

COMMUNITY GUIDELINES - ALL RESIDENTS
(Rules and Regulations)

Park Labrea is a community that closely resembles any small town in the United States. Like any other small community, Park Labrea has rules and regulations that serve to guide your actions, that protect and respect your rights as well as those of your neighbors. These guidelines have to do with the use of public spaces in the community, the safety and comfort of all residents and their guests and visitors, the allocation and use of the parking areas, and the general concept of sharing the resources of the community.

The following rules and regulations are an integral part of the lease to which they are attached. Failure to comply with any rule is a default giving the landlord the remedies specified in the lease. The landlord reserves the right to rescind, add to, or otherwise change the rules and regulations from time-to-time as Landlord in its discretion deems necessary for the care and cleanliness of Park Labrea, the maintenance of good order, and the safety, comfort and convenience of all residents.

1. **PETS**
No pets are allowed at Park Labrea without the express written consent of the landlord. This includes the pets of your guest. Visitors with pets in their vehicles will not be allowed to enter Park Labrea.

2. **UTILITIES**
Electrical service is to be transferred into Lessee's name on or before move-in day. Water, sewage and trash is billed to residents by National Water & Power (1-800-845-6767). Gas is paid by Park Labrea. Telephone service and interior "jacks" are Lessee's responsibility. Contact your contracted phone service for cost information.

3. **DELIVERIES**
Commercial vehicles are allowed on the property between 8:00 a.m. to 5:00 p.m. Commercial moving vehicles are prohibited on Sundays and Holidays. Park Labrea will not accept or be responsible for any deliveries for or to residents. All commercial vehicles should enter the property at Burnside & Third or the gatehouse on Hauser Blvd. Please call Dispatch at (323) 549-5508 so your delivery is announced and a parking pass can be obtained.

4. **HOURS FOR MOVE-IN OR MOVE OUT**
Permissible hours for moving are 9:00 a.m. to 5:00 p.m. at Park Labrea Apartments. Tower moves must be scheduled with the Service Department prior to the day of the move. Moving is not allowed on Sundays or Holidays. You must schedule the elevator prior to moving by calling PLB Service at (323) 549-5599. At the time of your call a reservation number will be given which is required at the appropriate gate house on your move date. Movers will not be allowed on-site without this reservation number.

- 4a. Moving activity, which is in direct violation of the permitted hours, and without Service Department Confirmation will be charged a violation fee of \$200.00.

5. **COURTYARDS**
You are not allowed to disturb, or annoy, or permit any occupant, or any guest or other invitee to disturb or annoy any other lessee of Park Labrea.

6. **LANDSCAPE**
Soil in flowerbeds or shrub beds shall not be removed, tampered with or disturbed in any manner. Residents may not landscape or garden in common and public areas.

7. **CHILDREN**
Children may play and have games and other activities in recreation areas that are provided for such purposes. Wading pools, sand boxes, swing sets, or other large play equipment are not allowed at Park Labrea except those provided by Management. Children 12 years or younger are not allowed in elevators without adult supervision.

Play areas, recreation areas and common areas are not supervised. Children play at their own risk in these areas and must be accompanied by an adult.

8. **FURNITURE**
Discarded furniture is to be removed from the property by the resident and not left in the building or on the grounds. Anything left by lessee for Park Labrea to remove, furniture, carpeting, trash etc., will be charged to lessee for complete cost of removal will be charged to lessee in accordance with California State laws.

9. **NOISE**
Please remember not to disturb or annoy others with stereos, T. V.'s and musical instruments at any hour. We encourage residents to respect the rights of others.

10. **BULLETIN BOARDS**
Bulletin boards are located in every laundry room. These are for residents use only. Information must be current and dated. Information cannot be lewd, profane, deceitful, or unlawful. Notices should be restricted to "For Sale", lost and found, and employment.

- 11. **RESERVED STORAGE CAGES**
Storage cages and private storage rooms are available in the Tower basements. For cost and availability call (323) 549-5551.
- 12. **WINDOW COVERINGS**
White lined window covering are required on all windows. Written consent must be obtained from the landlord before installing shades, window blinds, or window guards. No foil, film, decals, or posters are allowed on windows.
- 13. **LOCKS AND DOORS**
Altering of locks and installation of knockers, mailboxes, door bells, or other attachments on the doors of your apartment is prohibited without prior approval of Park Labrea Management.
- 14. **FLOORS**
Use only wax intended for wood floors. Do not use water on wood flooring. It can cause buckling of the floor.
- 15. **PLUMBING**
Please do not dispose of improper articles in plumbing fixtures. The cost of damage resulting from misuse shall be paid by lessee. Washer or dryer hook-up is prohibited. Water purifying systems are not allowed, installed or attached to plumbing fixtures.
- 16. **ELECTRICAL**
The use of exposed wire, or the overloading of an outlet with extension cords is prohibited.

It is necessary to get prior written permission from Park Labrea before you install waterbed, portable heating unit, food freezer, diathermy machine, electrical exerciser equipment, or other high consumption electrical appliances. Resident owned air conditioners are not allowed.
- 17. **ADDING ROOMMATES**
Roommate additions must be approved prior to roommate taking occupancy. Any addition must appear on the lease as a lessee or occupant and requires a letter signed by all other lessee(s) requesting addition. Additions must go through the qualifying process and pay applicable application fees. Information for adding a roommate may be obtained by calling your leasing agent.
- 18. **SOLICITING**
Park Labrea Management does not allow or permit the distribution of any printed materials anywhere in Park Labrea. Do not solicit or engage in door-to-door selling or canvassing.
- 19. **EMPLOYEES**
The Landlord assumes no liability for services performed, at the request of a lessee, by any employee or agent of Landlord, that falls beyond the normal scope of the employee's/agent's duties, as defined by the Landlord.
- 20. **LOCK OUTS**
Patrol must verify that individual requesting lock out is on the lease before any door can be unlocked. A photo I.D. of resident is required. There is a \$25.00 charge for each lock out.
- 21. **COMPLIANCE WITH THE RULES**
It is the responsibility of Lessee to fully comply with the rules and regulations and assure compliance by their occupants, guests, visitors, contractors, and other invitee's.
Department telephone numbers are as follows:

SERVICE DEPARTMENT: 323-549-5599
 a. To reserve elevators for move-in, move-out, and large deliveries.
 b. To report a maintenance problem
 c. To reserve Parking and Storage, call 323-549-5565.
 PATROL: 323-549-5508
 LEASING: 323-549-2933
 a. Renting Apartments
 b. Lease Renewals
 ADMINISTRATION: 323-549-5400
 a. Executive Offices
 b. Accounting Office (rent payment questions and breaking your lease)

RESIDENT(S): _____ DATE: _____
 _____ DATE: _____
 CONSULTANT _____ DATE: _____