations will be permitted during holidays as long as they are tasteful. When removed, such decorations must leave the door in its original condition.
4. No balls or any other objects may be hit or bounced against any of the walls in the complex or the parking structures.
5. Excessive noise or unusual or boisterous behavior that constitutes a nuisance is prohibited in any Common Area.

ELEVATORS

Do not panic if the elevator stops while you are in it. There is plenty of air. The hydraulic mechanism, which moves the car up and down, will not allow the car to drop. Do not try to force the doors open. This causes damage to the door and the mechanism.

If the elevator stops, the doors do not open, and the lights are still on:

1. Push the "door open" button.
2. If nothing happens, push another floor's button or the garage button.
3. If nothing happens, flip the emergency switch to "off", wait a minute or so, and Then flip it back on. Repeat steps 1 and 2.
4. If still nothing happens and the lights remain on, push the red ALARM button and wait for help.

If the elevator stops, the doors do not open, and the lights go off:

1. There is a power failure but the emergency back-up light should come on.
2. Have a seat and wait for help. You can call out, blow a whistle, or bang on the walls so someone will know that you are stuck inside.

If your elevator has been mechanically modernized there will be a phone installed in the interior. You will then be able to make an emergency phone call.

In the event you drop keys or other personal property down the shaft, call the Management Office (if during normal business hours) or call Security (if during non-business hours). All calls for this retrieval service will be billed to you personally

UNIT CONSTRUCTION AND REMODELING

The CC&Rs, Bylaws, building codes and the Association's Architectural Guidelines govern unit construction or modifications. These rules govern misuse of the Common Area and misuse of the trash bins. Contact the Management Office for further information and copies of the Architectural Guidelines and forms. Reminder: No owner may make any modification to the Common Area, either the walls or ceiling in their unit or the exterior Common Area without the Association's prior written approval.

Culver City Municipal Code 9.07.035 CONSTRUCTION states that construction is prohibited between the hours of 8:00 p.m. and 8:00 a.m. Monday through Friday, between 7:00 p.m. and 9 a.m. on Saturday and between 7:00 p.m. and 10:00 a.m. on Sunday.

Construction Noise of any kind is prohibited at Lakeside on Sundays.

Suggestion:

- Please give your neighbors advanced warning of any construction that will cause noise so they can plan accordingly.***

FLOORING

To eliminate the possibility of violating the nuisance provision of the CC&Rs, and in order to ensure better sound attenuation or sound proofing within the buildings, anyone installing hard surface flooring (either replacing carpet with hard surface flooring or replacing hard surface flooring with another hard surface flooring (which includes any flooring other than carpet with padding, such as wood, manufactured laminate flooring, stone or ceramic tile, linoleum, etc.) in a unit should take steps to ensure that all hard surface flooring materials are underlain with a sound attenuating material (together referred to as the "floor covering assembly"), which, if installed as per manufacturer's recommendations, will reduce impact noise.

The owner's proposed hard surface floor covering shall be required to meet a minimum Field Impact Insulation Class (FIIC) of 57 dB. In the event of a complaint of excessive noise from hard surface flooring from the downstairs owner, the Association will facilitate testing. If the testing shows that the flooring does meet the requirements of these Rules/does not meet the Field Impact Insulation Class (FIIC) of 57 dB Testing, the cost of the testing will be paid by the owner with the hard surface flooring. If the tests show that the flooring does meet the requirements, the cost of the testing will be paid by the complaining owner. Testing will be conducted by a laboratory accredited through the National Voluntary Accreditation Program (NVLAP) and be registered in the City of Los Angeles for ASTM E1007 standard. The owner of the unit with the hard surface flooring and the owner of the lower unit must cooperate and allow access to their unit for the testing.

To ensure compliance, owners must maintain product specifications, including a test report for the resilient floor underlayment manufacturer issued by a nationally recognized, independent and accredited NVLAP acoustical testing laboratory, clearly showing that the Field Impact Isolation Class of the laboratory construction (material over 8" of concrete) has a minimum rating of FIIC of 57 dB. Field test reports cited to demonstrate compliance with these standards are not acceptable and will not be considered.

Owners should obtain a letter from the hard surface underlayment manufacturer or contractor indicating that the product will comply with the NVLAP test rating and has been installed per the manufacturer's requirements. In the event of the floor covering's non-compliance, as evidenced by an FIIC test, the floor coverings will be removed by the owner.

Complete project requirements must be obtained from the Management Office and acknowledged.

1ST FLOOR PATIOS/2ND & 3RD FLOOR BALCONIES

1. For the purpose of enhancing our property and maintaining the high standards of Lakeside Village, only appropriate patio/balcony furniture and plants are allowed on balconies or patios. Heavy, unsightly items such as cabinets, refrigerators, boxes, etc. are not allowed. No laundry rack visible from the Common Area may be used on a patio/balcony. No storage of personal property is permitted on any patio or balcony.
2. **Nothing shall be allowed to be maintained on any balcony railing without Board approval.**
3. All plants on patios/balconies which are visible from the Common Area must be kept in a healthy condition. Residents may not plant anything in the Common Area nor leave potted plants in the Common Area without Board approval. All pots must have proper water drainage collectors. Plants cannot be stored on any patio/balcony railing.
4. No articles may be draped over balcony or patio railings. This includes, but is not limited to, flags, rugs, towels, bathing suits or other clothing, mops. **NOTHING SHALL BE SWEPT OFF BALCONIES!**
5. Only appropriate items may be hung from or attached to balcony/patio walls and ceilings. This includes outdoor string lights (max. 30 watts / 400 lumens), bird feeders, hanging plants, lattice work, wind chimes. Any such items must be installed securely and without causing damage to the patio/balcony structure (wood, stucco etc.). Any damage will be the owner's responsibility to repair. Complaints to Management by neighbors may result in certain items needing to be removed.
6. No Awnings, sunshades, satellite dish, antenna, or any other installation which alters the visual uniformity of the balconies or patios is permitted without prior Board approval. Grapestake or other appropriate railing covering can be installed

- but cannot be higher than the balcony top rail. Any damage will be the owner's responsibility to repair.
7. No article may be cleaned by shaking from balconies, patios, doors, or windows.
 8. Balconies cannot be cleaned by hosing off with water.
 9. Patio/balcony lighting -- Installation of an enclosed light fixture is permitted on balconies or patios not to exceed 60 watts / 800 lumens. One electrical outlet is also permitted.
 10. The Association is responsible for maintaining balcony railings, patio walls and floors unless the balcony has been enclosed. Balcony flooring may not be altered without prior Board approval.
 11. It is not permissible to cause damage to railings or balcony flooring from overwatering of plants, nails, etc., by the homeowner. All planters must have appropriate drip trays or other water-catching devices under them. Astroturf or carpeting on balcony floors is not permitted, as it may cause the premature deterioration of the waterproofing material below.
 12. Every resident is responsible for controlling the emissions from his/her barbecue so as not to create a nuisance to neighbors.
 13. In compliance with the 2010 Fire Code: it is prohibited from the use and storage of open flame cooking devices (BBQ) on combustible balconies not protected by an approved automatic fire sprinkler system. No BBQ with a 20 pound propane tank and charcoal grill is allowed. The maximum propane tank allowed in accordance with the current Fire Code is 2.5 pounds.

Suggestion:

- ***Residents are encouraged to use the gazebo barbecues whenever possible.***

GAZEBO BARBECUE AREA

1. The gazebo barbecues are for the use of Lakeside Village residents only.
2. Only one barbecue grill may be used per party/group at any one time if others are waiting.
3. When finished with a barbecue, **turn off the gas and please clean the grill!**
4. No one under 18 is permitted to operate the barbecues without responsible adult supervision.
5. **Excessive noise is prohibited.** Radios/stereos/amplified music may be used only with earphones or headphones. *The Lakeside Village Social Committee may reserve all three barbecue grills for their social gatherings. These are pre-scheduled events and all Lakeside residents are invited to attend.*

SATELLITE DISHES

Radio and television receiving or transmitting antennae or satellite dishes are acceptable, pursuant to FCC specifications, and subject to approval by the Association's Boards.

PETS

Article VII, Section 11, of the CC&Rs states that all pets of any kind are prohibited at Lakeside Village. However, because of changes in the law, previous changes to rules, and because many residents were bringing their pets into the Association despite the prohibition, the Board has determined that it is in the best interests of the Association to abandon enforcement of the prohibition. Pets are allowed within the Condominium Association. However, they are subject to all state, county, and city statutes and ordinances regarding their maintenance and care, as well as the By-Laws and CC&Rs regarding nuisance and Pet Rules of the Association.

If any pets become a nuisance for any reason, restrictive action will be taken. Nuisance may include, but are not limited to, excessive noise, damage to common areas or other units, excessive smell, aggression against other owners, tenants, or pets, or failure of the owner to observe city, county and state ordinances regarding animals.

All animals, including those belonging to a tenant, shall be the exclusive responsibility of the owner of the unit. Any owner renting their unit shall be required to give the tenant notice of these regulations with regard to pets, and execute a form provided by the Lakeside office stating that they have so notified the tenant. The owner or tenant is responsible for clean-up of animal's waste products immediately. Pet owners are required to curb their pets. Pet excrements must be removed with scoops from sidewalks, driveways and green areas. Damage to any part of the common area, or other units by animals will be at the expense of the owner. Control should be exercised over the noise made by pets, both in common areas and in the owner's unit.

All owners or tenants, after the effective date, shall be required to register their pets at the office at the time they move into the Association. Any animal not already registered with the office will be required to be registered within seven (7) days of this notice. Dog owners shall be required to submit payment for a pet fee at the time of registration to cover administrative and community costs associated with such animals.

\$150.00 for dogs (No fee for other animals)

It is the intent of the Association to enforce these pet regulations strictly, and the maximum fines allowed by the Bylaws and CC&R's will be levied for each infraction.

The rules of the Association exist to encourage the peaceful coexistence of owners and tenants within the complex. As members of the Association, we should respect the rights of other members, and try to minimize our impact on each other. Any owner or tenant who maintains a pet must comply with the following guidelines so as not to violate the rights of others:

- All dogs must be licensed and registered with Culver City. We encourage owners to voluntarily license their cats, so that in the event they run away or are found by others inside or outside the complex, they can be returned to you.
- All dogs and cats must be registered with the onsite office at Lakeside.

- No animal of any kind shall be raised, or bred in any Unit, except that ordinary domestic animals such as dogs, cats, fish, and birds may be kept as household pets.
- No animal may be kept which the Board has determined to be dangerous after a hearing, or has been designated as dangerous by any governmental agency.
- The Board has the power to prohibit the keeping and maintenance of any animal which, in the opinion of the Board, after notice and hearing, is deemed by the Board to constitute a nuisance or threat of harm to any other resident.
- No loud, uncontrolled, unruly or disruptive behavior of your animal is acceptable.
- Aggressive or nuisance animals may be reported to the Culver City Police and/or Animal Control. Owners will be held responsible for injuries and damage caused by their pets. Animals deemed to be aggressive may be required to wear a muzzle or other restraint while on Association property, or be declared a nuisance.
- No walking your animal without a leash. All leash laws are to be observed by you in accordance with the local health laws.
- Cats are required to remain indoors unless under the control of the owner, by leash, carrier or other method of restraint when outside.
- Under no circumstances should animals be allowed to relieve themselves on the Association grounds or common areas.
- Anyone walking a pet shall carry a device to pick up feces at all times and shall immediately remove and dispose of any feces deposited by their pet in a sanitary manner. You are responsible for the proper disposal of all animal waste in accordance with health laws and Lakeside rules.
- Any reported unclean or unhealthy condition of your animal may result in your animal being declared a nuisance.
- Your animal must remain free of fleas. You accept responsibility for any pest treatment in your unit, in any other unit, or in the common area which is infested as a result of your animal.
- All stray animals are subject to capture and will be turned over to the appropriate authority.
- No dog or other pet waste will be tolerated on any patio, balcony or common area.
- No animals may be housed on a balcony or patio. Balconies/patios/decks are not to be used for feeding or watering of pets and for droppings deposited by a pet (i.e. no litter boxes, etc.)
- No pets are allowed in the pool and spa or clubhouse areas.
- Violations of the above policies and guidelines will result in the Board issuing a violation letter and calling you to a hearing. and you may be also fined if the violation is not corrected. Certain violations may require immediate removal of your animal.

LAUNDRY ROOMS

1. The hours are from 8 a.m. to 10 p.m. daily. This means that no one should begin a wash cycle after 9 p.m. or begin a dry cycle after 9:30 p.m. Vending prices are increased to \$20.00 at these times to discourage after-hour use.

2. Heavy items (rugs, draperies, etc.) must be taken to commercial laundries. Overloading the machines or too much detergent can cause equipment breakdowns.
3. Laundry equipment must be cleaned after each use; the dryer lint screens must be removed, cleaned, and replaced.
4. Residents must monitor their own wash and dry cycles and remove their laundry as soon as it is done.
5. Laundry facilities are for residents' use only.
6. Contact the laundry company directly (the number is posted in each laundry room) if the machine is malfunctioning and/or you require a refund.

Suggestions:

- ***Please, if possible, do not start your washing until 9:00 a.m. on weekends to provide your neighbors with an extra hour of quiet time.***
- ***Any machine problems should be reported to the laundry company whose phone number is posted in the laundry room. Please close the door when you leave.***
- ***Remember to recycle your detergent and fabric softener containers whenever possible.***

TRASH DISPOSAL AND RECYCLING

1. All trash from each condo unit must be deposited in **sealed plastic bags**. Under no circumstances should any garbage or recyclables be left on trash room floors, laundry room floors, or outside unit doors. Items that are too large for the trash chutes must be deposited in the garage trash bin by the resident.
2. Trash dumping times are posted at every trash chute.
3. All cardboard boxes must be broken down and placed in the recycling bins on property.
4. Furniture, appliances, hazardous waste, etc. must not be left in the trash rooms, or the recycling bins, or anywhere else in the Common Area. Disposal of such items is each resident's responsibility and will be billed back to the unit involved for removal or cleanup by the Management Office.

Suggestions:

- ***Please close the trash chute room door when you leave. The light will automatically shut off after you leave.***
- ***Unwanted items in good condition can be donated at the donations drop-off located in the 2000 upper garage. Any other waste items (non-landfill) should be taken to the universal waste drop-off located in the 2000 upper garage.***
- ***You can also contact the Household Hazardous Waste Roundup (for disposal of old paint, batteries, oil and other household hazardous waste material) at 888-253-2652.***

LAKESIDE VILLAGE RECYCLING PROGRAM

All residents are encouraged to recycle whenever possible as it is good for the planet and saves us money. The goal of Lakeside's recycling program is to eliminate the Wednesday trash pick-up. With this in mind, please remember that whenever possible, if we all take out our trash on Sunday and Thursday nights, this will help reduce mid-week and weekend trash and help to achieve our goal of saving the Association money. You may take recyclables to the bins located in the College or Jefferson parking areas, or those located within certain building trash rooms (lower 1000 and 2000, 3000, 4000, 6000, 8000, 11000, 13000, 14000 garages).

What is recyclable at the green bins at Lakeside? Please check the notices posted on each recycling bin and/or our website.

ORGANIC WASTE

California law (SB 1383) requires all businesses, multi-family complexes and single-family homes to collect their food waste, yard waste and food-soiled paper separately from all other waste to reduce greenhouse gas emissions from landfills that contribute to climate change. To comply with this law, Lakeside Village is making the green bins located at the College and Jefferson parking lots available for all residents to use.

Food scraps, plant trimmings and food-soiled paper MUST now be placed in the green bins and NOT in the trash.

To help collect food scraps, kitchen pails are available for residents upon request. Please contact the city's Environmental Programs & Operations Division at 310-253-6400 to request a pail.

For inquiries visit www.culvercityrecycles.com or call 310-253-6414.

COMMUNICATION

1. Announcements posted by the Board, Management, or Lakeside Committees are the property of the Association. No unauthorized person is to remove announcements.
2. Residents may not place notices anywhere in the Common Area, including but not limited to in the elevators or entranceways to the elevators in the garages.
3. "For Sale" signs are not allowed on vehicles. Note: Personal announcements and items for sale may be advertised in our community newsletter or Clubhouse bulletin board.
4. The building bulletin boards are designated places for the posting of announcements and information, which may be of community interest, originating either from the Board and Management Office or from residents to one another. Postings by residents shall not be limited in content, with the exception of those containing offensive or obscene language or depictions, language containing direct threats against person or property, or postings, which are commercial in nature. All postings must be dated, and are to be removed within ten (10) days unless Management approves otherwise. Removal of notices for any other reason than

those specified herein shall be considered a violation of the Rules and Regulations of Lakeside Village.

5. No notices, advertisements or signage may be posted in a unit's window.
6. Visit www.LakesideVillageCondominium.com for copies of the governing documents, board minutes, financial reports, policies, forms and notices. Lakeside Village HOA is also on Facebook.

MOVE IN/MOVE OUT

1. All new owners and/or renters must register with the Management Office prior to moving in.
2. MOVE-IN FEE: Every homeowner/renter will be charged a fee payable to "Lakeside Village Condominiums" for moving into the complex. The purpose of the fee is to defray the costs the Association incurs for a move-in, including but not limited to, changing the directory and wear-and-tear on the Common Area.
3. Moving in or out requires a completed Moving Permit which is available from the Management Office. The completed permit must be returned to the Management Office at least 48 hours prior to the move.
4. Elevator protective pads must be used for any move in/move out/delivery when using an elevator.
5. Following the moving process, damage deposit funds will be returned to the individual named on the Moving Permit provided the elevator pads are returned and Management has completed an inspection of the Common Areas affected by the move
6. Moving in or out of Lakeside Village must not begin before 8:00 a.m. and must be completed by 8:00 p.m. This rule applies to furniture deliveries and/or pickups also.
7. The moving van/truck driver will be issued a form that must be posted on the vehicle identifying the unit to which the driver has access.
8. With Management's written permission, vehicles may be temporarily parked in "No Parking" areas **excluding fire lanes and hydrant zones**, for trip preparation, unpacking, and moving. Fire lane chains may not be removed. All moving vans and trucks that are not parked within a marked parking space must be off Lakeside property by 10:00 p.m.
9. Do not leave unwanted furniture, mattresses, etc. in garages, trash rooms, or at the recycling bins. Residents who abandon such items will have removal costs deducted from their refundable deposit. See the **TRASH DISPOSAL** section for information on proper disposal of such items.
10. All cardboard boxes must be broken down and taken to the recycling bins and not put in the trash room or trash room bin.
11. Violators will be subject to appropriate action and/or fine. Unit owners will be liable for the actions of their tenants.
12. Moving Pods are allowed on Property for no more than 7 days and require a \$50 refundable deposit paid to the Management Office in advance. Additional charges will be levied after 7 days.

13. Residents must purchase and use a gate card for accessing the community by vehicle. Gate Cards are limited to one, per registered resident with a registered vehicle.

The complete Move In/Move Out policy and forms are available from the Management Office.

Suggestions:

- ***Do not prop or leave the building doors open and do not block/obstruct access to elevator or other parts of the Common Area.***

MISCELLANEOUS

1. With Management approval, owners may install storage lockers in the garages. Lockers must conform to the Association's specifications provided by Management. Contact the Management Office for more information.
2. Shopping carts are not allowed on the property without Board approval.
3. Aluminum foil may not be used as a window covering at any time. Only normal window covers (drapes, blinds, etc.) may be used. Bed sheets may not be used except for emergency purposes and for a period of one week only. Signs may not be posted in windows.
4. All broken windows and torn or missing window screens must be replaced within seven days of notification from the Management Office.
5. Abusive, disrespectful or threatening language and/or behavior towards Lakeside Village staff is unacceptable and will not be tolerated.
6. Washing machines cannot be installed inside any unit. This is due to the potential hazards caused by excessive amounts of water being drained from the appliances into the main plumbing lines. All residents must use the common area laundry rooms.
7. Ride share type scooters (Bird, Lime, ETC.) are not allowed on property.
8. Inspections Prior to Opening Escrow. Owners must allow the Association to enter their Unit(s) to inspect the Common Area within and surrounding their Unit(s) once their Unit(s) is placed for sale and before escrow is opened. The Association will send a notice of violation and hearing to any owner that refuses to allow the Association to enter their Unit for purposes of inspection prior to opening escrow, which notice must be disclosed to prospective purchasers per Civil Code § 4525.

Suggestions:

- ***If you are aware of any burned out light bulbs, minor water leaks, or other non-emergency repairs needed to the common area, please report them to the Management Office.***
- ***Owners may install video doorbells (such as Ring or Nest) at unit doors. Cameras can also be installed within storage lockers in garage parking spaces. We recommend owners check to ensure their storage lockers are secure.***

- ***Residents and visitors using Uber/Lyft should be picked up inside the gates, not outside at the corner.***

LEASE AND RENTAL RULES

1. **Leases and Rental Agreements in Writing.** All leases and rental agreements between an Owner and Tenant must be in writing.
2. **Required Lease and Rental Agreement Provisions.** All provisions of any leases and rental agreements between an Owner and Tenant must be consistent with and not violate any provisions of the Association's Governing Documents. All leases must include, at a minimum, provisions that require Tenants to comply with all provisions of the Association's Governing Document.
3. **Lease Addendum.** Owner, Tenant, and the Association must execute a "Lease Addendum" supplied by the Association.

BUSINESS USAGE PROHIBITED

Units are to be used solely for single family residences. Article VIII, Section 1 of the CC&Rs prohibits any unit being utilized for business purposes. Utilizing your unit as a home office will not be considered a business purpose unless that usage includes employees working in the unit, clients or customers coming to the unit, multiple deliveries being made to the unit, and any other usage that would make it appear that the unit is being utilized for business purposes.

Owners are allowed to have a reasonable number of roommates. Long term rentals and leases are allowed. Culver City requires a minimum of 30 days to be considered a long term rental. Short-term rental of a portion or all of a unit is strictly prohibited.

RULE VIOLATION PROCEEDINGS AND ENFORCEMENT

1. Any alleged violation of the Rules and Regulations should be reported in writing to the Management Office, or Board of Directors, or Security personnel on duty. Security personnel are empowered to take steps to ensure that the reported violation ceases immediately. The written report should contain the following information:
 - a. Name and unit number of person making the complaint.
 - b. Name (if known) and unit number of alleged offender.
 - c. Facts regarding the alleged offense, the date of occurrence, witnesses, etc.
 - d. All reports must be signed.
2. The alleged violator must correct the violation immediately. The alleged violator may protest the claim of violation in writing to the Management Office. The Association may authorize abatement of the violation at the expense of the owner.
3. If the violation is protested or not corrected, the Management Office will then establish a hearing date with the Board of Directors where the matter can be resolved.

4. Under the CC&Rs, Lakeside Village Homeowners Association and its Board of Directors is empowered to levy fines and enforce the governing documents. All members of the Association (including, but not limited to, their tenants, agents and employees), are bound by these CC&Rs, By-Laws and Rules and Regulations.

The following penalties will be assessed for each violation:

- a. First Offense: Warning \$0 to \$ 500
- b. Second Offense \$0 to \$ 750
- c. Third and subsequent Offenses \$0 to \$1,000

The amount of the fine will be determined by the Board at or following a hearing, and is subject to the Board's discretion. The Board reserves the right to levy a larger fine or a continuing fine if warranted by the nature and severity of the violation.

5. Failure to pay fines may result in additional penalties as determined by the Board.
6. Fines will appear on the next Lakeside Homeowners Assessment bill.

In the event an owner refuses to pay a levied fine, the Association will take the necessary legal steps to collect the fine. The Association will be entitled to recover legal fees and other costs associated with collection of fines. The Association reserves its right to pursue legal action for any offense.

NOTES

Lakeside Village
Condominium Association, Inc

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Guard Gate: 310-204-2172*

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www.lakesidevillagecondominiums.com*