



RULES & REGULATIONS

Approved by the Board of Directors on 07/06/15
effective September 28, 2015

The enclosed Rules are in alphabetical order so no Table of Contents is necessary. Rules that apply only to Owners/Members of the Association are contained in Attachments that do not necessarily apply to Non-Owner Residents.

Most problems facing Owners and Residents can be resolved by the management company. If satisfaction is not obtained from the management company, Owners may contact the Board of Directors at the periodic meetings of the Board. These meetings are announced on the Association's website and on-site at the above the mail boxes, and in the elevator.

These Rules & Regulations are part of the Association's Governing Documents and these Documents may be accessed via the Association's website:
www.TreviVilla.org.

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[ARCHITECTURAL CHANGES and STRUCTURAL MODIFICATIONS](#) any modification to a Unit is subject to approval by the Association by the CC&Rs, Article VIII. An application form will need to be completed. You may find the Architectural application form on the website. Denials by the Architectural Committee may be appealed to the Board of Directors. Committee shall conduct itself in accordance with the Board Rules. See also [Remodeling](#) and Window & French Door attachment and Quiet Hours.

[BALCONIES & PATIOS](#) patio furniture and potted plants and their saucers may be placed on balconies and patios. All watering of plants on balconies MUST be performed in such manner that no water escapes over the edge of the balcony. Nothing shall be draped over the railings, rest on the top of railing, nor hung in the balconies or patios to dry or air. Bikes, exercise equipment, and sports, are permitted on unit balconies if not visible from the outside. Storage is permitted on balconies only in the alcove portion, behind tasteful enclosures similar to those now existing throughout the building. No storage containers with flammable or hazardous materials are allowed. Uses of sunshade and painting of patio decking is considered an architectural change.

[BICYCLES](#) may be stored in front of your parking space with the recommended wall mounted bike rack secured with security bolts. Storing your bicycle in the garage is at your at your own risk of loss or damage.



[COLLECTION POLICY](#) regarding Owner Assessments, Fines and Reimbursements owed to the Association is described on the Collection Policy attachment to these Rules.

[COMMON AREA](#) the common area is for the common use and enjoyment of all owners in the complex. No items are to be left in the common area at any time. This includes but is not limited trash, shoes and any decorative items not already approved by the Board of directors.

DOORS to UNITS: All unit doors shall remain uniform (including the finish, doorknobs, hardware, etc.)

ELECTION RULES are contained in the Election Rule attachment.

FINES. Owners may be subject to disciplinary action and/or monetary fines for violation of the Governing Documents due to the actions of themselves, their Non-Owner Residents and/or their guests, in accordance with the Fine Schedule/Policy attached to these Rules.

FLOORING hard surface flooring installation/modification is strictly controlled by the CC&Rs, Section 7.14. Changes to flooring require Architectural Approval.

GUESTS. The Owner of each Unit is responsible legally and financially for the conduct of his/her Guests and the Guests of their Non-Owner Residents.

INSURANCE both owners and tenants must obtain insurance to cover personal liability and property damage liability for their unit and any damage done to a common area as a result of their negligence. Trevi Villa Homeowners Association must be included as additional insured. Proof of insurance must be submitted to Management.

FIRE SPRINKLER POLICY Do not paint over the fire sprinkler cover plates or sprinkler head. If your Fire Sprinkler cover plate or head is found painted during the Five Year Sprinkler Inspection you will be financially responsible for the replacement of the cover plate and sprinkler head.

LAUNDRY. Washers and dryers are not to be operated during Quiet Hours. If not being operated please make sure your laundry doors are closed.

LIEN POLICY is described on page 7 of these Rules.

LOCK-BOXES may NOT be placed outside of the building or on front gate but may be placed on unit doors.

MOVING IN/OUT. Residents moving in or out must adhere to the procedures described in the Move In/out Policy Attachment to these Rules.

NON-OWNER RESIDENTS. Owners are legally and financially responsible for ensuring their Residents adhere to these Rules. Non-Owner Residents must be registered with management using the Emergency Contact Form.

NUISANCES. Noise levels should be kept to a minimum when using common areas or patios or balconies. Noises must be kept at a level that can only be heard in your own unit. Any remodeling is to be done during business hours of 8 to 5. Exceptions are emergency situations where work needs to be completed outside of those time constraints. Spray painting and home remodeling, i.e. hand saws or power tools are prohibited on patios or balconies due to potential noxious smell or noise disturbance to neighbor and community members and shall be completed either inside unit or off premises. No charcoal BBQ or open fire pits are allowed on patios or balconies, or anything burning that would give off offending fumes or odors to other members. Common courtesy for communal living is expected at all times by all members, renters and guests. Please be mindful that your front door does not slam shut as this is courteous to your neighbors.

AUTO ELECTRONICS SURROUND SOUND POLICY Speakers/Subwoofers must have a Baffle Mat underneath them.

PARKING Vehicles belonging to residents or their guests are to be parked only in numbered marked spaces or with written permission by the owner. Parking spaces must be kept clean of oil. Boats, boat trailers, utility trailers campers or motor homes may not be parked or stored on HOA property. The garages are designed for passenger vehicles, small trucks and motorcycles/scooters only. Vehicles may not be washed or repaired in garages. Vehicles may not be parked in red zones or garage driveway entrance. Vehicles parked in any fashion other than provided by this rule are subject to towing at the owner's expense. Vehicles must be operable and registered with a state government. Parking spaces may only be rented to other Owners or Residents of Trevi Villa. For details see CC&R, Section 7.12.

PATIOS. See [Balconies and Patios](#).

PETS. Dogs must be on a leash at all times in common areas (including the garage and in the elevator). Pets may not be left alone on balconies or patios. Should your pet have an accident in the common areas, pet owners are responsible in cleaning and sanitizing area and/or notify management. All pets must be registered with the management company using the [Pet Registration Form](#) to be found on the Association's website. For more details see CC&Rs, Article VII, Section 7.6.1.

QUIET HOURS in the building are from 10pm to 8am. The volume of noise must be kept at a level heard in your own unit. Laundry washers and dryers are not to be operated during quiet hours. Trash should not be disposed of in the trash chutes during quiet hours.

REMODELING is to be done during the business hours of 8 to 5. Remodeling work such as spray painting or hand saws, are prohibited on patios or balconies due to potential noxious smell or noise disturbance to neighbors and community members. All remodeling work shall be completed inside your unit or off premises. See also [Architectural Approval](#) and [Quiet Hours](#).

RECYCLING must be disposed of in the recycling bin on the 1st floor. No recyclables are to be left in the Common Areas or outside of recycling bin. All residents are encouraged to recycle.

SIGNS owners may place noncommercial “For Rent, “For Lease”, or “For Sale” signs or posters which do not exceed nine (9) square feet, or flags or banners which do not exceed fifteen (15) square feet, in their patios or on their balconies, on

SMOKING is not allowed in any common area including exclusive use balconies and patios. Smoking inside a Unit must utilize “smokeless ashtrays” so that smoke does not escape your unit into a neighbors unit or into the Common Areas.

TRASH must be disposed of in the trash chutes on the 2nd and 3rd floors or in the trash room on the 1st floor. The trash chutes must not be used during [Quiet Hours](#). No trash or other refuse may be left in the Common Areas. Common area key opens trash room.

WINDOWS window installation/modification changes require [Architectural Approval](#). See Guidelines for Window Replacement on page 9 of these Rules.

WINDOW TREATMENTS: blinds, drapes, shutters or other coverings should be white in appearance from the outside so as to give a uniform appearance for building. There should be no objects, for example plants, fans, picture frames or other materials placed on window sills to maintain a uniform appearance for the complex that are visible from the outside. Window coverings are strictly controlled by the CC&Rs, Section 7.13.

ATTACHMENTS:

MOVE-IN/OUT POLICY

COLLECTION and LIEN POLICY

ELECTION RULES

FINE POLICY and SCHEDULE

ARCHITECTURAL GUIDELINES for WINDOW and FRENCH DOOR REPLACEMENT

AUTO ELECTRONICS SURROUND SOUND POLICY

FIRE SPRINKLER POLICY

Move-In/Out Policy

Effective Date 06/04/15

The purpose of this Move-In/Out Policy is to avoid damage to the common areas of the building and to compensate for the additional wear and tear caused by moves.

1. Move-in/outs must be scheduled through the Management Company. The enclosed form must be completed and returned to Management at least seven (7) days before the scheduled move. In addition to a non-refundable fee of \$150.00 made out to Trevi Villa HOA.
2. A monitor is required for every move. A fee of \$75.00 will be charged for monitoring for the first four hours. After the first four hours, \$10 per additional hour will be charged. Management will arrange for a monitor to be present.
3. The front gate cannot be propped open more than 90 degrees.
4. The elevator is to be loaded and unloaded as expeditiously as possible in order to allow residents ready access to the elevator. Blocking the elevator is not allowed.
5. Ceiling panels in the elevator are not to be removed without the permission of the Monitor. Panels must be replaced upon completion of the move.
6. Trash must be properly bagged and deposited in the dumpster. Cardboard boxes must be broken down and placed in the dumpsters located in the back of the Association. Please remember to recycle when possible.
7. Any damage to the common areas as a result of the move-in/out is the responsibility of the unit owner. Owners will be charged for the repair of damaged areas.
8. A fine of \$300.00 will be assessed against owners for failure to schedule a monitor or otherwise fail to comply with the above procedures.

COLLECTION and LIEN POLICY

Approved by the Board of Directors on 07/06/15
effective August 17, 2015

All Regular Assessments and Special Assessments are due on the first of each month and must be received by the management company by the fifteenth day of each month. Such funds not received within fifteen (15) days, shall incur a late charge of ten percent (CC&Rs §4.8). Assessments not received within thirty (30) days shall accrue an interest charge of twelve percent (12%) per annum. ***A monthly statement is sent to you as a courtesy only -- Owners are responsible for paying the monthly assessment whether or not you receive a statement.***

Returned checks for insufficient funds or checks returned for other reasons shall be subject to a returned check fee as imposed by the Association's bank.

Collection of money owed to the Association may be by filing a lien against your unit, and/or obtaining a money judgment against you personally, and/or suspension of your privileges and/or Association voting rights.

Owners have a right to dispute the delinquency, a right to Internal Dispute Resolution (IDR) in accordance with CC§5910, and a right to Alternative Dispute Resolution (ADR) in accordance with CC§5925. In addition, owners may request the Association to consider a payment plan in accordance with CC§5665. Payment plans, if approved, shall not impede the Association's ability to record a lien on the owner's unit.

The Association may begin the lien process by sending a demand letter if payment is not made within sixty (60) days of the original due date. If the Association has not received payment within ninety (90) days, the Association may have a lien recorded against your Unit.

If after the filing of the lien you still fail to pay the amount due the Association, then the Association may exercise its rights by commencing **foreclosure proceedings**. ***If your unit is placed in foreclosure because you are behind in your assessments, it may be sold without court action.***

The Owner of the delinquent Unit will be responsible to pay all collection costs incurred by the Association including extra management fees, attorney's fees, trustee fees and any other costs and expenses incurred by the Association in enforcing its legal rights.

The Association may file a personal collection action in Court and/or via a collection agency (even if the Owner has relinquished ownership of the Unit) for delinquent amounts owed to the Association. Failure of the Association to strictly enforce this policy is not a waiver of its right to collect delinquent sums.

Election Rules

Approved by the Board of Directors on **07/06/15**
effective **August 17, 2015**

APPLICABLE LAW. The Association shall conduct Elections and Voting via secret ballots in accordance with applicable law, specifically [Civil Code 5105](#). Membership voting shall be entirely by mail with no voting at a meeting and no floor nominations. However, counting ballots shall be done at an open meeting so that Members can observe the counting process.

NOMINATIONS for election to Director may be made by oneself by submitting a [Candidacy Form](#) which may be found on the Association's website. The Candidacy Form for each candidate will be mailed with the Ballots. When an election involves an issue rather than Election to the Board of Directors, each side of the issue may submit a one page (two-sided) position paper to the Inspector of Elections to be mailed with the Ballots. The Association will not be responsible for the content of the Candidacy Forms or position papers. Candidate qualifications are as described in the Bylaws.

INSPECTORS of ELECTION. The Association Manager shall normally serve as the Inspector of Election unless otherwise selected by the Board of Directors. If five or more Members object to the Manager serving as Inspector of Election for a specific election, then the Board shall select another Inspector meeting the requirements of the Civil Code. The Inspector of Election may enlist the help of any and all volunteers (including persons not eligible to be Inspectors). The Inspector of Election shall perform their duties in accordance with applicable sections of the California Civil Code, the California Corporations Code and the Governing Documents of this Association.

BALLOTS shall be on a form as prescribed by the Inspector of Election. Ballots will be mailed to every member not less than 30 days prior to the deadline for voting. The envelopes containing the ballots (both the inside and outside envelopes) shall be left unopened and secured until counted at the appropriate meeting by the Inspector of Election. Once cast, ballots may not be revoked or changed or withdrawn. Counting of the ballots may be observed by any member of the Association. Polls shall close at the discretion of the Inspector of Election.

CUMULATIVE VOTING is not permitted for election of directors per Civil Code §7615 (A).

RECORD DATE. The record date for voting shall be the date the ballots are addressed for mailing.

PROXIES. There shall be no Proxy voting per Bylaws Article IV 4.3.



Fine Policy and Schedule

Approved by the Board of Directors on **07/06/15**
effective **August 17, 2015**

For any violation of the Governing Documents (Declarations “CC&Rs”, Bylaws or Rules) where a fine is not specifically stated, the following fines may be imposed by the Board of Directors:

The first violation of the Governing Documents will receive a Written Warning Letter. The Board may determine, in its sole discretion, that a first violation is of a nature or severity that no warning will be issued and the first violation will be subject to immediate notice and opportunity for hearing. Fines for continuing or repeated violations will be \$100 for second, \$300 for third, and \$500 each additional violation. In the discretion of the Board, fines for continuing violations may be imposed on a daily basis until the violation is corrected. For the purposes of this Fine Schedule, a “continuing or repeated violation” shall be one which is assessed to a single unit within a twelve-month period. However, should a twelve month period pass without any violations, a first notice to correct the violation must be sent by the Association prior to imposing fines.

Owners are responsible for the actions of their Guests, their non-Owner Residents and the Guests of their Residents.

Nothing in this policy shall prevent the Association from pursuing other remedies or from seeking immediate relief in Court if the Board determines that such action is warranted. Costs of correction (including legal fees), repair costs, vehicle towing or any costs incurred by the Association as a result of violations by an Owner or an Owner’s Guests and/or Residents shall be in addition to the above fines even at the first offense. In addition to fines, the Association may suspend voting rights and/or suspend privileges.

An Owner will be afforded a Hearing before the Board of Directors before any fine is imposed. This hearing will be held in Executive Session. The Association uses the “Small Claims Court model” for Hearings and as such, attorneys are not permitted. Owners may present oral or written evidence. The Board will deliberate and vote in Closed Session and the Board’s written decision will be sent to the Owners within fifteen (15) day

Architectural Guidelines for Window and French Door Replacement

Effective Date 06/04/15

The Trevi Villa HOA established the following standards that shall be followed by any owner replacing windows and French Doors on patios and balconies. The purpose of these guidelines is to maintain a uniform look of the property and to help expedite the Architectural Approval process. All replacement windows and French Doors must be submitted in writing for approval by the Architectural Committee, Trevi Villa HOA. Documentation must be submitted to include the following information:

The proposed replacement must meet the following guidelines:

1. Only vinyl replacement for the Window or French Doors must be a traditional swinging French Door in the same style as the original.
2. Glass used shall not be tinted and be dual pane rated Low Energy 366.
3. Window frames and grids must be white and sculptured exterior applied grids of 1 and 1/16 inches.
4. Product manufacturer shall be Milgard Tuscan series for the French Doors and windows.
5. In compliance with Title 24, California code for minimum energy standards.
6. Management must be notified at least three (3) days prior to any work being done.
7. Please choose your company carefully! You as the Owner or tenant are fully responsible for any damage done to the Common Area or Association Property. Because of this liability, all companies obtained by a Resident must be a licensed contractor and carry their own insurance to cover such damage. You or your installation company must deliver a current certificate of liability and workers compensation insurance, naming the Association as an additional insured, to the Management Company at least three (3) days before your scheduled work. No company will be permitted entry into the Project without first providing such certificate of insurance.

Auto Electronics Surround Sound Policy

Effective 12/01/2018

The purpose of the Auto Electronics Surround Sound Policy is to help with auto electronic noise levels within Trevi Villa and avoid any nuisances between neighbors.

1. Speakers/Subwoofers must have a Baffle Mat underneath them.

Fire Sprinkler Policy

Effective 12/01/2018

The purpose of this Fire Sprinkler Policy is to avoid damage to the Fire Sprinklers of the building and the Health and Safety of Residents.

1. Do not paint over the fire sprinklers cover plates or sprinkler head.
2. If your Fire Sprinkler cover plate or head is found painted during the Five Year Fire Sprinkler Inspection you will be financially responsible for the replacement of the cover plate and sprinkler head.