



PETRINI PLACE HOMEOWNER'S ASSOCIATION

WELCOME PACKET

For New Residents at Petrini Place

KEY SAFETY REMINDERS

1. NEVER REMOTELY "BUZZ IN" ANYONE YOU DON'T KNOW INTO THE FRONT DOOR
2. FOOD DELIVERIES MUST BE MET AT THE FRONT DOOR – NEVER BUZZ ANYONE IN TO DROP OFF FOOD.
3. NEVER LET ANYONE SLIP IN A DOOR AS YOU ENTER - UNLESS YOU SEE THEIR FOB.
4. NEVER DRIVE AWAY FROM A GARAGE DOOR BEFORE IT FULLY CLOSES.
5. IF YOU SEE SOMETHING SUSPICIOUS OR LOSE YOUR KEYS/FOBS/OPENERS – REPORT IT IMMEDIATELY.
6. EXIT THE PROPERTY WHEN THE FIRE ALARM SOUNDS (EXIT TO MCALLISTER ST NEAR FRONT OFFICE).

KEY PROPERTY REMINDERS

1. NO SMOKING IN ANY AREA ON THE PROPERTY OTHER THAN INSIDE YOUR OWN UNIT.
2. MANAGEMENT & HOA ARE NOT RESPONSIBLE FOR YOUR PACKAGE TRACKING, DELIVERY OR PICKUP.
3. IF YOU MOVE OR HAVE LARGE DELIVERIES YOU NEED PERMISSION FROM THE FRONT OFFICE.
4. ANY RENOVATION OR MAJOR UNIT CHANGES REQUIRE AN APPROVED ARCHITECTURAL APPLICATION.
5. NO PET RELIEF ANYWHERE INSIDE THE GATED PROPERTY.
6. CAMERAS RECORD 24/7 THROUGHOUT THE PROPERTY.
7. RECYCLING IS A MUST ON THE PROPERTY – VIOLATORS WILL BE FINED.
8. QUIET HOURS ARE M-F 10PM TO 7AM & SAT & SUN 10PM TO 9AM

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Questions? Petrini Place Front Office (415) 931-6423 or email petrinimanager@bwpm.com

Board and HOA related questions can be directed to boardpresident@thevillageatpetriniplace.com

For additional updates and property documents please visit www.thevillageatpetriniplace.com

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- WELCOME LETTER -

Dear New Residents,

Welcome to the Village at Petrini Place! On behalf of the Homeowner's Association, we would like to welcome new owners, tenants and pets to our community. As you settle into your new home, this letter will provide some information that may be helpful to everyone.

Petrini Place is a 134-unit condominium complex that is governed by a Home Owner's Association (HOA), overseen by a 5-member Board of Directors and managed by Bay West Property Management Company. Each unit owner is a member of the HOA and can attend the quarterly and annual meetings. Residents of Petrini (owners and renters) are bound by the governing documents including the Rules and Regulations. Owners must inform their tenants of the rules and regulations during move-in and are responsible for any tenant transgressions.

Living in our beautiful community has many advantages, but at the same time there are some conditions, restrictions and organizational procedures in place to ensure a safe and well-maintained community:

- Each of the 134 units is individually owned including each unit's deeded parking space(s). Owners are assessed a monthly fee for the collective maintenance and management of the property, for partial utilities and for property improvements.
- The **Home Owners Association** (HOA) votes for the **Board Members** annually. The Board is responsible for enforcing the governing documents including the rules and regulations, voting on budgets and capital improvements, and holding hearings for violations.
- Owners who lease their unit must provide the management company with a copy of the lease. Owners must also ensure that all tenants receive copies of the rules and regulations and that tenants are informed that they are bound by the same rules and regulations as owners.
- Petrini has a full time **Onsite Property Manager** who ensures the maintenance and security of the property and addresses owner concerns. Owners are solely responsible for maintenance and improvements within their unit. Any tenant issues (maintenance or neighbor problems) should first be brought to the attention of the Owner who will then contact the **Onsite Property Manager** if needed.
- Pets are welcome at Petrini but other than inside your unit, all pets must always be on leash and under control. You may not let pets relieve themselves anywhere inside the gated and secure property.
- There are several features, amenities and services available on the property including:
 - **Mailboxes** and a secure **Package Room**. The self-service (no concierge service) Package Room is for resident package delivery, temporary holding and pickup. A message board inside the Package Room will note if there is an oversized package in the Maintenance Room for pickup.
 - **Common Room** off the lobby that can be reserved for resident meetings or groups.
 - **Gym** off the lobby with rest room facilities.
 - Trash chutes, green bins and recycling facilities throughout the property. Please note that incorrect disposal of items will result in warning notices, hearings and fines.
 - Evening **Security** from 9pm-8am (9pm-10pm large package pickup hours).
 - Monday – Friday 9am to 5pm **Front Office** staffing for management and janitorial needs.
 - Gated access to main property level, secure access to garages and a 24/7 recording camera security system at strategic points throughout the property.
 - Property Website, Google Resident Group and a comprehensive Roster of Residents.

We are delighted to have you here and hope you enjoy Petrini Place
Sincerely,
Petrini Place H.O.A.

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- INTRODUCTION -

This document provides you with an overview of Petrini Place as a new resident. There are other supporting documents on our website that you can download at your convenience. See below for a partial list:

ADDITIONAL DOCUMENTS AVAILABLE AT: <https://thevillageatpetriniplace.com/hoa-documents/>



FILE NAME	PURPOSE
MOVE IN-OUT & DELIVERY INSTRUCTIONS	Instructions on moving in or out of your unit. Instructions on receiving a delivery of furniture or appliance. Signature pages for owners and for moving companies.
EMERGENCY CONTACTS	Printable list of up-to-date contacts for all property problems & emergencies.
ARCHITECTURAL APPLICATION	Instructions on how to renovate or make changes in your unit, how to request permission and what to submit. Includes signature form.
WATER SHUTDOWN REQUEST FORM	How to request a water shutdown for renovations, washer water valve repair or shower cartridge replacements. Includes signature form.
PETRINI JOB SITE RULES	If you have anyone doing work inside your unit, you will need to submit this form (contractors, electrician, plumbers, etc.). Includes signature form.
WATER ISSUES & SOLUTIONS	Instruction on how to solve most hot and cold-water problems.
RECYCLE DOCS	Need to learn how to dispose of something without getting a fine?
RULES AND REGULATIONS	What can and can't be done at Petrini.
VIOLATION AND FINE POLICY	What happens if you violate the Rules and Regulations?
OTHER GOVERNING DOCUMENTS	Searchable Home Owners Association documents.
NEWSLETTERS	Past newsletters informing the residents of new and events.



- LIFE AT PETRINI -



INTRODUCTION

The Petrini Place Homeowner's Association condominium residences are located at 2001 McAllister St.. Built in 2002, our 331,000 sq ft, 134-unit condominium complex is centrally located in San Francisco, in the North of Panhandle (NOPA) neighborhood. Our footprint covers almost one city block bordered by Fulton Street, Masonic Ave, Central Ave and McAllister Street.

Inside our gated property, there are one and two-bedroom units with deeded parking, security, full time property management, a club room and a gym.

Our community is within walking distance of Golden Gate Park, Haight and Divisadero Streets and has easy access to public transportation. Beneath our Village we have retail stores including Lucky which is a major grocery store and pharmacy.

Originally on the site was the McAllister Car Barn and Powerhouse which was built in 1883. Owned by the Market Street Railway, the car barn was on the #5 McAllister cable car line which ran from the barn to the Ferry Building. The streetcar line lasted until 1948, when it was eventually replaced by buses.

In 1950 the site was demolished and was made into the largest Petrini grocery store in San Francisco in 1956. The store eventually gave way to the mixed-use complex that is now known as Petrini Place.

This document has been prepared to inform you of your rights, responsibilities and the benefits, which are available to you as a resident of The Petrini Place HOA. Note, however, that this information is intended to be an introduction and that it is not as comprehensive as the Residential Declaration and the Public Report issued by the California Department of Real Estate. In the event of any conflict between this summary and the legal documents included in this document, the legal documents take precedence.

YOUR ASSOCIATION

As a new homeowner, you will share ownership responsibilities in the Petrini Place Home Owner's Association with the other residential homeowners. Your association is a non-profit corporation, made up of 134 units, and will "govern" the condominium complex.

In a condominium complex, you own the airspace within the walls of your units and the wall coverings on the inside of the wall surfaces. The building itself is owned jointly with all the other members of the Condominium Association along with all other common areas. Units also have deeded parking spaces. There are also exclusive use common spaces such as balconies and patios that the owner may exclusively use but are still considered common areas for management purposes.

This non-profit corporation may best be understood by thinking of it as you would a regular "for-profit" corporation that might be traded on the stock exchange. The Association is made up of homeowners, committee members, a Board of Directors. A management company also assists the Board of Directors.

STRUCTURE

Homeowners

As a homeowner, you are a stockholder with a voting power of 1 vote per unit owned. As with regular corporations, many decisions are made without stockholder involvement but instead are made by your elected representatives – the Board of Directors. At the annual meeting, you will be able to cast your vote on any issue before the Association. The residential homeowners of The Petrini Place HOA are each responsible for the decision-making involving the management and control of their own services.

Board of Directors

The Petrini Place HOA is governed by your Home Owner's Association, which, in turn, elects a Board of Directors to implement the Association's responsibilities and to supervise the policies and services that apply to its members. The Board of Directors is made up of 5 volunteer homeowners who meet quarterly. Once elected to the Board, the Board itself elects their own officers and will appoint volunteer committees to assist them.

The Board of Directors can make most of the decisions on behalf of the Association, including all policies, rules and regulations, making budgets, setting assessments, obtaining insurance, etc.

Committees

Some committees are "standing" committees such as the parking and landscape committees that operate, more or less, on an ongoing basis. At times, the Board will appoint committees with a short-term special mission such as a communications committee formed to improve communications between the Board, Members and management.

Committees fulfill a very important function within the Association and help take some of the burden from the Board.

Meetings

There are quarterly meetings of the Board of Directors. All homeowners are invited to attend these meetings. The meetings are conducted according to the "Robert's Rules of Order" and are focused on dealing with the issues on a preprinted agenda including maintenance issues, financial status, homeowner concerns, committee reports, etc.

Management

The Petrini Place Homeowners Association utilizes a management company which aids and carries out the directives of the Board of Directors, deals with maintenance services for the common area, bills and collects monthly homeowner dues, and provides complete accounting services.

The Management Company does not set policies or make decisions, it implements and carries out the decisions of the Board. The management staff deals with homeowner concerns such as problems with payment of monthly dues, issues involving the common area of our complex, etc.

Management is not responsible for problems within the interior of your units such as plumbing, electrical or appliance problems, unless the problem is inside the walls and therefore could be considered a common area maintenance issue. These and related matters involving the interior of your unit are the homeowner's responsibility.

Property Management

The Petrini Place HOA has contracted with Bay West Property Management to provide management services for the association. You can reach Bay West Property Management as follows:

Bay West Property Management, 2412 Polk Street, San Francisco, CA 94109 – Phone 415-345-1270, Fax 1277
Office Hours are Monday – Friday, 9 AM – 5 PM

OFFSITE PROPERTY MANAGER: Colin Lynch

Phone 415 345-1270 x 222 Fax 415-409-6188 E-Mail clynch@bwpm.com

Contact for issues regarding general administration such as insurance issues, rules & regulation issues, notification of selling your unit, etc.

ONSITE PROPERTY MANAGER:

Located in Front Office near entry, Phone 415-931-6423 E-Mail petrinimanager@bwpm.com

Contact for issues regarding on-site issues such as common area maintenance, move-in or move-out, keys, programming entry system, garage door remotes, violations, resident problems, water shutdowns, etc.

EMERGENCIES **CALL 911 FIRST (FIRE, POLICE, ETC)**

After calling 911 and for all non-life-threatening issues (leaks, broken gates or locks, security issues, etc.) call the Bay West Property Management Emergency Number below. Enter in your call back number and you will be called back immediately. Please do not use email for emergencies life-threatening emergencies.

Emergency 415-445-2132 (24/7)

Financial

The Association develops a budget every year and will distribute a summary of this to each homeowner approximately 45 days before the beginning of each year. The Association maintains several separate bank accounts. The monthly assessments are collected and deposited into an "Operation Account" which deals with most of the expenses of the Association. The Association also maintains a "Reserve Account". A budgeted amount of money is deposited monthly from the operation account into the reserve account where it accrues as a reserve for scheduled maintenance and replacement of the various components of the Association.

In addition, the Association maintains a separate "Joint Maintenance Account" to pay for components that are shared between the Commercial Units, the Commercial Parking Garage and the Residential Association.

Jurisdiction

As a homeowner, it is important to become familiar with the Association's responsibilities and how these responsibilities differ from your responsibilities as an individual Unit Owner.

The Association is responsible for management and control of common areas. Some examples of these responsibilities are:

- Overall property and liability insurance coverage (not for inside your individual unit)
- Common area maintenance: roofs, outside shell of the building, common area utilities, piping, foundations, pest control services, landscaping, central courtyard and sidewalk.
- Life safety and fire protection systems

CC&R's and Bylaws

The CC&R's ("Declaration of Covenants, Conditions and Restrictions") is the term used for the legal document, which governs the affairs of the Association and the Board of Directors. The Bylaws govern the Board of Directors and Meetings.

Assessments

Your dues payments cover the cost of maintenance of the common area, the entire Association hot and cold-water bill, the entire Association trash bill, landscaping, roof repair and re-roofing when needed, exterior painting of the building and interior hallways, hallway carpets, exterior lighting, gym equipment, multi-peril insurance for structures and common area, management, among other preventative and daily maintenance measures.

What Assessments DO NO COVER

The individual homeowner is responsible for and must pay for in unit internet service, electricity, telephone, television, security alarm system services and must provide insurance for personal belongings inside the units.

Due Date

The Petrini Place CC&R's state that your monthly assessment payments are due on the 1st of each month and delinquent if not received by the 15th of the same month.

Payment Coupons

You will receive a coupon booklet in the mail each December with coupons and envelopes for the following year. If you have recently closed escrow, your coupon books will be ordered and you will receive the coupon book and envelopes a couple weeks later.

Your monthly assessment payments should be mailed directly to the Association bank account for direct deposit. Management will mail you a statement if your account balance ever becomes delinquent. If you have any questions about your account status or related questions, please contact Bay West.

Automatic Payments (ACH)

Arrangements can also be made to have your monthly payments debited directly from your bank account each month relieving you of the hassle of writing the check and trying to remember to make the payment on time. This is a very popular option available to you at no charge.

If you choose to take advantage of this option, contact Bay West at your earliest convenience. This process takes 2 - 3 weeks to complete.

Annual Budget

The Association develops a budget every year and will distribute a summary of this to each homeowner approximately 45 days before the beginning of each year.

THE BUILDING CONSTRUCTION OVERVIEW

The building was designed in accordance with applicable life safety standards as well as to meet other applicable State and City building, seismic and fire codes at the time of construction.

Life Safety and Fire Protection System

Life safety systems are monitored on a 24-hour a day basis by an offsite monitoring service, which ties the building directly with the City of San Francisco Fire Department. This system focuses on the monitoring of smoke detectors, which are located throughout the common areas and the sprinklers located in the common areas, units, trash areas and parking areas. **However, the system does not monitor smoke detectors inside the individual residential units, and therefore does not automatically contact the fire department if a residence smoke detector activates. In the event of smoke or fire inside a residence, evacuate, and call 911 from a mobile telephone or a neighbor's telephone a safe distance from the fire.**

Security

The Association currently has a contract for a security service who is on-site from 9pm until 8am daily, seven (7) days a week.

Access to the building is primarily controlled by computerized entry system located at the 2001 McAllister Street entrance plus five side gates controlled by the key fob system for accessing the central courtyard areas. Additionally, in the garage levels, key fobs must be used to call an elevator to the garage, and again inside the elevator car to initiate travel to residential floor levels from the garage levels.

DO NOT LET ANYONE INTO THE PROPERTY (THROUGH LOCKED DOOR) AS YOU ENTER, UNLESS THEY SHOW YOU THEIR KEY FOB. DO NOT ALLOW ANY FOOD DELIVERY PERSONS INTO THE PROPERTY TO DELIVER TO A UNIT – THEY MUST STAY OUTSIDE THE LOCKED ENTRANCE AND WAIT FOR A RESIDENT TO PICK UP THE DELIVERY.

WHEN DRIVING OUT OR INTO A GARAGE ENTRANCE - WAIT NEAR THE ENTRANCE UNIT THE GATE FULLY CLOSES BEFORE DRIVING OFF OR TO YOUR SPACE. IF YOU DRIVE OFF BEFORE THE GATE FULLY CLOSES PEOPLE CAN SLIP IN AND ENTER OR BUILDING.

In case of a power failure, you will need to use the master door key you were issued since the McAllister entry doors and the gates will remain locked and secure during a power failure.

24/7 video recording cameras are located strategically throughout the property and are monitored and reviewed regularly.

Elevators

In the event of an elevator malfunction, please notify the Front Office (during office hours) or Bay West (after hours). If you should happen to be stuck in an elevator, DON'T PANIC. All elevators are equipped with an Emergency Telephone that connects directly with the Elevator Emergency Service dispatcher. You will need to inform them of the emergency situation, the elevator number and the address, which is posted on the inside of the elevator.

Keying

THE ASSOCIATION MAINTAINS NO MASTER KEY FOR THE RESIDENTIAL UNITS OR MAILBOXES.

In conformance with the requirements of the City of San Francisco Fire Department, a Master Key to the common area is maintained in a lock box. The San Francisco Fire Department maintains the key to this lock box.

You will receive a set of keys, FOBs and garage door opener before move in from the previous owner or your landlord.

Noise

The Petrini Place HOA is designed with attention to safety, comfort, and living ease within an urban setting. Rules have been adopted to protect owners from unnecessary noise. Please take a moment to review this important section of the Rules and Regulations. The Association maintains quiet hours each evening.

Courtesy

Another way of understanding these regulations, which are designed to enhance and control your environment, is to realize that they are simply the extension of personal courtesy to your neighbors. In particular, the regulations establishing limitations on noise, supervision of children, and the ownership of pets stand out as examples.

It is for this reason that your enjoyment of all the facilities will be subject to the regulations of your Residential Association. The Board of Directors can amend these regulations from time to time if and when the situation warrants.

RESIDENTIAL SERVICES

Your Association, through the Board of Directors and the Management Company, is responsible for managing the facilities and services that enhance the quality of living at The PETRINI PLACE HOA. You should take the time to familiarize yourself with these activities and services.

Security Patrol

During the evening hours we have onsite security that is stationed at the front office, near the main entrance from 9pm to 8am. Security patrols the property regularly, however if you see anything non-life threatening, but in need of immediate attention, please notify security (current contact information is on the Emergency Number List). If life threatening, always call 911.

Gym

The PETRINI PLACE HOA offers its residents an equipped GYM (Fitness Center) for their personal use. The facility is located off the lobby on the 2001 McAllister Street entrance lobby. The Fitness Center is always locked and is accessed by a code specific to the gym door. **The hours and operation are subject to change at the discretion of the Board of Directors.** An adult must accompany children under the age of 18.

Common Room

The PETRINI PLACE HOA offers its residents a fully equipped Common Room (Lounge / Club Room). The facility is located off the main 2001 McAllister Street lobby and includes available Association owned furniture for use and reservation.

The lounge is open to all members, accessible a code specific to this room. **The hours and operation are subject to change at the discretion of the Board of Directors.** An adult must accompany children under the age of 18.

Package Room

In 2021 a new 24/7, self-service Package Room was created for commercially delivered packages to be placed and temporarily stored for residential pickup. The facility is located off the main 2001 McAllister Street lobby and has space for fresh food and flower delivery, newspaper subscriptions, mail flyer inserts, small to medium package shelving sorted by unit number and battery and fluorescent light recycle bins. There is also a message board for oversized packages available to be picked up in the Maintenance Room.

The Package Room is available for all residents, accessible a code specific to this room. Access is available 24 hours a day, seven days a week. An adult must accompany children under the age of 18.

Mailboxes

Mailboxes are located in the main 2001 McAllister Street lobby. Keys for the mailboxes are provided to you along with the keys to your Unit at the close of escrow. Management does not retain copies of any mailbox keys. The postal carrier will leave parcels too large for the mailboxes in the Package Room.

Deliveries

The Onsite Property Manager is not available to receive, sign for, manage or deliver to a unit, any resident's delivery. Residents are encouraged to use cell phone apps that can manage and track deliveries and to pick up their packages as soon as possible. Should you require a delivery of any valuable or critical item, please consider having it delivered to a secure locker or secure package pickup site.

Please note, for missing, misplaced or stolen packages, Petrini HOA and management are not responsible nor can we assist in the locating of any package.

Maintenance Requests

The Petrini Place HOA has full time staff capable of performing most of the day-to-day tasks of maintaining the common areas. The Maintenance Room (Janitorial) is located near the 2001 McAllister Street front entry to the right of the fitness center. Oversized, non-recyclable trash can be brought by this room and if the Onsite Property Manager feels it can be thrown in our dumpster, they will instruct you to do so. Oversized packages are also kept in this room temporarily.

Remember, the Association is responsible to maintain the common areas only. All unit issues should be dealt with by the homeowner independently. Please see the Petrini Place website for suggested vendors under the Local Info Page.

Bicycles

Bicycles are not allowed in the elevators, stairwells or common hallways. All bicycles must be stored in the designated garage areas, provided by the Association. No bikes may be stored on balconies or patios.

Parking

All units come with either one or two spaces of assigned, deeded parking on Levels A, B or C. All parking spots have a bike rack that may only be used for bike storage or small shopping carts. No boxes, containers, fluids, shelves, food or bags may be kept at your spot. Period inspections occur and fines will be given if such items are stored in your spot.

Spaces can only be leased to other persons residing at Petrini Place.

Everyone who has a parking spot will be given a Garage Door Opener. If not working properly, either replace the battery or ask the Onsite Property Manager for assistance. If the Garage Doors are not operating or closing properly, please call the EMERGENCY number immediately.

ALWAYS wait until the GARAGE DOORS fully close before driving off to avoid intrusion and theft / damage.

Electric Vehicle Charging

Petrini Place does not have capacity or the facilities for electric vehicle charging within our garages. There are no immediate plans to investigate or fund the addition of charging stations. In the adjacent C-Level Lucky Garage, there are two public charging stations Petrini residents can access.

Front Entry Courtyard (Parking)

The limited spaces in the main entrance off McAllister Street are for deliveries, maintenance vehicles or temporary visitors (pick up or drop off passengers). Please limit use to 15 minutes. Personal vehicles parked longer than this are subject to towing at the owner's expense. If guests visit, please instruct them to use street parking or the Lucky garage.

Interior Courtyard

The landscaped interior courtyard is a common area available for all residents to enjoy. Please refrain from smoking, large and loud gatherings and leaving out any personal objects. No wheeled vehicles or toys are allowed. Under no circumstances should pets be allowed to relieve themselves. If it happens, clean up after your pet and report the incident to the Onsite Property Manager if further cleaning is necessary.

Washers and Dryers

Each unit is equipped with laundry hookups. There is no common area laundry room located on the premises.

Car Washing

The PETRINI PLACE HOA garages do not have floor drains and therefore washing of cars anywhere on the premises is prohibited. Cars can also not be repaired or maintained anywhere on the property.

Trash

We HIGHLY encourage recycling of most of your waste including glass, plastics, paper, food waste and cardboard (see next section). The association has trash chutes in 2 of the 4 buildings. Residents in the "A" & "D" Buildings must go to the "B" or "C" buildings to empty trash. ONLY BAGGED TRASH can be placed in the chute - large items should never be placed in them to avoid jamming it.

Oversized, non-recyclable trash can be brought to the Maintenance Room and if the Onsite Property Manager feels it can be thrown in our dumpster, they will instruct you to do so. Otherwise, you will need to call/go online to recology.com and schedule a large item pickup (mattresses, TVs, furniture etc.).

Recycling

The Association has BLUE Bins (SMALL FLATTENED cardboard boxes, paper, metals, plastics and glass) located near each of the elevator garage entrances. If bins are full, try another location or bring to A-Garage entrance where we have spare BLUE Bins.

For LARGE cardboard boxes, you must flatten them and place in the Carboard Only dumpster at the Central Garage Entrance next to the elevator.

Composting

Large GREEN Bins are located at the front courtyard parking area for your food waste and any items allowed in GREEN Bins.

Small, personal, plastic compost bins are available in the Package Room to bring to your unit permanently to accumulate GREEN Bin waste before emptying in the large GREEN Bins.

Smoking

There is NO SMOKING in all common areas (including your exclusive use common area patio or deck), garages, courtyard, gym, common room, package room, elevators and lobby. Residents can smoke within their unit – however, please be sensitive to adjacent neighbors and keep windows and doors closed.

INDIVIDUAL UNITS

The maintenance of the interior of your Unit and the improvements therein are the sole responsibility of the Unit Owner. The following information is provided for informational purposes only. It is recommended to maintain appliances, fixture and especially the bathroom shower and tub grout and caulking.

Unit Renovations

Should you be interested in renovating the interior of your unit, please submit an Application for Architectural Modification. You may only proceed with renovations upon approval. Note, there are specific requirements that you and your contractor must adhere to as a condition of approval in the document (see Petrini Job Site Rules).

Check the Local Info page on the website for suggested vendors.

Front Door / Entry Changes

Unit owners can:

- Replace their doorbell with a similar style (hard-wired or wireless) or with a video doorbell (Nest, Ring, etc.). Please ensure that the installation is performed professionally when using the existing wiring and transformer.
- Install an electronic deadbolt on their door. Example: SCHLAGE BE489WB-CEN
- Hang seasonal decorations on their door with non-permanent hooks.
- Select a door mat of their choosing.

Please do not leave trash bags, shoes, boxes or decorations on the ground in front of your door that could block the hall path or make it difficult for our cleaning staff. Only door mats are allowed.

Kitchen Appliances

Each unit has connections for an electric stove / oven, dishwasher, microwave oven, garbage disposal and fridge (with water hookup). Filters on the kitchen vent hoods (usually integrated with the microwave oven) must be cleaned and degreased regularly and may be placed in the dishwasher.

Bathrooms

Over a period of time movement between tub and the tub surround may affect the caulk joint at that juncture. The owner should maintain the caulk joint between the tub and tub surround through periodic inspection and application of silicone caulking material which is available at most hardware stores (or hire a handyman or contractor).

Bathrooms are provided with air exhaust air fans that are activated by turning on the lights in the bathroom. These fans are in turn vented to the exterior of the building. Periodic cleaning is necessary and daily use for 30 minutes after a shower are encouraged to prevent mold.

Proper cleaners should be used on all bathroom and kitchen surfaces, including plumbing fixtures. Abrasive cleaners must not be used.

All bathrooms are equipped with code required "low flow" toilets. The main causes of toilet clogs are the improper flushing of disposable diapers, excessive toilet tissue, sanitary supplies, rags, paper towels, Q-tips, dental floss and children's toys. **Owners are responsible (for the cost) to restore blocked plumbing in their unit perimeter.**

Utilities

Homeowners are individually responsible for the electricity used in their units. There is an electric meter for each unit located in the common Electrical Rooms. **HOMEOWNERS ARE RESPONSIBLE FOR CONTACTING PG&E. TO INITIATE THEIR ELECTRIC SERVICE NO LATER THAN THE EFFECTIVE DATE OF CLOSING OF ESCROW.**

Electric wall heaters with remote thermostatic controls heat the units. **NOTE THAT NO GAS OPERATED APPLIANCES ARE**

PERMITTED IN THE BUILDING AND THERE ARE NO GAS HOOKUPS IN ANY UNIT.

Hot and Cold water are provided by the association into each unit as part of the HOA fee. The property has a central boiler which heats water and circulates it throughout the buildings.

Occasionally the water supply will need to be shut down for repairs or renovations. You will always receive 48 hr. advanced notice of all planned shutdowns. Shutdown windows are generally on Tuesdays or Thursdays from 10am – 2pm (or less if work is completed early). During shutdowns ensure you are not using your appliances or fixtures.

Upon resumption of water service, you may experience delays in receiving hot water, air in the water lines or other anomalies. Please contact the Onsite Property Manager should these persist. See Water Bulletin on the documents page for more help.

Should you need to repair or renovate appliances or fixtures that necessitates the water being shut off to your unit, please coordinate with the Onsite Property Manager who will schedule the shutdown.

Emergency leaks (either from the hot or cold supply or the fire sprinklers) should be immediately reported to the EMERGENCY number.

Sound

The building was constructed to meet current standards established by the State of California at the time of its original construction. No modifications can be made to any unit that would impair these standards. No speakers or heavy appliances or shelving may be attached to shared walls.

Balconies

Proper maintenance and protection of the balcony is the responsibility of the owner. Please be careful that overflow from plants being watered on your balcony does not impact the building or the unit below. Please inspect the balcony surface regularly for wear and tear.

Window Boxes

Some of units facing the courtyard have window boxes. Please be sure to place a drip proof container beneath all potted plants so they do not drip to units below, onto the siding or onto people walking beneath. Dead plant material should be removed promptly.

Sills and Doors

The sills (tracks) on sliding windows are constantly exposed to the elements. The owner must perform periodic cleaning, including flushing of weep holes and re-lubrication. If you have any window or sliding door problems, please contact the Onsite Property Manager as the association may be responsible for some repairs.

Doors throughout the unit (including cabinets) may need periodic adjustments. However, if properly and timely handled, longevity will be assured.

Fire Safety

Each unit is equipped with smoke detectors hard-wired into a circuit breaker within the unit. Smoke detectors have back up batteries that should be replaced annually, such as at the end of daylight savings time in October. You may replace the detectors (but only with similar featured HARDWIRED versions) with versions that have sealed 10-year batteries.

In addition, each unit is equipped with sprinkler heads. Please take care when cleaning or moving objects inside your unit so that you do not accidentally break one. If the sprinkler head breaks, the room will be flooded. Also note that if you have a balcony with an overhang – do not place any BBQ grill or heat source beneath the sprinkler head as it could

trigger it.

The Association periodically tests these systems for certification and to assure that they are in order and functioning properly.

Telephone, Cable and Internet Service

Each unit is designed to accommodate telephone, cable and internet connections. Homeowners are responsible for the selection, installation and payments for any of these services. Please check with the Front Office to inquire what services are available on the property.

Floor Covering

A homeowner who wishes to install floor covering must comply with the acoustical requirements of the Association in order to ensure compliance with noise and installation standards. Please submit an Architectural Modification Application to the Front Office before purchasing and scheduling the installation of any flooring products.

RENTALS

Owners may lease their units and must conform to the HOA rental regulations.

CONCLUSION

Hopefully, this information has given you an overview of The PETRINI PLACE HOA and has helped acquaint you with how this condominium complex operates. However, as noted above, **IT IS INTENDED TO BE INTRODUCTORY IN NATURE AND IT IS NOT AS COMPREHENSIVE AS THE DECLARATIONS AND THE PUBLIC REPORT ISSUED BY THE CALIFORNIA DEPARTMENT OF REAL ESTATE, NOR IS IT INTENDED TO BE A COMPLETE AND DEFINITIVE DESCRIPTION OF THE PETRINI PLACE HOA. IN THE EVENT OF ANY CONFLICT BETWEEN THIS SUMMARY AND THE LEGAL DOCUMENTS INCLUDED IN THE OWNER'S MANUAL, THE LEGAL DOCUMENTS TAKE PRECEDENCE.**

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- FOR RENTERS -

LEASE

Your signed lease is between you and the unit owner. Petrini HOA and our management company is not part of this agreement. Should you have any questions or problems with the terms of your lease, work directly with your owner (or their agent) for resolution.

RULES, REGULATIONS AND FINES

Renters must follow all Rules & Regulations of the Association. Your lease may impose additional rules and regulations (e.g., no smoking inside the unit, additional pet deposits).

Should a renter be found in violation of a Petrini rule or regulation, a **notice will be sent to the owner who is subject to violation notices, hearings and potentially fines for any transgressions from their renter**. Please note that even if owner does not provide you with copies of all the Rules & Regulations at Petrini, renters are still subject to them and you should familiarize yourselves with them.

MAINTENANCE, REPAIRS AND PROBLEMS

Owners at Petrini are responsible for the maintenance and repair of anything inside the walls of the unit. **Should you encounter any problems (e.g., burned out unit lights, non-functioning appliances, water leaks or blocked sinks or toilets, malfunctioning windows, noise from neighbors) immediately contact your owner.** Lost or malfunctioning keys, fobs or garage door openers must be brought to the attention of the owner (or agent) who will contact the Onsite Manager with their request for replacement.

Any general problems you encounter outside of your unit (e.g., burned out hall lights, malfunctioning doors or garage gates, water leaks etc.) can be brought directly to the attention of the Onsite Property Manager.

AMENITIES

All residents at Petrini can enjoy the available amenities and services but everyone is also subject to any HOA imposed rules and limitations on the amenities (e.g., Gym closures, Common Room required reservations).

INSURANCE

It is recommended that renters purchase “renter’s insurance” as the homeowner’s insurance may not cover your belongings or relocation costs should the unit become uninhabitable (due to theft, fire or maintenance).

CORRESPONDENCE

All residents (owners and renters) must submit their name, email and phone number to be included in the Petrini Roster. This Roster is used for all notifications of service interruptions (elevator, garage gates, water) and maintenance activities (carpet or window cleaning).

Any correspondence sent directly to the Onsite Property Manager (petrinimanager@bwpm.com) should also include the owner “CC your owner’s email”.

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- NEW RESIDENT INFORMATION SHEET FOR ROSTER -

**EVERY NEW RESIDENT MUST FILL THIS FORM OUT COMPLETELY
BEFORE A MOVE-IN WILL BE AUTHORIZED**

PRINT, FILL AND DROP AT FRONT OFFICE OR EMAIL A SCANNED COPY TO petrinimanager@bwpm.com

UNIT # _____ DATE ____/____/____

Check ONE box below to describe the status of those residing inside the unit and filling out this form:

OWNER RENTER SUBLLESSOR FAMILY OWNER / CHILDREN LIVE IN UNIT

RESIDENT INFORMATION (The two primary ADULTS who will live inside the unit regardless of rent or own status)

- If more than 2 individuals live within the unit, only fill in the two primary adults in this section)

1. FIRST, LAST _____ Phone: _____ Email: _____

2. FIRST, LAST _____ Phone: _____ Email: _____

OWNER INFORMATION (Those individuals named is on the DEED and/or partner or spouse of owner)

SAME PERSONS AS RESIDENTS ABOVE – OWNERS LIVE IN UNIT (IF YOU CHECK THIS BOX SKIP TO NEXT SECTION)

1. FIRST, LAST _____ Phone: _____ Email: _____

2. FIRST, LAST _____ Phone: _____ Email: _____

PET INFORMATION

HAVE DOG(S) (If YES, please CHECK box and provide VACCINATION PROOF FOR EACH PET ALONG WITH THIS FORM)

DOG NAME (1): _____ VACCINATED (Check if YES – attach proof)

DOG NAME (2): _____ VACCINATED (Check if YES – attach proof)

DOG NAME (3): _____ VACCINATED (Check if YES – attach proof)

CALL BOX AT FRONT ENTRY (We place Last Name and First Initial in our front door directory for visitors and deliveries)

1. FIRST INITIAL, LAST NAME _____ Phone: _____

2. FIRST INITIAL, LAST NAME _____ Phone: _____

3. FIRST INITIAL, LAST NAME _____ Phone: _____