

PARK LAND OF MONTEREY, INC.
Del Monte Beach Townhouses
1 --60 La Playa

ASSOCIATION PRACTICES & GUIDELINES

This document describes current practices of the Park Land of Monterey Homeowners Association. It is provided for informational purposes and as an aid to Unit owners and tenants in understanding how our Association works. The practices of the Association are managed by the Board of Directors and its delegated committees and agents, and may be modified at their discretion. This document is supplemental to the **Rules & Regulations** adopted by the Association and the Board, and is not intended to be legally precise, but, within the framework of the Governing Documents, to provide direction on various issues.

1. Owners are responsible to advise their tenants and guests of all current **Rules & Regulations** of the Association which are distributed at each annual meeting of the membership and are available on our website. Additionally, owners should encourage adherence to the practices outlined in this document.
2. The Association highly recommends that all owners carry their own **insurance** to cover their financial exposure for damage to the interior of their unit, as the Association policy primarily covers common area interests. Tenants may wish to arrange renter insurance for the protection of their personal belongings.
3. In case an owner sustains **property damage** to that owner's unit, owner should contact the management company, Terra Vista HOA Management at (831) - 375-5444. If the situation is an emergency or after normal business hours, call the emergency phone number (831) 646-4554. Terra Vista will inspect and evaluate the damage and make a recommendation that you contact your homeowner's insurance agent. Depending on the extent of the damage, the Associations insurance broker, KBK Insurance, will provide your insurance agent a statement of the deductible amount involved in a claim against the Association policy.
4. Owners who are remodeling their units are strongly encouraged to replace any **galvanized plumbing** which may be in their units with copper or other piping specified by current building codes. Historically, there have been numerous plumbing failures in the galvanized plumbing with significant multi-unit damage. Apart from a major inconvenience to owners and neighboring units, significant expense can be avoided by preventive care at time of remodeling.
5. When away from your unit for an extended period, we recommend turning off your **master water line** located outside of your unit to reduce risk of water damage in the event of a plumbing failure.
6. There are no fire code restrictions as to the placement, useage or fuel sources of **barbeques**; however, the Fire Marshall strongly encourages use of propane or natural gas line hookups instead of charcoal, especially if used on decks in close proximity to building structures.
7. All unit owners are asked, for their safety and that of the community, to ensure that they have functioning **smoke alarms** in their units, which under the local

fire code are mandatory for rentals and strongly recommended for all units. Minimum requirements are one in each bedroom. A good rule of thumb is to replace batteries once a year.

8. An **Architectural Committee** and the Board regularly review all external building changes, such as window and door replacements or modifications, to ensure consistency within the community. The process is very important to maintaining the long-term value of all units. Application forms may be obtained from the Architectural Committee, Board members, Terra Vista HOA Management, and are also available on our website (<http://www.parklandofmonterey.com>).
9. In the event of **theft or vandalism** involving personal property owners are responsible for promptly notifying the local police and for the filing of police reports. Terra Vista HOA Management or a Board member should also be advised. To minimize the risk of damage or loss to personal property, it is recommended that automobiles not garaged be locked at all times and that bicycles, even with locks, not be left for extended periods outside of garages or unit interiors.
10. We highly recommend that all homeowners register with the **Monterey County Alert** system at <http://www.alertmontereycounty.org/> so that in the event of a tsunami, firestorm, or other natural disaster you receive notification in time to act. Notification is automatically sent to your phone (cell, voice, or landline) and/or your registered e-mail. All landlines at Park Land are already in the alert system database. For those with tenants, we also recommend that they register for the same reason if they do not have a landline.
11. The Association expects all residents to comply with City of Monterey codes governing **short term rentals**. Since these requirements may be modified from time to time, owners who rent are encouraged to contact the Monterey Planning Department (831) 646-3885) regarding Ordinance 3076 - Short Term Rentals.
12. For **long-term rentals (six months or more)** it is often not practical to contact absentee owners in the event of emergencies, and beneficial for the community as a whole to know who is residing where for extended periods. Accordingly, the Governing Documents request owners to notify Terra Vista HOA Management in writing of the names and phone number of occupying tenants.
13. Owners, their guests and renters should be aware that **in-ground garbage cans** at the entrance of some units will not be emptied by our garbage disposal company. Accordingly, use the common dumpster shed located on the south side of the main drive. Boxes should be collapsed and placed in recepticals since the disposal company equipment cannot otherwise handle.

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