

**Tanglewood Community Association**  
**76 Tanglewood Lane**  
**Monterey CA 93940**

**GROUND RULES**

Revised May 2001

The following regulations apply to all owners, tenants and visitors. If you are an absentee owner, please insure that your renters are aware of the Association's Ground Rules.

1. Buildings:

a. All changes to the outside of the buildings (Association common areas) such as central heating, window additions, water softening units, garden / landscape improvements, etc., must be approved by the Board of Directors before they are made. A written request must be submitted to the Board, including specific details and scale drawings. Major changes inside units, i.e., plumbing, etc., must also be approved by the Board. It is also the unit owner's responsibility to obtain whatever City permits may be required for the alteration. If changes are made without obtaining the Board's approval, the unit owner may be required to remove whatever renovation was made and restore the area to its original condition.

b. Individual unit's smoke / fire alarm maintenance is the responsibility of each owner. However, if the Association must have a unit's alarm serviced or repaired for any reason, the unit owner will be charged a minimum of \$75.00.

c. Clothing, towels, rags, etc. may not be dried or hung on balconies or railings. Foil, bed sheets, cardboard or similar materials may not be used as window coverings.

d. Sports apparatus may not be affixed to the decks or buildings.

2. Animals:

a. All residents who have a pet dog housed on Tanglewood property shall abide with the City of Monterey's leash law and dog excrement ordinance. In addition, the resident shall file a notice with the property manager indicating the breed of the dog, certification of anti-rabies vaccination and receive Board of Director's approval for continued residency of the animal. The Board may deny continued occupancy of dogs that are determined to be a nuisance and/or threat to the safety and welfare of other owners or occupants of the property.

b. Dogs must be kept on a leash at all times when present on the common property of the Tanglewood Association and owners must clean up all dog excrement.

Tanglewood Community Association  
Ground Rules – Revised May 2001

A violation of the Monterey ordinance carries a fine of up to \$100 for the first offense, up to \$200 for the second offense and up to \$500 for the third offense. Dogs must be housed within the exterior walls of the Condominium and are not permitted to be kenneled on the condominium decks or in vehicles parked on Tanglewood Association property.

c. If a pet creates a nuisance and/or becomes a threat to the safety and welfare of another owner or occupant of the property, the pet owner and the other shall first endeavor to resolve the issue directly with each other. If a satisfactory resolution cannot be achieved, a written complaint may be addressed to the Board. Upon receipt of a written complaint, the Board shall investigate the complaint, and may, if grounds for the complaint are found, conduct a hearing on the matter. In exercising its duties under this provision, the Board is empowered to use all powers granted to it by these Ground Rules, the Declaration and applicable law.

3. Vehicles and Carports:

a. Vehicles may not be reconstructed or extensively repaired on Tanglewood Property. Regular maintenance, cleaning, and one day repair jobs are permissible; however, all debris must be removed when the work is completed and the site cleaned.

b. Oil or grease spots under an automobile must be removed at first notice. These are a potential hazard and could result in an accident.

c. Derelict (non-working) vehicles left in the parking areas will be towed at the owner's expense after 15 days.

d. Carports are for the exclusive storage of vehicles; i.e., automobiles, motorcycles and bicycles, belonging to the occupant of the unit. They may not be used for any other type of storage or purpose.

4. Garbage and Recycling

a. The Association is not responsible for any garbage related to moving into or vacating a unit. An assessment of up to \$50 will be levied on any homeowner whose tenant disposes of boxes, packing paper, crates, bedding, furniture, toys or other debris in the dumpsters or dumpster areas. A special pick-up may be obtained by calling Monterey Disposal, 372 - 7977.

b. Cardboard boxes must be flattened before being placed in dumpsters and wet garbage must be in containers.

Tanglewood Community Association  
Ground Rules – Revised May 2001

- c. Recyclable materials – newspaper and containers (glass, metal, aluminum and plastic bottles, jugs and jars) should be placed in the appropriate containers in the dumpster areas. Instructions are on the recycling bins.
  - d. Do not place anything on the ground inside the dumpster areas. It will not be picked up by the disposal company and could attract raccoons or other animals.
5. Fire Hazards:
- a. Barbecuing on the decks must be done with extreme caution. Care should also be taken so that smoke does not invade your unit or that of your neighbor. Avoid using any flammable liquids and insure that coals are dead before disposing of them in an appropriate container in the dumpsters. Do not dispose of ashes or residue by dumping over railings, under the buildings or anywhere else on the grounds. This is a potential fire hazard and you will be billed for the clean up.
6. Signs:
- a. One “For Sale” or “For Rent” sign may be placed on the front of the building. “Open House” signs may be placed outside on the day of the open house. No advertising signs are to be displayed for public view.
7. Mail Box Keys:
- a. Two keys were issued when the boxes were installed. If needed, the manager can provide a duplicate set of keys (2) at a cost of \$10.00. Please insure that your tenant returns the originals before vacating the premises.
8. Children Playing:
- a. Children may not play in or climb on any common area structures such as carports, roofs, railings, fences or any area under the buildings.
  - b. Sidewalks, driveways and common areas must be kept free of bicycles, and children’s toys where they are hazardous to others.

Copies of the Ground Rules are distributed to each owner and current property management firms renting units in Tanglewood. Both owners renting their own unit and the property management firms are responsible for insuring that each new tenant receives a copy of the Ground Rules. If a homeowner changes management firms, it is the homeowner’s responsibility to advise the new property manager to obtain and distribute copies of these rules to each new tenant. Additional copies are available from the manager by telephoning (831) 649-8357.