

## **Introduction**

### *Welcome to Coco Palms Homeowners Association*

Condominium living has its blessings and its problems. In order to live happily with our neighbors, it should be remembered that the essence of condominium living indicates that there must be some curtailment of individual rights in order to protect the interest of the community as a whole. The end result is to achieve a harmonious existence in a multiple-dwelling environment.

Primarily, this means the observation of the use, conditions and restrictions set forth in the Association CC&R's, the By-Laws, and the Rules and Regulations contained herein. Covenants, Conditions and Restrictions - commonly known as the CC&R's - are designed to be a general plan for the improvement, protection and maintenance of the complex.

These Rules and Regulations are *based on the CC&R's* and were written to conform to accepted standards used by other homeowner associations in California. They are, by legal interpretation, deemed fair and reasonable standards by which this Association is empowered to protect and enhance the value of your unit, your investment in Common Area property for loss and damage due to willful neglect or misconduct, and your right to the continuing use and enjoyment of your unit, and the Community recreational facilities.

Most importantly, these Rules and Regulations were established in the belief that every resident will, at all times, exercise an attitude of consideration and common sense with regard to his/her rights, those of his/her neighbors, and to the benefit of all residents in Coco Palms. Moreover, our Rules and Regulations help to protect us from liability, to preserve the integrity of the complex, to live peaceably among each other, to live in a secure environment, and lastly, to increase the value of the property.

The meetings of the Homeowners' Association Board of Directors are held every fourth Monday of the month at the Main Office by the pool. The minutes are posted in each laundry room and at the office. In each location, there is a current listing of all Committee Chairpersons to contact for information.

**Board of Directors  
COCO PALMS HOMEOWNERS ASSOCIATION  
1800 East Commonwealth Avenue  
Fullerton, California 92831**

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# **1. General Policy**

## **Violation or Infraction of Established Rules**

A fine may be levied against an owner for violation or infraction of any Association rule(s) by said owner, his/her tenant(s), or guest(s). The Board may also seek a court injunction as a legal restraint against serious or reoccurring violations or violators. [CC&R's: Article IV & X]

## **Damage to Community Property**

A fine may be levied against an owner to recover any reasonable cost incurred by the Association for the repair or replacement of damage caused to Community property by said owner, tenant(s), or guest(s). A fine may be levied, and/or a court injunction instituted, against an owner who undertakes improvement or alteration of his/her unit which might affect the architectural integrity or accepted standard of the Community without prior approval in writing to the Board at a regularly scheduled meeting. [CC&R's: Article V] *Guidelines must be obtained from Management PRIOR to submitting a request for approval.*

## **Temporary Structures**

No structures of temporary character, trailer, tent, shack, garage, barn, or other out-building shall be used in the complex at any time as a residence, either temporarily or permanently. No trailer, camper, boat, truck longer than 24-foot overall length, or similar equipment, shall be permitted to remain upon any part of the property.

## **Real Estate and Rental Signs**

A real estate sign is not to exceed 24 X 18 and must be placed on the inside kitchen window parallel to the front walk.

It is the responsibility of the homeowner or renter to purchase an insurance policy to protect against unforeseen event (e.g. plumbing leaks, etc.). The Association, as required by law, has a policy that is SECONDARY and only available when damage is the result of an item that the Association is responsible for maintaining. It is highly recommended to purchase a homeowner's or renter's insurance policy.

# **2. Violations**

## **Notice of Violation**

The Board, or an authorized representative of the Board, has the authority to issue a written notice of violation for any observed violation or infraction of the Association's CC&R's, By-Laws, or Rules and Regulations. [CC&R's: Articles IV, V, & VIII]

## **Tenants and Guest Violations**

Tenant(s) and guest(s) are bound by the CC&R's, By-Laws, and Rules and Regulations of the Association. Owner(s) and tenant(s) are held responsible and liable at all times for the actions and conduct of their families and guest(s) while on Community property. *It is the responsibility of the owner to supply a copy of the Rules and Regulations to his/her tenant.*

**Reporting a Violation**

Any resident may report a violation/infraction to a Board member by a signed, written report of the facts. Any anonymous letter(s) of any kind will be discarded by the Board. Form attached at the end of R & R's.

**Grievance Procedure**

A grievance procedure may be employed after attempts made to resolve a deemed violation have been unsuccessful. A resident may fill out the Resident Grievance Notice (at the end of these rules) and submit it, along with any supporting documents or photographs, to any Association board member or place it in the mail slot at the front office. Form attached at the end of R & R's.

**BOARD ACTION ON VIOLATIONS**

**First Offense/Warning Violation**

Generally, the first offense against an Association rule will be considered as a "warning violation" without a fine. However, in matters pertaining to damage of Community property; danger to the safety and welfare of residents; and improper disposal of refuse items, an immediate fine of no less than \$100 may be imposed. An architectural violation will mean an immediate fine of no less than \$250.

**Second Offense/Board Hearing**

Upon second offense of the same violation, the owner is given the opportunity to respond to the violation at a scheduled special Board meeting.

*Based upon the facts presented at the hearing, the Board may:*

1. dismiss the violation;
2. levy a fine in accordance with the schedules of the fines printed herein, and/or initiate court injunction, depending upon the severity of the violation;
3. grant an extension of time to correct the violation. The Board will also determine the action to be taken, if the violation is not corrected within the time period allowed;
4. Depending upon the circumstances involved, an owner may petition for one postponement of his/her Board hearing. Any owner who fails to appear, however, will be considered "in default" and the appropriate fine levied.

**Payment of Fine Assessments**

Any fine levied or charge-back to the owner of reasonable cost incurred by the Association for repairs or replacements relating to damage, maintenance, etc., is due and payable within thirty (30) days of posted date.

**Schedule of Fines**

First Offence/any violation	written warning
Second Offence/same violation	\$50.00
Third Offence/same violation	\$100.00
Fourth Offence/same violation	\$200.00

*NOTE: Fines may exceed above amounts in certain extenuating circumstances. If the violation infringes on the safety, welfare, or property of the residents, the Board may assess fines in excess of the schedule shown.*

### **3. Use Restrictions**

In compliance with the Association's CC&R's, the use of each owner's unit, common areas and recreational areas are subject to the following restrictions and rules: [CC&R's: Article V]

#### **Business Usage Prohibited**

The unit(s) shall be occupied and used by the respective owner only as a private dwelling for the owner, his/her family, or tenant(s), and visiting social guest(s), and for no other purpose.

#### **Garages, Carports and Spaces**

No garage may be used as living quarters. The garage is not considered a room and may not be treated as such. Garage doors are to be kept closed at all times, except to move the vehicles, unload supplies, etc., or while residents are actively working in their garages.

No one may establish the garage for use exclusively as a play-room, gym, work-shop, or a place to do business.

The owner is responsible for the maintenance and/or replacement of the garage door and related hardware. Any negligent and/or willful damage of the supporting structure will be charged back to the homeowner.

Municipal Fire codes prohibit the storage of newspapers, flammable products, or the performance of any activity which might create potential fire hazard to the buildings or Community. The Fire Department will be notified for fire code violations.

Engine overhaul or body repair equipment, acetylene or welding equipment is strictly prohibited.

Sweeping of garage debris is permitted into alleys, provided that such debris is picked up, and the alley is left in a clean condition.

All stored items within the carport area must be placed in designated storage areas and not stored loosely. The occupant of any carport or space is responsible for any damage.

Power equipment other than hobby shop equipment may not be maintained in garages. Refrigerators and freezers are prohibited.

### **4. Architectural Rules & Guidelines**

#### **Proposed Alterations and Changes**

A fine may be levied, or a court injunction instituted, against an owner who undertakes exterior improvement and/or interior structural modification of his or her unit without prior approval by the Board.

*Any exterior improvement or alteration without prior Board approval can result in an immediate fine of no less than \$250 without notice. Said improvement or alteration is subject to removal at owner's expense.*

*Improvements include but are not limited to windows, air conditioning, gates, front door, and/or satellite dishes.*

Any construction approval given by the Board does not negate the necessity for obtaining required City Building permits if needed. Conversely, obtaining a City Building permit does not imply automatic Board approval.

City permits are required for any electrical, plumbing, or other inside alterations of a unit.

### **Satellite Dishes**

Notification to the Board is required prior to installing a satellite dish. All dishes MUST be installed on the eave at a rafter/roof joint at the REAR of the unit ONLY. Any structural or roof tile repair required due to damage resulting from an installation in an area other than that stated above will be billed to the owner of the unit.

Nothing can be installed on the roof. Absolutely NO walking, climbing, retrieving objects, investigating by repairmen, etc. is allowed on any roof in the complex. No one is allowed on the roofs for any reason. Owners will be charged for any damage repair.

### **Washers and Dryers**

*NO WASHERS OR DRYERS ARE ALLOWED IN ANY CONDO UNIT under any circumstances due to restrictions by the City of Fullerton's Permit Department,*

### **Patio Gates and Railings**

A request to install a new gate must be submitted to the Board in writing with a drawing of the proposed gate. Gates must follow guidelines to preserve the integrity of the complex. All gates and railings must be the same height as the patio wall. *The bottom of the gate and railing must be 3 - 6" from the ground. All gates must be painted black.* It is the responsibility of the owner to keep the gate and railing in good condition at all times. *No installation of posts is allowed in the common area or planters. See guidelines on page 14.*

## **5. Maintenance of Unit**

### **General guidelines**

Each owner or tenant shall maintain his unit in a reasonably clean and attractive condition to conform to local fire and health codes and the accepted standards within the Community. [CC&R's: Article II & V]

All window treatments must be installed INSIDE the windows. Shades, curtains, drapes, etc. may NOT be hung anywhere outside from the eaves or overhangs - even for sun protection.

Curtains and/or window dressing and screen(s) must be kept in good condition. The color of all window coverings must be a white, off white, or light beige. No aluminum foil, sheets, boards, newspaper, or cardboard or any such substance shall be placed in any windows. No hanging, bent, or torn window screens are allowed.

No window tinting is allowed darker than low-emissivity (low-e) glass.

No owner shall permit anything to be done or kept in his or her unit or in the Common Areas which will result in the cancellation of any insurance policies carried on the complex by the Association or which would be in violation of any law.

## **6. Use of Common Areas**

### **General guidelines**

All Common Area belongs to the Association and under the authority of the Board of Directors. "Common Area" means the entire Project except all Units as defined in the Declaration of the CC&R's or as shown on the Condominium Plan (Section 1.05). "Rules and Regulations" means any Rules and Regulations for Coco Palms Homeowners Association regulating the use of the Common Area and adopted by the Association pursuant to Section 3.06(b) of the CC&R's (Section 1.23).

No signs of any kind may be nailed or attached to trees, lamp posts, fences, gates, or other Common area structures or plants without prior approval of the Board.

No soliciting of any kind is allowed in the complex.

Playing is not permitted anywhere inside of the complex except the grass area within the pool enclosure.

Landscaped areas, lawns, etc, are not be used for foot traffic. Gravel areas are not to be used as walkways by any resident or guest.

All plants and landscaping in Common Areas may be changed or removed by Landscaping without prior notification to individual homeowners.

Plants, shrubs, trees and flowers shall not be placed or left in containers in the planters.

No plants may be planted or removed without written permission by the Board.

Walking or climbing on roofs, cement walls, patio walls, and fences is not permitted because of possible accidental injury and/or damage to the structure itself.

Any resident found tampering with controls for the pool or sprinkler systems will be fined.

Sun-bathing is to be confined to patios and pool areas only.

Debris of any kind including cigarette butts is never allowed to be discarded in any Common Areas.

Nothing is allowed to be hung from walls, gates, patios, or garage doors. Portable clothes racks on patios are permissible, provided they are hidden from public view.

Laundry room hours are from 7:00 a.m. to 10:00 p.m. Laundry facilities are for the use of residents only.

Garage sales are NOT permitted without prior written approval of the Board.

When watering, a self-closing nozzle must be used at all times.

### **Vehicle Repair**

Other than immediate emergency repairs, no vehicle repair is permitted within the complex.

Any vehicle found to be leaking oil, gas, coolant, etc., must be removed immediately. It is the responsibility of the resident to clean up any fluids leaking from his/her vehicle parked in his/her respective carport, car space or garage.

Oil absorbent materials may be used but must be cleaned up immediately.

### **Trash Bins**

All garbage, trash, animal waste, etc., **MUST** be sealed in a plastic bag prior to disposal in the dumpster.

Large cartons, boxes, etc., shall be flattened prior to disposal to conserve space.

Large appliances, furniture, mattresses, bicycles, lawn furniture, etc., must be hauled away by the owner and not placed in or by the dumpsters. *If a homeowner is in violation, an immediate fine of no less than \$100 will be imposed.*

"Salvaging" or removing of any discarded items in the trash bin is not permitted.

### **Parking**

Overnight guest parking may be available upon request. Contact the Business Office for availability and rental cost. Overnight parking is **NOT** allowed in visitor spaces.

#### **Definition of Parking Violations:**

A vehicle is considered **ILLEGALLY** parked when it is:

1. Parked adjacent to a fire hydrant or in a posted "no parking" or "service vehicle only" zone.
2. Parked in an unauthorized carport, car space, alley, etc., without prior written approval by the Board
3. Parked where it inhibits, prevents, or obstructs entrance or exit to any Common Area, garage, carport, or space.
4. All vehicles must be equipped with current registration or are subject to be towed.
5. Illegally parked vehicles are subject to a parking ticket and/or tow-away at owner's expense. The actual tow-away of any violator's vehicle will be performed by a private towing service authorized by the Board and the Fullerton Police Department.
6. Only one vehicle is allowed per carport and car space.
7. All vehicles shall be headed forward, not backed into carports and car spaces.
8. No vehicles shall be stored in carports or car spaces.
9. No overnight parking in marked visitor spaces.
10. *A resident may **NOT** park in Guest Parking. Vehicle is subject to a fine and/or immediate tow.*

### **Speed Limit**

The maximum speed limit is 10 MPH throughout the complex.

All vehicles must be operated in a safe manner and by a licensed driver at all times.



## **7. Patios**

### **General guidelines**

Exterior architectural changes or remodeling requires Board approval. A sample of the proposed change must be submitted to the Board for approval. *Floor coverings of any type must be a neutral earth tone color and kept in good repair.*

Nothing may be mounted to the interior or exterior of any patio wall without prior Board approval.

### **The Interior of the Patio**

To preserve the integrity of the overall appearance in the complex, only patio furniture, tables, umbrellas, BBQ's, and plants are allowed. Removal of cobwebs under patio eaves is the responsibility of the homeowner. A patio is not to be used as storage with the following exceptions:

- shoes must be neatly stored and hidden from public view;
- bicycle(s) must be kept out of public view *and not chained to the patio gate or railing;*
- a portable rack to dry clothes must not be higher than the patio wall and hidden from public view;

Patio covers of any type are not allowed.

No towels, rugs, clothing, etc. shall be placed or hung on patios, decks, fences, eaves, or any other part of the structure of the Common Area:

No trash may be stored in the patio.

Umbrellas must be kept in good condition. *Umbrellas must be a neutral color.* No logos are allowed on the umbrellas.

### **Exterior Decorations**

Exterior decorations such as *decorative flags*, planters, macramé, mobiles, wind chimes, etc. may be suspended from the eave overhanging the resident's interior patio ONLY.

*A small bird feeder ONLY is allowed to be suspended from the eave overhanging the kitchen window.*

*American flags are permitted within each unit's exclusive use common area provided they comply with the requirement of proper treatment and handling according to Civil Code 1353.6.*

A name sign shall be hung ONLY from (1) the eave over the front facing kitchen window or (2) from the eave directly over the front door.

### **Patio Gates**

A request to install a new gate must be submitted to the Board in writing with a drawing of the proposed gate. *Gates must follow guidelines to preserve the integrity of the complex.* All gates and railings must be the same height as the patio wall. *The bottom of the gate and railing must be 3 - 6" from the ground.* All gates must be painted black. It is the responsibility of the owner to keep the gate and railing in good condition at all times. *No installation of posts is allowed in the common area or planters.*

No wire screening, wood, decorations, or other material(s) may be placed on patio gates. A clear plastic covering ONLY may be used on the INSIDE gate for the retention of an animal. Board approval is required to meet committee standards.

Patio covers of any type are not allowed.

### **Landscaping Inside a Patio Area**

Any tree, shrub, or vine planted inside a patio area which may or has caused damage to the structure, foundation, plumbing, fence, or sidewalk must be removed at the owner's expense. Subsequent repair of any damage will be the owner's responsibility. **EXISTING LANDSCAPING WILL BE HANDLED ON AN INDIVIDUAL BASIS.**

No tree, shrub or plant may exceed in height the bottom part of the eave of the inside patio.

No bougainvillea, ficus fig trees, and poinsettia plants are allowed in the patio

All trees must be potted in appropriate containers to control height and root spread.

Vines, such as creeping fig, ivy, bougainvillea, etc., are prohibited due to frequent purging required and the likelihood of damage to surrounding areas. A homeowner may not have vines or other plants growing on stucco, patio wall, gates or gate railings. Landscape cannot overhang on roofs or walls. If a homeowner has vines, or similar plants, the homeowner will be asked to remove them.

Several (2-3) potted plants ONLY may be placed on the patio wall, but not so many as to create the effect of an extended wall. The potted plants must be heavy enough to withstand strong winds.

Several (2-3) statues, figurines, ceramics, etc. ONLY may be placed on the patio wall, provided they are no more than one foot (12') in height and heavy enough to withstand strong winds.

The gardeners work on Common Areas only and are not to be asked to work inside individual patios. The patio is the homeowner's responsibility.

### **Holiday Decorations**

No decorations are allowed in the Common Area.

Only UL approved lighting is permitted.

Decorative spotlights are prohibited.

Lights and/or decorations may be used for holidays. Holiday decorations may be put up prior to the holiday and must be taken down within one week after the holiday.

## **8. Pets**

### **General guidelines**

The Board has the right, at all times, to prohibit the maintenance of any aggressive animal in Coco Palms which constitutes a nuisance to any other resident(s). Failure to observe the following rules is subject to a fine and/or possible legal action.

No outside feeding of animals on the lawn is allowed in the Common Areas

The care and control of animals should be such as not to offend any neighbor; such as, aggressive or noisy animals, deface any part of the Common Area, and/or destroy any of the landscaped areas.

Household pets are specifically limited to dogs, cats, inside caged birds, or fish. No other animals, livestock, or poultry are allowed within the complex

The total number of cats, dogs, etc., shall not exceed two (2) pets per unit (with the exception of fish) at one time (Fullerton City Zoning Ordinance J: Domestic animals 1, a (iii)).

Every dog and cat must be tagged to identify the name and address of its owner.

*All dog licenses must be current.*

Dogs must be walked in accordance with local leash laws on a hand-held leash.

Dogs are not allowed to use the Common Area to urinate or defecate. Planters and grass areas are part of the Common Area. However, owners are responsible for the **IMMEDIATE** clean-up and sanitary disposal (**a tied plastic bag**) of animal waste.

Dogs are not allowed to be kenneled in the patio.

No animals may be kept in a garage at any time

Pets must be kept quiet at all times and shall not create any disturbance or annoyance to other residents.

A pet may not be tied to a leash with the patio gate left open for the pet to roam and lay on Common Area property.

Homeowner(s) will be held absolutely responsible and liable for any damage to person or property caused by pet(s) kept or brought to the complex by guests.

No pet is allowed in the Pool Area or in the laundry rooms.

Food and water dishes, as well as litter boxes, are not to be placed outside the patio.

Food dishes *are not allowed* in the patio or Common Area to prevent infestation of insects and rodents.

Litter box contents must be sealed in plastic bags and disposed of ONLY in the trash bins.

## **9. Offensive Activities**

### **Noise**

A 10:00 P.M. to 8:00 A.M. quiet time shall be observed by all residents and guests in consideration of their neighbor's right to a peaceful enjoyment of his/her property.

No owner, tenant, or guest shall obstruct or interfere with the rights and privileges of any other resident; annoy them with unreasonable noise or behavior; and/or otherwise, interfere with any resident's enjoyment of his/her unit, Common Area, or recreational facilities.

In addition to notifying the Board, a resident may call the Fullerton Police Department at 714.738.6800 and/or Coco Palms Security (posted in Laundry Rooms and Kiosk by front office).

Do NOT PLACE stereos, radios, and televisions on the common wall to an adjacent unit.

Domestic disturbances should be reported to the Fullerton Police Department.

## **10. Swimming Pool Area**

### **General guidelines**

The Board reserves the right to refuse the use of the pool to anyone; restrict the number of persons using the pool; and/or close the pool area for reasons of safety, health, etc.

*The pool area must be reserved for parties two (2) weeks prior to the event. A \$50 deposit is required. The deposit is refundable if the pool area is left clean to be determined by a member of the Pool Committee. Please see Pool Reservation Request for guidelines. PLEASE NOTE: A reservation does not imply exclusive use of the pool, pool area or barbecues.*

No alcohol is permitted in the pool area.

Any owner [including tenant(s) and/or guest(s)] who is delinquent in payment of his/her monthly dues or assessments may be denied the use of the recreational facilities until such time as all delinquencies are paid and the account becomes current.

Any owner not residing in the complex automatically relinquishes all rights and privileges to the use of all recreational facilities to his/her renter or lessee and must relinquish his/her pool key to said renter.

Residents are reminded that they will be held responsible and liable for the action of their guest(s) at all times.

### **Pool Rules**

Entrance to the pool is by use of a "membership" key only. Each unit is entitled to one (1) pool key which is NOT to be loaned, duplicated, or given to non-residents. The minimum replacement cost is \$50.

Pool hours must be observed! Violators will be cited. The recreational pool area hours are as follows: Sunday through Thursday - 8am to 10pm; Friday and Saturday - 8am to 11pm.

Residents may have four (4) guests, per unit, at any one time. An adult resident **MUST** be in attendance when guests are in the pool area. Weekend guests should be limited, however, to accommodate increased resident usage. Visitors without a resident present will be asked to leave, and a law enforcement officer will be called immediately, if such request is ignored. Anyone ignoring such a request will be treated as a trespasser.

For reasons of safety, it is recommended that no person swim alone in the pool area.

Children 14 and under and non-swimmers must be accompanied by a resident adult (18 year or older) while in the pool area. Supervision of children is the responsibility of the adult in attendance.

Because of recommendations made by the County of Orange Health Care Agency, children who are not potty trained are not allowed to use the large pool. Children who are not potty trained must wear swim diapers and are limited to the use of the small pool.

All swimmers are required to shower prior to entering the pool to remove oils and lotions from the skin. The use of soap, shampoo, or hair conditioner in the pool area is prohibited.

Proper swimming attire is required. Cut-offs, street clothing, nudity, etc. are prohibited.

It is recommended that long hair be secured in a bathing cap or net. Hairpins, etc., should be removed to prevent possible damage to pool surface and filter equipment.

Pools will not be used during the time they are being cleaned and serviced.

Running is not permitted in the pool area.

No smoking is allowed in the pool area.

Diving from any structure is strictly prohibited.

Pets are prohibited in the pool area.

Radios, etc., must be tuned for individual listening only.

Pool furniture may not be reserved or removed from the pool area. Please return pool furniture to its original place, if moved.

No glassware, bottles, or other breakable items of any kind are permitted in the pool area.

Trash must be discarded in the receptacle provided.

The gates to the recreational area **MUST** be kept closed and **LOCKED**.

Gas barbecue must be turned off and cleaned when finished with use.

**11. Resident Grievance Notice and/or  
Notice of Violation**

I am submitting this alleged grievance to inform the Board of the following resident(s):

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Address(es)

Who in my opinion is/are in violation of rule(s) \_\_\_\_\_

Explain briefly:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Date)

## **Guidelines for an Air Conditioner**

The installation of an air conditioner at Coco Palms must adhere to the following guidelines:

**Minimum requirements: 2 – 2 1/2 tons; 13 Seer or higher**

**The Board must be provided with the following: (1) a written request; (2) manufacturer's brochure including the model number; (3) a drawing as to the specifics of the installation so as to avoid misunderstandings, and (4) a signed copy of these guidelines. The homeowner must receive written approval from the Board before proceeding.**

- ↓ The air conditioner and/or heating unit must be installed by a licensed professional.
- ↓ The air conditioner must have a decibel level 74 db or less. The quieter the better.
- ↓ An inside blanket may be required for the unit to further reduce noise if any complaints are received from any neighbor. In addition, a small concrete barrier might be needed to further reduce noise if any complaints continue. The Board will determine if a concrete barrier is needed. The owner of the unit is responsible for the construction and cost of the barrier with Board approval.
- ↓ If any permits are required by the City of Fullerton, it will be the owner's responsibility to obtain them.
- ↓ The air conditioner will usually be installed between the two (2) bedroom windows. There may be exceptions for end units. You must get direction from the board at the time of your request.
- ↓ Nothing may be installed on the roof; anything attached to the wall must match the wall.

- ↓ All future maintenance of the air conditioner will be yours, or a future owner's responsibility.
- ↓ This approval is valid for a period of six (6) months. If additional time is needed to install the air conditioner, another request must be submitted to the Board for approval.
- ↓ Breakers may be changed if necessary, but **must** be replaced with the same amp capacity. If the installer wants to make other changes to the electrical system they **must** get permission, in advance, from the board.
- ↓ These guidelines must be shown to both the sales person and the installer prior to any action.
- ↓ **Vendors are NOT to use dumpsters inside the Coco Palms complex to dispose of any trash from the project. Vendors are personally responsible for the removal of all trash from the installation. If a vender uses a dumpster, the homeowner will be fined.**
- ↓ If there are any questions or concerns regarding any of the above, please feel free to contact

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Unit address \_\_\_\_\_

Date \_\_\_\_\_



## Guidelines for the Replacement of Windows

These standards are in keeping with the general plan for the improvement, protection, and architectural integrity of the complex.

- ↓ Exterior frames must be vinyl or fiberglass.
- ↓ Frame color must be white.
- ↓ Horizontal sliding only.
- ↓ Dual pane glass required.
- ↓ Thermal, "Low E" glass system is required.
- ↓ Retrofit only.
- ↓ Exposure of the wood trim on the front kitchen window cannot be less than 2 ¾ inches +/- 1/8"
- ↓ Professional installation only.
- ↓ Grids may be approved, but grid designs must be specified and approved. Clear glass only... no tints.

### Additional Requirements:

- ↓ A request for window replacements must be submitted to the Board in writing.
- ↓ An original color brochure of the desired windows must accompany the request.
- ↓ The above requirements must be noted on the brochure with the request.
- ↓ All future maintenance of the replacement windows will be the responsibility of the present and future homeowner.

↓ Vendors are NOT to use dumpsters inside the Coco Palms complex to dispose of any trash from the project. Venders are personally responsible for the removal of all trash from the installation. If a vender uses a dumpster, the homeowner will be fined.

**J.L. Gill Management Co., Inc.**

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Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Unit address \_\_\_\_\_

Date \_\_\_\_\_

## Guidelines for Front Access Door

A request to replace a standard front access door at Coco Palms must adhere to the following guidelines:

### Two choices: **PLAIN OR DUTCH**

- ↓ A professional, insured contractor must do the installation.
- ↓ The door must be flat with no raised panels, windows, trim or decorations on the exterior of the door with the exception that the door may be a Dutch door style, meaning that it can have an upper and a lower half which operates independently of each other.
- ↓ If any permits are required by the City of Fullerton, it will be the owner's responsibility to obtain them. The door is to be of paint grade material and painted to match the existing door color within the complex.
- ↓ **All future maintenance of the door will be yours, or a future owner's responsibility.**
- ↓ This approval is valid for a period of six (6) months. If additional time is needed to install the door, another request must be submitted to the Board for approval.
- ↓ **Vendors are NOT to use dumpsters inside the Coco Palms complex to dispose of any trash from the project. Vendors are personally responsible for the removal of all trash from the installation. If a vendor uses a dumpster, the homeowner will be fined.**

Dutch door page two

↓ If there are any questions or concerns regarding any of the  
above, please feel free to contact

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Adopted May 2006

## Guidelines for the Installation of Patio Gates

- ✚ A professional insured contractor must do the installation.
- ✚ A drawing of the design of the gate and railing must be submitted to the Board for approval PRIOR to installation.
- ✚ **All gates and railings must be painted BLACK ONLY.**
- ✚ The gate and the railing **MUST BE THE SAME HEIGHT** as the patio wall.
- ✚ The bottom of the gate and railing must be 3 – 6” from the ground.
- ✚ The gate and railing must be installed on the patio floor ONLY. A gate and/or railing are NOT allowed to extend beyond the area of the patio ground; installation of posts is NEVER allowed in the planters.
- ✚ If any permits are required by the City of Fullerton, it will be the owner's responsibility to obtain them.
- ✚ **All future maintenance of the patio gate and railing will be yours, or a future owner's responsibility.**
- ✚ The approval is valid for a period of six (6) months. If additional time is needed to install the patio tiles, another request in writing must be submitted to the Board for approval.
- ✚ **Vendors are NOT to use dumpsters inside the Coco Palms complex to dispose of any trash from the project. Vendors are personally responsible for the removal of all trash from the installation. If a vendor uses a dumpster, the homeowner will be fined.**

Patio gates page two

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Adopted May 2006

## Guidelines for the Installation of Patio Tiles

The installation of patio tiles at Coco Palms must adhere to the following guidelines:

- ↓ A professional, insured contractor must do the installation.
- ↓ A sample of the tile must be submitted to the Board for approval prior to installation.
- ↓ Tiles **MUST WRAP** the outside lip -- front and side of the patio floor to the ground...if the patio floor is raised from the ground level. \*\*\* Some condo units are flush to the ground; some are raised.
- ↓ Only light-colored natural earth tone colors are accepted.
- ↓ Patio tiles must be non-slippery.
- ↓ If any permits are required by the City of Fullerton, it will be the owner's responsibility to obtain them.
- ↓ **All future maintenance of the patio floor will be yours, or a future owner's responsibility.**
- ↓ The approval is valid for a period of six (6) months. If additional time is needed to install the patio tiles, another request in writing must be submitted to the Board for approval.
- ↓ **Vendors are NOT to use dumpsters inside the Coco Palms complex to dispose of any trash from the project. Vendors are personally responsible for the removal of all trash from the installation. If a vender uses a dumpster, the homeowner will be fined.**

Patio tiles page two

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Unit address

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Date

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Adopted May 2006



## Guidelines for the Installation of a Satellite Dish

- ↓ The installation of a satellite dish at Coco Palms must adhere to the following guidelines:
- ↓ **The Board must be informed with a written request and a drawing as to the specifics of the installation PRIOR to installing the satellite dish to avoid future problems.**
- ↓ The satellite dish must be installed by a licensed professional.
- ↓ **All dishes MUST be installed on the eave at a rafter/roof joint at the REAR of the unit ONLY.**
- ↓ Any structural or roof tile repair required due to damage resulting from an installation in an area other than that stated above will be billed to the owner of the unit.
- ↓ If any permits are required by the City of Fullerton, it will be the owner's responsibility to obtain them.
- ↓ Nothing may be installed on the roof; wiring must match the walls or as close as possible.
- ↓ Absolute NO walking, climbing, or investigating by repairmen, etc. is allowed on any roof in the complex. No one is allowed on the roofs for any reason
- ↓ All future maintenance of the satellite will be yours, or a future owner's responsibility.
- ↓ The approval is valid for a period of six (6) months. If additional time is needed to install the satellite dish, another request must be submitted to the Board for approval.
- ↓ An inspection is required by an authorized representative of the Board at a cost of \$50 if installed without prior Board permission.
- ↓ No modification to existing electrical including but not limited to breakers and wiring.

↓ Vendors are NOT to use dumpsters inside the Coco Palms complex to dispose of any trash from the project. Vendors are personally responsible for the removal of all trash from the installation. If a vender uses a dumpster, the homeowner will be fined.

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