

**El Encanto Tower  
1810 Avenida del Mundo  
Coronado, CA 92118**

**Building Rules and Regulations  
Revised May 26. 2009**

**I. INTRODUCTION**

**Purpose**

El Encanto Tower is a community of 135 private, individually-owned condominium units. As a community, it is important that all homeowners and residents cooperate in maintaining high standards of behavior for the common benefit. We are all expected to act with good judgment as adults and to establish clear expectations of our family members and guests.

The Board of Directors of Association #8 has the power and duty to adopt, publish, and enforce rules and regulations governing the use of units and the common areas, the personal conduct of homeowners and their guests therein. The Board also has the power and duty to enforce rules and regulations governing the use of the Coronado Shores common areas, including all facilities that may be enjoyed by homeowners or their guests. Further information on the Shores and El Encanto may be found at [www.coronadoshores.org](http://www.coronadoshores.org).

The rules and regulations outlined here are implemented and enforced by the Building Manager. Violations may result in fines or suspension of privileges to use common areas (parking, health club, pools, tennis, beach club, etc.). Hearings and appeals are handled by the Board of Directors as detailed in the governing documents.

**El Encanto Staff**

The Building Manager, Alan Aegerter, is available Monday through Friday between the hours of 7:30 AM & 4:00 PM. The Manager's Telephone Number is 437-8151. He is the point of contact on all Association and building management matters for homeowners, guest, tenants, and lessees.

The building personnel include:

- Randy Johnston, Assistant Manager (437-8225)
- Phil Villaflor, Engineer
- Ramon Duarte
- Hector Becerra
- Cipriano Valdez

Additional personnel are on duty as door persons 24/7. They are contracted personnel who are here primarily to ensure our security.

Building staff are here primarily to provide required building services and maintain the standards of the building. Upon request of a resident, they will perform tasks such as minor repairs, trash removal, removal of moving boxes, or other services. Such specific resident services are subject to a fee based on hourly rates or an established fee schedule.

## **II. RESIDENTS AND GUESTS**

### **Occupancy Regulations**

Units may be utilized for residential purposes only. Occupancy of units (overnight) is subject to the following limits (including children and guests):

- One bedroom Unit; Three (3) persons only
- Two Bedroom units: Five (5) persons only.
- Three bedroom or Two bedrooms + Den: Seven (7) persons only.

### **Tenants/Lessees**

Any Owner may delegate the Owner's rights to use and enjoy the Common Area and Common Facilities to members of the Owner's family or the Owner's tenants or lessees who reside in the Owner's Unit provided that any rental or lease may only be for single family use and for a term not less than thirty (30) days. An Owner shall observe and abide by all reasonable rules and regulations duly adopted and published by the Board of Directors of the Association.

Any rental or lease of a Unit shall be subject to the provisions of the Governing Documents all of which shall be deemed incorporated by reference in the lease or rental agreement.

Each Owner shall be responsible for compliance by the Owner's tenant or lessee with all of the provisions of the Governing Documents during the tenant/lessee's occupancy and use of the Unit. In the event that any tenant or lessee fails to honor the provisions of the Governing Documents, the Association shall be entitled to take such corrective action it deems necessary or appropriate under the circumstances which may include suspension of the tenant's privileges to use any recreational Common Facilities or the imposition of fines and penalties against the Owner or tenant.

An owner must indicate to El Encanto Staff the names of tenants/lessees who will occupy a unit prior to their taking occupancy. All residents must be registered for purposes of building safety, security, and enforcement of rules and regulations.

Upon first arrival to the building, new residents (owners or tenants/lessees) shall check in with El Encanto Staff so that information may be provided.

- The staff will provide an orientation to the El Encanto Tower and the Shores complex
- A tenant check-in agreement will be discussed and signed by the new resident
- Authorization for ID cards will be provided upon completion of the agreement

Prior to departing the building, tenants are invited to leave a forwarding address with the building staff so that packages, inquiries, etc. may be forwarded.

## Photo ID Cards and Guest Passes for Access to Recreational Facilities

- Each person using the access controlled common area facilities and amenities must have in his/her possession a valid proximity Photo ID Card or colored paper Guest Pass to enter and use any of the recreational facilities within the Coronado Shores community. Photo ID Cards will also activate exterior access gate arms.
- A COLORED PAPER GUEST PASS will be issued by the Doorperson at each building to a guest who arrives and leaves within three (3) days).

These guests must be accompanied by a resident with a valid photo id card

in order to have access to the common area recreational facilities.

- A photo ID Card Information Application is available at the Front Desk and must be signed by the Manager or Doorperson. Each new Photo ID Card applicant will be asked to sign an acknowledgement that he/she has read and understands the rules before being issued a Photo ID Card.
- An ID Card with photo identification is issued to each person who will be using the access controlled common area facilities and amenities unaccompanied AND who is:
  - A deeded owner
  - A full time Household Member residing with the Deeded owner
  - A permanent Guest who stays over in the unit with the Deeded Owner on and off on a regular basis; or
  - A tenant named on a lease who resides in the unit for one full month or longer

Only one card will be issued to a person, regardless of the number of units owned. The card is issued by the L&R Office during normal business hours upon appropriate authorization by a Building Manager or Doorperson. Owner's cards will be deactivated when the unit is rented as use rights have been assigned to the Tenant. There will be a limit on the number of Photo ID Cards issued per unit, and the cost for each card will be set as follows:

- A maximum of ten (10) cards total will be issued to any one unit to those who qualify, @ \$20; and
- Up to 6 cards maximum per unit with fewer than 4 bedrooms, may be active at the same time; and
- Up to 8 cards maximum per unit with 4 bedrooms, may be active at the same time; and
- Exceptions may be granted by an "Exceptions Committee", appointed for this express purpose. There will be three (3) members, with a majority rules decision being two (2) votes or more.

Photo ID Cards will be valid for up to 5 years each maximum; however, if a card is permanently deactivated prior to the expiration date, that resident may qualify for a pro-rated refund

- Owner's and full-time Household Member's cards will expire upon sale of the unit; and
- Tenant's cards will expire upon termination of the lease; and
- Permanent Guest's cards should be activated each time the guest arrives for an extended visit and should be deactivated each time the guest leaves following an extended visit.

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**Keys to Homeowner Units**

The Manager is required to have a key to each unit for access as provided for in the Association's governing documents. Keys left with Management are for emergencies or use by authorized persons in your absence (e.g., accidental lockouts, repairs, deliveries, maid service).

It is the homeowner's responsibility to provide family members (including children), tenants, and social guests with keys as necessary for building and unit access. For the security of the building, contractors are not to be given a separate set of keys to the unit. Unit keys allow access to the building and prevent the management from maintaining a controlled key system.

Door Keys, mailbox keys and garage door openers are usually left in the unit for the homeowner/Guest/Tenant to retrieve upon arrival. The door staff will provide temporary use of a unit key to authorized persons (e.g., new tenants) upon arrival, with the key to be returned promptly to the doorperson.

**Elevators**

In case of emergency while on the elevator, please use the telephone in the cab to alert the Doorperson. It is a direct line.

**Access Control System**

El Encanto has installed an Access Control System to improve our security. These are card readers installed at the two (2) entrance garage gates, the four (4) doors leading from the garages to the elevator lobbies and at the elevator call button for the upper and lower elevator lobbies (the elevator doors will not open until you activate the call button with your Photo ID Card, metal key or FOB).

These controlled elevator lobby door and call button locks can be opened by:

- Your Photo ID Card
- The El Encanto keychain FOB (for sale at \$12 each from the Front Desk)
- Your unit metal key/common area metal key

The two (2) entrance garage gates can be opened by:

- Your garage genie
- Your Photo ID Card
- The El Encanto keychain FOB
- An L&R provided transponder

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**Visitors / Guests**

For building security and as a courtesy to guests, residents should inform the door person of arriving visitors/guests.

In addition, the homeowner or tenant should notify the Front Desk of their anticipated arrival. Only building Front Desk personnel can contact the Security Gatehouse to authorize visitors. Security will issue the guest a temporary parking pass and admit them to the complex (raise the gate). This pass entitles them to park on the common grounds of the complex for 1 day. The Visitor/Guests are required to adhere to all parking regulations. Front Desk staff can issue a 3-day parking pass; extended parking passes can be applied for from L&R.

Use of the beach club, spa/health club, pools, tennis, and other facilities is available to Visitor/Guests providing they are accompanied by the resident in possession of a Photo ID card. A maximum of 4 guests per unit may use the facilities at on time. Paper Guest Passes are issued by El Encanto Front Desk Staff.

In the event of an unannounced Visitor/Guest, the El Encanto Front Desk Staff will attempt to contact the requested resident. If we are unsuccessful in our efforts, we will require the visitor to leave the premises in the interest of safety and security.

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**III. BEHAVIORAL CONDUCT**

**Excessive Noise**

In order to insure your own comfort and that of your neighbors, loud noise should be avoided. Accordingly, the volume of sound produced by radios, television sets, piano, organs, stereos, and other musical instruments must be kept at a low level between the hours of 10:30 p.m. and 9:00 a.m. Please avoid loud conversations or gatherings on unit balconies or in hallways.

**Pets**

Pets are not allowed in the Lobby. Dogs and cats must be on a leash or in a cage and under the immediate control of a competent person at all times in common areas of the building and the Shores. All other pets must be in a cage when being transported to and from the owner's or tenant's unit. Pets may not commit a nuisance either in the building, street garden area, walkways or lawns of the Shores Complex. The person in control of the animal shall immediately clean up and properly dispose of deposits.

**Smoking**

Smoking is prohibited in the lobbies, hallways, fire exit stairways, elevators, and garage areas of El Encanto.

**Beach Attire in Lobby**

Residents must avoid tracking water or sand into the building, as it creates a safety hazard and damages the floors and carpets. Showers are located at the pools to rinse off sand before proceeding to the building. Please use the foot brushes and foot washes outside our building to clean the sand from shoes and beach sandals before entering the building.

Residents returning from the pools or beach are encouraged to use Garage entries. Entry or exit through the lobby is allowed in beach attire, as long as a cover-up or shirt and shoes or sandals are worn and are free of sand and water. Wetsuits and surfboards are not allowed in the elevators or in the lobby. For safety and health reasons, bare feet are not allowed in the common areas of the building.

**Carts and Strollers in Lobby**

For ease of entry and to preserve the flooring Residents must avoid bringing carts and strollers through the Lobby. Please enter and exit through the lower garage, there are button controlled gate openers for exiting and proximity card readers at the entrance gates for your convenience.

**Parcels**

To maintain a neat and clean lobby, please schedule delivery of parcels when you will be available to receive them. As a courtesy, building personnel will deliver parcels to the unit for a resident, if the owner or resident has signed an authorization form (available from the Manager). This form need only be signed once and will be kept on file. Parcels addressed to homeowners who are not residents at the time (i.e., have monthly tenants) will be held for a reasonable time period pending homeowner instructions.

Contractors may only have items shipped to the building for remodel projects if the items are picked up immediately. Items left overnight are subject to a fee of \$10 per item per day.

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**IV. USE OF COMMON AREA FACILITIES**

The Landscape and Recreation (*L&R*) Rules & Regulations govern use of common area facilities, including roadways, tennis courts, swimming pool areas, the Beach Club, and the Roeder Pavilion. Copies are available in the El Encanto building Office, the L&R office, or at the Shores web site under L&R, at [www.coronadoshores.org](http://www.coronadoshores.org).

**Parking**

Guest parking is available outside, for a maximum 72 hour period. However, a vehicle must have a clear and visible parking permit -- a valid resident decal, guest pass, or vendor parking pass. See the L&R Rules and Regulations for further information on permits or ask the Manager/Assistant Manager.

Use of parking spaces in the El Encanto building garage are restricted to the assigned homeowners. There are no unassigned spaces. Parking is restricted to passenger vehicles -- automobiles, motorcycles, and bicycles only. You are hereby advised that parking in an unassigned space is a direct violation and subject to immediate tow away without notification.

Remote control ("Genies") for gate access are the property of homeowners. If you need a replacement, another will be provided for \$ 30.00 each. Please contact the Manager or Assistant Manager.

Transponders are also available for gate access (both the community security gates and El Encanto's garage gates). Please contact the L&R Office to purchase.

Residents are required to follow the directional arrows and strictly obey the posted speed limit (5 mph) at all times. Headlights are recommended when driving in the garage. Riding bicycles, skateboarding, or roller-skating is prohibited in the garage for reasons of safety.

Owners are responsible for keeping their parking spaces clear and clean. Work on vehicles (e.g., oil changing, mechanical work, or detailing) is not permitted in the garages. If it becomes necessary for the staff to clean up oil spills, the owner of the vehicle or the tenant of record will be billed for the time and materials.

Other than bicycles and collapsible shopping carts, parking spaces may not be used for storage. During summer months (June 1 through September 15) beach chairs and toys may also be stored in your parking space. Assistance in arranging removal of materials may be obtained from the Building Manager/Assistant Manager (e.g., moving cartons). Items left in a parking space for more than 24 hours are subject to removal by building management, with the cost of removal to be paid by the homeowner.

**Building Front Entrance**

The circular front entrance driveway is for passenger loading and unloading and for the use of emergency vehicles (fire truck, ambulance & police). Please refrain from parking and leaving an unattended vehicle. Bicycles and surfboards are not to be left at the entrance area of the building. Please place surfboards inside the garage in your assigned storage area.

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### **Bicycles**

Bicycle riding is permitted only on roadways, and not on lawns or sidewalks. Under City ordinance, bicycle riding is prohibited on the boardwalk. Under California State Law, all riders under the age of 16 must wear a helmet.

Bicycles may be stored in the following locations:

- Locked bicycle storage room in the upper garage
- Locked bicycle storage room in the lower garage
- Open bicycle storage area in the lower garage
- Up to 2 bicycles may be stored in the owner's parking space
- Locked storage units (cages) assigned to the resident (owners and tenants)

When storing bicycles in the locked bike rooms or the open bike storage area, please place bikes in the storage racks provided.

**All bicycles stored in any of the above locations are at the bicycle owner's risk. While every effort is made by the Association to provide a safe and secure building, owners are encouraged to provide and use their own bicycle locks. Missing / stolen bicycles should be reported immediately to the Coronado Police and to the El Encanto front desk staff.**

### **Elevators and Common Areas**

With only two elevators and 135 units, it is vital that access to elevators and common areas be coordinated for the mutual benefit of homeowners. The Manager, under authority of the Board of Directors, may limit, schedule, and otherwise regulate the use of elevators.

All moves in and out of the building shall be through the lower garage and the lower lobby. The homeowner shall be responsible for any damage to the common areas caused by the movers. To reserve an elevator for move-in/out, please notify the Manager or Assistant Manager at least one-week in advance. A \$100.00 refundable cleaning and security deposit is required. A charge of \$10.00 per hour will be levied against the homeowner for any needed common area cleanup.

Move-ins and move-outs, deliveries or installation of appliances or furniture shall be scheduled on weekdays only between 8:00 AM & 4:00 PM. Please do not schedule move-in/out or appliance/furniture delivery for Saturdays, Sundays, and Holidays.

Access for construction or remodeling is governed by the Rules and Regulations for Homeowner Unit Modifications, Alterations, and Repairs. Vendor vehicles are not allowed in our garages for any reason, all items to be hand-carried out to the common area parking.

Only building staff and, after obtaining prior approval from the Manager, licensed contractors are allowed on the roof. Access to the mechanical & telephone rooms is limited to authorized staff members and approved contractors.

### **Storage**

All storage areas that are located within the building exclusive of the Units are under the control and jurisdiction of the Association. Storage units are within and part of the Restricted Common Areas and Facilities. Each owner has been assigned a reasonable portion of the storage area assigned for his/her exclusive use, at the determination of the Board of Directors.

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**Trash and Recycling**

Trash chutes (located on all floors) access a large dumpster in the upper garage. All non-recyclable refuse (e.g., trash, garbage) should be securely bagged.

If an item is too large it must be carried down to the main dumpster in the upper garage. The main dumpster is in a locked room. Please leave your oversized item(s) outside the trash room and notify the front desk, so that the maintenance staff may place your oversized item(s) in the dumpster.

Trash is not to be left on the floor of the trash rooms. Ensure that you do not dump ashtray contents down the chute as this is a serious fire hazard.

Please separate your recyclable materials, such as newspapers and magazines, bottles, cans, plastic containers, and cardboard/boxes. Small bins for recycled materials are provided in the trash rooms on each floor. Large bins for recycled materials are located in the lower garage. Building personnel will remove the contents of the small bins daily to the large recycle bins in the lower garage.

If you need information or assistance regarding removal of trash, please contact the El Encanto Front Desk Staff (437-8225).

**Balconies**

Nothing shall be hung over balcony railings and balconies (e.g., beach towels, laundry). Nor shall balconies be used for storage of unsightly items. Railings will be maintained by the Association. However, cleaning of railings is a homeowner responsibility. Floor coverings such as vinyl and carpeting are not permitted on balconies.

Do not allow water to overflow from the balcony. Care must be taken when watering balcony plants to prevent overflow onto the balconies below. Do not hose or otherwise wash down the balcony for the same reason.

Do not throw anything from your balcony or unit windows onto the terrace or grounds below. There is great risk of fire or injury to others.

**Hallways**

No decorations, including pictures, planters or other personal items will be permitted in the hallways or on unit doors. Owners can apply for exceptions in writing to the Manager.

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**V. REPAIRS AND RENOVATIONS**

**Emergency Repairs**

In case of water leaks or damage notify the building staff immediately. We will do everything we can to stop the leak, or locate the cause of the damage. To avoid property damage, quick action is essential.

Please note that homeowners are responsible for any and all damage to the common areas or other units as a result of leaks or other causes emanating from their units.

In case of heavy water flow or damage it may be required to hire an outside company to facilitate extraction of the water, and to prevent additional damage to units around and below. The staff at the building can assist with this, but do so only as a service, and do not serve or act as an agent of the association or homeowner in these matters.

All repairs and replacement of internal installations of the Unit such as water, power, sewage, telephones, heating and air conditioning equipment, sanitary installations, washers, dryers, windows, lighting fixtures, cabinets, and all other accessories within a unit are the owner's responsibility.

Residents should be alert to the safe condition of hoses on heating/air conditioning units, washing machines, and dishwashers. Please consult with the building Engineer for advice on replacement. To avoid water leaks, residents are advised to turn off the water valves at the washing machine and dishwasher when leaving the unit for long periods of time (months). If such valves do not exist or are inoperable, owners are advised to install them.

The Association will clean main sewage lines when it is indicated that there is a blockage in common lines. Residents are advised to avoid putting into drains any materials that have a tendency to clog drains. Only powdered or liquid automatic dishwasher detergent should be used (e.g., Cascade or Calgonite brands)

**Remodeling**

Rules and Regulations governing remodeling of units have been adopted by the Board of Directors and are strictly enforced for the benefit of the Association community. A copy is available upon request from the Building Manager.

Engineering staff will do emergency repairs upon request of a resident (but not during weekends or after hours) with the approval of the building manager or assistant manager. The homeowner or resident may be charged for the cost of time and materials required.

**Windows**

A contractor washes all exterior windows on a scheduled basis, normally four times per year. Residents may make arrangements for interior or window washings at other times at their expense by contacting the Manager or Assistant Manager.

All draperies, shutters, or other décor treatments must be white in color. Window tinting is allowed, subject to the color specified in the building remodeling regulations. Should the window-tinting placed on a window become faded or discolored, the homeowner is responsible for restoring the conformance of the color to specifications.

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**VI. EMERGENCY PROCEDURES**

**Medical Emergency**

In cases of Medical Emergencies, the homeowner or tenants should call 911 directly from their unit. This will allow the 911 operators to identify where the call has originated in case of a disconnection. Following the notification the 911 services, the building would request to be notified to allow us to prepare for the arrival of the emergency vehicles & crews.

**Fire Safety**

El Encanto contains centrally-monitored unit and hallway smoke detectors and a water sprinkler system. However, fire safety is the responsibility of all who live or work in the building. It is unlawful to tamper with smoke detectors or water sprinklers.

Please read the following fire safety information and familiarize yourself with the location of fire equipment as indicated on the floor map attached:

- Two multi-purpose fire extinguishers and water hoses are located in the fireboxes in each hallway. Pull-boxes to sound the alarms are located at the end of each hallway. Please take a moment to note the exact locations of the fire equipment in the hallway.
- The parking garages have conveniently located fire extinguishers, water hoses and pull-boxes.
- Remain in your unit or on the balcony if a fire is not in your immediate area. If you feel you must leave the building, use only the stairwell. Do not use the elevators. The fire department needs the use of the elevators. If you are physically unable to leave the building or if it presents undue hardship please notify the Building Door person (437-8225)
- If the building is evacuated, all occupants will be asked by the fire department to clear the building. The fire department officials will determine when it is safe to re-enter the Building.
- Please do not call the lobby desk except for an emergency. Building personnel do not know whether or not it is a false alarm. The fire department will respond promptly and supervise the situation.
- If you have questions as to safety measures during a fire, call the business office of the Coronado Fire Department at 522-7374.

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## **Frequently Used Telephone Numbers**

<b>Front Desk (24 hours a day, 7 days a week)</b>	<b>437-8225</b>
Manager	437-8151
Building Fax (fees for use)	437-8150
Shores Security (Gatehouse)	435-3370
	435-8891
Beach Club	435-1711
Roeder Pavilion	435-9881
Tennis Courts	437-1335
Health Club (Spa)	435-2533
The Underground (Children's Center)	435-9510
Landscape & Recreation (L&R) Office	437-1260
Coronado Cab	435-6211
<b>Police, Fire, or Ambulance</b>	<b>911</b>
<b>Coronado Hospital</b>	<b>522-3600</b>

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**Resident Check In Agreement**

- 1. A copy of El Encanto's Rules and Regulations has been provided to me. I have read and understand the Rules and Regulations for El Encanto Tower, Coronado Shores Association #8.**
- 2. I agree to abide by these Rules and Regulations.**
- 3. I agree that by signing this Resident Check-In Agreement, I assume responsibility for all residents and guests in my unit, and that they will also abide by these Rules and Regulations.**
- 4. I understand that the Building Manager has the authority and responsibility to enforce these Rules and Regulations for El Encanto Tower, Coronado Shores Association #8.**
- 5. I understand the Building Manager has the authority and responsibility to enforce the Rules and Regulations of the Coronado Shores Landscaping and Recreation (L&R) Committee. A copy of the L&R Rules and Regulations has been provided to me. I have read and understand the Rules and Regulations for the Coronado Shores Landscaping and Recreation (L&R) Committee.**

Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Unit \_\_\_\_\_

Date \_\_\_\_\_