



SALES & LEASING GUIDELINES

The Palos Verdes Bay Club is delighted to work with Realtors[®] to ensure that each sale and lease goes smoothly. Realtors[®] are encouraged to read through these Guidelines, which briefly outline important points. However, as every homeowner's association is unique, we strongly recommend that you also familiarize yourself with our CC&Rs as well as the Rules & Regulations so that you may provide accurate information to your client prior to the sale or lease. (Note: Please remind your prospective buyer that they will be required to sign a statement during escrow closing, stating that they have read and agree to abide by the governing documents.)

1. **Realtor[®] Check-In.** It is always beneficial for Realtors[®] to check in with the Association Office as we appreciate knowing which units are available for sale or lease since we do receive inquiries and like to refer prospective clients. We are always happy to answer questions from prospective buyers or tenants, and to discuss amenities and show off our spectacular view.
2. **Open House Hours.** Open house hours are limited to Monday through Friday from 9:00 a.m. to 5:00 p.m., and Saturday or Sunday from 9:00 a.m. to 4:00 p.m. No open house activity is allowed on holidays.
3. **Signage.** A single, 3'x3' sign is permitted to be placed in the bedroom or living room window. No signs may be posted on the balcony, the railings, or on any other exterior portion of the building. On the day of an open house, no more than five (5) directional signs may be set up at key points on the property in order to direct prospective buyers to a specific unit.
4. **Parking.** Parking is assigned, so please direct prospective buyers or tenants to park in the designated "Guest" spots on the street, or in the south parking lot directly across from the Clubhouse.
5. **Smoking.** All common areas of the Bay Club are non-smoking, including the balconies, garages, parking lot, pool and patio areas, Clubhouse, and Seagate Drive (private). Residents and guests may only smoke inside the unit or out on Coastsite Drive (public).
6. **Lockbox.** A lockbox may be placed either on the front door of the unit, or on the metal handrail of the exterior stairwell. All lockboxes must be removed no later than ten (10) days after close of escrow or date of lease execution.
7. **Leasing Restrictions.** New owners may not lease their unit during the first two (2) years of ownership. Thereafter, owners may lease out the unit for no less than one (1)-year terms. No month-to-month or short-term leasing is permitted. A copy of the lease agreement must be provided to the Association Office prior to tenant move-in.

8. **Keys.** It is the responsibility of the owner to provide all keys to the new owner or tenant (unit front door, storage room, mail box, and common area keys). Lost mail box and common area keys may be replaced at the sole cost and expense of the owner or tenant per the current schedule of fees and charges. Contact the Association Office for details.
9. **Move-In/Transfer Fee.** A move-in/transfer fee is due prior to move-in, payable to the Palos Verdes Bay Club, and is the sole cost and expense of the owner per the current schedule of fees and charges. Contact the Association Office for details.
10. **Architectural Modification.** Many new owners want to have work done on their unit. Any improvement or modification to the interior of the unit or the balcony, including painting, installation of new windows or flooring, or washer/dryer installation, among other things, must be approved by the Board of Directors prior to start of work. Contact the Association Office for details. (Note: New owners will be required to sign an “Addendum to Escrow Documents – Notice of Summary of Architectural Requirements” that spells out some important restrictions and conditions with regard to work in the unit.)
11. **Welcome Kit.** The Association provides a welcome packet to all new owners and tenants, which furnishes information about life at the Bay Club. Please ask your new owner or tenant to drop by the Association Office, meet the staff, fill out a contact information form, and pick up their welcome kit.

For any questions, please contact the Association Office:

Association Office (located in the Clubhouse)
32821 Seagate Drive
Rancho Palos Verdes, CA 90275
Phone: (310) 377-7100
Fax: (310) 377-9848
Hours: Monday-Friday, 8:00a-4:00p
(closed weekends and holidays)

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