

TOKYO VILLA HOMEOWNERS ASSOCIATION POLICY
(Summary of Rules and Regulations)
Effective December 1, 2016

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1. NUMBER OF OCCUPANTS

- A. No more than two (2) persons may be permanent occupants of each one-bedroom unit; no more than four (4) persons may be permanent occupants of each two-bedroom unit.
- B. A "permanent-occupant" is anyone occupying a unit for more than 14 days in any period of one year. (Article III, #20)

2. ASSOCIATION FEES

- A. Late charges will be levied when the association fees, due by the 10th of each month, are late in payment. To ensure proper handling, the Unit number and the month should be shown on your check.
- B. If applicable, the attorney's fees and court costs are also required to be paid. (Article VII, #2). On December 17, 1997, our delinquent assessment policy was posted on the bulletin board.

3. ACCESS CARDS

- A. The number of access cards provided for one-bedroom unit is a maximum of two (2) cards. The maximum number for two-bedroom unit is four (4) cards.
- B. No additional cards will be provided for any resident except on a case by case decision by the Board for hardship cases and extenuating circumstances. When approved, there will be a charge of \$25.00 for each additional card. (April 17, 1986 Minutes)
- C. Cards currently in use in excess of allowance are grandfathered for continued use, but shall not be eligible for replacement if lost or stolen. (February 26, 2015 Minutes)
- D. If your access card is lost, the lost card number must be provided to the manager. All card numbers assigned to your unit may be deleted from the system if the lost card number is not provided.
- E. In the event of a sale or rental of the unit, all access cards must be surrendered to the HOA without any reimbursement to the seller/renter.

4. NOISE

- A. There should be no noise, including the sound system and the TV, inside each unit that will interfere with the quiet enjoyment of the occupants of this condominium. (Article III, #5)
- B. In April 1987, a rule was passed that no washing machine or dryer should be used before 8:00 AM or after 10:00 PM.

5. PATIO

- A. The patio must be kept clean and cannot be used as a storage place.
- B. The exterior building cannot be enclosed nor have anything attached without prior approval of the HOA. (Article XVII, #h)
- C. No cooking / BarBQ allowed in the patio.

6. GARAGE USE

- A. The garage is to be used only for parking. No items, except for bicycles, should be stored in the garage and no repairs should be performed. (Article III, #6)
- B. It was noted during the meeting of March 14, 1998, that no cardboards, used tires nor inflammable materials should be stored in the garage, in compliance with the Fire Department and the insurance company guidelines.

7. GARAGE SPEED LIMIT

- A. RACING THROUGH THE GARAGE IS STRICTLY PROHIBITED
- B. As there are children and elderly residents walking in the garage, the speed limit is 10 MPH.

8. RENTING PARKING SPACE

- A. For security reasons, no owner shall rent any parking space to persons residing outside of this condominium. (Article XVII, #2L)
- B. The manager must be notified if a space is rented to another resident.

9. DOOR LOCKS

- A. No additional locks should be placed on your doors.
- B. If any damage is caused because the association could enter your unit during an emergency, the owner will be held responsible for all damages caused. (Article XVII, #3)

10. SMOKING

On December 17, 1997, this condominium became a smoke-free building. (LA Municipal Code Sec 41.51). On Jan 22, 1998, the Board agreed on a "No Smoking" sign. The garage entrance is the only designated smoking area.

11. USE OF TRASH ROOM

- A. No garbage/boxes will be left in the trash room floor. All corrugated boxes are to be broken down and taken to the lobby trash room located in the lobby floor by the garage exit door.
- B. To avoid getting the chute stuck and clogged, boxes are not to be put into the trash chute. (March 27, 2003 minutes). The use of the trash chute will be limited from 8AM to 10PM. Outside of these hours, please use the lobby trash room.
- C. The lobby trash room will be kept open during the night and weekends for this purpose.
- D. No construction debris is to be dropped through the trash chute.

12. DOGS

- A. Dogs (20lbs or less) must be on a leash at all times and carried while in the common area including the hallway, elevator, lobby and garage within the Tokyo Villa property. This resolution was passed during the general meetings of May 21st 1997 and June 26th 2003. There will be a violation fee of \$25.00 for not carrying the dogs, necessity of hallway/elevator cleanings, nuisance, etc.
- B. No "guest/visitor dogs" are allowed, except for service dogs. There will be a violation fee of \$25.00.
- C. For "service dogs" a current physician's certificate noting the necessity of keeping the dog will be required within 5 days. (Approved on August 25th 2016)
- D. The following fees are in place:
 - i. \$25.00 for not carrying dog
 - ii. \$25.00 carpet and hallway cleaning
 - iii. \$25.00 elevator cleaning
 - iv. \$25.00 nuisance and disciplinary action

13. SMOKE

When and if your unit becomes smoky due to your burning food, or for any other reason, the front door should NOT be opened. The smoke will set off the fire alarm. Open your windows and the patio door.

14. PROVIDING DOCUMENTS TO NEW OWNER

When a unit is sold, the Dept. of Real Estate of the State of California, dated March 1st 1985 (page 5) indicates that the seller must provide the CC&Rs and the By-Laws to the new buyer. There may be a penalty of \$500.00 plus attorney fees and damages if not given to the buyer.

15. MOVING IN/OUT

- A. No moving in or out allowed on Sundays and Holidays. All moving should be done between 8:00AM and 5:00PM. It must be completed by 5:00PM. The date of your move should be notified to the manager one week in advance.
- B. A moving fee of \$150.00 will be charged by the HOA for moves occurring Monday – Friday. On Saturdays, the moving fee will be of \$250.00. There is an additional required \$250.00 deposit, for all moves, which may be fully or partially refunded. (Approved by the Board on July 28, 2016)
- C. The person ordering any deliveries of large items must come to the front door to meet the delivery person.

16. CONSTRUCTION RULES

- A. Before any construction work begins in your unit, a prior written consent from the HOA is required. (Article III # 14). Construction includes, and is not limited to, any major/minor repairs/renovations structurally, electrically, or involving plumbing, carpeting/flooring, and installing/repairing air conditioning, satellites or cable TV.
- B. A ruling was passed by the board on Feb 7, 2003 and on May 22nd 2003, that construction can only take place on Monday – Fridays between 8:00AM and 5:00PM, excluding Holidays.
- C. All the Construction Review Forms should be reviewed, followed, completed and submitted to the manager as required, to obtain an approval **prior** to the start of construction.
- D. As necessary the CC&Rs and By-Laws should be referred to and followed. Access cards shall not be given to vendors, realtors, contractors, etc. (February 26, 2015 Minutes)

- E. All vendors, contractors etc., must use elevators # 1 or # 3 only. Elevators # 2 and #4 are for passenger use only.
- F. A deposit of \$500.00 will be required from all vendors and or contractors, and will be refunded if area has been left completely cleaned and no damages have occurred. Any work being done after 5:00PM will incur a \$25.00/hour penalty. (Approved on August 25th 2016)
- G. Residents are required to place plastic covers on hallway, elevators and lobby floors.
- H. No construction trash or debris may be sent through the trash chute.

17. RENTERS

- A. Owners must notify TVHOA when they intend to rent their unit out.
- B. All renters must contact the manager and fill out Information for Individual Unit form.
- C. No temporary/transient or hotel type renting is allowed, including but not limited to AirBnB or other similar rental sites.

18. USE OF SOCIAL HALL/LIBRARY

- A. The social hall may be used for your personal use by informing the manager five (5) days prior to your use. The TVHOA Social Hall Use Agreement must be reviewed and signed.
- B. There will be no fee for using the social hall for the first time, but \$50.00 will be charged for the second time. The deposit will be \$100.00 and it will be fully or partially refunded depending on how clean the hall has been left behind. (May 1987 Minutes)
- C. No gambling is allowed in any of the common area meeting rooms.

19. WHEN LOCKED OUT

- A. When a resident is locked out of the unit Monday through Friday and between the hours of 8:00AM and 10:00PM, there will be a \$20.00 charge to use the HOA key.
- B. If a resident is locked out during the weekend, on a holiday or after hours, they must call a locksmith.

20. COMMON AREA

The February 26th 2004 Condominium Association Master Policy (CAMP) covers the common area as exterior of the building and inside the wall and hallways, including the garage.

21. OPEN HOUSE

Owners must notify the manager at least 3 days before the event, and will be by appointments only. The hours should be between 8:00AM and 5:00PM, Monday through Saturdays.

22. CONTACT NUMBERS

A. Call 911 for emergencies (call before calling the manager)

B. The new non-emergency telephone numbers are:

- i. 1-877-ASK-LAPD (1-877-275-5273) Refer to June 7th 2001 Minutes
- ii. 311 for bulky item pick-up by the city. Leave bulky item out on Tuesday night, red zone is fine

NOTICE / WARNING

DOGS

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**Violation fee of _____ received from _____
Date received _____
Manager's signature _____

Note:

To: Tokyo Villa Vendors & Residents

**Highland Commercial Roofing Phase II
November 1 to November 17, 2023**

Highland Commercial Roofing will complete the final phase, PHASE II, of our roof renovation November 1 through November 17.

During roof renovation, NO ROOF ACCESS is allowed. Foot traffic or moving of any equipment on the roof will damage the roof renovation materials which need be undisturbed. Violators will be responsible for any damage.

Thank you.

**Tokyo Villa HOA Board
September 29, 2023**

**Tokyo Villa Homeowners Association
Board Meeting Minutes
August 31, 2023**

The Board of Directors of Tokyo Villa Homeowners Association met in open session on August 31, 2023, in the Community Room of the Association located at 222 S. Central Avenue, Los Angeles, CA 90012, at 7:00pm.

Board members present were Edwin Takahashi, Jane Sakamoto and Suzanne Hammond.

Also, present was Kaiti Zemet, Oscar Pedraja, and Gene Jackson of Jenkins Properties Management and Shin Shibata, the on-site Manager for Tokyo Villa HOA.

Homeowners Present:

1. **CALL TO ORDER:** A quorum of the board having been determined, the meeting was called to order at 7:47 pm by, Edwin Takahashi presiding.
2. **REPORT OF THE SECRETARY:** The minutes of July 27, 2023:
 - a. *Upon motion duly made by Suzanne Hammond seconded by Jane Sakamoto, the minutes of July 27, 2023, were approved.*
3. **REPORT OF THE TREASURER:**

Treasurers Monthly Report – July 2023 Total Income: \$ 87,934.13

 - a. Total Reserve balance \$1,406,592.24. Total expense for the month of July was \$231,455.58; Laundry Income – \$260.00; Parking Income - \$400.00; Move-in/Move-out Income -\$300.00.

Upon motion duly made by Jane Sakamoto, seconded by Suzanne Hammond, the financials of July were approved pending year end review.
4. **MANAGEMENT REPORT:**
 - a. Shin reported the units are still being repaired by Joe every day.
 - b. 39 stack has a cracked pipe, currently in repair.
 - c. Carpet cleaning company came to clean spots and will steam clean the rest of the carpet areas that need cleaning from roof.
 - d. Roof leak continued during the last tropical rain storm.
5. **Kaiti Zemet with Jenkins Properties reported the following:**
 - a. Jenkins reached out to Arce Construction regarding the crack exterior wall. Arce confirmed they did not believe it to be a structural issue and just needed stucco patching.
 - b. Jenkins reached out to Angel's Brewery regarding noise complaint. Response was sent to the board for review.
 - c. Jenkins has been in contact with a unit in violation, photos were sent of replaced (old/approved) hardware and Shin has a key.
 - d. Jenkins has sent insurance out to bid, Travelers responded with bid that was sent to board for review. The board ultimately renewed with Farmers.

- e. Jenkins is working with Shin and ATT to get the bill down monthly. Jenkins called and recommends having lines ported to Spectrum for a significant discount.
- f. Jenkins reached out to NASA trash company regarding green bid. Only one bin is required. Awaiting pricing.
- g. Highland Roofing is currently working on the roofing - estimated to take 8-12 weeks.
- h. Jenkins is working with Owen, Moskowitz, and Associates on the financial review for 2022. - Draft was sent to board for review. - ongoing
- i. On August 5th and 20th, JPMC dropped off payroll checks and picked up dues payments and statements.
- j. Swedelson Gottlieb has sent the finished draft of the CC&Rs. The board was given email and hard copies for final review. Once the board has approved, they will be sent out to membership for voting and formal adoption. - ongoing

6. OLD BUSINESS

- a. Roof Construction Update - in progress.
- b. Insurance Update - Edwin spoke on the Farmers and Travelers bids that came in. Travelers was much higher than the Farmers Insurance Renewal. \$90,000 is the renewal bid that was approved by the board to continue. Due to the increase in deductible, an \$11,000 discount was received.

NEW BUSINESS

- a. NONE

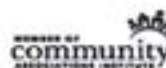
7. OPEN FORUM

- a. Tom spoke on the Jack charging his scooter using HOA electricity. They purchased a Kwh meter. They requested to know at what rate the association would like to charge his unit to be able to charge his mobility scooter. Board agreed to discuss in executive session and give him an answer.
- b. Glen spoke on the gardener being directed by the others. He raised concerns that trees and plants may die if they listen to others than Shin. He also if big changes are made, like changing things to drought resistant, he thinks the whole building should be involved.
- c. Jane inquired about late fees. Jenkins addressed the issues of the system and late fees. Jenkins will manually input late fees going forward to avoid late fee penalty mistakes.

While various other matters may have been reviewed, or discussed, with no action was taken herewith. Upon a motion duly made, seconded, and carried unanimously, the meeting adjourned at 8:30 p.m.

_____, Kaiti Zemet, On behalf of Tokyo Villa


_____, Edwin Takahashi, President



December 5th, 2022

Dear Tokyo Villas Homeowner

Re: **2023 New Dues**

YOU ARE RESPECTFULLY NOTIFIED OF THE FOLLOWING:

Your HOA costs and future budgetary requirements have resulted in the Board's decision to raise monthly homeowner dues by 10% beginning January 1st, 2023.

Below you will see a breakdown of unit types and their new dues.

		Assessment on January 1st	
Unit Type	# of Units	2023	
Unit A	38	\$	468.00
Unit B & C	61	\$	492.00
Unit D	48	\$	513.00
Unit E	20	\$	536.00

Please remember to update the Automatic Payments you may have set up through your bank or in Condo Café.

Please be advised that while it is the intention of the Board not to implement a Special Assessment during fiscal year 2023, this in no way serves as a guarantee, as unexpected circumstances could arise that would require the Board to do so.

Respectfully submitted,

Kaiti Zemet
Account Manager

By request of the Board of Directors

Tokyo Villa HOA

Dog Policy Reminder



Per the Rules and Regulations, Tokyo Villa has the following rules pertaining to dogs on the premises. Violations will result in fines.

1. There is a weight limit of 20lbs or less for dogs in the building.
2. Dogs must be on a leash at all times and carried while in the common area including the hallway, elevator, lobby and parking garage within the Tokyo Villa property.
3. No “guest/visitor dogs” are allowed, except for service dogs.

Please report violations to Management.

If a renter violates the owner will be fined.

Thank you for your cooperation.