



Renaissance

Rules and Regulations

Amended, October 2018.

Table of Contents

Page 1-2

1. Association Governing Documents	3
2. Violation Enforcement Procedure	3
3. Violation Fine Schedule	5
4. Procedure for Owner Hearings	5
5. Forms and Reports	6
6. General Conduct, Disturbances and Nuisances	7
7. Suspension of Privileges	7
8. Building Access	8
9. Balconies, Patios, and Decks- Exclusive Use Areas	9
10. Window Coverings	10
11. Common Areas	11
12. Health and Safety and Emergencies.....	12
13. Elevators	13
14. Garage and Parking	13
15. Handicap Parking	15
16. Recreation Areas	15
17. Community Room Reservations and Use	16
18. Swimming Pool and Spa	19
19. Fitness Center	20
20. Pets	20
21. Storage	21
22. Trash Disposal	22
23. Deliveries	22
24. Soliciting	23
25. Holiday Decorations / Holiday Tree Disposal	23
26. Rental of Residential Condominiums	24
27. Resale of Residential Units	25
28. Service, Repair and Trades People	25
29. Electric Vehicle Charging Station	28
30. Rules and Procedures for Elections and Voting	29



31. Move-In/ Move-Out Policies and Procedures	29
32. Owner Remodel Policies and Procedures.....	29
Appendix I Forms	30
a. Rules Violation Report	31
b. Resident Information Form	32
c. Key and Elevator Access Authorization	33
d. Bicycle Registration	34
e. Community Room Reservation	35
f. Listing Broker/Agent Entry Authorization	36
Appendix II Electric Vehicle Charging Station Agreement	37
Appendix III Rules and Procedures for Elections and Voting	45
1. Suspension of Voting Rights and Eligibility for Office	46
2. Qualification and Nomination of Directors	46
3. Use of Common Area Facilities for Campaign Purposes	47
4. Voting by Secret Ballot	47
5. Proxies	51
6. Inspectors of Election	52
7. Election	53
Appendix IV Move-in/Move-out Policies and Procedures.....	55
1. Prior to your move	56
2. Insurance.....	56
3. Damage Deposit	56
4. Unscheduled Moves	57
5. Moving Preparation	57
6. The Move	57
7. After Moving	58
8. Important Telephone Numbers	58
Resident Move-In/Move-Out Agreement	59
Memo for Moving Company Personnel	60
Moving Company Move-In/Move-Out Agreement	62
Appendix V Remodel Policies and Procedures	63
A. Submittals.....	64
B. Plan Review	66
C. Final Board Approval	66
D. Monitoring by Chief Engineer	66
E. Completion Deadline	67
F. Fees and Deposits	67
Remodel Release and Indemnity Agreement.....	68
Contractor Rules and Regulations and Procedures for Repairs, Renovation and Remodeling of Condominiums	70
Appendix VI Personal Trainer Agreement.....	77



1.0 Association Governing Documents

1.1 These Renaissance Rules and Regulations adopted by the Renaissance Owners Association (“Association”) contain the rules and procedures governing everyday life at The Renaissance as well as elections, moving in and out, remodeling of units, and suspension of privileges. Together with the Covenants, Codes and Restrictions (“CC&Rs”), the By-Laws and the Architectural Guidelines, the Renaissance Rules and Regulations constitute the governing documents of the Renaissance Owners Association (“Governing Documents”). To the extent of any inconsistency among the Governing Documents, the CC&Rs, the By-Laws and the Architectural Guidelines shall supersede these Renaissance Rules and Regulations.

1.2 All owners, residents, guests and business invitees are required to abide by all provisions of the Governing Documents. Owners are responsible for their own actions as well as those of their guests, tenants and business invitees. Owners are subject to corrective action, fines, suspension of membership rights and privileges, including voting rights, or any combination thereof, by the Board of Directors for any violations by them, their guests, tenants or business invitees.

1.3 The name and address of anyone in violation of the Renaissance Rules and Regulations may be reported to the Board of Directors by the General Manager, the Assistant to the General Manager, the desk attendants or any Resident.

1.4 Nothing in these Rules and Regulations shall restrict the Board’s right to enforce any of the Governing Documents by any other lawful manner.

2.0 Violation Enforcement Procedure

2.1 Any act in conflict with the Governing Documents of the Association is considered a violation. It is the intent of the Board that any alleged violation of the Governing Documents including the Renaissance Rules and Regulations be processed upon discovery according to the procedures outlined herein.

A “Class A” violation” shall mean a violation which the Board determines is a serious or ongoing threat to the health, safety, value, or peace of the Complex or any part thereof. A “Class B” violation which the Board determines does not constitute a serious or ongoing threat to the health, safety, value, or peace of the Complex or any part thereof.

2.2 In the event a violation report is filed with the Board, the Board will act as follows:

a. Class A Violations

1. Send a Notice of Hearing to the owner/resident stating the nature of the violation and the date by which the violation must be cured. The Notice of Hearing will contain the date, time and place of the hearing, the nature of the alleged violation for which the owner may be disciplined, and a statement that



the owner has a right to attend, and may address the Board, at the hearing. This Notice of Hearing shall be sent at least 10 calendar days prior to the hearing.

b. Class B Violations

1. Send a warning letter to the owner/resident stating the nature of the violation and the date by which the violation must be cured.

2. Upon expiration of the cure date, if the violation still exists or has reoccurred, a second letter (a "Notice of Hearing") will be sent to the owner stating that the failure to abide by the Governing Documents has imposed a hardship on the Association and the letter will also notify the owner of a hearing with the Board of Directors on their next scheduled meeting date. The Notice of Hearing will contain the date, time and place of the hearing, the nature of the alleged violation for which the owner may be disciplined, and a statement that the owner has a right to attend, and may address the Board, at the hearing. This Notice of Hearing shall be sent at least 10 calendar days prior to the hearing.

c. At the hearing for both Class A and Class B violations, the owner may present any facts and circumstances relevant to the Board's consideration of the violation.

d. After due consideration by the Board of all relevant facts and circumstances available to it, if the owner is found to be in violation of the Association's Governing Documents, the Board may: 1) seek redress by use of alternative dispute resolution such as mediation; 2) levy monetary fines on the owner's account; 3) cause the violation to be corrected and assess the owner for reimbursement of costs pursuant to Section 4.4. of the CC&Rs; and/or 4) suspend the owner's voting and/or other membership privileges pursuant to Paragraph 7.0 of these Rules.

e. If the decision is to levy a monetary fine, the Violation Fine Schedule will apply.

f. Nothing contained herein shall be interpreted to limit or eliminate case-by-case discretion on the part of the Board of Directors with respect to the imposition of fines and disciplinary action, so long as the action (or inaction) is reasonable and rendered in good faith is not discriminatory, arbitrary or capricious when applied to the circumstances.



3.0 Violation Fine Schedule

3.1 Class A Violations

1st Occurrence: Notice of Violation, Cease and Desist, Correct and Repair or both and request to attend hearing. Fine of \$1,000.00.

2nd Occurrence: Notice of Violation, Cease and Desist, and request to attend hearing. Suspension of privileges. Referral to Association's Attorney for further action. Fine of \$2,000.00.

3.2 Class B Violations

1st Occurrence: Notice of Violation, Cease and Desist, Correct and Repair or both.

2nd Occurrence: Notice of Violation, Cease and Desist, and request to attend hearing. Possible suspension of privileges. Fine of \$500.00.

3rd Occurrence: Notice of Violation, Cease and Desist, and request to attend hearing. Suspension of privileges. Referral to Association's attorney for further action. Fine of \$1,000.00.

3.3 Fines for both Class A and Class B violations will continue to double with each repetition of the same or similar offense, after notice and hearing.

3.4 Should a violation occur which results in the reasonable expenditure of funds by, or financial obligations to, the Association, the owner responsible for the violation must reimburse the Association for this financial obligation by way of special assessment. For example, if there is damage to walls, carpet and/or any other common property, repair and replacement cost will be charged to the responsible owner. Such cost may also include reasonable attorney's fees.

4.0 Procedure for Owner Hearings

If an owner has been invited to attend a hearing for an alleged violation of the Association's Governing Documents, the following procedure will be followed:

- a. The owner will be introduced to the Board of Directors and other Association representatives.
- b. The acting chairperson will summarize the reason for the hearing.
- c. The owner may present written and/or oral evidence to state his or her position.
- d. The requirements of the Association's Governing Documents will be reviewed for clarification of issues.



- e. The Board may ask the owner questions.
- f. The owner may ask the Board questions and make a final statement.
- g. The Board will deliberate and vote in closed session.
- h. The owner will be notified of the Board's decision, in writing, within fifteen (15) calendar days. The effective date of the disciplinary action will be at least five (5) days after the date of the hearing.

5.0 Forms and Reports

Various forms, substantially as set forth in Appendix I, are provided for owner use as appropriate. Additional copies of these forms may be obtained upon request from the desk attendants or the General Manager. Forms may be returned personally, by fax, or by email to the General Manager.

A. Rules Violation Report – This form must be completed in order to report violations to the Association. Appropriate action will be taken to confirm the violation and commence enforcement per the enforcement policy. All reports will be held in confidence and reviewed only by the Board of Directors, the General Manager and the Association's legal counsel if necessary.

B. Resident Information Form – Residential owners must complete this form providing the necessary information to the General Manager for use in the event of an emergency. This form is also used to document tenants, vehicles, pets and additional emergency contacts.

C. Key and Elevator Access Authorization – This form is used by owners to document authorization for guests to obtain the emergency key to a unit.

D. Bicycle Registration – Owners must complete this form to obtain identification decals for bicycles parked in the garage. Bicycles left in the garage without the appropriate decals may be removed without notice.

E. Community Room Reservation – Owners who want to reserve the Community Room for an event must complete this form and return it to the desk attendant or General Manager at least seven (7) calendar days before the date of the event. Availability is on a first-come-first-served basis.

F. Listing Broker/Agent Entry Authorization Form – Owners selling their unit must complete this form and provide it to the desk attendant or General Manager prior to the broker/agent showing the property.

G. Email Opt-In – Owners wishing to receive communications from the Association via email must complete and submit to the General Manager an email opt-in form.



6.0 General Conduct, Disturbances and Nuisances

6.1 Residents are responsible at all times for the reasonable conduct of themselves, their occupants, guests and invitees. Loud or boisterous conduct anywhere on Renaissance property, including a personal residence, which unreasonably disturbs the comfort and quiet enjoyment of others, is prohibited.

6.2 No owner, resident, guest or invitee may communicate rudely or disrespectfully with the Board, agents, staff, desk attendants or vendors in the act of performing their duties on behalf of Renaissance. Such behavior is subject to disciplinary action and fines. The proper responsibility for direction and discipline of such staff and vendors resides solely with the Board of Directors and not with individual residents. Complaints must be addressed exclusively to the General Manager or the Board.

6.3 If a neighbor or guest is causing a disturbance, the person being inconvenienced should promptly telephone the desk attendant or General Manager at the time of the disturbance.

6.4 The volume of radios, stereo sets, televisions and musical instruments must be held to a reasonable level at all times so other residents are not unreasonably disturbed. After 10:00 p.m. the volume must be significantly reduced so as not to disturb other residents. The limitation after 10:00 p.m. shall be strictly enforced.

6.5 Speakers and floor supported musical instruments (e.g. pianos and organs) must be isolated from direct contact with floors and walls.

6.6 No person may discharge into the Renaissance sewer system or storm drain any toxic or noxious or pollutant matter in such concentrations as to violate any law or subject any owner or the Association to liability under local, state, or federal law. Discharges that are detrimental to or endanger the health, safety, or welfare of The Renaissance community or the general public are also prohibited. No discharge may cause injury or damage to common areas, neighboring property or business elsewhere on or adjacent to the complex.

6.7 No air pollutants or contaminants sufficient to create a nuisance shall be discharged at any time.

6.8 Nothing associated with the ordinary use of, or authorized improvements to, any unit shall be deemed a nuisance.

6.9 The use of drones is governed by section 6.20 of the CC&R's.

7.0 Suspension of Privileges

7.1 During any period of time that any Association assessment against a condominium remains delinquent for more than sixty (60) days, the Board of Directors, after notice and hearing, shall have the right to:



- a. Suspend all voting rights of the owner(s) of the condominium;
- b. Suspend the rights and privileges of the owner(s), their tenants, residents and guests to use any recreational or other facilities in the common area as well as any proximity sensor devices, such as fobs and garage door openers.

NOTE: NOTHING IN THIS SECTION SHALL BE CONSTRUED TO LIMIT REASONABLE ACCESS TO THE CONDOMINIUM, EXCLUSIVE USE STORAGE SPACE OR EXCLUSIVE USE PARKING SPACE APPURTENANT TO THE CONDOMINIUM.

8.0 Building Access

8.1 Renaissance is equipped with video cameras, controlled access doors and locking mechanisms, proximity sensor panels, fire monitoring, fire-life systems and related building improvements. However, no building has completely secure facilities and no warranty is expressly made or may be implied as to resident safety. It takes the vigilant observation and prompt action of the residents in order to prevent accidents, unauthorized access and failure of these systems. Owners and residents should report any observed condition or suspected violation promptly to the General Manager or desk attendant.

8.2 All owners of residences were issued proximity sensor devices by the Association at the time of move-in. These devices grant access to the recreation facilities and to all tower floors. These devices are a vital part of the overall security system. The loss or unauthorized distribution of these sensor devices weakens the security system. These devices are used for access at the main entrances, parking garage entrance and tower elevators. **Proximity sensors may be provided to contractors, personal trainers, or non-related residents of the building only for incidental, time-limited purposes, in no case exceeding eight hours in any one day.** The loss or theft of these devices should be reported to the General Manager or a desk attendant immediately. The owner or resident must pay the replacement charge for the proximity sensor devices set by the Board of Directors or General Manager from time to time. Damaged devices may be exchanged for new ones by the General Manager for the cost of the device plus a handling fee.

8.2.1 Access to certain portions of the common area may be restricted for specified reasons or during restricted time periods.

8.3 Climbing over any gates or fences in or about the Complex is prohibited.

8.4 Proximity sensor devices must be turned over to the new owner when there is a change in unit ownership.

8.5 The Association does not and will not assume ANY risk for actual or alleged injury, loss or damage of any kind, directly or indirectly resulting from, or connected with, the resident's choice to issue keys to cleaning personnel, employees, visitors, etc. The Association, Board of Directors and management shall not be liable for any occurrence or incident connected with this action.



8.6 Each Owner/resident has the right of reasonable egress and ingress to and from their living unit.

8.7 Residents hosting a party/gathering with a guest list of fewer than 20 persons must provide the desk staff with a guest list so that the staff can provide access to their guests. Residents hosting a gathering of 20 persons or more, must provide a person in the lobby to be able to identify guests as well as to fob them in the elevator to the resident's unit.

9.0 Balconies, Patios, and Decks – Exclusive Use Areas

9.1 No items may be thrown or swept from the balconies.

9.2 No items (including potted or hanging plants) may be placed on the outside of the railing of any balcony, patio, or deck. Potted or hanging plants may be placed on the inside of the railing; however, the container and plant material cannot extend beyond the balcony, patio, deck, or such other locations as may pose a risk of injury to persons or property.

9.3 Blinds or canopies attached to the exterior of the buildings are not allowed, this includes free-standing umbrellas, screens or sunshades such as bamboo unless a balcony is over 100 square feet. If a balcony is over 100 square feet, items are subject to approval of the Architectural Review Committee prior to installation and must be securely weighted at all times. Owners are solely responsible for any and all damage to persons or property that may occur from the installation or placement of a blind, canopy, umbrella, screen or other similar item.

9.4 For the public safety, draping of clothing, towels, flags, banners or any objects over balconies, patio or courtyard walls is not permitted. Noncommercial flags and banners that are no larger than 15 square feet may be displayed within an owner's exclusive use balcony or patio with a free-standing base so long as it is securely weighted at all times.

9.5 Pets may not be left unattended on balconies, patios, or decks. See section 20 for the full list of rules regarding pets.

9.6 The care and maintenance of the balcony decking area are the responsibility of each individual owner and resident. Care must be taken to prevent irrigation and cleaning water and detergents from running and dripping over the edges of the balcony area onto the balconies below. Potted plants must have appropriate catch basins underneath them. Each owner shall be responsible for the cost of any repairs necessitated by any water run-off from their balcony or deck or that causes damage to the property of others. The Association shall be responsible for painting and maintaining both the exterior and interior surfaces of any open railing such as iron or tubular steel railings.

9.7 No unreasonable, or potentially risky or dangerous behavior is permitted on balconies. No one may climb, lean-over, sit, reach through or stand on balcony, patio or deck railings or walls.



9.8 The balconies of a unit are to be used as outdoor living areas, and may contain patio furniture, potted plants and other similar outdoor furnishings, which comply with the standards governing the appearance of such items (including without limitation, size, materials, color and fabric). When in doubt, address your inquiries to the General Manager.

9.9 Balconies, patios and decks may not be used for storage of any type.

9.10 The balconies must be maintained in clean, neat and sanitary condition at all times and nothing may be placed on the balconies so as to render them unsightly or offensive to any other property in the vicinity of the Complex or its occupants.

9.11 No barbecues or any other type of grill may be placed or used on any balcony or deck, except the common area association-owned barbecues located on the plaza and the penthouse terraces on the 22nd floor of each tower.

9.12 Bicycles are not permitted on balconies, patios or decks.

9.13 Improvements, including without limitation, plants, fountains and other landscaping features within the Exclusive Use Patio Area, Exclusive Use Balcony Area and/or Exclusive Use Deck Area, are subject to the Renaissance Rules and Regulations and the Architectural Guidelines and any improvements within such areas require the approval of the Architectural Review Committee.

9.14 No vegetation is permitted to extend beyond the railings, fences, walls or other boundaries of the Exclusive Use Balcony Area, Exclusive Use Patio Area or Exclusive Use Deck Area except when approved by the Architectural Review Committee.

9.15 No owner may change or alter the surface of any Exclusive Use Patio Area, Exclusive Use Deck Area or Exclusive Use Balcony Area without the written consent of the Architectural Review Committee and the Board of Directors.

9.16 Owners may install a satellite dish of one (1) meter or less in diameter, and other communication- receiving antennae or devices covered by the Federal Telecommunications Act of 1996 (the "Act") in their units or exclusive use area only. Satellite dishes larger than one (1) meter in diameter, and any other antennae not covered by the Act, are prohibited. No other such devices are permitted. Satellite dishes and similar devices must not be above balcony railing height and must be on a free-standing base securely weighted down at all times. No such device may penetrate any exterior building surface.

10.0 Window Coverings

10.1 Curtains, drapes, shutters, blinds, and other window materials subject to view from the common area and/or exterior of the buildings are restricted as to the color of the side exposed to the exterior. Only window coverings and materials, which have a grey, black, white, off-white or neutral color are allowed and approved. Owners must arrange for window coverings within thirty (30) days after close of escrow for windows that are visible from the exterior. Owners are responsible for the care and maintenance of all window coverings. The Association may compel owners to replace worn or torn materials visible from the exterior.



10.2 Aluminum foils or other reflective materials, bed sheets, towels, papers and similar material may not be applied to windows or utilized as window treatments.

10.3 No exterior screens are permitted except with the approval of the Architectural Review Committee.

10.4 Window tinting of any kind is prohibited without the prior approval of the Board of Directors.

11.0 Common Areas

11.1 Residential common areas include: corridors and halls, elevators, parking garage (except for exclusive use parking and storage areas assigned to the unit), lobbies, community room and kitchen, pool/spa area, fitness center, plaza area, and the building structure.

11.2 No loud talking, unnecessary noises or boisterous conduct is permitted at any time. This includes, but is not limited to, televisions, radios and/or other sound emitting devices. Common courtesy must be observed at all times.

11.3 Owners and residents are responsible for the conduct of their relatives and guests. All common areas, including, but not limited to the elevators, passageways, recreation areas, and lobbies are unsupervised and are used by all residents and guests at their own risk.

11.4 Owners are responsible for any and all actions of their guests, tenants, contractors, employees and anyone upon the premises by their instruction, invitation or permission.

11.5 Owners are responsible for, and bear all costs of, repairs and/or replacement for any damage to the building, recreational facilities, equipment, or any other common area property, if it is determined by the Board that the damage was caused by the resident, or tenants, guests, employees or contractors of the resident.

11.6 No resident may store or place anything in or upon the common areas, lobbies, hallways, stairways, or public areas except as approved by the Board. This includes, but is not limited to, floor or door mats at door entries, potted plants, signage, pictures, paintings, and items of furniture.

11.7 No signs, symbols, door knockers or similar features and equipment may be hung, installed, or attached to the exterior unit door.

11.8 Dusting, brushing or cleaning personal belongings in any common area is not permitted.

11.9 Satellite dishes may not be attached to common area property. No such device may penetrate any exterior building surface.

11.10 Proper attire must be worn whenever entering the common areas. Shoes and shirts are required to be worn at all times while in the common areas (except within the pool



and spa areas). Anyone going to and from the fitness room and pool/spa area must wear a cover up. Precautions must be taken to prevent excess water from dripping onto interior surfaces and flooring, which may cause a slippery, dangerous, or unsightly condition.

11.11 The lobbies or community room areas may not be used for loitering, napping, or sleeping. These areas are strictly for the meeting and entertainment of residents and guests.

11.12 Residents may not prop open any common area or residence door or perimeter gates at anytime.

11.13 The roof and related mechanical rooms are off limits for access or use by residents or guests except in emergencies. Violation subjects the owner to a fine.

11.14 The use of skateboards, scooters, bicycles or rollerblades, or other similar items, is not allowed in any common area.

11.15 Smoking, including the use of electronic smoking devices, is not allowed in any interior common area including, but not limited to, lobbies, community room, building corridors, elevators, elevator vestibules, garage and stairwells. Smoking, including the use of electronic smoking devices, also is prohibited on the plaza level of the property. This includes, but is not limited to, the barbeque, sitting area and fireplace areas as well as the exclusive use common areas (unit patios, decks and balconies).

11.16 Lost and Found items should be turned in to the General Manager or desk attendant.

11.17 No exterior clotheslines may be erected or maintained or hung on balconies or railings within the Complex. The exterior drying or laundering of clothes or any other items on any Exclusive Use Common Area or Association property is prohibited.

11.18 No patio, deck, balcony or parking spaces may be used for storage purposes, including, without limitation, the storage of bicycles without approval of the Board.

11.19 No resident may modify Association property or Common Area. No resident is permitted to alter, paint, decorate, remodel, landscape or adorn any part of the Association property or common area without the prior written consent of the Board.

12.0 Health and Safety and Emergencies

12.1 In an emergency, Association employees and emergency personnel may be required to enter units and/or exclusive use common areas and may use forcible entry, if necessary, to gain such entry. When there is an entry into any unit or exclusive use area, such entry shall be made with as little inconvenience to the owner/resident as possible. If the emergency entry was necessary as a direct result of the unit resident's acts or omissions to act, the owner will be responsible for the damages and costs of repair related to the emergency entry.



12.2 Obstruction of the corridors, lobbies, hallways, stairways, or entranceways throughout the Complex is not permitted.

13.0 Elevators

13.1 No uncovered beverage or food containers are allowed in the elevator at any time. If a spill of any kind occurs, it is each person's responsibility to locate, identify and clean the spill immediately.

13.2 No person(s) may play with or wrongfully manipulate the elevator stop switches. The elevators have been electronically programmed to provide the most efficient service under normal conditions. Holding open elevator doors, pressing order buttons and corridor buttons unnecessarily will cause the service to be less efficient for everyone and may cause a mechanical failure.

13.3 If it is determined that an owner, resident, guest or invitee causes a mechanical or other failure of the elevator, the owner will be subject to a fine or other discipline and will be responsible for the costs of repair incurred by the Association, including all time-out damages and costs of repair incurred by holding an elevator open for any purpose whatsoever.

13.4 If an elevator stops unexplainably and stalls, riders should REMAIN CALM! The intercom provided in the elevator should be used to notify the desk attendant. Emergency personnel will be contacted immediately.

14.0 Garage and Parking

14.1 The speed limit in the garage is 5 mph. Drivers must come to a stop before entering or exiting the ramps. It is recommended that headlights be turned on while driving in the garage area.

14.2 Any vehicle that is parked so as to impede the normal flow of traffic, block access to other residents' parking, or obstruct access of the Fire Department and/or obstruct emergency vehicles subjects the owner to a fine or other discipline and will be towed immediately WITHOUT NOTICE at the violator's expense.

14.3 All vehicles within the garages must be operational and exhibit current license tags.

14.4 Any vehicle wrongfully parked in any owner's exclusive use parking space, or any vehicle that is parked in unassigned spaces, is subject to towing at the violator's expense.

14.5 The parking garage is for residents only. All spaces are deeded and for the sole use of their owners. Likewise, all storage areas are deeded and for the sole use of their owners.

14.6 Vehicles belonging to a resident's guest or business invitee may be parked only in the resident's exclusive use parking space.



14.7 Excessive oil leaks and stains caused by a resident's vehicle are subject to fines and/or the cost of clean-up and repairs. The use of oil catching and absorbing materials underneath vehicles to prevent excessive staining is encouraged.

14.8 No owner may rent a parking space to anyone other than a guest or a resident of another living unit, except with the written approval of the Board.

14.9 No excessive noise from vehicles or revving up of engines is permitted at any time. Vehicles that are of sufficient size to set off car alarms when driven in the garage may not be parked in the parking garage.

14.10 Vehicles must entirely fit within a resident's deeded space and not affect any other space. Vehicles that do not completely fit within a parking space must be parked off of the premises.

14.11 No maintenance on vehicles is permitted anywhere in the garage area. The term "maintenance" includes, but is not limited to, wet washing, waxing, fluid changes, body work and mechanical maintenance or any other maintenance or repair work.

14.12 Care must be taken when opening car doors to avoid denting or chipping the paint of neighboring cars.

14.13 Should a car alarm continue to go off, the Association may, at the resident's expense, hire a locksmith and take whatever action is necessary to stop the alarm. Vehicle alarms that do not automatically go off after a short interval are not permitted.

14.14 Boats, jet skis, trailers, campers or other similar recreational vehicles, and/or unsightly, unregistered or inoperable vehicles, are not permitted within the Complex at any time.

14.15 Bicycles, grocery hand carts, strollers, and children's transportation safety accessories such as child car seats may be placed in front of the vehicle parked in an owner's deeded parking spaces. Bicycles also may be parked in the area designated for bicycles.

14.16 For safety reasons, bicycles may not be ridden in or through the garage.

14.17 Parking is at the risk of the vehicle owner or person driving the vehicle. The Association, its agents, Board of Directors, insurance company, and staff are held harmless and not liable for any damages and/or losses whatsoever.

14.18 All signage and directional pavement markers must be followed.

14.19 The Horseshoe Drive area (between the entrance and exit to the main garage on Front Street) is ONE-WAY and may be accessed only from the garage entrance driveway. This area is for passenger pick-up and drop-off; parking of vehicles is not permitted in this area. Any vehicle left unattended is subject to immediate towing WITHOUT NOTICE at the violator's expense.



15.0 Handicap Parking

15.1 Renaissance contains handicapped parking spaces. The owner of a parking space which is designated as a handicapped parking space and who is not handicapped must, upon request, assign to the resident of another unit in the Complex who is or becomes handicapped for an extended and continuous period (regardless whether the handicapped resident is a new resident) the exclusive right to use such handicapped parking space; provided, however, such handicapped person makes available to that owner the handicapped person's assigned parking space.

15.2 Such right to use the handicapped parking will terminate when the person ceases to be handicapped or to be a resident of The Renaissance.

15.3 Evidence of handicapped status will be only by distinguishing license plate or placard issued by the California Department of Motor Vehicles. There is no guarantee that there will be sufficient handicapped parking spaces to meet the needs of all residents.

16.0 Recreation Areas

16.1 The Recreation Areas at Renaissance include the following areas: Community Room, Barbecue, Library, Fitness Center, Swimming Pool, Spa Areas, Fireplace, and Trellised Seating Area.

16.2 The Recreation Areas are unsupervised. All persons using the recreation areas do so at their own risk.

16.3 The Board of Directors reserves the reasonable right to deny use of any or all of the recreational facilities to anyone at any time.

16.4 The Recreation Areas are for the exclusive use of all residents and their guests. Commercial owners, their employees, and their guests may not use the Recreation Areas. Proper identification must be presented to a desk attendant or management personnel upon request.

16.5 Guests may use recreational facilities unaccompanied by the host, except the gym, if and only if the guests are registered with the General Manager and agree to abide by the Renaissance Rules and Regulations and other restrictions posted in common and recreation areas.

16.6 Personal furniture, other than that provided by the Association, shall not be used in the recreation areas without the approval of the General Manager. Association provided furniture, accessories, games and equipment shall not be removed from those areas.

16.7 Persons who use the Recreation Areas are responsible for the removal of all articles brought there by them, including towels, books and magazines, food and beverages, and related debris and trash.



16.8 Glass or other breakable containers and objects are prohibited in all the Recreation Areas except the community room.

16.9 Smoking, including the use of electronic smoking devices, is prohibited in the common areas and exclusive use areas.

16.10 Running, horseplay, loud noises or activities, aggressive, drunken or lewd behavior is prohibited.

16.11 The barbecue may be used by adult residents and their guests. Use of the barbecue may begin no earlier than 10:00 a.m. and must be completed no later than 10:00 p.m.

16.12 Reservations must be made for the barbecue at a sign-up sheet maintained by the South Tower desk attendant. In the absence of any reservation, the barbecue may be used on a first-come- first-served basis. No resident shall reserve or control the barbecue for more than one hour in any four-hour period.

16.13 When cooking on the barbecue is completed, the resident must wire-brush the grill.

16.14 Residents are liable for all damages to either the Complex or the personal property of another person caused by the resident's use of the barbecue area and barbecue equipment.

16.15 Residents must comply with any additional rules concerning the barbecue area posted from time to time by the Association.

17.0 Community Room and Conference Room Reservations and Use

17.1 Events in the Community Room may begin any time after 7 a.m., and must end by 10:00 p.m. After 10:00 p.m. there will be no more than four (4) people permitted to remain on-site for clean up. Clean up and trash removal is the responsibility of the resident making the reservation. Clean up must be completed immediately after the event. Clean up includes the restroom and any trash in and around the building and common areas. An Association representative will inspect the condition after the event. Residents should inspect the premises before the event since the area is open to all residents. Although every effort is made to maintain all facilities in clean condition, the Association cannot guarantee facility cleanliness. Restrooms should be checked prior to the beginning of an event for ample supplies.

17.2 Music and party noise must be kept to a volume that will not unreasonably annoy residents or create a nuisance. Amplified music is not permitted. Live music may be permitted under reasonable circumstances. Minors must be supervised by an adult at all times.

17.2.1 If the Community Room is reserved for a wedding or reception, guests may not be allowed to throw rice, confetti or other similar items. Any damage to the carpets will be at owner's expense. All vendors or contractors must be licensed in the State of California (if



necessary) and, at least three (3) days before the event, must provide evidence of workers' compensation insurance, general liability and property damage insurance, in amounts determined by the Board, as well as certificates of insurance naming the Association as an additional insured.

17.3 The owner or resident is solely responsible for all guests and anyone in attendance at the party and will be held liable for any damages they may cause. The owner or resident is solely responsible for all equipment brought to the Community Room. The Association is not responsible for theft or damage incurred as a result of a Community Room event.

17.4 Guests must park off site or in the deeded parking spaces of their hosts.

17.5 The swimming pool/spa area is NOT included in the reservations and is to remain available to residents at all times.

17.6 For events of twenty (20) or more guests, additional security guards and valet parking may be required at the owner's expense. The Board reserves the right to require security guards and/or valet parking for parties with fewer than twenty 20 guests. Where an owner hires a valet, either pursuant to this rule or voluntarily: (1) the owner must present proof of liability insurance and workers' compensation insurance from the valet and designate the Renaissance Owners Association as an additional insured and have that designation printed on the certificate of liability insurance; (2) valets must arrive at least fifteen (15) minutes before the start time of the event; (3) the valet company may set up a reception stand only within the right hand side of the turnaround and down near the garage entrance and may not block the exit from the garage or prohibit traffic through the turnaround; (4) the valet must have at least one designated management/contact person onsite for the duration of the event; (5) valets must stay a minimum of 45 minutes after the stated end of the event to ensure late departing guests have proper access to their vehicles.

This provision does not apply to: (1) Peacefully assembling or meeting with members, residents, and their invitees or guests during reasonable hours and in a reasonable manner for purposes relating to common interest development living, association elections, legislation, election to public office, or the initiative, referendum, or recall processes; (2) Inviting public officials, candidates for public office, or representatives of homeowner organizations to meet with members, residents, and their invitees or guests and speak on matters of public interest; (3) Using the common area for an assembly or meeting described in paragraph (1) or (2) when that facility is not otherwise in use.

17.7 Doors, gates or elevators may not be propped open or left ajar.

17.8 A check for a refundable deposit, made payable to The Renaissance Owners Association, in the amount of \$500.00 must accompany the reservation form for the Community Room. This provision does not apply to: (1) Peacefully assembling or meeting with members, residents, and their invitees or guests during reasonable hours and in a reasonable manner for purposes relating to common interest development living, association elections, legislation, election to public office, or the initiative, referendum, or recall processes; (2) Inviting public officials, candidates for public office, or representatives of homeowner



organizations to meet with members, residents, and their invitees or guests and speak on matters of public interest; (3) Using the common area for an assembly or meeting described in paragraph (1) or (2) when that facility is not otherwise in use. See also Section 8.7.

17.9 The deposit will be returned within seven (7) days following the event, less any charges for damage, cleaning and/or vandalism and any costs associated to quiet the party. The Board and/or management representatives will have the final determination of the condition and return of the deposit. If the deposit is insufficient to cover cleaning or damage of the common areas resulting from a party or event, the Board reserves the right to seek recovery from the owner for such additional costs by way of a reimbursement assessment.

17.10 The Association reserves the right, in its sole discretion, to refuse the use of the Community Room for any party or gathering to the fullest extent allowed by law.

The furniture in the sitting area of the Community Room (sofas, table, rug and planters) cannot be relocated or moved. The round table and the four chairs accompanying the table may be relocated to allow additional space for an event (Renaissance staff will relocate this table at your request).

17.11 The Conference Room is available for use by management, owners, residents, and their guests. Events or meetings in the Conference Room may begin any time after 7:00 a.m., and must end by 10:00 p.m. Residents should inspect the room before the event or meeting since the area is open to all residents. An Association representative will inspect the condition of the Conference Room before and after each event.

17.12 The Conference Room may be reserved for up to a maximum of four (4) hours consecutively within a 24-hour period.

17.13. Owners are responsible for, and bear all costs of, repairs and/or replacement for any damage to the Conference Room by the owner or the owner's tenants, guests, employees, or contractors.

17.14. The Association reserves the right to the fullest extent of the law to refuse the use of the Conference Room for any event or meeting it deems inappropriate.

17.15. No food or drinks other than water, coffee, and tea are allowed in the Conference Room.

17.16. Conference Room space is limited to a maximum of eight (8) people.

17.17. No additional furniture is permitted in the Conference Room.

17.18. The removal of Conference Room furniture is not permitted.

17.19. Minors in the Conference Room must be supervised by an adult at all times.



18.0 Swimming Pool and Spa

18.1 The swimming pool and spa are open for use 24 hours per day except for periods of cleaning; however, use of the pool and spa areas is subject to quiet hours between 10:00 p.m. and 6:00 a.m. Sunday through Thursday and between midnight and 6:00 a.m. on Friday and Saturday.

18.2 Use of tables, chairs and lounges in the pool area is on a first- come-first- served basis. Personal belongings may not be left in this area unattended.

18.3 No foreign substances of any kind may be added to the pool or spa. Persons observed doing so will be assessed the full cost of returning the pool or spa to its previous condition.

18.4 The use of the pool is expressly limited to residents and their invited guests. Each unit is limited to a total of four (4) guests at any given time.

18.5 All gates must remain latched at all times.

18.6 Any loud noise, disturbance or other activity that creates a nuisance to residents is not permitted at any time.

18.7 Inflatable items, sun-mats, surfboards, Styrofoam floats or other large objects of any kind are not permitted. Flotation devices for small children (e.g. water wings) are permitted.

18.8 Life preservers, lifesaving hooks and related equipment may be used only for emergencies. These items are for safety purposes, not for recreation.

18.9 Pool furniture, tables, umbrellas and other accessories may not be removed from the pool area.

18.10 No glassware or any other breakable item of any kind is allowed in the pool area.

18.11 No cooking apparatus of any kind may be used within the pool area.

18.12 No pets are allowed in the pool area at any time except for service animals.

18.13 Bicycles, skateboards, scooters, roller-skates, roller-blades are not permitted in the pool area at any time.

18.14 Proper swim attire must be worn in the pool area at all times. Topless or nude sunbathing or swimming is not permitted.

18.15 No sound audible to others may be emitted from any electronic equipment.



18.16 Because there is no lifeguard on duty, persons under the age of fourteen (14) should not use the pool without an adult in attendance.

18.17 Owners and guests must abide by any and all posted signs, rules or policies in the pool area.

19.0 Fitness Center

19.1 The Fitness Center is open for use twenty-four hours a day except for periods of cleaning.

19.2 Radios and music playing devices may be used only with headphones.

19.3 All Association equipment must remain inside the fitness room.

19.4 All equipment must be wiped down after each use.

19.5 All equipment is to be used as intended. Weight stacks on the equipment must be lowered to their start positions in a manner to avoid striking other plates. Free weights may not be dropped on the floor.

19.6 Residents may not store or place any personal equipment in the fitness center.

19.7 No glass containers or other breakable items or food items are allowed in the fitness center.

19.8 Professional trainers who tend to residents or owners must register with the North Tower desk attendant before entering the fitness center. Professional trainers must leave the premises upon completion of the resident or owner's training session. The professional trainer and the resident or owner who hires him or her must each execute the form found at Appendix VI agreeing to abide by Association rules and waiving any liability against the Association to the fullest extent allowed by law.

19.9 All persons using the fitness center do so at their own risk.

19.10 No pets are allowed in the fitness center except service animals.

19.11 Cell phones may not be used in the fitness center.

20.0 Pets

20.1 Pets may not be left unattended or unleashed in the common area or on patios, decks or balconies of a residential unit.

20.2 All dogs and cats must be registered with the General Manager.



20.3 All dogs kept within the Complex must have a current license and name tag.

20.4 All pets MUST be accompanied by a resident and kept in an enclosure or on a leash by a person capable of controlling the animal at all times within the common area.

20.5 No exotic pets or livestock may be kept permanently or temporarily in any residential unit. No animal may be kept, bred or raised for commercial purposes.

20.6 Balconies, patios, or decks are not to be used for feeding or watering of pets or birds. Pets may not be left unattended on balconies, patios, or decks. Balconies, patios or decks are not to be used for droppings deposited by a pet.

20.7 Each unit may house no more than two (2) dogs, or one (1) cat and one (1) dog, or two (2) cats. Pit bull dogs or other aggressive breeds of animals, which in the reasonable determination of the Board are determined to be a threat to the health or safety of the residents of the Complex, are not be permitted under any circumstances.

20.8 The Board may prohibit the keeping or maintenance of any animal, which, in the opinion of the Board, after notice and hearing, is deemed by the Board to constitute a nuisance to any other resident.

20.9 Each person bringing or keeping a pet within the Complex is solely liable to other residents and their invitees for any damage to persons or property caused by any pet brought upon or kept in the Complex by such person or by members of his or her family or invitees and it is the duty and responsibility of each such resident to clean up after such animals that have deposited droppings or otherwise used any portion of the Complex or public street abutting or visible from the property. Failure to clean up immediately after an animal will be grounds for disciplinary action and assessment for the cost of clean-up.

20.10 Uncontrolled animals in the common area are subject to immediate restraint and will be turned over to the Humane Society. The owner of the pet may be subject to disciplinary action.

20.11 Owners are responsible for any damage or destruction to planted areas, trees, shrubbery or other landscaped areas in or immediately surrounding the Complex caused by their pets or pets belonging to their guests or invitees, and the owner is subject to disciplinary action as well as assessment for any repairs required.

20.12 Owners are responsible for the nuisance and noise disturbance of their pets as well as the pets of their lessees, guests and business invitees. Continuous or repeated animal noises that can be heard by adjacent residents, or in the common areas, or by residents of nearby buildings are deemed a nuisance and subject the owner to disciplinary action.

21.0 Storage

21.1 The Association is not responsible for any loss or damage to items placed in personal deeded storage lockers. Storage in these lockers is strictly at resident's sole risk.



21.2 Gas-powered machines, ammunition, fuel tanks, explosives, and/or combustible materials are prohibited inside owners' deeded storage spaces.

21.3 Items of personal property may not be stored in the garage area unless completely contained within the personal storage units.

22.0 Trash Disposal

22.1 Cooking scraps and wet garbage (except bones, pasta, rice, and fibrous vegetables) may be disposed of by using the garbage disposal in the kitchen sink. All other disposable items are to be put into secured bags and placed in the trash chute located in each hallway. Owners will be responsible for any and all damage caused by their use of the garbage disposal.

22.2 All trash items that are larger than trash-chute size must be placed in secured bags and disposed of in the dumpsters located on floor *1 in the North Tower next to the elevator corridor.

22.3 All cardboard boxes must be broken down and disposed of in the dumpster located on floor *1 in the North Tower next to the elevator corridor.

22.4 No construction debris produced by outside workers may be disposed of on site. Proper disposal of all debris produced by outside workers is the responsibility of the resident and Owners will be assessed the actual cost of any clean-up services or repairs required due to the improper disposal of such materials.

22.5 Hazardous items, including batteries, paint and other such materials are subject to special disposal requirements that may not be available at the Complex. Owners are responsible for the safe disposal and destruction of all materials

23.0 Deliveries

23.1 The Association and its agents and employees are not responsible for the acceptance and/or delivery of parcels to a resident's unit in the resident's absence. Parcels that cannot fit in the resident's mailbox may be accepted and held at the unit's respective tower lobby desk for resident pick up. The desk attendant will attempt to leave a telephone and/or written or electronic message for the resident. In no case is the Association or its agents or employees responsible for damage to, or the theft of, delivered items.

23.2 Deliveries of furniture and other items are permitted between 8:00 a.m. and 6:00 p.m. Monday through Saturday except holidays without full compliance with the Move-In/Move-Out Policies and Procedures so long as the delivery does not require the elevator to be held for loading, potentially causing the elevator to time-out. Deliveries of large, hard-sided or heavy items must be scheduled in advance and the Move-In/Move-Out Policies and Procedures in Appendix IV must be followed. The resident is responsible to inform the desk attendant of the delivery in advance during business hours so that protective coverings may be put in place prior to beginning the delivery. The resident is also responsible for placing protective coverings



on the flooring between the point of entry to the building and the elevator(s) and from the elevator(s) to the unit. The owner is responsible for any damage to the common area caused by the delivery and will be charged for the cost of repair or replacement of any damaged items. Deliveries that result in an elevator time-out will result in a charge to the owner for the full cost of reprogramming the elevator.

23.3 The Association maintains lobby carts for the use of owners and tenants on a first-come, first-served basis. Owners and tenants are required to sign out a lobby cart each time it is requested and will remain responsible for it until it is returned and checked back in by a desk attendant.

24.0 Soliciting

24.1 No soliciting may be conducted in any Common Area except soliciting in connection with (1) Peacefully assembling or meeting with members, residents, and their invitees or guests during reasonable hours and in a reasonable manner for purposes relating to common interest development living, association elections, legislation, election to public office, or the initiative, referendum, or recall processes; or (2) Inviting public officials, candidates for public office, or representatives of homeowner organizations to meet with members, residents, and their invitees or guests and speak on matters of public interest.

24.2 All mailroom solicitations must be reviewed and approved by the General Manager prior to being placed in the mailroom.

24.3 Except as set forth herein, neither residents nor their guests, employees, agents, visitors, licensees nor servants may distribute or cause to be distributed any advertising pamphlet, free newspaper or any other printed matter on or in any portion of the property or on resident cars.. Violators should be reported immediately to the desk attendant or General Manager. This provision does not apply to distribution of material in connection with: (1) Peacefully assembling or meeting with members, residents, and their invitees or guests during reasonable hours and in a reasonable manner for purposes relating to common interest development living, association elections, legislation, election to public office, or the initiative, referendum, or recall processes; or (2) Inviting public officials, candidates for public office, or representatives of homeowner organizations to meet with members, residents, and their invitees or guests and speak on matters of public interest.

25.0 Holiday Decorations/ Holiday Tree Disposal

25.1 Beginning December 1st of each year, lights and decorations which are substantially secured but not permanently attached to a balcony or balcony ceiling may be displayed. Any lights placed on a balcony must be wrapped around the balcony railings. Blinking or flashing lights are not permitted. Decorations may not be affixed to balcony railings but may be wrapped around the railings to prevent them from falling. In addition, the building exterior cannot be penetrated by hooks, screws, nails or similar devices. All free-standing displays must be substantially secured in a manner to prevent the possibility of their falling from the balcony.



25.2 Non-light and non-noise generating decorations or wreaths may be placed on the exterior of entry doors, so long as they are installed with a hanging device that does not penetrate, damage, or leave residue on the door.

25.3 Lights and decorations inside a unit must not create a nuisance to other residents. Decorations which generate light or noise which may be seen or heard outside a unit must be turned off by 10:00 p.m. on weekdays and by midnight on weekends and holidays.

25.4 Only fire retardant ornamental trees may be used.

25.5 Ornamental trees shall have covering to prevent debris falling on the common areas when being removed. Owners are responsible for any damage done to, or clean up of, the common areas caused by ornamental trees.

25.6 Holiday decorations which are visible from the common areas, including interior holiday lights, must be removed by January 6th.

26.0 Rental of Residential Condominiums

26.1 No owner may lease a condominium for hotel, motel or transient purposes or any other purpose inconsistent with the provisions of the Governing Documents. No condominium shall be leased for a term less than six (6) months. An owner violating this subparagraph shall be subject to a fine of \$1,000 per day the condominium is leased in violation of this provision.

26.2 Owners who rent their condominiums must submit a signed copy of the lease within three (3) business days of the commencement of the lease, which includes the names and contact information for themselves and their tenants to the General Manager.

26.3 Any rental or lease agreement must be in writing, must provide that the lease or rental is subject to the Governing Documents and must provide that any failure to comply with any provision of the Governing Documents is a default under the terms of the lease agreement.

26.4 A copy of the Governing Documents must be provided by the owner to each tenant. Written proof that such items were provided and signed for by the tenant must be delivered to the General Manager within three (3) business days of the commencement of the lease.

26.5 Owners are liable for violations of the Governing Documents by their tenants.

26.6 A tenant has no obligation to the Association to pay assessments imposed by the Association nor does any tenant have any voting rights in the Association.

26.7 The Board may require a tenant to deliver to the Association a security deposit, in an amount established by the Board, from time to time, as security for the cost of cleaning or repairing damage to the common area.



26.8 Use privileges for amenities and common area transfer to a tenant. Owners relinquish all personal use privileges upon leasing their unit unless they reside in another unit in the Complex.

27.0 Resale of Residential Units

27.1 The owner must notify the General Manager that his or her unit has been listed for sale and must complete the Listing Broker/Agent Entry Authorization Form, identifying the listing broker/agent and providing the required information regarding the listing for sale. The owner must provide the Listing Broker/Agent with a copy of the rules applicable to the sale of residential units and ensure compliance by all agents visiting the Complex.

27.2 All real estate agents must check in with the desk attendant. Lock boxes are located at the lobby desks.

27.3 The General Manager and staff are prohibited from showing any unit available for resale to prospective purchasers and are not permitted to make any representations regarding any homes for resale.

27.4 The owner or the broker/agent must not give keys or access fobs to future owners until the close of escrow.

27.5 Agents and potential buyers may park only in the parking spaces assigned to the owner of the unit for sale.

27.6 One sign for the sale and/or rental of Condominiums which comply with Civil Code sections 712 and 713 may be placed within the unit.

27.7 Open houses are allowed on each Sunday except holidays between the hours of 1:00 p.m. and 4:00 p.m. One agent/assistant must be stationed at the entrance to escort people to the elevator. One agent/assistant is to receive people at the unit to be viewed. This procedure applies to all owners and agents conducting open houses.

27.8 Weekly broker caravans are permitted provided that one agent/assistant is stationed at the entrance to escort people to the elevators and one agent/assistant receives people at the unit(s) to be viewed. This procedure applies to all owners and broker/agents conducting caravans.

28. Service, Repair and Trades People

28.1 Owners planning to have service, repair work or improvements performed in their units should contact the General Manager in advance to determine if Architectural Review Committee and Board approval is required. If Architectural Review Committee and Board approval is required, the owner must complete a Request for Remodel form and follow the procedures outlined in Appendix V. Once the owner has obtained approval of an architectural submittal, work on such approved submittal shall promptly commence and shall be completed within six months. If approval is not required, the owner may proceed with the work



immediately. The desk attendant should be notified in advance whenever owners or tenants expect contractors, subcontractors, service, or trades people of any kind (“Service Personnel”), to work in their unit. Owners are responsible for any damage caused by Service Personnel or failure of Service Personnel to comply with all rules, regulations, procedures and policies. Therefore, owners must share a copy of this Section 28 with their Service Personnel.

28.2 Working hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. No construction or materials deliveries are permitted on Saturdays, Sundays or holidays. All Service Personnel must sign in at the lobby desk at the appropriate tower daily upon arrival, go directly, and confine their activity, to the unit in which they are working. Service Personnel must cease work and gather their tools and materials in time to leave the building no later than 5:00 P.M. Service Personnel must sign out at the lobby desk when leaving the building each day. The desk attendant will ensure that all Service Personnel have departed the building by 5:00 P.M. Fines may be levied on the owners for violation of working hours.

If it is absolutely necessary (i.e. an emergency repair) that a worker arrive earlier or stay later than the normal work hours, the owner must first get approval of the General Manager. Such approvals will be given on a case-by-case basis.

28.3 Access for Service Personnel into and out of the Renaissance shall be through the main garage located on the Front Street side of the complex. Service Personnel must use the Front Street plaza elevator to gain access to units where work is being performed. Parking is provided for loading and unloading only. All day parking on the premises is not permitted except in the owner’s deeded parking spaces with the owner’s permission.

28.4 No stairwell or fire doors are to be propped or otherwise left open at any time for any reason. Leaving fire doors open is a violation of the Fire Code and subjects the Association to a substantial fine which will be assessed against the owner.

28.5 If an owner is absent when work is being performed in the unit, the owner may give written authorization to the General Manager or the North Tower desk attendant to allow access to Service Personnel. The Association will not be responsible for any loss of personal property or damage to an owner’s unit resulting from owner’s authorization.

28.6 Service Personnel are business invitees of their client, the Renaissance owner or tenant, and must conduct themselves with decorum at all times and avoid loud talking, shouting, profane or indecent language or gestures, in compliance with Renaissance Rules and Regulations. Failure to abide by these Rules and Regulations subjects the Renaissance owner to discipline and fines. No smoking, including the use of electronic smoking devices, is permitted in any indoor common area. Service Personnel may not smoke in the outdoor common areas and must leave the premises if they desire to smoke. Service Personnel may not use the gated pool area for any reason. No one wearing a tank top or string T-shirt will be allowed to enter the building.

28.7 The General Manager must be notified when Service Personnel or the owner have a material or other delivery that requires use of the elevator. The Renaissance does not have a separate freight elevator. Therefore, during remodel projects, one of the regular residential



elevators will be padded for use by Service Personnel. All equipment, appliances and materials as well Service Personnel must use the designated padded elevator. These elevators are in constant use by others and must not be held at any floor other than for immediate loading and unloading.

28.8 The General Manager must be consulted prior to any demolition. Extreme caution must be taken during demolition to maintain the integrity of CATV, telephone, electrical, plumbing and/or mechanical wiring or conduit.

28.9 It is the responsibility of Service Personnel to obtain plastic or rubber matting or other approved covering to be placed in the corridor between the elevator and the unit being remodeled. The plastic sheeting must be removed at the end of each work day. All tools, equipment, appliances and furniture must be moved over this matting to avoid damage to the flooring. Any debris or residue from these materials left in the corridor or elsewhere in the building is the responsibility of, and must be removed by, Service Personnel. Service Personnel who violate any of these procedures may be asked to leave the premises.

28.10 All materials and work must be kept within the boundaries of the unit at all times. No construction or preparation for construction is allowed in the common areas or exclusive use areas. No items may be stored in the garage at any time. The kiosk and desk attendants are not authorized to sign for or accept shipments or materials for owners or Service Personnel. All workers must provide their own carts, ladders, tools and equipment. Association materials, tools and equipment may not be used in the remodel or repair of any unit.

28.11 Service Personnel are responsible to provide a minimum of twenty- four (24) hours written notice to all units on the same floor as, and three (3) floors above and three (3) floors below, the unit on which work is being performed, whenever the work being performed will create more than an unreasonable amount of noise and/or may disturb the residents on the surrounding three (3) floors above and below. The notice must inform the neighbors of the date, start time and duration of the noisy activity.

28.12 Service Personnel must remove all their work debris from the building as it accumulates throughout the day, but in any event, no less frequently than at the end of each work day. Under no circumstances are Service Personnel permitted to use the trash chutes or the building's dumpsters for any construction debris. If a dumpster is needed, Service Personnel must provide their own dumpster off the premises.

28.12.1 No grooves, channeling, holes, notches or other cuts of structural elements are allowed in order to accommodate wiring, cable, etc. especially in the post tension concrete floors and ceilings. If any work to be performed requires puncturing the floor or ceiling, the area MUST be x-rayed by a qualified contractor, in the presence of the Chief Engineer. The structure of the building as well as the plumbing are excellent sound transmitters of construction noises much to the annoyance of other residents; therefore any modifications involving plumbing, tile removal or pounding should be done as expeditiously as possible and must be coordinated with the General Manager.



28.13 Before any work whatsoever involving penetration of walls, ceilings or floors, or installation of hard-surface flooring, or installation of new plumbing fixtures is performed, owners must consult the General Manager as such work may require the completion of a Request for Remodel.

28.14 The fire alarm bell/speaker and smoke detectors must not be removed by Service Personnel for any reason. Removal results in notification to the Fire Department as if an actual fire were in progress. Tampering with or modifying fire alarm components is prohibited by law. Neither the bells nor the smoke alarms may be painted or papered. Owners will be responsible for all costs and penalties incurred by the Association as a result of removal or tampering with the fire alarm bell / speaker and/or smoke detectors.

28.15 Plumbing repairs that require water shut-offs and/or draining of the system that is not of an emergency nature, must be arranged with the General Manager at least 72 hours prior to the shut-off in order to coordinate with the Chief Engineer and to notify other residents who may be affected. Owners are charged a fee for shut-offs. Non-emergency water shut-offs will be scheduled only on Tuesdays.

29.0 Electric Vehicle Charging Stations

Requests for installation and use of any electric vehicle charging station (“EVCS”) must comply with Civil Code section 1353.9 and are subject to the following:

29.1 The owner must make application to, and obtain approval from the Board of Directors before proceeding with any work to install an EVCS.

29.2 All costs for preparation of the application by the appropriate professionals shall be borne by the owner.

29.3 An EVCS may be installed only in an owner’s exclusive use parking space appurtenant to the owner’s unit.

29.4 An EVCS must be separately metered or sub-metered to enable all usage costs to be borne by the owner.

29.5 An EVCS must meet applicable health and safety standards and all requirements imposed by state and local permitting authorities, as well as the California Building Standards Code, California Code of Regulations, Title 24.

29.6 An application for an EVCS must include all of the following in order to be considered by the Board of Directors:

a. Detailed plans, specifications and schematic drawings submitted by a California licensed electrical engineer certifying:

1) The location of the exclusive use parking space where the EVCS will be installed.



- 2) The amount of available capacity in the building's electrical panel.
- 3) That the panel has sufficient capacity available to support the addition of the EVCS to all the existing uses.
- 4) The routing of the lines from the building's electrical panel through the garage to the exclusive use parking space where the EVCS will be located.
- 5) The location of the EVCS in the parking space.

b. An agreement in substantially the form attached Appendix II signed by all the owners of the unit installing the EVCS. The owners must agree to and abide by all the provisions set forth in the agreement. The Association will record the agreement against the unit at the cost of the unit owners.

29.7 The Board of Directors will review the application and may engage the services of a California licensed electrical engineer to assist in evaluating the application. All costs of such review shall be borne by the owner.

29.8 If the Board of Directors grants conceptual approval of the application, the owner must submit all of the following prior to the commencement of work:

- a. The name, address and contact information for the California licensed contractor who will perform the work.
- b. A copy of the contractor's current California electrical contractor's license.
- c. A copy of the contractor's current certificate of insurance evidencing \$1,000,000.00 liability coverage for work in high-rise buildings and proof of workers compensation insurance. This certificate must name the Renaissance Owners Association as an additional insured with notice of cancellation.

30.0 Rules and Procedures for Elections and Voting

The Rules and Procedures for Elections and Voting are incorporated in these Rules and Regulations and are attached as Appendix III.

31.0 Move-In / Move-Out Policies and Procedures

The Move-In / Move-Out Policies and Procedures are incorporated in these Rules and Regulations and are attached as Appendix IV.

32.0 Owner Remodel Policies and Procedures

The Owner Remodel Policies and Procedures are incorporated in these Rules and Regulations and are attached as Appendix V.