



RULES AND REGULATIONS
GRANVILLE COURT
HOMEOWNERS' ASSOCIATION
AMENDED OCTOBER 12, 2023

Granville Court Homeowner Association

The rules and regulations of the Granville Court Homeowner Association (“Association”) outlined in these pages are designed to implement the Covenants, Conditions, and Restrictions which all homeowners agreed to abide by when they purchased a home in this complex. These rules and regulations are aimed at providing a peaceful and pleasant environment for the community of residents, a safe community with a high quality of life, pleasing for the eye, neighborly and clean. The Board of Directors (“Board”) has adopted the following rules and regulations to assure the enjoyment and tranquility of all persons living in the community.

Your knowledge and understanding of these guides, as well as your consideration of the sensitivity to the needs and wellbeing of your neighbors, will enhance harmony and happiness for all of us. Conformity with the rules is required not only by all homeowners, but also all residents, tenants and guests in the complex. It is the responsibility of homeowners to see tenants are informed and comply. Violations by tenants and any penalties assessed will be the responsibility of the owner.

Deviations from the established rules and regulations as set forth in this document will require prior authorization from the Board of Directors. The Board of Directors has sole discretion in the interpretation and administration of the rules and regulations.

All of the Rules and Regulations and Procedure herein may be changed, deleted, or added to at any time by the Board of Directors with due notice, and subject to California Civil Code Section 4340 et. seq. Any consents granted hereunder may be revoked for due reason. These Rules and Regulations do not supersede or change the By-Laws or Covenants, Conditions, and Restrictions (CC&Rs) in any manner. The Association also abides by all laws, codes and regulations set forth by the city of West Hollywood, not specifically covered.

All questions should be addressed to the property management company or any current board members. Current contact information is available in the display case next to the mailboxes.

Rules and Regulations Table of Contents:

Common areas 4

Balconies 5

Exterior Building Guidelines 6

Maintenance and Repairs 7

Condo Owner/Tenant Responsibility 8

Trash & Recycling 8

Pets/Animals 9

Parking/Garage/Store Bins 10

Pool & Jacuzzi 11

Recreational Room 12

Sale & Lease of Condo Units 13

Move in/ Move Out & Deliveries 13

Billing Policies and Procedures (Violations & Fines) 13

Stack Replacement Policy 15

Building Smoking/Vaping Policy 16

COMMON AREAS

Common areas are those areas that are physically and visually shared by all residents of the property at 837 North West Knoll Drive, West Hollywood, CA, 90069. Common areas can include, and are not inclusive of, the courtyard, walkways, pool area, garage, lobby, recreation room, grounds around the building, stairways and stairwells, terraces, passageways, elevator, laundry rooms, etc.

1. All common areas are smoke/vape free, which includes balconies. No smoking/vaping will be permitted in any common area.
2. The sidewalks, entrances, passageways, courtyards, public halls and walkways, elevators, garage, corridors and stairways of the building shall not be obstructed or used for any other purpose than ingress to and egress from the condominium units in the building.
3. No articles, such as garbage cans, other receptacles, bicycles, etc. shall be placed in any of the halls, walkways, or on any of the staircases or landings, nor shall any fire exit be obstructed in any manner.
4. No common area, hall, walkway or elevator vestibule of the building shall be decorated or furnished by any unit owner unless it is for a specific holiday. Decorations may only be displayed during that holiday time period which will include three week before the holiday and after. Front door mats have been provided by the Association and shall not be permanently removed or destroyed. Owner purchased mats should match the Association approved mats. Replacements can be requested through the Property Management Company.
5. No equipment or property of the building shall be removed or borrowed from the common areas.
6. Nothing shall be hung, shaken, or swept off from any of the walkways, halls, doors, windows or balconies or terraces or placed upon the windows sills of the building. Any linens, cloths, clothing, curtains, blankets, rugs, etc., hung from any balcony or terrace or common area railings shall be in violation and will be discarded.
7. Climbing on balconies, roofs, fences, trees, walls and gates is prohibited by both persons and animals.

8. No one for any reason whatsoever shall enter upon or attempt to enter upon the roof of the building, except for licensed professionals directed so by the Board.
9. No scooters, motorcycles, or similar vehicles shall be taken into or from the building through the main entrance or be allowed in the elevator. No baby carriages or any of the above mentioned vehicles shall be allowed to stand in the public halls, passageways, courtyard, or other public areas of the building.
10. Laundry facilities hours of operation are 7:00 am to 11:00 pm.
11. There shall be no storage in any common area of the building. (Which includes the garage)
12. Flammable, combustible, or explosive fluids, materials, chemicals, or substances (except for normal household use), are not permitted on the property.
13. No loud noise or loitering in the common areas after 10:00 pm (Sunday -Thursday and 11:00 PM Friday and Saturday)
14. If the sauna is operational, residents shall use it at their own risk

BALCONIES

(Balconies are defined as any outdoor space attached to a condo)

15. All balconies are smoke free.
16. Rules around balcony standards:
 - A. No items are allowed to be placed on balcony ledges. Damage or injury caused by items falling from the balcony shall be the sole responsibility of the individual homeowner and not the Association or Management Company.
 - B. No items are allowed to be attached to the ledges and hung over the side unless approved by the Board. Hanging boxes are permitted, but must be approved before they are hung. Hanging boxes that are not in use must be removed.
 - C. Hanging baskets hung from the ceiling must be secured and cannot pose any threat to potentially falling off the balcony. The Association will have the final say if an item needs to be removed.

- D. Plants must be in protective plastic trays or similar barrier to avoid damage to the floor surface.
- E. No automatic or mechanical watering system is allowed.
- F. Plants are to be well maintained and not to be overgrown. Dead plants must be removed.
- G. Balconies may not be used for storage and no paint or any chemicals are permitted . Bikes and other outdoor items may be placed on the balconies. If any dispute arises the Board will have the final say on what is allowed.
- H. No balcony shall be enclosed in any manner.
- I. No grills or outside fireplaces are allowed on the balconies.
- J. The Association has the right to ask any homeowners to remove items on the balconies at any time if the items are deemed hazardous, a liability, or unsightly.

EXTERIOR BUILDING GUIDELINES

- 17. No cable or TV devices (i.e. satellite dishes), shall be attached to or hung from the exterior of the building or balconies or terraces. No signs, notices, advertisements or illumination shall be inscribed or exposed on or at any window or other part of the building. Nor should anything be projected from any window of the building. All requests for installation of satellite dishes or similar devices shall be made in writing to the Board. Only licensed satellite dish installers shall be permitted to install/maintain dishes on the roof.
- 18. Any resident or renter who installs a satellite dish or cables of any kind are solely responsible for removing them. Wires or anything attached to the condo on the outside must be removed by the owner when the unit is sold. It is the sole responsibility of the owner to inform the Board when these actions will take place and any associated timelines.
- 19. Residents shall cover all windows within the unit using common window treatments, such as shades, blinds, curtains, etc. The approved color is white or something very similar to white. The hanging of sheets, blankets or other materials

deemed inappropriate is not permitted. Window treatment colors as seen from the common areas or exterior of the building must be of a neutral color, must be in good repair, and the condition shall not detract from the overall appearance of the building. Exterior alterations or additions of any type are not permitted. Exterior painting of the units or the fences or garage is not permitted.

20. Air condition devices (including ventilators) shall not be installed without the prior written authorization of the Board. Each unit owner shall keep air condition devices protruding from the window or wall in good appearance and mechanical repair. Noisy or devices leaking water will not be allowed.

MAINTENANCE AND REPAIRS

21. Each unit owner shall keep his condominium unit and any balcony or terrace, to which he has sole access in a good state of preservation and cleanliness, and shall not sweep or throw or permit to be swept therefrom, or from the window, doors or terraces thereof, any dirt or other substances.
22. Water closets (toilets) and other water apparatus in the building shall not be used for any purpose other than those for which they were designed, nor shall any rubbish, rags or any other article be thrown into the them. Any damage resulting from misuse of any water closets or other apparatus in the condominium unit shall be repaired and paid for by the owner of such unit.
23. Individual condo plumbing repairs requiring the building water to be shut off must be scheduled 48 hours in advance with the Management Company. If water must be turned off, it must be done by a licensed plumber, at the owner's expense. The Management Company will also post notices to advise other residents of the time and duration of the water shutoff.
24. Unit owners and residents shall notify the Management Company of the need for common area repairs. The Management Company shall determine the validity of the request and contact the appropriate vendor. Condominium owners and residents that independently call vendors to repair or service common areas shall pay for such repairs.

25. Hours to perform work are from 8 am to 6 pm Monday – Friday, unless otherwise indicated by the Board. All common areas must be cleaned and returned to its original state at the end of the day. All debris from construction needs to be removed by owner/contractor and NOT put in the association garbage bins. If for any reason work is done outside of these hours the Board must be notified.

CONDOMINIUM OWNER/TENANT RESPONSIBILITY

26. Any form of malicious harassment towards fellow residents or neighbors within the building premises is strictly prohibited and may result in fines.
27. Unit owners shall be responsible for the acts and conduct of their tenants, guests, and pets at all time while on the property. Condominium owners shall be liable for injury, loss of damage of any nature whatsoever, directly or indirectly, resulting from the said persons or pets.
28. Noise from individual units must be kept at reasonable and considerate levels at all times, especially at night. Continuous loud noise is not permitted at anytime which includes, loud music, musical instruments or any other mechanism that is distributing to your neighbors. All City of West Hollywood noise laws apply.
29. Security gates and doors shall remain closed and locked at all times.
30. All owners are responsible for the maintenance of their individual unit and reporting any problems such as leaks, termites, or damage from earthquakes in a timely manner. If a problem is not reported in a timely manner and it is determined that further damage occurred to the building the owner will be held responsible.

TRASH & RECYCLING

31. Refuse from the condominiums units shall be placed in secured bags before being deposited in the garage chutes. Large bundles and boxes shall not be forced into the chute. Large and unusual items shall be deposited privately by and at the sole expense of the unit occupant in a prompt manner. Trash shall not be deposited in any of the common areas, including the garbage chute rooms.

32. Recycling bins have been provided in the south garage. A list of items that qualify for recycling is provided near the bin. All boxes must be flattened when disposing of them in the garbage. This area is not to be used as a dumping ground for unwanted items.
33. Corrosive, explosive, or other items such as paint, batteries, etc. should not be placed down the trash chutes or in the recycle bin. These items must be disposed of properly.
34. Unit owners and residents shall abide by the posted signs designating the trash chute hours of operation. The present hours of trash chute disposal are 7:30 am to 10:00 pm.

PETS/ANIMALS

35. City regulations regarding shots, licenses, leashes and waste disposal shall be obeyed at all times.
36. All pets on property MUST be on a leash at all times which includes all common areas and the front grass area.
37. Service and emotional support animals are subject to State & Federal law guidelines.
38. No breeding of pets for any commercial purpose will be permitted.
39. Pet owners are required to pick up their waste and dispose of it in a sanitary manner.
40. Noise caused by pets inside of the condominium units and outside must be controlled and cannot infringe on the quiet enjoyment of others.
41. Pets that continuously cause noise, are aggressive, or cause any harm will not be permitted, and the Board has the right to ask any owner to remove a pet for violating these standards. A hearing will be held by the Board to determine the outcome. The Board has the final determination to allow a pet on premises or not.

PARKING/GARAGE/STORAGE BINS

42. All vehicles must be operational, and well maintained. Vehicles that are not operational may not be stored in the garage for any reason.
43. No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance to or exit from the building by another vehicle, or impede or prevent ready access to another owner's parking space.
44. All vehicles shall be parked in the appropriate designated space. There is no guest parking in the condominium complex. No parking shall be allowed at any time in the area in front of the trash bin room.
45. Any guest, tenant or condominium owner parking in a non-designated spot can result in an immediate fine up to \$100 along with the vehicle being towed and any fees that can apply.
46. Work done on vehicles in the garage must be done in such manner so as not to restrict, bother or endanger nearby areas. All work must be cleaned up immediately upon completion. No loud noise from vehicles is permitted.
47. Washing off any vehicles in the garage is prohibited.
48. For the safety of our residents, driving speeds should not exceed 5 miles in the garages.
49. Carts that are used to transport items to and from the units shall be returned to the garage immediately after use. No carts shall be left in the common areas. Contract workers hired by homeowners may use the carts provided they are returned to the garage in a clean condition, free of construction materials and debris. The condominium owner is ultimately responsible for any cart use by contractors, guests or renters.
50. Assigned storage bins need to be closed at all times when not in use.
51. Storage bins left open will be cleaned out and locked by the Association for safety and liability.

- 52. Storage bins are the responsibility of individual owners.
- 53. No items may be stored in the garage at any time, except for the HOA installed storage cabinets. A special request can be made to the Board to store something in their corresponding spot(s) for a limited time.

POOL AND JACUZZI

- 54. The swimming pool and pool area are only for the use of residents and their guests.
 - A. The unit owner or resident assumes full responsibility for their family and guest(s).
 - B. All posted signs shall be obeyed.
 - C. All children (14) years and younger shall be accompanied at all times by an adult when in the pool area, including the Jacuzzi. Residents shall use the Jacuzzi at their own risk. Improper conduct shall not be allowed.
 - D. Running, rough or loud play shall not be permitted in the pool or in the pool area.
 - E. Bicycles, skateboards, tricycles, roller skates, etc., shall not be permitted in the pool area.
 - F. Glassware or bottles shall not be permitted in the pool area.
 - G. Pets shall not be permitted in the pool or pool area.
 - H. Appropriate bathing attire shall be worn by children as well as adults when using the pool. Towels are required when laying out in the sun on pool furniture. Children not toilet trained are not permitted in the pool or hot tub.
 - I. All expenses incurred as a result of damage to pool equipment and furniture shall be borne by the owner responsible.

- J. The use of air mattresses, rafts, balls, etc., may be restricted when the pool is congested. Such items can be stored in the pool area if left in good condition, otherwise will be disposed
- K. Anyone using the pool shall clean up after themselves and leave the pool area in a tidy condition.
- L. Guests must be accompanied by family members of owners or tenants and shall not stay after family members leave the pool area.
- M. No amplified sound or music in the pool area.
- N. Swimming pool hours are from 7:00 am to 10:00 pm Sunday through Thursday, and from 9:00 am to 11:00 pm Friday and Saturday. No life guard is on duty and the owner or resident assumes full responsibility for self and guests.
- O. Any person having any apparent skin disease, sore or inflamed eyes, cough, cold, nasal or ear discharge or any communicable disease shall not use the pool.
- P. Drunk and disorderly conduct in the pool area is prohibited.
- Q. Large parties of 10 or more need to contact the Management Company so a sign can be posted in advance of the event.
- R. At no time should anyone tamper with the pool equipment in the pool house.

RECREATION ROOM

- 55. The recreation room and its facilities are for the use of the homeowners, tenants and their invited guests only. Guests must be accompanied by residents at all times. Persons (14) years old and younger must be supervised by residents.
- 56. Each homeowner shall be responsible for any damage caused to the recreation room or its contents by said homeowner or any of the homeowner's family, tenants or guests.
- 57. Upon leaving the recreation room, all doors must be locked, and lights must be turned off. The room must be left in a tidy condition or the user is liable for additional cleaning costs.

58. The recreation room is available by reservation from the Management Company on a first-come first-serve basis. However, the Board of Directors reserves the right to preempt the use of the room for official Association business. A reservation deposit of \$100.00 is required and will be refunded upon the inspection of the room by the Board of Directors. Before reservations are accepted, the unit requesting the reservation must be in good standing with the Association; i.e. accounts must be current. If any damage occurs, the owner will be solely responsible. If the room is not adequately cleaned a fee will be applied to your account.

SALE/LEASE OF UNITS

59. The homeowner shall notify the Management Company when their unit goes up for sale or lease. Realtors may display one open house sign with the unit number on it in front of the building and one open house sign inside the common area and at the door itself when the unit is being shown. Signs advertising units for sale, lease or rent may be displayed at the far south end of the property in the designated garden area, provided that such signs shall be of a reasonable and customary size and shall be displayed only at such location or locations within the common area as shall be designated for such purpose by the Board of Directors. No other signs shall be displayed to the public view on any units or on any portion of the property. Upon sale, lease, or rental of the unit, signs must be promptly removed.
60. No realtor shall be permitted to have lock boxes attached to the front wrought iron area. Any lock box found in that area will be removed without notice. All lock boxes must be placed at the designated bar located at the far southern end of the building.
61. Any resident or renter who installs a satellite dish or cables of any kind are solely responsible for removing them. The owner must remove wires or anything attached to the condo on the outside when the unit is sold. It is the sole responsibility of the owner to inform the Association when this is to take place and any timelines.

MOVE IN/MOVE OUT AND DELIVERIES

62. All residents, moving companies, contractors, vendors or deliverymen must move items through the garage. There shall be absolutely no moving in or out of furnishings (example: furniture, carpeting, etc.) through the front door. Any moving in through the front lobby area will be subject to an immediate \$100 fine directly to the owner of the property, not the moving company. Special Exceptions may be made in advance for large items that don't fit in the elevator or by asking a Board Member.
63. Any damage that occurs from movers to the building will be the responsibility of the owner.
64. No moves of furnishings are permitted except during the hours of 8:00 am through 8:00 pm.

BILLING POLICIES AND PROCEDURES

65. With respect to Association dues, special assessments, fines, damages or other authorized charges to unit owner accounts, the following shall occur:
 - A. Dues are due the first of every month. Late charges are assessed to accounts delinquent fifteen (15) days.
 - B. Property liens are filed on accounts delinquent at least sixty (60) days, and with a balance of at least \$1,800. Cost to file lien and remove lien are borne by the delinquent owner
 - C. The Board of Directors, at its discretion, is authorized to assign delinquent accounts to a collection agency AND assign delinquent accounts to an attorney to initiate appropriate legal proceedings.

VIOLATION AND FINE POLICY

Courtesy letter

First Violation:	Letter from the Association/Management Company with a fine up to \$50 depending on the severity of the violation.
Second Violation:	Letter from the Association/Management Company with a fine between \$50 - \$200, depending on the severity of the violation.
Third Violation:	Letter from the Association/Management Company with a fine between \$100 - \$300, depending on the severity of the violation.
Subsequent Violations:	\$300 for each subsequent offense.
Safety Violation:	Warning or fine up to \$500 depending on the severity.
Continuous Violations:	Daily fines between \$25 - \$100 until cured
Suspension:	Common area privileges maybe suspended

Exceptions To Violation Policy:

- Unauthorized turning off the main water shut off, without prior notification and approval will result in a fine up to \$200 dollars.
- Malicious damage to the elevator and cab will cause fines of up to \$1,000 dollars, and the repair and replacement costs.
- Moving large items in through the front lobby area will be subject to an immediate \$100 fine directly to the owner of the unit, not the moving company.
- Discarding debris from remodeling into the Associations garbage bins will result in a fine between \$100 -\$500 along with any penalties the Association may occur from having the trash picked up.
- Any guest or condo owner parking in a non-designated spot can result in an immediate fine up to \$100 and towing at owners expense.

STACK REPLACEMENT POLICY

This policy refers to the plumbing stacks that start in the garage and rise through each unit above on floors 1, 2, and 3. The Association is replacing these stacks when they need to be replaced. The Board of Directors will also consider replacing the stacks if a homeowner is performing interior work, such as replacing their bathroom and would like the stack replaced while their unit is already in a state of disrepair.

After the stack is replaced, the Homeowners' Association will rebuild the walls affected during the replacement by returning them to their original standard surface, i.e., standard dry wall, primed and painted. The Association is not responsible for repairing and/or replacing any designer or specialty hardware, cabinetry, wall coverings, or furnishings.

HOMEOWNER ASSOCIATION MODIFICATIONS

(Renovations made to individual units)

Owner's desires to construct an architectural alteration on or immediately adjacent and/or contiguous to Subject Property must obtain the prior permission of the Association in order to comply with the terms of the governing documents of the Association. Owners will need to submit a plan of any construction/renovation they wish to make. Once an alteration plan is approved by the Home Owners Association, the following must be completed before work can begin:

- A. Owner must notify neighbors of any noise that will happen due to construction, which includes signs that can be obtained from the management company.
- B. Owner must post signs to notify the building that construction is happening.
- C. Owner must notify the Association/Management Company of expected dates work will take place, and any changes to that scheduled plan.
- D. Owner is fully responsibly for anyone that comes onto property to conduct work on his or her behalf. If any damage occurs to the building while materials are moved into or out of the building, the owner takes full responsibility for notifying the board and paying for any damages.

- E. All materials removed from the condo, must be discarded by the owner and not thrown into the Association's garbage bins. An automatic fine, between \$100-\$500 dollars, will be assessed for any materials disposed into the Association garbage bins along with any assessments that may result from having the trash removed.

BUILDING SMOKING/VAPING POLICY/CANNABIS

1. As of March 1, 2022 the entire building is smoke free. This includes individual units. No exceptions will be made. Smoking (including cannabis) /vaping is not permitted in any unit or common area. This includes hallways, the pool, the garage, the front door area, the yard in front of the building, and all common areas in the building.
2. Smoking (including cannabis)/vaping is not permitted on balconies.
3. All guests are expected to abide by these policies as well and if someone wishes to smoke they will be expected to go outside to the sidewalk in front of the building.

These Rules and Regulations for Granville Court were adopted and approved by the Granville Court Board of Directors on October 12, 2023.