

Palm Beverly Apartments **COMMUNITY POLICIES, GUIDELINES & ADVISORIES**

Welcome! We are pleased that you chose our community, *Palm Beverly Apartments*, for your home. We want you to know that the staff here has been chosen because of their ability and desire to make this the best possible apartment community for you to call home. No matter how long you stay with us, we want you to feel comfortable and "at home." Please feel free to call on us if we can help you in any way.

When living in a multi-family community such as this, courtesy and consideration are the keys to a happy existence for all of us. We have established the following community policies and guidelines in order to maintain the safety and beauty of our surroundings. Please follow the guidelines set forth and if you have questions, do not hesitate to call on us.

The hours of our Management Office in Beverly Hills are 9:30AM to 5:30 PM five days a week. We are fully staffed only during the normal business days of Monday through Friday. Our telephone number is 310-557-1041.

In the event of an emergency, should it be necessary to call for Fire, Police or Rescue assistance, Dial 911, then call the resident manager immediately thereafter. We also have on-call maintenance for emergency repairs.

Management is not responsible for and assumes no liability for accidents or lost items while using any common areas.

1. RESIDENT DATA such as apartment numbers or phone numbers, are not given out by Management. A Resident's permission is needed to let anyone into his/her apartment.

2. MOVING IN OR OUT should be done only between the hours of 8:00AM and 10:00PM. Moving trucks are not allowed in the garage. Be careful not to mar the surface of your neighbor's door when moving your belongings along the corridors. Please keep the noise to a minimum. If you and your helpers smoke, please do not throw your cigarette butts on the floor or grounds. Our staff is here to help you. Contact the office if you have any difficulties.

3. THE GROUNDS are a significant factor in the beauty of living here at *Palm Beverly Apartments*. Our staff makes every effort to maintain a clean and attractive appearance. Please assist by properly discarding trash and/or newspapers. If you are a smoker, we ask that you refrain from throwing cigarette butts on the ground or emptying ashtrays on the grounds or in parking areas. Report burnt out light bulbs or inoperable gates immediately. Please do not allow your children to play in the landscaped areas and be sure they bring in their toys each evening.

4. PARKING is allowed in authorized spaces only. Pull your car straight into your space and do not leave it projecting into the driveway area, in order to make parking easy for your neighbors. Lock all vehicles. Management is not responsible for any vehicle or its contents. A Resident with a vehicle that causes excessive oil, coolant or gasoline spillage will be responsible for the cost of concrete clean up. Residents may not wash or repair vehicles in the garage. Two-wheeled vehicles are subject to the same rules as automobiles. Do not take them into your apartment or park them on the decks or sidewalks. Recreational vehicles, large trucks, boats, inoperable vehicles and unsightly vehicles may not be parked on the property. Parking spaces are not to be used for storage. All items stored in parking areas will be removed by Management. ***Unauthorized, inoperable or improperly parked cars or cars parked in another Resident's space will be towed away without notice at the owner's expense.***

5. TRASH should always be put into the trash chutes. Do not leave trash outside your apartment. If your child is not able to reach the chute to deposit it, we ask that "taking out the trash" is not one of your child's chores. Do not discard materials into the chutes that might create a fire hazard. Crush all boxes before discarding them into the chute. The chutes are for household trash only. Do not place old furniture or mattresses into the alley dumpster or dumpster areas. It is up to you to properly dispose of these items.

6. CHILDREN must be adequately supervised by their parents or an Adult Resident at all times and be provided access to their apartment. It is of the utmost importance that children be supervised so that they will not present a disciplinary, safety or other problem for the Property Owner or other Residents. Please monitor the activities of your children and ensure adherence to the rules set forth herein, which are for the safety and protection of your children. Remember that you are responsible for your children and their guests at all times. It is against the law for young children to be left unsupervised in an apartment. Out of consideration for your neighbors, restrain your children from running up and down the stairwells, through the hallways, or from jumping in upper-floor apartments. For the safety of all, no one is permitted to ride bikes, big wheels, skateboards, rollerblades, etc., within the property.

7. GUESTS are the responsibility of the hosting Resident at all times while on the premises and the Resident assumes financial responsibility for any damages attributed to his guest.

8. NOISE must be confined to each Resident's own apartment, in order that all may enjoy their own homes. Radios, TVs, stereos, musical Instruments, etc., should not be audible in someone else's apartment. Please be extra considerate between the hours of 10:00PM and 9:00AM. Parties and excessive noise are not permitted if they disturb other Residents. If a warning is not adhered to, the Police will be called for disturbing the peace and an eviction notice may follow. Residents on upper stories may not operate devices which transmit excessive sound through the floor, such as exercise equipment or vibrating furniture. ***If you have a problem regarding noise, contact the Management Office.***

9. MAINTENANCE problems should be reported to the Management Office as soon as they are discovered. Requests for non-emergency repairs or maintenance must be made to the Office during normal business hours. Emergency calls may be made any time and we do our best to handle them promptly. A charge will be made for repairs necessitated by negligence, abuse or mistreatment by Residents or their guests. Should damage occur to the structure, equipment or fixtures in your apartment, notify the Management Office. Entry by Management to an apartment may be necessary in an emergency or to make maintenance repairs and is permissible under the law.

10. LEAD-BASED PAINT may be contained in Residential buildings built before 1978. Neither Management nor the Owner have any reports or records pertaining to lead-based paint and/or lead-based paint hazards, nor any knowledge of lead-based paint and/or lead-based paint hazards in *Palm Beverly Apartments*. Nevertheless, Residents should be aware of the possibility of unknown lead-based paint hazards and that lead from paint, paint chips and dust can pose health hazards if not properly cared for. Lead exposure is especially harmful to young children and pregnant women. The undersigned Resident(s) acknowledge by their signature(s) below that (s)he/they received the pamphlet entitled "Protect Your Family from Lead in Your Home."

11. INSURANCE for a Resident's furniture, stereo and other valuables — all belongings in the apartment — is available from various insurance companies at a modest premium and is highly advisable to obtain. These policies protect not only the Resident's property but also safeguard the Resident against claims by the Property Owner in the event of damage resulting from some accident caused by the Resident, such as a fire in the apartment caused by smoking, cooking, burning candles, a careless child, etc. ***Do not make the mistake of thinking that the Property Owner's insurance covers your belongings in the event of damage to them by fire, earthquake, water damage from plumbing or roof leaks, or any other unpredictable accident. It does not! Neither is the Property Owner liable for such damage.***

12. SUN DECK (if one is located on roof of building) hours are from 9:00AM to 10:00PM daily but may vary at the discretion of Management. Guests and minors are never allowed to be on the sun deck without a Resident over the age of 18. Failure to act in accordance with the rules will result in expulsion from the sun deck and cancellation of privileges.

13. BALCONIES AND PATIOS are an extension of your apartment and are to be used for your enjoyment and convenience. The balcony or patio is not a storage area. The only items allowed on a Resident's balcony or patio are presentable patio furniture, plants and a small barbecue. Do not use these areas for storage of trash, mops, boxes, etc. Do not drape towels, laundry, rugs or other items over your balcony or railings. We love to see the use of flowers and plants for all of us to enjoy.

If you have a green thumb, share it with the rest of us but please keep water trays underneath plants to prevent any stains or water damage to the deck surfaces. Bottles, cans or food items are not to be stored or displayed on decks, railings or windowsills.

14. WALKWAYS and front door areas must never be obstructed. Management reserves the right to remove anything which, in its sole judgment, creates a hazard or unsightly appearance.

15. BICYCLES are not to be chained to the stair railings anywhere in the building. They should be kept in the bicycle rack provided in the garage. Bicycles found attached to stair railings will be removed (lock/chains cut) and bicycles will be disposed of after thirty (30) days.

16. LOCKS on the main entry door to an apartment may never be changed by the Resident nor may an additional lock be installed. If a lock is changed at a Resident's request, there will be a charge. Be careful to whom you give your key. If you forget your key or for some other reason require a staff member to unlock your door, there will be a \$10.00 charge for each such unlock, payable immediately.

17. APPLIANCES should be kept clean by the Resident, which will help keep them in good working order. Do not use abrasive cleaners on surfaces that scratch. (This includes the tub and shower enclosures.) Please report any problems that you have with any of the appliances in your apartment. Residents will be held responsible for repairs and/or replacements caused by misuse or neglect.

18. LAUNDRY ROOM provides conveniently located coin-operated washers and dryers. Clothing must be removed from the machines promptly. Do not use tints or dyes. Keep the laundry room clean by emptying all filters and wiping the tops of all machines after use. Trash cans located in the laundry rooms are for disposing of soap boxes, not for trash from an apartment. Use of anything in the machines' coin tray other than U.S.A. legal coins is illegal and is grounds for eviction. Any malfunctions of the machines should be reported to the Management Office immediately. Hours of operation are from 8:00AM to 10:00PM.

19. PEST EXTERMINATION SERVICES are available by calling the Management Office. Instructions will be provided prior to service being performed.

20. SOLICITORS who go door-to-door are not permitted. Please notify the Management Office immediately when solicitors appear anywhere on the Premises.

21. ROOFS are off limits to anyone and everyone except personnel authorized by the Property Supervisor.

22. WINDOW TREATMENTS, if you choose to add them to your windows, should be white-backed so their appearance from the exterior conforms to the rest in the complex. No foil or unsightly window treatment is allowed.

23. PICTURES may be hung in your home and we encourage you to do so but we ask that no oversized nails, anchors, boots or screws be used. Please use picture hooks. Do not install shelves on the walls or in the closet without prior approval.

24. CARPET is in every apartment at *Palm Beverly Apartments* and should be treated with care. We advise caution when serving Kool-Aid or red wine in carpeted areas, due to the difficulty in removing the stains. Also, chlorine in bleach, toilet disinfectant, etc., will discolor the carpet. These stains often require replacement of carpet.

25. WATERBEDS are allowed at *Palm Beverly Apartments* but Residents are responsible for any and all damage due to leakage or overfilling. Waterbed insurance is advisable and we request that you provide a copy of your insurance information for our files.

26. SIGNS, placards, advertisements, notices or other devices or lettering may never be affixed to any part of the premises which can be seen from the exterior of the building.

27. PAINT & WALLPAPER may not be applied in an apartment by a Resident without prior written approval from Management. Upon approval, Resident agrees to restore apartment to the original condition upon move-out.

28. PETS or animals of any kind may not be kept or brought, even temporarily, onto the premises by any Resident or guest of the Resident.

29. SECURITY or safety at *Palm Beverly Apartments* of Residents, Occupants or their guests is not guaranteed, warranted or assured by the Owner or Management. Residents and Occupants acknowledge: (a.) that neither the Owner nor Management has made any representations, written or oral, concerning the safety of the community or the effectiveness or operability of any security devices or security measures; and (b) that security devices and measures may fail or be thwarted by criminals or by electrical or mechanical malfunction; and (c) that they (Residents and Occupants) shall not rely on such devices or measures and shall protect themselves and their property as if these devices or measures did not exist.

30. NOTICE PURSUANT TO SECTION 4-6.05(b) of the Beverly Hills Municipal Code, together with a copy of Sections 4-6.01 through 4-6.08 (Rent Stabilization Ordinance) of the Beverly Hills Municipal Code, have been provided by *Palm Beverly Apartments* to me, the undersigned Tenant, at least twenty-four hours prior to the execution of the Lease to which this *Community Policies, Guidelines & Advisories* is companion. The language which was requested by me, and was provided, was English unless one of the following boxes is checked: Spanish Farsi Korean

31. POOL hours are from 9:00 AM to 10:00 PM. The number of people using the pool at any one time may never exceed the posted Maximum Capacity. Please shower before entering the pool and remove all suntan oil. No more than two guests per adult resident are permitted in the pool area. Minors are not permitted in the pool area at any time without the supervision of an adult who assumes full responsibility. Children who are not toilet-trained are not permitted in the pool. Residents assume all risks of injury or damage to themselves, their guests and personal property. Absolutely no glass containers are allowed in the pool area. No running, diving, excessive splashing, excessive noise or loud music. Bathing suits only must be worn in the pool — that is, no jeans or other street clothes are allowed in the water, no diapers are allowed in the water and no nudity is allowed. No pets are allowed in the pool. Safety equipment is for emergency use only, and should be returned to its proper place after such use. Management reserves the right to close the pool area or exclude any persons from the pool area at any time. Elderly people, pregnant women and those with health problems should consult with a physician before entering the pool. Use of the pool while under the influence of alcohol, narcotics or prescription drugs may lead to serious consequences and is not recommended. We recommend that you do not use the pool alone.

Palm Beverly Apartments reserves the right to change any of these rules or policies by rescinding or amending, or to make such others rules or regulations as are deemed necessary to provide for the comfort and convenience of all Residents, and for the safety, care, proper maintenance and cleanliness of the Premises.

Palm Beverly Apartments reserves the right to refuse the use of or access to the community facilities as necessary to anyone who misuses or abuses the privileges accorded to Residents and their guests. Failure to comply with any of the rules hereinabove is cause for eviction.

I have read and received a copy of these *Community Policies, Guidelines & Advisories* for *Palm Beverly Apartments*. My signature below acknowledges my understanding of, and agreement to abide by, all of these terms.

- 1) _____
- 2) _____
- 3) _____
- 4) _____