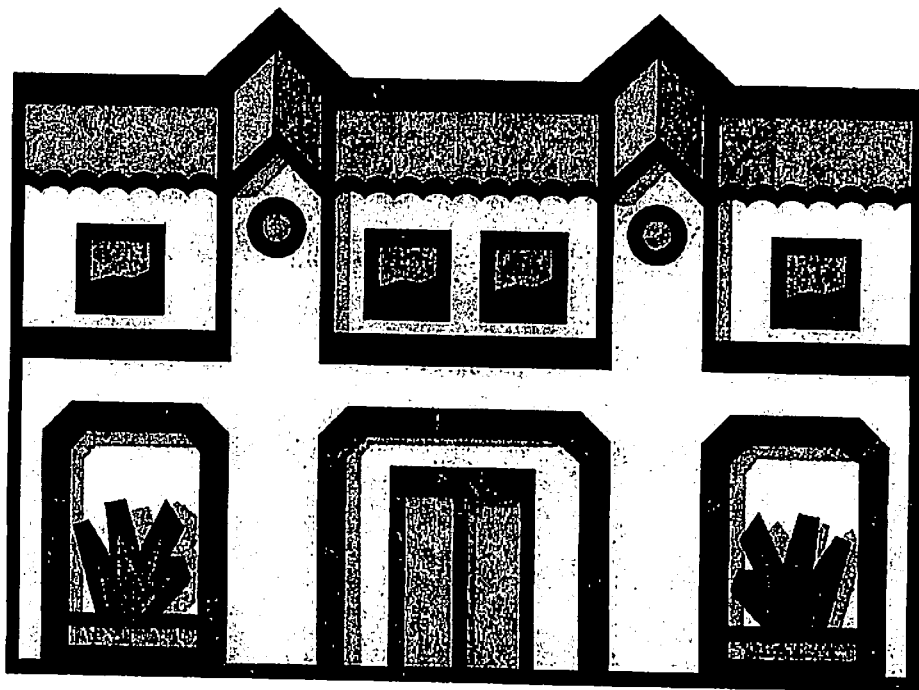


*Villa Portofino
Owners Association*



*Rules &
Regulations*



DIRECTORY

SAN DIEGO POLICE DEPARTMENT

Emergency _____ 911
Non-Emergency _____ (619) 531-2000

FIRE DEPARTMENT

Emergency _____ 911
Non-Emergency _____ (619) 533-4300

OTHER EMERGENCY PHONE NUMBERS

Poison Control _____ (800) 876-4766
Crime Stoppers _____ (619) 235-8477
San Diego Animal Control _____ (619) 236-4250

ASSOCIATION MANAGEMENT COMPANY

Hilltop Community Executives
3737 5th Avenue, Suite 204
San Diego, CA 92103

Association Manager, Al Simonelli _____ (619) 295-8711
Emergency _____ (619) 298-4170
Fax _____ (619) 296-4640

Mailing Address:

Villa Portofino on Front
c/o Hilltop Community Executives
P.O. Box 34398-830
San Diego, CA 92163-4398

SAN DIEGO UTILITIES

San Diego Gas & Electric _____ (800) 411-7343
AT&T _____ (800) 891-1800

VILLA PORTOFINO TOWING

Coastal Pride Towing _____ (619) 523-5062

PREFACE

This information booklet has been prepared and approved by the Villa Portofino Owners' Association. Its purpose is to give resident owners and tenants a handy guide to some of the general Rules and Regulations that apply to our community.

THIS BOOKLET IS...a compilation of official Rules and Regulations put together by the Villa Portofino Owners' Association for the purpose of protecting your property and making Villa Portofino a more pleasant place to live and enjoy. Your cooperation is essential in accomplishing this purpose. Common sense and consideration for your neighbors are keys to its success.

THIS BOOKLET IS NOT...a substitute for the Declaration of Restrictions (CC&R's) and By-laws of the Villa Portofino Owners' Association. Each owner has been provided with a copy of the CC&R's and By-laws and we **URGE YOU TO READ BOTH OF THESE DOCUMENTS.** They set forth in complete and detailed form the rights, duties and obligations of each homeowner. **THEY, and NOT THIS BOOKLET** are the official documents which cover these rules and rights.

PLEASE READ THIS BOOKLET CAREFULLY AND BE SURE YOUR FAMILY, GUEST AND TENANTS FULLY UNDERSTAND THESE RULES. If there is any uncertainty about a given rule, please seek clarification from the Board of Directors or the Property Management Company.

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Introduction

This booklet has been produced by the Owners Association to promote maximum enjoyment of our homes and enhance the value of our investment. Living as we do requires all of us to exercise common sense and consideration for one another. We have an opportunity to make Villa Portofino a treasured home for each of us.

The Board of Directors is elected each year by the owners, and operates Villa Portofino business so each resident may enjoy their home without disturbance from others. All owners are members of the Villa Portofino Homeowners Association. Hilltop Community Executives (HCE) is hired to handle the physical maintenance of our building and grounds, and to assist in resolving disputes. Each owner must provide HCE with names and phone numbers for all residents within 30 days of any change of ownership or occupancy. Please report any faulty equipment or building materials to HCE.

When we purchase or rent at VILLA PORTOFINO, we agree to the CC&Rs and Bylaws which are part of each contract. The rules and regs in this booklet expand on the CC&Rs and provide a guide to the conduct and activities of all residents. Please refer to the CC&Rs and the Homeowners Manual provided by Mayfair Homes for further information and guidance.

All owners are responsible for knowing these rules and insuring that renters and guests follow them.

Meetings

The annual meeting of owners at VILLA PORTOFINO is held each January when a Board of Directors is elected for the year. Notice is given a month in advance and owners can attend in person or submit their proxy.

The monthly meetings of the Board are open to all owners and renters, and all are encouraged to attend. It is the Board's intention to provide a few weeks notice of these meetings whenever possible.

Rules and Regs

GENERAL

NOISE is the most frequent complaint of condo living. Our CC&Rs, San Diego city laws, and our rules require that residents do not disturb neighbors **AT ALL TIMES**, with special consideration for late night hours. The San Diego City Ordinance sets these hours starting at 10pm weekday nights and 11pm weekend nights. Please keep the volume of electronics, appliances, voices or any other source to a level that can be heard only in your home.

Check with neighbors if in doubt. And when planning a party, neighbors would appreciate advance notice and probably tolerate the disturbance for that time. Noise echoes in the common walkways, so please be considerate and keep voices down. See **ENFORCEMENT** below for reporting problems.

SMOKING is not allowed in common areas, elevator, storage rooms or garage.

DUES are payable on the first of each month and will be assessed a late charge if not received by the 15th of the month. Any legal costs necessary to collect delinquent dues will be assessed to the unit.

INSURANCE is carried for the building and common areas, but does **NOT** cover the interior of each unit and the personal property and liability of each unit.

RECYCLING is available in the trash room, ground floor. Although not listed on the blue recycling bins, glass is appropriate to put in, along with plastics (coded 1 and 2 only), cans, newspaper and cardboard. Large cartons must be broken down and set next to the garbage bin. Large personal items such as furniture must be removed by the resident and donated or disposed of.

TRASH/GARBAGE should be securely bagged, wet garbage in plastic bags, before placing in trash chute. Oversized sacks of garbage should be taken directly to the trash room to avoid clogging the chute.

BUILDING

COMMON WALKWAYS may not be blocked by plants, bicycles or any other object. Plants in doorways and on balconies must be on trays to prevent water damage to floors. Any repairs for water damage will be assessed to the owner.

UNDERGROUND PARKING is for personal vehicles only and these may not be noisy or smoky. Vehicles must be registered with the Property Management Company. No vehicle maintenance please, except for emergencies. All parking places are to be kept clean. Oil damages garage flooring and is tracked through the garage. Owners will be assessed a cleaning charge if necessary. Use extra care when exiting the garage to avoid hurting pedestrians or pets.

BALCONIES AND PATIOS contribute to the good looks of our building. Please help by keeping your area neat. Plants and patio furniture only are permitted. No storage of bicycles, mops etc, no laundry or towels on the railing, no sweeping or watering that will affect balconies below yours. (Use a vacuum to clean the floor.) To prevent injuries, no plants or other objects on ledges, please. Hanging plants or any other attachment to the building surface is not permitted.

BARBECUES are permitted on the balcony or patio if the smoke or smells do not create a nuisance for neighbors. Residents are responsible for any damage from them. Open flame fires are not permitted, including clay fireplaces, and users should have a fire extinguisher present when cooking.

STORAGE is provided on the ground floor for certain units, but is not permitted in the underground garage or on balconies and patios.

EXTERIOR surfaces of the building may not be altered in any way without approval by the Board

SIGNS are limited to one "For Sale" or "For Rent" sign, maximum size of 18" by 24" per unit. The sign must be displayed from within the unit and may not be hung outdoors.

WINDOWS are to be covered with white or off-white color only when visible from the street or common areas.

VILLA PORTOFINO ON FRONT HOMEOWNERS' ASSOCIATION

MOVE IN/OUT INSTRUCTIONS

AT LEAST ONE WEEK PRIOR to moving in or out of Villa Portofino residents must:

1. Complete, sign, and date a MOVING PERMIT form and return it to the association manager at Hilltop Community Executives P.O. Box 34398-830 San Diego, CA 92163 (3737 5th Avenue Suite 204, San Diego, CA 92103), (619) 295-8711. An estimate of the number of hours required to move should be provided. Moves are to be made through the courtyard (**utilize ramp only, not the stairs**) entrance only.
2. Pay a *non-refundable* combination (move in and move out) fee of one hundred fifty dollars (\$150) and a *refundable* building damage fee of two hundred dollars (\$200). Make fees payable to Villa Portofino ~On Front~ and send with the form. The building damage fee will remain on deposit until an authorized representative of the Association completes a final inspection checklist. Refundable security fees will be mailed (or additional charges billed) to appropriate parties.
3. Please schedule the move only between the hours of 8:00 a.m. and 5:00 p.m. Monday-Friday. Other times must be approved in advance by the association manager.
4. Reserve the designated elevator, which may only be used INTERMITTENTLY.
5. Provide the Transfer moving company a copy of the MOVING COMPANY INSTRUCTIONS.

DURING and AFTER the move:

1. Elevator protective pads (to be installed by management) must be in place.
2. Release the elevator periodically for passenger use. A passageway must be maintained at all times.
3. Only dollies not likely to damage steps, carpets, or other parts of the common areas are permitted.
4. All common areas are to be left clean after the move. All trash, such as packing materials or collapsed boxes, is to be removed by the Transfer Company. Any trash to be disposed of after the moving date must be placed in the dumpsters. Any leftover cardboard boxes must be collapsed and placed in the trash rooms next to the dumpsters.
5. All damages are the responsibility of the property owners and will be documented by an authorized Villa Portofino representative on the final inspection checklist.

MOVES INTO OR OUT OF VILLA PORTOFINO ARE NOT PERMITTED WITHOUT AN APPROVED MOVING PERMIT

Your cooperation is much appreciated and will help maintain the beauty of the
VILLA PORTOFINO.

VILLA PORTOFINO ON FRONT HOMEOWNERS' ASSOCIATION

MOVING PERMIT

Date of Move _____ at _____ am/pm. Estimated Hours _____

☐ **MOVE IN**

OR

☐ **MOVE OUT**

(CHECK ONE)

Name of Residents _____

☐ Owner ☐ Tenant

Change of Ownership ☐ Yes ☐ No

Unit# _____

Telephone No. _____

Forwarding Address:

Street _____ Apt No _____

City _____ State _____ Zip _____

The undersigned has received and agrees to comply with Villa Portofino MOVE IN/MOVE OUT INSTRUCTIONS and understands that a copy of this form, when approved below by the association manager constitutes an APPROVED MOVING PERMIT.

Signature _____ Date _____

APPROVED:

BY _____ Date _____

Villa Portofino Association Manager

Hilltop Community Executives, P.O. Box 34398-830 San Diego, CA 92163
Phone (619) 295-8711. This form may be faxed to (619) 296-4640.

VILLA PORTOFINO HOMEOWNERS' ASSOCIATION

MOVING COMPANY INSTRUCTIONS

1. All material must be moved through the courtyard to the padded elevator.
2. Elevator load must be accumulated near the elevator and the elevator intermittently released for passenger use.
3. Care must be exercised to avoid damage to common areas, including but not limited to, walkways, walls, and tiles. Movers must lay protective covering from the elevator to the owner's unit.
4. Elevator padding must be in place and the control panel open in the reserved elevator. The door control switch may be used, but no other switch in the panel should be moved.
5. Villa Portofino homeowner will familiarize movers with the route to be followed.
6. Failure to comply with these instructions may result in cancellation of the move in/move out.

I have read and agree to comply with these instructions in moving:

_____ (☐ in to ☐ out of)

Unit # _____ on _____

By: Name _____ Date: _____

Company _____ Title _____

Telephone No. _____ Fax Number _____

VILLA PORTOFINO HOMEOWNERS' ASSOCIATION

TENANT AGREEMENT

The undersigned having leased from _____
Owner

and intending to reside in Unit# _____
acknowledge(s) receipt of a copy of the Association Rules and Regulations.
The undersigned also will comply with the Association Rules and Regulations,
including, but not limited to, the following:

1. Pay fees as required by MOVE IN/MOVE OUT INSTRUCTIONS.
2. Advise the Property Manager at least one (1) week prior to the specific date the undersigned will move in/move out and schedule the move during weekdays between 8:00am and 5:00pm.
3. Dispose of properly wrapped garbage and trash in the trash room located on the ground level. All cardboard boxes must be broken down prior to placing them in the dumpster.
4. Comply with the rules regarding resident and guest parking.

TENANT _____ DATE _____

TENANT _____ DATE _____

NOTE: This form must be completed with a copy of the lease attached before a move is scheduled by a tenant.

**VILLA PORTOFINO
OWNERS ASSOCIATION**

~ On Front ~

c/o Hilltop Community Executives
P.O. Box 34398 - 830
San Diego CA 92163-4398

*Acceptance of
Rules and Regulations*

I/We _____ have received, read, and
(Please Print)
understand, and agree to be personally bound by the Villa Portofino Rules
and Regulations.

Owner ☐ Tenant ☐ (please check one)

Signature: _____ Date: _____

Address & Unit #: _____

Daytime Phone #: _(____)_____

***Villa Portofino will be distributing an Owner/Resident phone directory.
Please complete the following section regarding:**

(please check one)

YES ☐ Publish my name & phone number in the directory.

NO ☐ Do not publish my name & phone number in the directory.

**IMPORTANT:
PLEASE COMPLETE, SIGN & RETURN TO:
Hilltop Community Executives
P.O. Box 34398
San Diego, CA 92163 - 4398**

EMERGENCY DATA QUESTIONNAIRE

Hilltop Community Executives believes that it is essential that we be able to contact owners and residents in the event of fire, broken water lines, or other disaster. For this purpose, we keep personal data on all owners and occupants in your community association. Hilltop will use this information with care; especially unlisted telephone numbers. No name or number will be released unless it is clearly proper to do so. Thank you.

OWNER INFORMATION:

Name(s) _____

Address _____

Residence Phone Number _____

Is it ok to include your residence telephone number in a directory for owners and residents? YES or NO

Work Phone Number _____

Emergency Contact Information (who can we call in an emergency if we cannot get in touch with you; please include phone number): _____

OCCUPANCY (please check one):

☐ owner occupied

☐ rental

☐ family member occupied

☐ used as a 2nd home

RESIDENT INFORMATION (if not the same as owner information):

Name(s) _____

Residence Phone Number _____

Is it ok to include your residence telephone number in a directory for owners and residents? YES or NO

Work Phone Number _____

ALTERNATE KEY LOCATION (optional):

Does anyone (friend, neighbor, or relative) have a key to your unit other than the owners and occupants?

Signed _____ Date _____