



It is our pleasure to welcome you to Barker Block Homeowners Association. Barker Block is a historical staple in the Los Angeles, CA Arts District. What once was an industrial building thriving for Barker Brothers Furniture is now boasting 310 cutting-edge live/work artist lofts. Barker Block is a unique living concept housed in a renovated and restored early 20th-century factory and warehouse.

Mixing life, art, energy, and home, this community offers one of the most beautiful and intriguing living experiences. The surrounding blocks are full of independent shops, boutiques, bars, avant restaurants, the ever-popular Urth Caffè, endless creative studios, art galleries, and low-key spots waiting to be discovered.

Amenities include a rooftop fitness center with cardio and weight training equipment, a heated pool, Jacuzzi, BBQ grills, fire pits, cabanas, etc. The lower grounds include several open areas where residents can use space for work or leisure enjoyment.

The HOA pays for water, Trash, and Gas. Residents can set up electricity with LADWP (1-800-342-5397). Internet/Cable services can be coordinated through AT&T (800) 310-2355, Bel-Air Connect (818) 449-2626 or Spectrum (310) 427-1692.

Living in a condominium unit at Barker Block, you are a resident of a Homeowners Association, which provides certain standards and rules that help keep the community up to high standards.

Barker Block is managed by Action Property Management, under the direction of the Board of Directors. We aim to provide exceptional customer service with our on-site administrative, maintenance, and front desk staff.

The handbook provided has been designed to acquaint you with all aspects of condominium living. It can help you settle into your new home. As residents of a homeowner's association, all residents and guests must comply with certain responsibilities and procedures to ensure the most enjoyable living experience for everyone.

If you have any questions regarding building operations, please contact the management team at (213) 473-0077 or email ngonzalez@actionlife.com and amcdade@actionlife.com.

Additionally, the Association is staffed 24/7, and Access Control (security) staff monitors the common areas.

We recommend you keep the email and numbers below accessible in your directory.

General Manager	PHONE: 213-473-0079	EMAIL: ngonzalez@actionlife.com
Administrative Assistant	PHONE: 213-473-0079	EMAIL: amcdade@actionlife.com
Front Desk/Security	PHONE: 310-404-7962	EMAIL: bbsecurity@actionlife.com

We are here to assist you and look forward to welcoming you to your new home.



NEW RESIDENT REGISTRATION FORM

ADDRESS: _____

PROPERTY IS (check one): Owner Occupied Leased To a Tenant

Owner Name: _____ Phone: _____ Email: _____

Owner Name: _____ Phone: _____ Email: _____

RESIDENT INFORMATION (Please list ALL on-site residents)

Tenant Name: _____ Phone: _____ Email: _____

Tenant Name: _____ Phone: _____ Email: _____

Emergency Contact: _____ Relationship _____ Phone: _____

Lease Term: 1 Year 6 Month Other Start Date: _____ Expiration Date: _____

OPT-IN FOR HOA NOTIFICATIONS

I would like to receive and authorize the Association to send me notifications in the form of (check all that apply)
 Text Voice Email. I understand that I will continue to receive notifications until I request in writing to stop service.

DIRECTORY INFORMATION:

Name(s) (Company or Personal) Programmed for Entry System: _____

Phone Number(s) to be Programmed: _____ & _____

VEHICLE INFORMATION:

Year: _____ Make: _____ Model: _____ License Plate: _____ Color: _____

Year: _____ Make: _____ Model: _____ License Plate: _____ Color: _____

PET INFORMATION:

Are there pets in the Unit? YES NO If yes, # of pets: _____

Pet #1: Dog or Cat **Name:** _____ **Breed:** _____ **Weight:** _____

Pet #2: Dog or Cat **Name:** _____ **Breed:** _____ **Weight:** _____

INSURANCE REQUIREMENTS

Renter's Insurance: Before receiving possession of the Unit and membership privileges, Tenant shall furnish the Association with a certificate of insurance evidencing (i) a renter's insurance policy with appropriate limits to cover Tenant's personal property within the Unit and (ii) personal liability coverage of not less than \$100,000 per occurrence. (Reference Section 10 of the Lease Addendum)

Mover's Insurance: Before any move, the moving company must supply the Association with a current Certificate of General Liability and Workers' Compensation Insurance for a minimum of \$1,000,000 before any move may start. The Certificate must name Barker Block HOA as an additional insured with the address: (510 or 530) S. Hewitt Street or 527 S. Molino Street, Los Angeles, CA 90013.

Mover's insurance certificates must be submitted 48 hours before the move date.

Resident Signature: _____ **Resident Signature:** _____



MOVE & DELIVERY PROCEDURES

BEFORE YOUR MOVE

Please review the Association's move or delivery services guidelines and the applicable fees or deposits. The Association requires that moves be coordinated through a third-party vendor who will assist with scheduling and supervising such services. Contact JLS Move Solutions at your earliest opportunity to reserve a date and time for your move. JLS Move Solutions can be reached at (310) 948-5696, via email at bookla@jlsmovingsolutions.com, or visit their website at www.JLSmovingsolutions.com.

MOVE FEES

The moving party whether Owner or Tenant must sign a Moving Service Agreement which provides for acknowledgment of a \$250.00 non-refundable fee (payable to JLS Move Solutions) which covers a 4-hour service window, plus a refundable deposit of \$500.00 (check payable to Barker Block HOA) which will be collected by the assigned JLS Move Coordinator the day of your move. The deposit will be applicable for damages, repairs, cleaning, losses, other liabilities, and extra charges incurred due to the move, including overtime service hours. The Owner and/or Tenant is responsible for the extra charges that may apply as noted above.

Moves exceeding the initial four hours are subject to additional fees of \$75.00 per hour. Failure to cancel or reschedule a move at least 48 hours in advance will result in a penalty fee of \$100.00. JLS Move Solutions will provide an electronic payable invoice for the additional applicable fees.

SCHEDULING

Move services must be scheduled at least seven (7) days in advance to ensure your access to the loading dock and designated elevator on a specific date and time. A rush fee of \$100.00 applies for moves scheduled with less than seven (7) days' notice.

Move services may be coordinated Monday through Saturday between 8:00 a.m. and 5:00 p.m., except for New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur, and Christmas Day. Sundays are respected as a time of quiet enjoyment for all residents; therefore, no moves are allowed on Sundays.

INSURANCE REQUIREMENTS

The Barker Block Homeowners Association requires a Certificate of Insurance to be submitted by the contracted Moving Company, the respective Owner, or the Tenant. The certificate must be submitted to JLS Move Solutions 48 hours before the scheduled move date.

The endorsement must include the following:

- General Liability and Workers' Compensation Insurance for a minimum of \$1,000,000
- Additional Insured: Barker Block Homeowners Association [510 or 530 S. Hewitt Street] or [527 Molino Street] Los Angeles, CA. 90013.

BARKER BLOCK HOMEOWNERS ASSOCIATION MOVE & DELIVERY PROCEDURES

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PARKING

Please notify the on-site management team if your movers require additional parking for vehicles other than one (1) moving truck. Certain areas must be free of parked vehicles. Street parking for vendors or guests is available on S Hewitt Street or Molino Street.

INITIAL MOVE-IN

Your Moving Company

Please choose your moving company carefully. You are fully responsible for their actions and/or damages to the Association's property that may occur during their service time. Because of this liability, it is important that the moving company carry its insurance for such damage.

Any resident who wishes to move without using a professional moving company may do so provided they meet the same requirements for moving companies, i.e., scheduling service seven (7) days in advance, having insurance coverage, and completing a pre- and post-service walkthrough. Please contact the on-site management for more information.

SUGGESTIONS FOR MOVING PREPARATION

- The finish of the walls in the elevators and hallways is easily damaged and expensive to repair. If you have large furniture pieces, be sure the movers measure them to ensure they fit through the standard door openings and elevators.
- Movers may not leave any access doors propped open and unattended at any time.
- Movers may not use the main entry gates or other access doors to unload equipment or furniture without prior approval from the on-site management team.

AFTER MOVING IN

Boxes and Packing Materials

Boxes must be broken down and disposed of in the recycle bin located at the first-floor trash rooms designated for each building. **DO NOT PLACE BOXES OR LARGE ITEMS IN THE TRASH CHUTES.** Placing such items in the trash chutes clogs the system, which prevents other residents from disposing of their trash. The association's janitorial provider may apply additional charges for extra services.

Contact the on-site management team to coordinate services for large items to be picked up by the waste company. Per item disposal fees apply to the individual resident per the waste company's fee schedule.

FUTURE MOVES & DELIVERIES

Moves or deliveries consisting of large furniture items or more than three items that require two (2) or more persons to transport should be scheduled in advance through JLS Move Solutions. If you have any questions regarding specific deliveries, please contact the on-site management team.



B A R K E R

B L O C K

**BARKER BLOCK HOA AGREEMENT
OWNER RESPONSIBILITY FOR MOVE SERVICES**

As an Owner or Tenant of the Barker Block Homeowners Association, I have read the Move-Procedures and acknowledge the specific guidelines and fees that may apply.

I understand that a non-refundable fee of \$250.00 (payable to JLS Move Solutions via the electronic payment system) and a refundable deposit of \$500.00 (check payable to Barker Block HOA) will be collected by the assigned JLS Move Coordinator on the scheduled move date.

I understand the deposit is applicable for damages, repairs, cleaning, losses, or other liabilities and extra charges incurred due to the move, including overtime service hours.

Additionally, as the Owner or Tenant, I accept total responsibility for the cost of any damage, repair, cleaning, losses, or other liabilities that may exceed the amount of the deposit.

If a Tenant occupies this property, the Owner will be held liable for such damages or losses for which the Association incurs additional fees to repair. The Owner may pass such fees to their respective Tenant.

I further understand and agree that if the move services require more than the allotted time, the move may be interrupted to allow for other scheduled moves. In addition, I may be charged additional fees of \$75.00 per hour for exceeding my allotted time.

I understand that if, for any reason, the move needs to be canceled or rescheduled, I must provide notice at least 48 hours in advance. Failure to do so will result in a penalty fee of \$100.00 (payable to JLS Move Solutions).

I understand and agree to all terms as described in the Move Services Agreement.

Owner/Resident Name

Date

Owner/Resident Signature

Unit No. _____

Please send your completed form to: BBMoves@ActionLife.com



LEASE ADDENDUM

This Lease Addendum (“Addendum”) is by and between the Barker Block Homeowners Association (“Association”), _____ (“Owner”) and _____ (“Tenant”). Tenant wishes to lease Unit # _____ (“Unit”).

THEREFORE, the parties agree as follows:

- Possession and Ownership Privileges.** Subject to the terms of this Addendum, the Association agrees to transfer ownership privileges, with the exception of Owner’s voting rights to Tenant and permit Tenant to use the Association’s Common Areas during the term of the Tenant’s lease of the Unit. As a result, Owner and Owner’s family, friends, employees, and invitees give up their rights to use the Common Area facilities.
- Lease.** Owner may lease or rent his or her Unit provided the Unit is rented pursuant to a written lease or signed rental agreement. This Addendum shall become a part of the lease agreement between Owner and Tenant as well as all subsequent lease agreements between Owner and Tenant of this or any other unit in the Association.
- Term of Lease.** Tenant and Owner hereby represent that the lease contains an initial term of at least thirty (30) days per CC&R’s Article VIII, Section, 8.1(a).
- Unit is a Condominium.** Tenant understands that the Unit is a condominium and is subject to the CC&R’s, Bylaws, and Rules and Regulations of the Association (collectively “Governing Documents”).
- Compliance with Governing Documents and Ordinances.** Tenant acknowledges and agrees to abide and be bound by the Governing Documents. Tenant further acknowledges and agrees to comply with the City of Los Angeles’ Live/Work Ordinances.
- Failure to Abide by Governing Documents.** Tenant understands and agrees that failure to abide by the Governing Documents will constitute default under the lease (“Default”). In addition to any rights Owner may have against Tenant, Tenant understands that pursuant to the CC&R’s, Owner has assigned to the Association Owner’s right in the event of Default: (i) to suspend Tenant’s privileges to use the Association’s recreational facilities, (ii) to suspend non-essential services, (iii) to assess monetary penalties against Owner and Tenant, and (iv) to evict Tenant from the Unit by means of an unlawful detainer action.

7. **Unlawful Detainer.** Owner is guaranteeing Tenants' compliance with the Association's Governing Documents. In the event of a breach, the Association shall give notice to Owner who shall have ten (10) days to cause the breach to be fully remedied. If the breach is not corrected within that period, both Owner and Tenant shall be subject to fines and other disciplinary action by the Association and the lease shall be deemed assigned to the Association so that it may commence unlawful detainer proceedings in its own name against the Tenants. Any expense incurred by the Association, including reasonable attorneys' fees and costs, shall become a Special Assessment against the Unit.

8. **No Right to Assign or Sublease.** Tenants shall not assign or sublease the Unit, or any interest therein, in whole or in part, to any other person or entity.

9. **Notification of Change in Tenants.** In the event one or more of the Tenants named on this Addendum and the lease are replaced, Tenants shall promptly notify the Association in writing of the identity of the new Tenant(s).

10. **Renter's Insurance.** Prior to receiving possession of the Unit and membership privileges, Tenant shall furnish the Association with a certificate of insurance evidencing (i) a renter's insurance policy with appropriate limits to cover Tenants' personal property within the Unit and (ii) personal liability coverage of not less than \$100,000.00 per occurrence. Such insurance shall be endorsed to state that coverage shall not be canceled except after at least thirty (30) days prior written notice to the Association by certified mail. Tenant shall keep the insurance in full force and effect for as long as Tenant has possession of the Unit. Failure to maintain the insurance in full force and effect shall (i) constitute Default of this Addendum, (ii) automatically terminate Tenant's right of possession which the Association may enforce by means of an unlawful detainer action against Tenant, and (iii) cancel Tenant's membership privileges.

11. **Assignment of Rents.** Tenant understands that, as security for the payment of the Owner's assessments to the Association, Owner has assigned to the Association the right, power and authority to collect the rental income from the Unit in the event that Owner becomes delinquent in the payment of Assessments to the Association. The Association's right to collect rent is without regard to the adequacy of any other security for such indebtedness. Upon ten (10) days' written notice by the Association following notice and a hearing with the Owner, Tenant shall make all future rent payments to Association until such time Tenant is notified by the Association that the delinquency is cured. Association shall also have the power to enter upon and take possession of the Unit, re-rent the Unit in the Association's name and collect rent therefrom without liability to the Owner (except for any rent which may be collected over and above the Assessments owed to the Association by the Owner), and avail itself of any other remedies permitted by law. Notwithstanding the foregoing, each Owner retains the right to collect rent from his Unit for so long as the Owner shall be current in the payment of his assessments to the Association.

12. **Hold Harmless.** Tenant agrees to indemnify, defend, and hold harmless the Association and its officers, directors, committee members, members, manager, employees, invitees and agents from all claims for damages, demands and liabilities

arising out of (i) any claim or dispute in connection with the lease or this Addendum, (ii) Tenant's lease or possession of the Unit, (iii) any action or omission by Tenant or Tenant's family, guests, and invitees and (iv) Tenant's use of the Association's Common Areas. The released claims shall include any judgments, costs, attorneys' fees, expenses, debts, liabilities, damages or injuries caused by the Tenants, their guests or invitees, or in any way arising from or arising from the leasing agreement between Owner and Tenant or this Addendum.

13. **Conflict with Lease or Governing Documents.** In the event of any conflict between the Addendum and Owner's written lease with Tenant, this Addendum shall prevail. In the event there is any conflict between this Addendum and the Association's Governing Documents, the Governing Documents shall prevail, except that all additional restrictions agreed to herein shall be deemed enforceable.

14. **Alternative Dispute Resolution.** Any dispute arising from this Addendum shall be heard by a judicial referee ("Referee") without a jury pursuant to provisions of Section 639 of the Code of Civil Procedure. If the parties cannot agree on a Referee, one shall be appointed by the Court in accordance with Section 640 of the Code of Civil Procedure. All issues shall be determined in compliance with the judicial rules, statutory and decisional law, and rules of evidence of the State of California. Discovery shall be limited to depositions and requests for the inspection, production and copying of documents. Depositions may be taken by either party upon seven (7) days written notice. Request for production of documents shall be responded to within ten (10) days after service. The Referee's decision shall be final and judgment may be entered pursuant to Section 644 of the Code of Civil Procedure. The cost of Referee shall be shared equally between the parties. However, the prevailing party shall be entitled to recover all fees and costs, including attorneys' fees. The judgment shall be subject to all post-trial procedures and appeals.

OWNER: _____ **Dated:** _____

Address: _____

Telephone: _____

TENANT: _____ **Dated:** _____

Email: _____ Tel.: _____

ASSOCIATION: _____ **Dated:** _____
President / Manager