

OCEAN FOREST
HOMEOWNERS ASSOCIATION

HOUSE RULES
500 GLENWOOD CIRCLE
MONTEREY, CA. 93940

OFFICE (831) 373-2408
FAX: (831) 373-1314

EMERGENCY NUMBERS: FIRE, POLICE & RESCUE.....911
COMMUNITY HOSPITAL OF MONTEREY PENINSULA.....(831) 624-5311
NON-EMERGENCY POLICE NUMBER.....(831) 646-3914
FOR AFTER HOUR EMERGENCY PROBLEMS CALL:
JANE'S ANSWERING SERVICE.....(831) 646-4639
MAINTENANCE.....(831) 402-0673

THE HOUSE RULES ARE BASED ON THE OCEAN FOREST HOMEOWNERS ASSOCIATIONS' COVENANTS, CONDITIONS AND RESTRICTIONS, BY-LAWS AS THEY ARE RECORDED IN THE COUNTY COURT HOUSE OF RECORDS, AND ALSO ALL HOUSE RULES, POLICIES AND PROCEDURES, CITY CODES AND ORDINANCES. EACH AND EVERYONE MUST HONOR THEM.

IT IS THE RESPONSIBILITY OF THE OWNERS AND RESIDENTS TO OBEY ALL RULES .

ALL RESIDENTS AND OCCUPANTS MUST BE REGISTERED IN THE OCEAN FOREST HOMEOWNERS OFFICE.

PETS:

Pets are allowed on the complex, subject to the Pet Rules in force. (See Pet Rules addendum to House Rules). These rules also apply to any pet(s) of guests to the complex. There shall be NO FEEDING OF THE WILD OR STRAY ANIMALS ON THE COMPLEX OR IN THE WOODS.

GENERAL:

A. This is a quiet community. No loud music, voices, or noise is allowed. If your stereo, TV or conversation can be heard outside of your unit, it is too loud. Lower the volume and/or reduce the bass. No door slamming, running, or loud voices on the walkways, in the stairwells or in the common areas is allowed.

B. Walking, lying, playing or having a picnic on the lawn is strictly prohibited.

C. No bicycling, tricycling, skating, skate boarding, ball playing, etc. is allowed on the premises.

D. Playing in gardens, climbing trees, climbing up and jumping off balconies or over the retaining walls, as well as playing on the steps, walkways, and any common area is strictly prohibited.

E. Flowers, potted plants, furniture, footwear, and/or trash or garbage must not be left outside your front door. Walkways are fire lanes and must be kept clear at all times.

F. Children under the age of fourteen (14) are not allowed in the common areas (swimming pool, courtyard, or clubhouse), unless supervised by a responsible adult.

G. Stairwells are not for storage. Anything found in the stairwells will be disposed of.

H. As per fire regulations, do not use fireplaces for cooking or burning anything.

I. Window coverings must be white or off-white in color. If colored coverings are desired, they must be lined with white or off-white to retain a uniform appearance to the outside.

J. Doormats must be in good condition.

K. Each unit shall be used for residence only and for no other purpose. The number of persons living in a unit shall not be more than two (2) in a studio, three (3) in a one-bedroom unit, and four (4) in a two-bedroom unit.

PARKING AND AUTOMOBILES:

A. Do not back into the parking spaces. The auto exhaust may cause damage to landscape and retaining walls. Drive in forward right up to the tire bumper.

B. 'No Parking' areas will be strictly enforced. Do not park in fire zones or emergency zones. Violators can be ticketed by the Monterey Police Department.

C. Do not park in other than your assigned carports. Parking in other than assigned covered carports could result in fines and vehicles being towed at owner's expense. Inoperable vehicles are not to be parked in the carport or on the premises.

Do not park in a carport other than your own.

D. No repairs to vehicles are to be made on the premises.

E. All residents must have the number of vehicles, make, color, and license number on record in the Ocean Forest Office. If you have changed vehicles or acquired another one notify the Ocean Forest Office immediately.

You must have an Ocean Forest Parking permit on your vehicles. These parking permits are issued by the Ocean Forest Management. Vehicles without current license plates or inoperable vehicles will be considered abandoned and will be towed at owner's expense.

F. Absolutely NO piggy-back parking in the carport or open parking spaces. There is to be only one vehicle per carport or open space.

G. Observe the posted 10 mph speed limit.

H. NO loud stereos or noise is allowed in the parking lot or on the premises.

I. It is the responsibility of the occupant to inform guests that they must park only in the uncovered open spaces or on the curb of Glenwood Circle.

J. NO trailers, RVs, boats or any type of recreational vehicles, large trucks (over 2.5 tons), etc. are allowed on the premises.

K. Bicycles are to be parked in the designated bicycle parking area only. The bike rack is in the archway of building # 2. Ocean Forest is not responsible for theft or damage to bicycles.

L. Motorcycles are to be parked in designated motorcycle parking areas only. Ocean Forest is not responsible for theft or damage to motorcycles.

M. All vehicles should be locked when unoccupied. Ocean Forest is not responsible for theft or damage to vehicles.

N. Make sure that your car alarm is in good working condition and does not go off without legitimate reason.

O. CAR WASHING ON THE COMPLEX IS NOT PERMITTED.

Having an Ocean Forest parking permit does not exempt you from being ticketed by the Monterey Police Department for violating Municipal Code Sections 20-86-1 through 20-86.3, and 22658 FDCVC.

Unauthorized vehicles parked in your reserved carport or in any unauthorized space or non-parking area will be subject to being cited and fined by the Monterey Police Department.

CLUBHOUSE:

NO SMOKING IN THE CLUBHOUSE.

The clubhouse hours are: Sunday-Thursday 10:00 A.M. to 10:00 P. M. and
Friday & Saturday 10:00 A.M. to 11:00 P.M.

Pool table equipment: Persons planning to use the pool table must furnish their own cue sticks and balls.

A. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE CLUBHOUSE.

B. NO bare feet or swimsuits allowed inside of the clubhouse. Residents and guests must be fully attired. A resident must accompany all guests.

C. No excessive noise, no loud boom boxes or radios, no personal sound systems and no rowdy behavior are allowed near the pool, in the clubhouse, or on the premises.

D. The clubhouse is for all residents unless it is reserved for a private party. No private parties are to be held or food to be served without prior reservation of the clubhouse.

E. No commercial or promotional parties are allowed in the clubhouse.

PRIVATE PARTIES:

The clubhouse must be reserved for private parties at least two weeks in advance. To avoid disturbing nearby residents the following rules must be observed:

A. Applications for reserving the clubhouse are available in the Ocean Forest Office. Reservations should be made at least two weeks in advance.

B. The Monterey Fire Department has set a limit of no more than 49 people in the clubhouse. Violation of this occupancy rule will cause the party to be suspended at once.

C. The host or hostess must pay a \$200.00 refundable deposit and a \$25.00 non-returnable fee to cover utilities and supplies in advance. The \$200.00 deposit is refunded if the clubhouse is returned in the same condition as when it was received. This includes emptying the garbage into the nearest dumpster, not in the trashcans outside the clubhouse. Furniture and floors must be clean. The cost of any cleaning after the party will be taken out of the \$200.00 deposit. The Ocean Forest residents making the reservation are responsible for all damages.

D. Nonresidents attending the party in the clubhouse are to be notified in advance to park on Glenwood Circle. There are no parking spaces on the Ocean Forest property for guests.

E. Guests must remain inside the clubhouse and keep the noise to minimum. If the noise gets to the point that it is very disturbing, residents should call and report it to the Monterey Police Department.

F. NO alcoholic beverages are allowed unless you obtain a rider from your insurance company. The rider must be on file in the Ocean Forest Office 72 hours prior to the party. Contact the Manager for information on acquiring insurance when you make reservations.

G. Violation of any house rules will result in the immediate closure of the party.

BARBECUES:

A. Barbecues or open flames are not permitted on the patios, balconies or elsewhere on the Ocean Forest property as per fire regulations.

B. Outdoor cooking is to be done only on the barbecues at the rear of the recreation room. Do not put water or any liquids on the grills since this will damage the grills and cause pilot lights to go out. Please follow the posted instructions.

C. No charcoal is allowed on Ocean Forest barbecue grills. The ashes from the charcoal will ruin the lava rocks and clog the gas ports.

D. If necessary, share a barbecue unit with others. Turn the unit off as soon as you are finished to avoid confusion as to its availability. If you have to leave the barbecue grills before you are finished, leave a note with your unit number on it to prevent any misunderstandings.

E. Barbecue equipment and grills as well as the surrounding areas must be left clean for the next user. Paper towels, and steel brushes are available in the cabinet below the grills.

SWIMMING POOL, POOL AREA AND GROUNDS:

Swimming pool hours daily: 9:00 A.M. - 10:00 P.M.

NO LIFE GUARD IS ON DUTY; PERSONS USING THE POOL FACILITIES DO SO AT THEIR OWN RISK. OCEAN FOREST HOMEOWNERS ASSOCIATION ASSUMES NO RESPONSIBILITY FOR ACCIDENTS OR INJURY AND IS NOT RESPONSIBLE FOR ARTICLES LOST, DAMAGED OR STOLEN.

A. Swimming suits are mandatory in the swimming pool.

B. Use of the pool must not disturb other occupants.

C. The pool is for swimming only. Diving and water polo type of games as well as rafts float toys, inner tubes, or any other floating devices are prohibited in the pool, and on the pool area, and grounds. Flotation units worn by young children or non-swimmers are allowed.

D. Safety equipment is not to be used except in case of an emergency. The safety rope is not to be used for playing tug-of-war or anything other than safety.

E. Patio furniture is not to be moved from the pool area. If for any reason you move the furniture to catch the suns' rays, return it to the place you found it. Any damages due to mishandling will be charged to the resident using the furniture. Residents and guests must place their own towels over the patio furniture when using suntan oils or lotions. Ashtrays and garbage containers should be used for their intended purpose.

F. The pool cover is to be operated by Ocean Forest staff only.

G. NO GLASSWARE IS ALLOWED IN THE POOL AREA. Only paper and plastic are to be used to avoid exposure to broken glass. Food may be served in unbreakable containers. No alcoholic beverages shall be served or drunk in or around the pool area at any time. NO person under the influence of alcoholic beverages or illegal drugs is permitted in or near the pool.

H. Showers are to be taken before entering the pool. Do not enter the pool wearing suntan oil or lotions.

I. Children under the age of 14 are not allowed in or near the pool or the clubhouse unless a responsible adult supervises them.

J. Radios will be allowed by the pool only if the sound is held to a low level. No record players or musical instruments may be used in or around the pool area. Occupancy of the pool area is 27 people. Residents must accompany guests.

K. The swimming pool is for the use of the residents. A resident is permitted to have 3 or 4 guests provided the resident accompanies them.

L. NO running, yelling or excessive noise will be tolerated in the pool area. NO frisbee or ball playing will be allowed on the complex.

PATIOS AND BALCONIES:

A. Do not place plants on the ledge of balconies or walkways, as this is an insurance violation.

B. DO NOT hang or place towels, swimsuits, throw rugs, etc. on the balcony or patio walls. Keep patios and balcony as neat, clean and attractive as possible. DO NOT use your patio or balcony as a storage area. Appliances, boxes, and excess furniture are not to be stored on balconies and patios. NO item should

be visible from outside of your unit.

C. The patios behind building #2 are attached to the fire lanes, which are not part of your patio. These fire lanes must be kept clear at all times. Any objects found in the fire lane will be removed.

MOVING IN AND OUT:

A. Moving in/moving out hours are from Monday through Friday from 8:00 A.M. to dark, Saturday and Sunday from 9:00 A.M. until dark. NO MOVING IN OR OUT IS ALLOWED AFTER SUNDOWN.

B. There is a 2.5-ton load limit for all vehicles on the premises. Small transfer trucks must be used. When using rental trucks, you are responsible for any damages to the Ocean Forest facilities.

C. When using the elevator in building #2 and #3, do not monopolize it. Be considerate of others.

REMODELING/CONSTRUCTION:

A. Any type of construction, remodeling, updating or similar activity shall be conducted only during the following hours:

1. Monday through Friday from 8:00 A.M. to 6:00 P.M.
2. Saturday from 9:00 A.M. to 6:00 P.M.

3.NO REMODELING/CONSTRUCTION ACTIVITY IS ALLOWED ON SUNDAY.

B. TWO WEEKS, PRIOR TO COMMENCEMENT OF WORK, owners are required to submit to the Board of Directors written notification of the type and scope of work to be performed.

C. All projects shall be consistent with the governing documents of Ocean Forest Homeowners Association.

D. Further, owners shall obtain any necessary permits from the City of Monterey and provide copies to the Board of Directors.

OTHER:

A. Very limited storage areas are assigned to each unit. This area is 32"x 32" and is not large enough to store furniture. You are sharing a common room

with 20 to 30 other units, therefore all items are stored at owner's risk. Items not tagged will be disposed of. Make sure that your name and unit number is on all items. Ocean Forest does not assume any responsibility. The key to each storeroom is kept in the Ocean Forest Office and must be signed for.

B. The Post Office will return all mail that does not have the unit number on the address. (Do not put your mail box number on the return address or it will be sent back.)

C. The installation and operation of a clothes washer and dryer appliance in any unit is prohibited.

D. There are two laundry rooms available for your convenience, one at the base of the elevator in building #3 and one on the ground floor at building #5. Laundry rooms are open from 8:00 A.M. to 10:00 P.M. daily. Tag and report any malfunctioning machines. Ocean Forest is not responsible for any lost or damaged articles. Do not leave your laundry sitting in washers and dryers since the laundry facilities must service 141 units.

E. City ordinance requires that garbage must be wrapped. We require that all garbage be tied in plastic bags. If your dumpster is full, take your refuse to the nearest empty dumpster. Do not leave garbage or trash sitting outside your unit. Packing boxes must be flattened down before being placed in the cardboard dumpster in the front of building #4. No furniture or carpeting is to be placed in the dumpster.

F. Some of the walls are concrete and require special hangers to hang pictures and plants.

G. Your garbage disposal cannot accommodate fibrous or stringy vegetables such as celery, cornhusk, artichokes or avocado peels, in addition to bones, meats, meat gristle, rice, cigarette butts etc. Plumbing stoppage can be avoided by not pouring grease down the garbage disposal, sink or toilets and by not using your toilet to dispose of paper products other than toilet paper. Ocean Forest is not responsible for your stopped up drains. You must call your plumber.

H. Units with plate marked 'air conditioning' actually have a control for a three-speed fan. There is no air conditioning in any of the units. It is necessary to switch the fan 'on' in addition to setting the thermostat to obtain the desired heat for your unit.

I. Leave windows open slightly to reduce condensation and prevent mildew. Keep furniture away from the outer walls to prevent mildew. Use bathroom fans and shower curtains (inside tub) to prevent water damage.

J. If you have any needed repairs such as leaking faucets or toilets, repair them promptly. Failure to have them fixed could result in damages to another unit creating additional cost to you. Ocean Forest is not responsible for repairing any

faulty equipment in your unit. Each owner should have homeowners insurance and/or if you are a tenant, you should have rental insurance in order to cover your expenses for any potential damage.

K. Owners of waterbeds must have a copy of their waterbed insurance in the Office.

L. It is the resident's responsibility to keep the window screens intact at all times. No climbing in and out of windows.

M. Installation of dead bolts and night locks are prohibited unless it is a keyed lock and a duplicate key is filed in the Ocean Forest Office. Only authorized personnel in case of emergency can use this key.

N. The energy crises and drought are still very real, energy and water are very expensive, and CONSERVATION is a must.

O. Residents violating the Covenants, Conditions and Restrictions of Ocean Forest Condominium (C.C. & Rs), By-laws, House Rules, and Policies and Restrictions will be subject to fine and/or other actions provided by the C.C.&Rs.

The general rule is: Every resident must cooperate to maintain a quiet environment for all. What one person considers music, another considers noise pollution.

OCEAN FOREST HOMEOWNERS ASSOCIATION
PET RULES

1. Residents can keep one small pet, or two miniature pets in each condominium unit.
2. Vicious, venomous, or otherwise dangerous pets are not permitted.
3. Small pet is considered to be one weighing 15 to 35 pounds.
A Miniature pet is considered to be one weighing less than 8 pounds.
4. Each dog must have a license from the City of Monterey or the city of the primary residence of its owner, and must be registered with the HOA office.
5. Administrative fee \$5 per pet must to be paid monthly with the association dues to cover added administration and enforcement of pet rules.
6. All dogs and cats must be spayed or neutered.
7. Each pet must wear a leash whenever present in a common area, and must be accompanied by a person who is capable to manage the pet at all times. Common areas include, but are not limited to, hallways, staircases, carports, driveways, paved areas, parking lots, and landscaped areas.
8. All unleashed animals are subject to be taken into custody by the appropriate animal control agency.
9. No pets are allowed in the pool area, the clubhouse, or the laundry room at any time.
10. No animal play is allowed in or on any common area.
11. No defecation or urination by pets in common areas is permitted. When accidental defecation by the pet occurs, the person accompanying the pet must promptly remove the excrement. Otherwise, the HOA will arrange for the disposal and the cleaning, and bill it to the owner of the condominium unit. A minimum \$25 fee or incurred cleaning costs, whichever is higher, shall be due and payable with the owner's next association dues payment.
12. No noxious noises or odors created by pets that cause a nuisance to residents are permitted at any time, day or night.
13. A resident or visitor of the Ocean Forest can bring along one visiting pet. Visiting pet must weigh less than 50 lbs., and reside in the Ocean Forest condominium complex less than 10 days each month. Such pet is exempt from the administrative fee. It is the responsibility of the resident to inform his or her visiting non-resident pet guardian about all rules governing the pets at the Ocean Forest. Persons who are not visiting a resident of the Ocean Forest must contact the HOA manager before bringing a pet on the premises.