



BUILDING REGULATIONS

These Building Regulations have been adopted by the Verdugo Towers Board of Directors for the benefit of all owners and residents.

Please observe them.

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GENERAL

On February 21, 2015, the Board of Directors adopted the following Building Regulations which shall supersede all previous Building Regulations.

B. Hereafter, "resident(s)" shall include owners, non-owner residents and tenants. "Owner(s)" shall refer to homeowners of record.

C. The Building Regulations are intended to maximize the enjoyment of residents and to protect the property and its value.

RESPONSIBILITIES

A. It is the responsibility of all owners, residents and tenants to observe the Association's Building Regulations. This includes tenants of the Commercial Units.

B. It is the responsibility of the Board of Directors to enforce the Association's Building Regulations, to include the imposition and collection of fines when necessary.

C. It is the responsibility of the owner who rents or sells his/her unit to supply the tenant(s) or escrow with a copy of the Building Regulations and CC&Rs. The owner must also provide the HOA with a form signed by the tenant acknowledging receipt of current Building Regulations and CC&Rs. The owner will be held financially responsible for the actions of any and all tenants and their guests.

D. Owners are responsible for notifying the Board of Directors of any change of ownership or tenants by providing an updated Unit Contact Information form.

E. All new owners must supply the HOA via their escrow a signed Acknowledgement of Receipt of Building Regulations and CC&Rs.

RULES VIOLATION ENFORCEMENT & PENALTIES

Rules Enforcement is addressed in Section 8.10 of the CC&Rs. Refer to that document for the Rule violation notification process and owner rights.

A violation of any of these Building Regulations will be assessed at seventy-five dollars (\$75.00).

MOVING

Moving in or out must be done between 8:00 A.M. and 5:00 P.M. Instruct your mover to start as close to 8:00 A.M. as possible so they can be finished by 5:00 P.M.

The management company should be notified three days in advance of your moving in or out so that they can notify the Board and building Custodian. The elevator will be padded for you on the day you move.

No moving on Sundays or holidays.

Your mover should be instructed to park on Stocker Street in the loading zone. Furniture, appliances, or services with machinery (including rug-cleaning services) must be brought down the basement garage ramp. NOTHING SHOULD COME THROUGH THE LOBBY!

Owners are responsible to supervise their movers and are directly liable for any damage caused to common area property by their movers.

NO TRUCKS IN GARAGE

Do not drive or allow anyone else to drive large vehicles into the garages because of low ramps and low garage doors. Any damages will be the responsibility of the unit owner.

OIL SPOTS ON GARAGE FLOORS

Make sure that any automobiles which are leaking oil, transmission fluid, or power steering fluid are immediately repaired. Some residents drive through this oil and spread it throughout the garage areas. It is then tracked into the elevators and onto the hallway carpets. There is also the possibility of someone slipping.

If your car is dripping oil, while the car is pending repair, place a large drip pan under it to catch the oil and prevent it from spreading throughout the building.

FIRE ESCAPE DOORS

The fire escape doors at the east end of the hallways must be kept closed at all times. This is a City of Glendale Fire Department regulation.

REMODELING

A Remodeling or Renovation Advice form must be completed and submitted for the Board's approval at least one month prior to commencement of any work. The Board reserves the right to:

1. Stop the work if proper approval has not been obtained by the owner
2. To have any work pertaining to the building common areas (plumbing, electrical, ventilation) inspected prior to walls being covered

All electrical and plumbing work must be done by licensed and insured contractors and must adhere to prevailing building codes.

No alteration or removal of a partition within or outside a unit shall be made without first checking its effect on the building structure. Any proposed alteration must be certified by a registered structural engineer and approved by the Verdugo Towers Board of Directors. The cost of the engineer will be at the owner's expense.

Any damage to the internal components of the building caused by remodeling shall be the responsibility of the owner.

No construction work is to begin before 8:00 A.M. or continue after 5:00 P.M. and there is to be no construction work on weekends or holidays.

Any work requiring the transport of material should be advised to the Custodian at least three days before the work is to begin. This will allow the Custodian to pad the elevator(s) and make other preparations.

Hardwood and tile floors can be very noisy. All flooring must have proper padding to provide a layer of insulation. Also, if your unit has hardwood or tile flooring, please use felt pads or rugs under furniture that is moved across the floor, such as chairs, or move the furniture by lifting instead of dragging them on the floor. Also when possible, wear soft sole shoes to minimize noise.

PRIVATE TERRACES

The cleaning and maintenance of private terraces and balconies (collectively, "terraces") is the responsibility of the owner. Any water damage to other units as a result of a faulty terrace is the also the responsibility of the owner.

Outdoor cooking on the terraces is permissible by gas up to 9:00 P.M. Please don't use charcoal for barbecuing. Gas barbecues produce much less smoke. Make sure gas barbecue valves are off when not in use.

Any use of water on the terraces must be accomplished in a manner which will insure that NO water will run onto the terraces or street below.

No rugs, mops, or items of any kind are to be shaken from terraces. No rugs, items of clothing or any other property are to be placed on the terrace railings. Do not dry any clothing on the terraces.

Personal property on terraces should not be taller than the railing such that it is visible from the street level or would block the view of other residents. Property visible through terrace side-wall railings is limited to plants and typical "patio" furniture, such as tables and chairs. The intent of these provisions is to maintain the appearance of the building to the highest standards practical while allowing residents to enjoy their exterior living space.

The weight of property and/or persons on a terrace may be limited by City ordinance or by advice of a structural engineer engaged by the Association for this informed opinion. Residents and their guests must abide by any law or notice published to the owners.

Holiday decorations on terraces are permitted for a reasonable time frame, not to exceed 2 weeks after the date of the holiday.

Do not feed pigeons as they are a health hazard.

SIGNS

Owners shall place no signs of any kind in or around the building. The Board may approve the placing of signs that are required by law or ordinance, or to further the rules or management of the Association. Lighted (neon, florescent) signage may be permitted as display within the interior of a Commercial space when pre-approved by the Board. Temporary major holiday display lighting may be exempted.

COMMON AREAS

Owners are not permitted to place furniture, potted plants, or any other items in the hallways, stairways, garages or other common areas. Do not leave food, drinks, or trash in the common areas.

Please speak quietly in the hallways as the walls are very thin.

No common area equipment (electrical, plumbing, exhaust system or HVAC) are to be touched without the approval of an officer of the Board of Directors.

Commercial unit employees are not allowed in the residential common areas, basement and second floor garages, or pool area.

ALL common areas of Verdugo Towers are Non-Smoking areas including the pool area and garages.

NON-COMMON AREA

All non-common area equipment located in the individual units (plumbing, heating/air conditioning fan, etc.) is the responsibility of the owner.

Any damage to a unit which results from an activity or defect in another unit is the responsibility of the offending owner.

Please use your kitchen fan when cooking so that cooking odors do not spread to other units or the hallways.

CHILDREN

It is the responsibility of residents, and their guests to assure that minor children do not romp, play, or engage in any noisy activity in the hallways, elevators, lobby, garages, or any other common areas. Children should be supervised by an adult at all times while in Verdugo Towers.

Residents should also make sure that children not make excessive noise in the units themselves as this is very disturbing to your neighbors.

PARKING SPACES

Parking spaces shall be used exclusively for the parking of motor vehicles and bicycles and shall not be used to store any other property. The garage areas shall not be used for the cleaning of automobiles or the making of any mechanical repairs likely to cause disturbing noises or to become a nuisance. All miscellaneous property must be kept out of sight and stored within the confines of the assigned locker or lockers.

Do not park in a space other than your own. Illegally parked cars will be towed at the car owner's expense.

SHOPPING CARTS

Supermarket shopping carts are not allowed in the building. Residents should use their own small folding carts. For an occasional need to transport something heavier than groceries, please use one of the Verdugo Towers carts located in the

parking garages. Building carts are for common use and should not be removed for extended periods. Carts must be returned to their original place.

GARBAGE

Residents should take particular care in wrapping and transporting refuse to the trash bins. Only proper trash bags, not grocery bags, should be used to prevent leaks. Please make sure no liquids spill out while transporting your trash and that all of your trash is placed inside the trash bin and not on the floor.

Only recycled material, as recognized by the City of Glendale, may be placed in the recycle bins.

No furniture of any kind is to be placed in the trash bins or left next to them. The City of Glendale will not remove large items from the refuse area. These must be disposed of privately by the residents.

PETS

It is the policy of the Verdugo Towers to not allow any animals in Verdugo Towers.

SWIMMING POOL

The swimming pool is to be used only between the hours of 10:00 A.M. and 10:00 P.M. Children under the age of sixteen must be accompanied by a resident adult at all times and may use the pool from 10:00 A.M. to 6:00 P.M. A resident must be present while their guests are using the pool.

Jumping and diving into the pool, running in the pool patio area, and noisy behavior are not allowed. Pool and sun deck privileges are extended only to permanent residents of the Verdugo Towers and their accompanied guests. There is no Life Guard at the pool. Anyone swimming does so at their own risk.

Inflatable toys, rings, electric or gas powered boats, or floats are not permitted in the pool.

The Life Ring and Pole mounted on the south pool wall are life saving devices required by City of Glendale ordinance. Their use is restricted to assisting swimmers in trouble in the pool. These are not pool toys.

No drinking glasses or breakable dishes are permitted on the sun deck and pool area. Plastic dishes and containers are acceptable. Any food or drink spilled onto the deck area should be immediately cleaned. No food is allowed in the immediate pool area.

Shoes or sandals and a cover-up (robe, shirt, etc.) must be worn to and from the pool to prevent water from dripping onto the common area carpets and to maintain a proper dress code. Residents and guests are not allowed in the common areas barefooted or without a cover-up. Please dry off with a towel before leaving the pool area.

The door between the third floor hall and the pool must be closed and locked at all times except during entrance and exit. This is required by City of Glendale ordinance and prevents unauthorized use of the pool. The bathroom and shower are for the convenience of residents using the pool area. Please keep it clean and make sure the lights are turned off when not in use.

PESTS

It is the responsibility of each resident to maintain a clean home and common area. Any sightings of roaches, mice or other pests should be reported to the building Custodian. It is the responsibility of each resident to immediately take measures to solve any pest problems in their unit.

MAIL SERVICE

Residents should keep the mail area clean and free of unwanted mail and trash. Do not leave items on the top of the mail boxes.

Some newspapers and magazines are left in the common area for the residents. Please do not remove any item in the common area which does not belong to you.

VANDALISM

Please report any vandalism to the management company.

February 2015

SECURITY

The security of Verdugo Towers is critical to all of us. It is very important that access to the building be secure and that unauthorized access be denied. The following security precautions should always be taken:

1. Do not let strangers into the building at any time.
2. If you witness suspicious behavior, please contact the management company or a member of the Board of Directors.
3. Do not automatically unlock the lobby doors without first identifying the person who wants to come in. Always ask through the intercom who is calling. If they are not calling for you, do not let them in.
4. The garage doors should be used for car access only—not people.
5. DO NOT duplicate ANY common area keys. Duplicate keys must be purchased from the Verdugo Towers Association.
6. Do not give your keys to contractors or maintenance personnel who are working in the building.
7. Make sure lobby doors and garage gates/ doors remain closed at all times.

EMPLOYEES

Except in emergencies, the employees of Verdugo Towers are not to be asked to perform any work for individual residents during working hours.

It is the responsibility of all owners to carry liability insurance coverage for any individuals doing work in their unit.

COMPLAINTS

Complaints should be made in writing to the Board of Directors or the management company. Calls of urgent matters should be directed to the property manager at the management company.

INSURANCE

It is recommended that all individual units carry owner or tenant insurance. Commercial unit tenants MUST carry a Business Policy.

SERVICE & FEE REIMBURSEMENT

When the Association is charged for the cost of items or services which are provided or rendered to a resident, the owner will be obligated to reimburse the Association. The reimbursement fee may include third-party costs to obtain or provide the service, when applicable.

Examples of Fees & Reimbursable Costs (non-exclusive):

1. Returned checks
2. Common-area keys
3. Documentation requested in relation to an escrow
4. Photocopies of Association records
5. Forced entry of unit door during emergency
6. Repair or replacement of damaged common-area property
7. Clean-up of common area property (by professional service, when necessary)

EMERGENCIES

In case of fire or other emergencies residents should phone 911.

Residents should review and understand the VERDUGO TOWERS EMERGENCY EVACUATION AND PRE-FIRE PLAN.

These Building Regulations along with a Unit Contact Information form shall be presented to all new Owners or Tenants prior to the purchase or rental of a unit. A signed copy must be forwarded within fifteen (15) days from the transaction date to the Verdugo Towers HOA.

Failure on the part of the owner to provide this information in accordance with the Rules & Regulations will result in an automatic fine.

Acknowledgement of Receipt of Building Regulations and CC&Rs

As a new owner or tenant by lease or rental agreement, I have reviewed and understand the terms and restrictions contained in the Verdugo Towers Homeowners Association Building Regulations and CC&Rs (copy provided). I understand that as an owner or a tenant, I am subject to and I will abide by each and all of the provisions contained therein.

Tenant Signature

Tenant Name

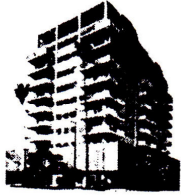
Owner Signature

Owner of Record

Number of residents

Unit: _____

Date: _____



Verdugo Towers

1155 NORTH BRAND BOULEVARD • GLENDALE, CALIFORNIA 91202

Unit Number: _____

Resident's Last Name(s): _____

Resident's First Name(s): _____

Number of persons living in unit: _____

Telephone number at unit: _____

Mobile telephone number: _____

E-mail address: _____

Telephone number for intercom: _____

Is unit owner occupied: Yes _____ No _____

If unit is not owner occupied, please complete below:

Unit owner's Last Name: _____

 First Name: _____

Mailing Address: _____

Telephone number: _____

E-mail address: _____

Emergency contact:

First contact name: _____

Telephone number: _____

Second contact name: _____

Telephone number: _____

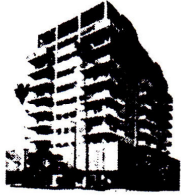
This information is confidential. In the event of an emergency, the Board or Management Company will attempt to contact you through information provided on this list.

Please return this form to the HOA box in the basement.

It is the responsibility of the unit owner to keep this information current at all times.

Signature

Date



Verdugo Towers

1155 NORTH BRAND BOULEVARD • GLENDALE, CALIFORNIA 91202

Basic guidelines for commercial unit(s) at Verdugo Towers

Re: address

Since the commercial space at Verdugo Towers is shared with residential units, the following points must be observed at all times:

- Access into the lobby or building should not be made available to any individual regardless of circumstances or status
- Non employees of the business should be escorted to/from bathrooms
- Assigned parking spaces are for the exclusive use of employees only
- Commercial unit employees or visitors are not allowed in the residential common areas
- No noise or construction permitted on holidays or outside of Monday - Friday 8 AM - 5 PM
- No lighted (neon, florescent) signage permitted as display
- No alteration to the common area equipment (electrical, plumbing, exhaust system or HVAC) is to be made without the approval or an officer of the Board of Directors
- Any damage to the internal components of the building shall be the responsibility of the owner/tenant
- ALL common areas and entry ways (Brand Blvd and Stocker Street) of Verdugo Towers are Non Smoking. Please provide ashtrays for your employees or customers who smoke to avoid any cigarette butts thrown on the street or in the planters.

Acknowledgement of receipt of basic guidelines for Commercial Unit

As a new owner or tenant by lease or rental agreement, I have reviewed and understand the terms and restrictions contained in the Verdugo Towers Commercial Unit guidelines (copy provided). I understand that as an owner or a tenant, I am subject to these rules and restrictions and I will abide by each and all of the provisions contained therein.

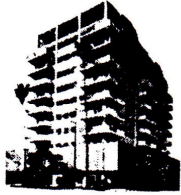
Tenant Signature

Tenant Name

Business Name

Number of staff

Date: _____



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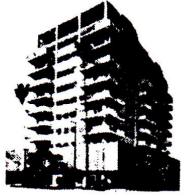
Basic guidelines for new floors at Verdugo Towers

For sound isolation purposes during the installation of any floor coverings a minimum layer of ½ inch thick "Accousticork" underlayment must be applied.

Additionally, it is imperative to coordinate the installation date (at least one week ahead) in order for the building Custodian to make the necessary arrangements.

- All work shall be done between 8 am and 5 pm
- No construction work is allowed on weekends or holidays.
- The lobby shall not be used to move any large items.
- All materials must be moved through the basement. The west stairwell is to be used for large objects.
- Your hallway floors must be covered to avoid any damage to the carpets/tile.
- Unit owner is responsible for removing any trash or bulk items during the job which shall not be placed in the Association's trash bins or space.
- All cleaning and the security of the common areas is the sole responsibility of the owner.
- Unit owner will be liable for all costs incurred by the Association in repairing any damage to or performing any cleanup of the common elements.

Every stage of the project must be performed by a California licensed, bonded and insured contractor. Please submit these details along with a brief description of the work to be performed on the "Renovation Advice Form" prior to commencement of your project.



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Basic guidelines for new windows at Verdugo Towers

The exterior look of the building must be maintained and may not be deviated from its original look.

- Standard Aluminum Frame
- Horizontal sliding or Picture frames
- No Vertical sliding, Casement or window awnings allowed
- Outer glass to be tempered for patio
- Clear anodized
- Annealed or laminated for regular windows
- No wood panels, parts or pieces allowed

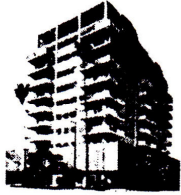
The new windows need to match the original window shape and have to match the current operable sliding vs. stationary panels. The new installations must not alter or interfere with the designed operation, construction or the function thereof.

The original windows in Verdugo Towers are Fleetwood brand although many have been replaced by Milgard. The new windows are double pane and have a slight green tint with the outer glass a minimum ¼ inch thick.

Additionally, it is imperative to coordinate the installation date (at least one week ahead) in order for the building Custodian to make the necessary arrangements. All materials must be moved through the basement. The lobby should not be used to move any large item(s). The west stairwell is to be used for large objects. Any damage to the common areas will be at the expense of the homeowner.

The work shall be done between 8 am and 5 pm. No construction work is allowed on weekends or holidays. You must have your hallway floors covered to avoid any damage to the carpets. All cleaning and the security of the common areas is the sole responsibility of the owner.

Please submit the name and the California license number of your contractor and details of your work to be performed on the "Renovation Advice Form" prior to commencement of your project.



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RENOVATION ADVICE FORM

TO: Verdugo Towers Board of Directors:

DATE: _____

FROM Unit: _____

Owner: _____

Resident telephone # during work: _____

Nature of project: _____

Will work involve or affect:

Building exterior

Plumbing

Electrical

Ventilation system

Common areas

Windows

Brief description of project: _____

Contractor Name: _____

Contractor Telephone number: _____

Project start date: _____

Project end date: _____

PLEASE ATTACH WORK ORDER WITH DETAILS FROM CONTRACTOR ON AREAS AFFECTED