

# RULES AND REGULATIONS

Point Loma Tennis Club Community Corporation

*An Equal Opportunity Employer*

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Established by action of the Board of Directors as revised and adopted  
*December 04, 2012.*

This revision supersedes all previous revisions.

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The Board of Directors of the Point Loma Tennis Club Community Corporation solicits the full cooperation of each and every resident and Member in observing and enforcing these Rules and Regulations.

## **I. GENERAL**

1.1. **AUTHORITY:** The Board is authorized (Covenants Conditions & Restrictions (CCRs) Section 3.2.9 to establish Rules and Regulations in order to promote happy and harmonious living for all PLTC Owners and residents. These Rules and Regulations shall apply to each and every person residing in, using or passing over any part of the premises of PLTC.

1.2. **COMMON AREA:** The common area comprises all areas of PLTC premises not within any individual living unit. The Board is authorized to regulate all activities in the common area for the common enjoyment of the residents. No person shall damage, litter or obstruct the common area or in any way interfere with the proper use of the common area by others. Identification, in the form of an official PLTC Identification Card, shall be required for any use of the common area.

1.3. **CONDUCT:** No person on PLTC premises shall at any time engage in any activity which unreasonably interferes with the quiet enjoyment of other residents. All Owners, residents, guests, invitees, and outside vendors shall adhere to a code of conduct in connection with their treatment, actions, language and behavior towards other Owners, residents, Board members, PLTC employees, agents, and vendors. Abusive, harassing and/or disrespectful behavior will not be tolerated.

1.4. **MANAGER:** The Board may, in its sole judgment and discretion, delegate the responsibility and authority for assuring compliance with these Rules and Regulations and the CC&Rs to the Manager.

1.5. **PATROL:** The Manager and Board may delegate the responsibility and authority for assuring compliance with these Rules and Regulations to Patrol personnel hired or contracted by the corporation. The Patrol is hired for observation and to enforce PLTC rules as an agent for the Board. They are authorized to call the police when necessary, but are not hired to act as police. PLTC does all it can to promote safe living conditions, but in no way guarantees a secure complex for Residents or their Guests. Responsibility for secure automobiles, units and all personal possessions lies solely with their owner.

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1.6. EMPLOYEES/VENDORS: All Employees/Vendors of the Corporation are under the supervision of the Manager. Residents shall not give orders or directions to employees/vendors or otherwise interfere with their work. All requests for services, as may be provided by Employees of the Corporation, shall be directed through the PLTC Office and/or Manager.

1.7. SOLICITING: No soliciting or distributing handbills, advertisements or other materials of any kind is permitted except as may be authorized by the Board.

1.8. REPORTING VIOLATIONS OF CC&Rs, BYLAWS, OR RULES AND REGULATIONS, AND UNSATISFACTORY OR HAZARDOUS CONDITIONS: It is the responsibility and obligation of every Owner, resident and Employee of PLTC to report violations of the CC&Rs, Bylaws, Rules and Regulations or unsatisfactory or hazardous conditions on PLTC premises to the Manager as soon as possible. Reporting forms for this purpose are available from the Manager and from the Patrol.

## II. INDIVIDUAL LIVING UNITS

2.1. OCCUPANCY: The number of persons residing in any unit shall not exceed the requirements of local ordinances.

2.2. USE: Individual living units shall be used only for residential purposes. No commercial activity of any kind is permitted except trade or business may be conducted in or from a Unit, so long as there is no material impact on the Project. No hazardous or noxious activity of any kind is permitted. Smoking within a Unit, on a porch or balcony or on the Common Area shall be subject to all local/state/federal laws, regulations and/or code as well as any and all Rules and Regulations as may be established by the Board of Directors.

2.3. PLUMBING: Plumbing problems, such as dripping faucets, water waste and leaks are the responsibility of the unit owner and shall be corrected without delay. If the Manager or other competent authority determines that such a condition exists and has not been corrected in a reasonable period, the Manager may enter the unit, upon reasonable notice to the Resident and/or Owner, and correct the problem. The unit Owner shall pay any cost of such repair. The unit Owner is responsible for waste plumbing from their fixtures up to the point they connect with the common line in the wall. PLTC will provide, wherever possible, a standardized inspection access panel in the common wall, if requested, to give the unit owner access to P-traps beneath bathtubs. Unit owners may **NOT** cut holes in common area walls on their own.

2.4. EMERGENCY ACCESS TO UNITS: If the Manager or other competent authority determines that a condition exists within a unit, which constitutes a hazard to persons, other units, or the common area, the Manager shall have the right to enter the unit and correct said condition. The unit Owner shall pay any cost of correcting said hazardous condition. As a matter of courtesy the Manager will attempt, but is not obligated, to contact the unit Owner before entering the unit.

2.5. NOISE: No person shall engage in loud or obnoxious behavior, which disturbs other residents. Objectionable noise shall not be audible outside any unit between the hours of 9:30 p.m. and 8:00 a.m. Parties and social activities shall be orderly and shall not disturb other residents. No construction or modification activities that emit significant noise or vibration audible or noticeable outside the confines of any particular unit shall be allowed on Sundays, Holidays, or between the hours of 7:00PM and 7:00AM.

## 2.6. SIGNS:

No commercial signs, flags or banners, shall be displayed in public view except that one sign, not more than 18" by 24", advertising a unit for sale or rent may be displayed against a balcony railing, but may not protrude into the common area. In addition, four to six temporary signs may be displayed, announcing open houses, for a period of no longer than 5 hours.

Owners may display non-commercial signs, flags and banners (including political signs) on their balconies, patios and windows so long as the signs, flags and banners are of dimensions and materials which conform to current law.

2.7. GUESTS: Residents shall be responsible for the acts of their guests. Limitations on the use of PLTC facilities by guests are specified below under the appropriate headings.

## 2.8.PETS

2.8.1 DOGS: Possession of a dog on the grounds of PLTC is a privilege granted by the Association and is subject to the following Rules and Regulations, which shall apply to all dogs within the confines of PLTC:

- A. Breeds that are not eligible to reside at or visit Point Loma Tennis Club: Akita, Alaskan Malamute, American Staffordshire Terrier, Bullmastiff, Chow-Chow, Doberman Pinscher, Great Dane, Pit Bull, Presa Canario, Rottweiler, Siberian Husky, Staffordshire Bull Terrier, any Wolf Hybrid, any mix of these breeds, or any animal that is vicious or has previously bitten or injured.
- B. All dogs must be registered at the PLTC office by the dog Owner completing a PLTC Dog Registration form.
- C. Dogs may be no heavier than 125 pounds.
- D. Dogs must be licensed with the County of San Diego – this ensures that all dogs have received their rabies vaccinations. Said licenses must be securely attached and displayed on the collar of the dog. Dogs must wear collars at all times while on PLTC property.
- E. Dog tags, indicating the name, address and phone number of the dog's owner, must also be attached and displayed on the dog's collar
- F. When on the common grounds, all dogs weighing more than 25 pounds must be kept on a suitable leash, no longer than six (6) feet in length and securely under the control of the owner or other competent person capable of controlling the dog (guardian) – dogs weighing less than 25 pounds may be kept on an extended or retractable leash, but must be kept under the direct control of the Owner/guardian.
- G. Excessive noise, (barking, howling or whining) by dogs shall not be permitted under any conditions and will be subject to fines and/or permanent removal from the property.
- H. Owners of pets running free and/or demonstrating overly aggressive behavior causing fear or distress are subject to fines and/or permanent removal of the dog from the PLTC property.
- I. Dogs may not be left unattended on unit porches or balconies.
- J. Dog feeding bowls, utensils and food may not be left on porches or balconies when not in immediate use (i.e. feeding time)
- K. Dog droppings must be promptly cleaned up and properly disposed of by the dog's owner/guardian
- L. Dogs shall be regularly treated with available flea treatments to inhibit the spread of pestilence and disease

2.8.2 DOMESTIC CATS: Due to their nature, domestic cats are considered by the State and County as able to fend for themselves and are “free roaming” animals. As such, Rules and Regulations applicable to domestic cats are different than those applicable to dogs. The following rules and regulations apply to all domestic cats.

- A. Cats are not required to be licensed, however collars with identification tags, indicating the name, address and phone number of the cat’s owner, must be on all cats at all times in the common grounds
- B. Cats found in the common grounds without collars may be considered “feral” and subject to Animal Control intervention, as the Board or Manager may deem necessary
- C. Cat feeding bowls, utensils and food may not be left on porches or balconies when not in immediate use (i.e. feeding)
- D. Cats that unreasonably disturb residents or damage property may be subject to Animal Control intervention.
- E. Cats shall be regularly treated with available flea treatments to inhibit the spread of pestilence and disease

2.8.3 OTHER ANIMALS: Absolutely no livestock is permitted on PLTC grounds. All other animals sometimes kept as pets, including, but not limited to: RABITS, BIRDS, SNAKES, RODENTS, FISH, SMALL ANIMALS. Shall be subject to the following Rules and Regulations:

- A. Must be legal to keep in the City and/or County of San Diego and must be vaccinated or licensed as required by the State of California, City and/or county of San Diego
- B. Must be free of disease or contagions harmful or dangerous to humans
- C. May not unreasonably disturb other residents or neighbors

2.8.4 DOGS AND OTHER ANIMALS may not be washed in unit tubs or sinks whereby animal fur or hair is introduced or disposed of into the common plumbing of PLTC

## **TENANTS AND NONRESIDENT OWNERS**

2.9.1. RESPONSIBILITY: The Owner of each unit shall be responsible for the actions of his or her family members, guests, contractors, vendors, tenants, etc . The Manager will not assume the Owner’s responsibility for dealing with family members, tenants, residents or guests. Unit Owner shall promptly notify the PLTC Office of any and all changes to the resident status of their unit including tenant names, move-in and move-out dates, etc.

2.9.2. RULES AND REGULATIONS: Prior to occupancy a copy of the Rules and Regulations shall be supplied to tenants by the Owner of the unit. It is required that the Owner have a signed statement from the tenant, that tenant has received, read, understands and shall comply with the Rules and Regulations of PLTC. Unit Owner shall provide the PLTC Office with a copy of said statement.

2.9.3. IDENTIFICATION CARDS: A PLTC ID Card may be issued to a tenant/resident by the Manager. The Owner’s ID Card and those of any previous tenants shall be surrendered to the Manager before a new ID Card will be issued.

2.9.4. CURRENT ADDRESS AND TELEPHONE NUMBER: Each nonresident unit Owner shall supply to the Manager his or her current address, telephone number and e-mail address (if any) and shall promptly report any change of address, telephone number or e-mail to the Manager. For the purpose of notifying unit Owners of violations or actions of the Association, the Board shall not be responsible for locating any nonresident Owner, who has failed to provide current contact information.

2.9.5. RESIDENT'S NAMES AND TELEPHONE NUMBERS: The Owner of each unit, within 48 hours of occupancy by a new resident, shall supply to the Manager the resident's name and telephone numbers at which he or she can be reached quickly.

2.10. SMOKE DETECTORS: All units shall have a working smoke detector mounted at a central location within the unit.

2.11. SCREEN DOORS: Only screen doors specified in the standard variance on file in the office may be installed in entry doors. See Manager for particular details.

### **III. COMMON AREA**

3.1. EASEMENTS: Each unit is granted easements to use portions of the common area for the following purposes:

A. BALCONIES AND PATIOS: recreational use, recreational furniture and potted plants

B. ENTRYWAYS AND EXTERIOR STAIRS: access to the unit

C. PARKING SPACES: parking of operable, registered cars or motorcycles and bicycles only. Bicycles shall not be secured or locked to common pipes or other structures and shall fit within the limits of the particular parking space.

D. STORAGE CABINETS: storage of non-hazardous property

No other use of these areas shall be permitted except as licensed by a variance issued by the Board.

3.2. ALTERATIONS: No addition or modification shall be made to any part of the common area except as licensed by a variance issued in writing by the Board.

3.3. BALCONIES AND PATIOS: Balconies and patios shall be kept neat and clean. They shall not be used to dry towels or clothing, nor to store tools, bicycles, toys, or other articles.

A. Potted plants shall be provided with drip pans to prevent rotting of wood deck boards.

B. Furniture shall be of the patio type (intended for outdoor use) and shall be maintained in good condition.

C. Residents may have a small gas BBQ but charcoal BBQs, propane heaters and other "open flame" items (i.e. tiki torches) are strictly prohibited.

D. Drying of towels and other items by hanging over balcony rails is strictly prohibited.

E. Landscaping

- i. Sidewalk or entryway; may have no more than two (2), and no larger than a medium size (10 X 12) potted plant or flower with drip pans which must be kept neat and in good condition.

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- ii. Townhouse stairs: no larger than a medium size (10 X 12) potted plant or flower and may be on the center steps (one plant per step, total of 2 plants per unit). Must be kept neat and in good condition.
- iii. Townhouse that does not have sidewalk space may put one (1) medium size (10X12) potted plant or flower beside light post. Must be kept neat and in good condition.
- iv. Trees, planted by Owners or residents, are prohibited in common area. Plants on porches and walkways may not grow higher than three feet tall (not including height of pot).

**These are the only items allowed.** Balcony or patio floor coverings are not permitted unless approved by the Board and Architectural Committee. No wire, wood or fabric mesh of any type is permitted on the railings. Alterations are allowed only as stated in Section 3.2 (See standard variances on file in the Manager's office). Pets are not allowed on the balconies unattended and bird feeders may not be placed in a manner in which they will protrude beyond the railing confines of the porch or balcony.

3.3.1. HOLIDAY DECORATIONS: All holiday decorations (including icicle lights) must be removed within thirty (30) days after the relevant holiday.

3.3.2. SATELLITE DISHES: Satellite dishes are allowed as long as they are professionally installed, to specifications as may be dictated by the Board, on the rooftop with prior notice to and permission of the Board. The Board may require the owner to sign a license, maintenance and indemnity agreement as a condition of approving the installation of a satellite dish on the rooftop. The dish may **not** be placed or attached to the balcony/patio.

3.4. PARKING SPACES: The parking spaces shall not be used for open storage, storage of inoperable or unlicensed vehicles, washing or dismantling of vehicles (including oil changes). Vehicles are prohibited from being up on jacks if unattended. Vehicles occupying parking spaces shall not drip liquids onto the pavement. The use of an approved barrier – not newspaper or cardboard - may be placed under the vehicle to catch drips.. Bicycles may be placed in front of parking area as long as they are within the confines of the particular parking area.

## **TOWING**

3.5.1. FIRE LANES (RED ZONES): All red zones are Fire Lanes, specifically designated by the Fire Department. Any vehicle parked in a red zone may be towed by the Manager, a Director or the Patrol, without warning, and at the owner's expense.

3.5.2. DOUBLE PARKING AND PARKING OUTSIDE OF MARKED PARKING SPACES: Any vehicle double parked or parked other than in a marked parking space may be towed by the Manager or the Patrol, without warning, and at the owner's expense.

3.5.2.1 GUEST PARKING: Owners and residents are not permitted to park in Guest Parking at any time. Guests parking in guest space beyond three hours will be subject to one (1) written or verbal warning. Any further infractions will be subject to immediate towing at the vehicle owner's expense." Illegally parked vehicles (i.e. visitors to neighboring complexes) may be towed without prejudice.

3.5.3. **INDIVIDUAL PARKING SPACES:** The Manager shall not be responsible for enforcement of unauthorized vehicles parked in individually numbered parking spaces. Owners and Residents are fully authorized to tow vehicles illegally parked in their personal parking spaces. It is suggested that Owners/Residents use the same towing company as has been authorized by the Association.

3.6. **ROOFS:** No person shall be permitted on any roof except as authorized by the Manager.

3.7. **NOISE:** No person shall engage in any unreasonably loud or obnoxious activity in the common area. Noise-making devices such as cap or pop guns, fireworks, horns, ratchets, sirens, Hot Wheel-type toys, radio-controlled toys, etc., are not permitted. Use of TVs, radios or tape players in the common area is permitted only in conjunction with earphones.

3.8. **RAZOR SCOOTERS, ROLLER BLADES, ROLLER SKATES, AND SKATEBOARDS:** Use of razor-type scooters, motorized (electrical or gas powered) vehicles, roller blades, roller skates, and skateboards is not permitted on PTLC premises.

3.9. **BICYCLES:** Bicycles must be walked on pedestrian walkways, and are prohibited elsewhere in the common area. Bicycles with training wheels are permitted for learning only and must be ridden in a safe and slow manner. This rule does not permit training wheels merely for an individual to be able to ride a bike in the PLTC confines.

3.9.1. **PLASTIC HOLLOW BATS AND PLASTIC BALLS:** Residents are permitted to use plastic hollow bats and plastic hollow balls on the Green area. No hard balls or softballs are permitted, except for controlled games of "catch". No other bats other than plastic bats may be used. No bats or balls, including footballs and soccer balls, may strike any building.

3.10. **CONDUCT:** No activity shall be permitted in the common area, which is capable of injuring people or of damaging property or landscape. The garages and driveways are not to be used for recreational or play areas nor is climbing of trees permitted.

3.11. **GUESTS AND THEIR CHILDREN:** Guests and their children under 14 years of age in the common area shall be supervised at all times by an adult resident who shall be responsible for their actions. In addition, guests and children under 14 years of age in the recreational area shall be accompanied and directly supervised at all times by an adult resident, who shall be responsible for their actions.

3.12. **GARAGES:** Garages shall not be used for any purpose other than parking vehicles and access to storage cabinets. Unsupervised children are not permitted in the garages.

## **RUBBISH COLLECTION**

3.13.1. **DUMPSTER:** Dumpsters can only accommodate dry, household trash. Garbage and used pet litter must be securely sealed in plastic bags. Boxes and cartons must be broken up and crushed. Garbage, pet waste and used pet litter must be securely sealed in plastic bags. Boxes and cartons must be broken up and crushed and placed in recycling dumpster. Be sure all trash goes into the dumpster, not on the floor. All recycling should be put in the recycling dumpster.

3.13.2. **RESTRICTED MATERIALS:** Appliances, carpeting, furniture, mattresses, box springs, and Christmas trees are not permitted in the dumpster. Residents must make arrangements for transporting such materials to the city dump or other authorized location. Contact the Manager for assistance. Association will rent a "restricted materials" dumpster 1-2 times per year for residents to use as disposal of unwanted items that are not permitted in regular dumpsters.

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3.14. LANDSCAPING: No alteration to landscaping in the common areas shall be made by anyone without prior approval from the Board. This also includes potted plants. Potted plants are not authorized for placement in the common landscaping.

3.15. WATER AND ELECTRICITY: Unannounced interruption of water or electric service can be a serious hardship on residents. Therefore, no person shall shut off water or electricity, except in their own unit, without prior authorization of the Manager. Ordinarily, except in case of an emergency, such authorization will not be granted less than twenty-four hours after it is requested, in order to provide adequate time to notify affected residents.

3.16. COMMON AREA FAUCETS AND ELECTRICAL OUTLETS: No person shall use faucets or electrical outlets in the common area without authorization from the Manager.

3.17. YARD SALES: No common area may be used for yard sales unless approved by the Board.

#### **IV. RECREATIONAL AREA**

4.1. FACILITIES: The recreational area comprises the swimming pool, whirlpool/spa, saunas, exercise rooms, tennis courts, clubhouse, adjacent fenced area, and the facilities contained therein.

4.2. USE: The recreational facilities shall be used only by Owners of PLTC, their family members, residents, tenants and guests. The right to use the facilities is appurtenant to the individual condominium unit and can not be separated from it. Nonresident owners, whose units are rented, do not have the right to use the recreational facilities.

4.3. GUESTS: Residents of any unit shall not entertain more than four guests **total per unit** in the recreation areas at any one time.

#### **4.4.PLTC IDENTIFICATION CARDS**

4.4.1. REQUIREMENT: Identification in the form of a PLTC ID Card shall be required of all persons using the recreational facilities. Persons unable to identify themselves with an ID Card, when asked by the Manager, Patrol, or another Owner or resident may be required to leave the recreational area. No person shall attempt to use an ID Card issued to another person, nor shall any person permit another to use an ID Card issued to him or her.

4.4.2. ISSUANCE: ID Cards may be issued by the Manager to adults who provide proof of residency at PLTC. An administrative fee set by the Board is charged for issuance of each ID Card. The ID Card remains the property of PLTC. Upon termination of residency at PLTC the ID Card shall be surrendered to the Manager.

4.4.3. TEENAGER ID CARDS: ID Cards may be issued by the Manager to residents aged 14 through 17 on the following conditions:

- a. WRITTEN APPLICATION by resident parent or guardian agreeing to assume responsibility for the actions of, and to pay any damages caused by the teenage cardholder.
- b. PAYMENT of the regular fee.
- c. AGREEMENT that the Teenager ID Card may be revoked by the Manager without notice, if in the opinion of the Manager, the teenage cardholder is abusing the privileges.
- d. PROBATIONAL TEENAGER ID CARDS guest privileges:
  - 14-15 years old - one guest allowed (Guest must be 14 or older)
  - 16-17 years old - two guest allowed (Guest must be 14 or older)



4.4.4. HOUSEGUEST ID CARDS: Houseguest ID Cards may be issued by the Manager to residents for the use of guests staying at PLTC, subject to the following conditions.

a. PAYMENT of a \$25 security deposit.

b. AGREEMENT TO SURRENDER the Houseguest ID Card in not more than 30 days.

c. HOLDERS OF HOUSEGUEST ID CARDS need not be accompanied by a resident while in the recreation or common areas. Houseguest ID Cards confer the same privileges and responsibilities as regular ID Cards, except that they do not carry guest privileges. Any person in residence for more than 30 days is considered a resident and must have a regular ID Card.

#### **4.5.POOL AND JACUZZI**

4.5.1. HOURS: The pool is open at all times except during cleaning and maintenance.

4.5.1. HOURS: The whirlpool/spa will be open 24 hours a day, except during cleaning and maintenance.

4.5.2. NOISE: No unreasonably objectionable noise, shouting, screaming, splashing, or rough games are permitted at anytime. Persons violating this rule may be required to leave the area.

#### **4.5.3.POOL AND WHIRLPOOL/SPA RESTRICTIONS**

4.5.3.1. NO PERSON UNDER 14 YEARS OLD is allowed in the pool area without adult supervision. No person under 14 years old is allowed in the whirlpool/spa area without immediate adult supervision, which means within arm's length of the adult.

4.5.3.2. NO ANIMAL is permitted in the pool or whirlpool/spa area.

4.5.3.3. SNACKS AND FOOD are permitted in the pool or whirlpool/spa area but not **IN** the pool or whirlpool/spa. Glass containers are prohibited. All residents must clean up after themselves.

4.5.3.4. ANYONE NOT TOILET TRAINED or incontinent must wear diapers with leak proof rubber pants when in the pool or whirlpool/spa area. This rule applies to anyone using the pool or whirlpool/spa area, regardless of his or her age.

4.5.3.4. (a) ALL PERSONS SHALL USE one of the three available bathrooms to relieve themselves while in the pool or whirlpool/spa area, and shall refrain from voiding or defecating in the pool or whirlpool/spa area.

4.5.3.5. ALL PERSONS SHALL SHOWER to remove sand, dirt, lotion, and body oil before entering the pool or Jacuzzi.

4.5.3.6. BICYCLES, TRICYCLES AND OTHER LARGE OBJECTS are not permitted in the pool area. Inflatables, floats, balls, boards, and swim fins are not permitted in the pool or spa at anytime.

Small, plastic dive toys are the **ONLY** toys permitted in the pool area. Kickboards may not be used when more than five people are in the pool. Flotation devices may be used by non-swimmers. BBQs may not be used in the pool or spa areas and charcoal BBQs are prohibited throughout the complex entirely.

4.5.3.7 NO SMOKING in the pool or whirlpool/spa areas except where indicated or as designated.

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**4.6.TENNIS COURTS**      \*\* Tennis Courts are to be used for **Tennis ONLY**.

4.6.1. HOURS: During Day Light Savings Time, the tennis courts will be open between the hours of 7:00 a.m. and 9:00 p.m. every day. During Standard Time, the tennis courts are open between the hours of 7:00 a.m. and 8:00 p.m. every day.

**4.6.1.1 LIGHTS: To conserve energy, when requesting lights for the tennis courts, it will be necessary that adjacent courts 1 and 2 be in use before the lights for courts 3 and 4 will be turned on, and vice-versa.**

**4.6.2. RULES: USE OF THE TENNIS COURTS IS SUBJECT TO THE FOLLOWING RULES WHICH ARE POSTED NEAR THE COURTS:**

1. COMMON COURTESY and proper tennis etiquette shall be shown to all players at all times.
2. PLAYERS MUST BE COURTEOUS to those waiting, by informing them of the length of time they will continue to occupy the court.
3. NON-RESIDENTS must be accompanied by and play with a Resident.
4. GUESTS must be advised of parking rules by Resident.
5. NO MORE THAN TWO COURTS at a time can be used for instruction.
6. NOISE must be kept to a minimum at all times.
7. PROFANITY is not permitted.
8. **TENNIS SHOES ONLY**. This means shoes designed expressly for tennis play--**not to include running shoes or black soled shoes**.
9. CARE OF COURT FACILITIES:
  - DO NOT POUND balls into windscreens.
  - DO NOT STRIKE court surface or net with racket.
  - DO NOT CLIMB wind screens or fences.
10. CLINICS OR TOURNAMENTS must have prior Board of Director's approval.
11. THE BOARD OF DIRECTORS may institute a sign-up system if necessary.
12. TIME LIMITS IF PLAYERS ARE WAITING:
  - One hour for singles play
  - One and one-half hours for doubles play

POINT LOMA TENNIS CLUB is not a tennis organization. We do not have a tennis pro or a tennis shop on the premises. The tennis courts are for the recreation and enjoyment of residents.

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**WHEN INSTRUCTION OF THE GAME OF TENNIS IS USED FOR PROFIT THE FOLLOWING RULES WILL BE IN EFFECT:**

(DEFINITION OF INSTRUCTION: The use of more than six tennis balls on any one court for monetary gain.)

1. TENNIS INSTRUCTION can only be provided to current PLTC residents
2. RESIDENTS shall procure instructor
3. RESIDENTS shall have a current PLTC ID Card on them when they play
4. ALLOWABLE INSTRUCTION TIME: 7:00 a.m. to 9:00 p.m. daily during Standard Time. During Daylight Savings Time and from 7:00 a.m. to 8:00 p.m. during Monday-Friday (Please Notify Office Before Starting) Saturday, Sunday, Holidays (Please Notify Patrol)
5. A RESIDENT MINOR receiving instruction shall be accompanied by an adult.
6. The Board shall have the right to revoke instruction privileges to any instructor who is violating these rules or for other reasonable causes.

**4.7. CLUBHOUSE**

4.7.1. FACILITIES: The clubhouse facilities include the foyer, meeting rooms, bar, kitchen, billiard room, locker rooms, showers, saunas, and exercise rooms. Pets are not permitted in the Clubhouse at any time.

4.7.2. HOURS: The clubhouse is open between the hours of 5:00 a.m. and 11:00 p.m. every day except during PLTC functions, or when reserved/rented for private functions.

4.7.3. SAUNAS: Use of the saunas is subject to the Rules posted near the saunas. Persons using the saunas must use towels when sitting on the benches. Each sauna shall be turned off by the last person using it. No water shall be used on the heating equipment.

4.7.4. POOL TABLES: Any person abusing the pool table, or associated equipment, will lose their rights to future use. Accessories for the pool table may be checked out at the Manager's office or with the Patrol when on duty.

4.7.5. RENTAL: The foyer, meeting rooms, kitchen, and bar may be reserved or rented for private functions by Homeowners whose assessments are current, and who have no outstanding obligations to the Association. Contact the Manager for further information.

4.7.6. BULLETIN BOARD: Notices may be posted on the bulletin board outside the Manager's office for a nominal fee. Contact the Manager for further information.

4.7.7. BARE FEET AND WET SWIMSUITS: No person shall have bare feet or wear a wet swimsuit in the clubhouse except in or directly on the way to the showers, locker rooms, and saunas.

4.8. EXERCISE ROOMS: Use of the exercise rooms and exercise equipment is subject to the rules posted in the exercise rooms. No person **under 14-years-old is permitted** to use the exercise rooms. Any person 14 to 17 years old must have adult supervision at all times when using the exercise room and equipment.

## V. ENFORCEMENT

5.1. **AUTHORITY:** The Board is authorized by the CC&Rs to enforce the provisions of the CC&Rs, Bylaws and these Rules and Regulations. The Rules and Regulations have been adopted to promote harmonious living for all residents of PLTC. All Owners, residents, guests, tenants and other persons on the PLTC property shall comply with the Rules and Regulations. Nothing in this section obligates or requires the Board of Directors or Grievance Committee to take any action against an owner or tenant. The Board of Directors, in making this decision, will determine the costs and benefits of taking such action.

5.2. **ENFORCEMENT:** Enforcement shall be carried out in a fair and timely manner by means of Violation Notices and fines, as provided in the Rules and Regulations, suspension of voting privileges, suspension of use of recreational facilities and other legal action as appropriate. In the case of violations committed by family members, residents, guests or tenants, enforcement shall be upon the Owner of the unit. In addition to any fine, cost of repair, clean-up, or other expense consequent to violations may be charged to the unit Owner. Depending upon the severity and frequency of the violation and the violator, the choice of enforcement procedure(s) and/or the enforcement remedy utilized may vary.

5.3. **EVIDENCE:** Written reports of witnesses or other concrete evidence shall be required for initiation of enforcement action against violator. Names of witnesses shall be kept confidential, as long as proceedings are conducted within PLTC. However, names may be used if outside legal action is taken.

5.4. **GRIEVANCE COMMITTEE:** A Grievance Committee consisting of five owners may be appointed by the Board to assemble evidence, hear arguments from Owners charged with violations, and make recommendations to the Board with respect to fines or other action. A minimum of three members shall be present for a Grievance Committee hearing. A Board member may serve as the necessary third member. At the Board's discretion, the Board may hear the arguments and make a final decision.

5.5. **NOTICE OF VIOLATION AND OWNER'S RESPONSE:** Upon receipt of a Violation Notice the Owner shall have fifteen (15) days to respond to the Manager and agree to comply with the correction. If the Owner responds and complies within the 15-day period, no fine will be levied. The Owner's failure to comply will trigger a hearing before the Grievance Committee where the Owner will have the right to attend and give testimony, before a fine is imposed. Failure to attend the Grievance Committee will be taken as a declaration of (no contest), and a fine will be imposed. If the violation is for an unallowable condition, response shall include correction of the condition. If the violation is for unacceptable behavior, response shall state how such behavior will be prevented in the future. For a second notice of the same violation, the Owner shall have seven (7) days in which to respond to the Manager and agree to comply with the correction.

5.6. **RECOMMENDATIONS OF THE GRIEVANCE COMMITTEE** shall be advisory; the decision of the Board shall be final.

5.7. **AT THE MANAGER'S DISCRETION**, if a violation seems to be an inadvertent oversight, and if any unallowable condition is corrected within a day or two of **verbal** notification, the formal procedure may be dispensed with.

5.8. **IF THE OWNER RESPONDS PROMPTLY** and claims unusual hardship, the Manager or the Grievance Committee may, at its discretion, grant a reasonable extension of the fifteen (15) day time limit.

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## VI. SCHEDULE OF FINES

Section	Violation	Minimum Fine Per Occurrence
1.1.	Noncompliance with legitimate directives of the Board in enforcing the CC&Rs, By-Laws and Rules and Regulations	\$ 100
1.2.	Misuse of the common area	\$ 50
1.3.	Improper conduct	\$ 50
1.6.	Interference with PLTC employees/vendors	\$ 50
1.6.1	Abusive language or behavior	\$ 100
1.7.	Soliciting	\$ 50
2.1.	Excessive number of occupants in a unit	\$ 100
2.2.	Improper activity in a unit	\$ 100
2.3.	Failure to correct faulty plumbing	\$ 100 (plus \$20 a day after notification)
2.5.	Excessive noise	\$ 50
2.6.	Improper sign or display	\$ 50
2.8.	Unauthorized pet, improper behavior, failure to clean up	\$ 50
2.8.1.K	Dogs kept on balcony or patio unattended	\$ 50
2.9.4.	Failure of owner to supply their current address and telephone numbers	\$ 100
2.9.5.	Failure to supply tenant name and numbers within 48 hrs. of occupancy	\$ 100
3.1.	Improper use of common area	\$ 50
3.2.	Unauthorized alteration to common area	\$ 50
3.3.	Improper use of common area	\$ 50
3.3.2	Improper installation of satellite dish	\$ 50
3.4.	Improper use of parking space	\$ 50

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3.5.1	Fire lanes (Red Zones)	\$ 50
3.5.2	Double Parking & parking outside marked parking spaces	\$ 50
3.5.2.1	Owners and residents parking in guest parking (September 19, 2001)	\$ 50
3.6.	Unauthorized presence on roof	\$ 50
3.7.	Excessive noise	\$ 50
3.8.	Illegal use of skateboards, roller blades, or roller skates in common area	\$ 50
3.9.	Improper use of bicycle in common area	\$ 50
3.9.1	Use of illegal bats and balls, toys, etc.	\$ 50
3.10.	Conduct in common area capable of injuring people or property	\$ 50
3.11	Improper supervision of guests and children	\$ 50
3.12.	Improper use of garage	\$ 50
3.13.	Improper disposal of rubbish; disposal of restricted materials	\$ 50
3.14.	Unauthorized alteration to Landscape	\$ 50
3.15.	Unauthorized interruption of water or electric service	\$ 50
3.16.	Unauthorized use of common area faucets or electrical outlets	\$ 50
3.17.	Unauthorized use of common area for yard sales	\$ 50
4.2.	Unauthorized use of facilities	\$ 50
4.3.	Excessive number of guests	\$ 50
4.4.	Identification Card violation	\$ 50
4.5.2.	Failure to observe pool and Jacuzzi noise restrictions	\$ 50
4.5.3.	Violation of pool and Jacuzzi restrictions	\$ 50
4.5.3.4	(a) Defecation in pool or Jacuzzi area (This fine may be imposed per violation with Board approval)	\$300 (plus clean-up costs)

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4.5.3.7	Smoking outside of designated smoking areas	\$ 50
4.6.2.	Failure to observe tennis court rules	\$ 50
4.7.3.	Failure to observe sauna rules	\$ 50
4.7.4.	Failure to observe pool table rules	\$ 50
4.7.5.	Abuse of rented facilities, unacceptable behavior or activity, failure to clean up.	\$ 200
4.7.7.	Bare feet or wet swimsuit in clubhouse	\$ 50

**PROCEDURE FOR FINE RESOLUTION**  
(Adopted April 20, 1992 by Board of Directors)

1. MANAGER, STAFF OR RESIDENT observes incident or condition believed to be in violation of Rules and Regulations and fills out violation report. If several people witness violation, each fills out a separate report. As this is the primary documentation of the violation, the violation report must be complete and accurate.
2. ALL EVIDENCE, forms, correspondence and other documents relating to violations shall be reserved by the Manager, who will keep a separate file for each unit.
3. MANAGER IMMEDIATELY SENDS VIOLATION notice to owner clearly identifying the problem. The Owner then has 15 days within which to comply by notifying Manager that the correction has been made. If the Owner complies with the correction within the allotted 15 day time period, no fine will be assessed. If the Owner fails to respond within the 15-day grace period, then a fine or fines will be posted to the Owner's account.
4. AFTER A FINE HAS BEEN POSTED, the Owner may choose to pay the fine or may instead contact the Manager and schedule a hearing before the Grievance Committee.
5. A GRIEVANCE HEARING will take place between 7 and 14 days following the date the fine was posted. The Manager will prepare a summary of the violation, and will provide the Grievance Committee with copies of all documents relating to current and past violations associated with the unit. The Grievance Committee will consider the evidence and the Owner's explanation of their written or verbal response.
6. THE GRIEVANCE COMMITTEE will prepare a written report with recommendations for the Board. Minutes of the hearing and subsequent deliberations become official PLTC documents to be maintained by the Manager in the file for the unit in question.
7. AT ITS NEXT MEETING, THE BOARD will consider the recommendations of the Grievance Committee, any response provided by the Owner and take action on the violation.
8. THE MANAGER WILL WITHIN FIFTEEN DAYS AFTER THE MEETING NOTIFY the Owner of the Board's action, including imposition of any fines in the event that a fine is levied.
9. IF A LEVIED FINE IS NOT PAID within 60 days after it is posted, the Manager will initiate appropriate legal proceedings.

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