

CORP.

18028 South Crenshaw Boulevard • Torrance, California 90504 • 323-4255

PARK ROW

Recreation Facilities

The recreation facilities were provided for use by the Park Row Homeowners and their guests. Each owner should consider it his responsibility to see that these facilities are used as intended and that care is taken not to abuse the equipment. With proper care the facilities should provide you with many enjoyable hours for years to come.

Gym Equipment

The Universal Gym is an excellent body building and toning machine. As with most fine equipment it should be treated with care. Instructions for use are posted on the wall. Weights should always be lowered gently into their resting position and never dropped. The gym equipment is primarily for use by adults and it is suggested that for safety reasons small children should be instructed not to use the gym equipment.

Saunas

Instructions for use of the saunas are posted in the room. These are dry saunas and it is important never to throw water on the heating element.

Homeowners using the saunas should always make certain that the timer is turned off before leaving. Leaving the units on when not in use incurs an unnecessary expense for the Association.

Jacuzzi

Weekly maintenance service is provided for the jacuzzi.

The last person leaving the pool is responsible to see that the unit is shut off. Operating the pool when it is not in use incurs an unnecessary expense to the Association.

Recreation Room

Normally the recreation room is open for general use by the homeowners, however it can be reserved for private parties. When the room is being used for a private party a sign should be posted indicating that it is a "Private Party". Other owners should respect their privacy. The room

may be reserved by contacting the R. G. Garland Corp., at 323-4255. Reservations should be made five days in advance.

General maintenance service is provided weekly, but homeowners should recognize the recreation room as part of their home and make every effort to help keep it clean. Anyone using the room for a private party is responsible for their own clean-up.

General

Both recreation areas should be locked at all times. To maintain maximum security the rear doors should be used as emergency exits only. The last person to leave either room should make certain that all doors and windows are locked.

Remember careful adherence to the above will help hold monthly assessment costs down.

Water Shut-off

Water service is controled by a series of valves located throughout the building. Unit numbers are marked on the valves. Valves for upper level units are located in the garage area. Valves for lower level units are located in the courtyard between the two buildings.

Gas Shut-off

Gas to the building is supplied by a central meter located on the right at the entrance to the guest parking area. Meter facilities should not be touched except by gas company personnel. To shut off the gas in your unit, each appliance has an individual shut-off valve.

Security

For the protection of your personal belongings and those of others the garage should be locked at all times. Anyone entering or leaving the garage area is responsible to see that the doors are locked.

It is particularly tempting for people from the public park to enter your property when the gate is left unlocked. Some are looking for lost tennis balls, while others are possibly mischief makers. The gate should always be locked. This is true even when you expect to use it again in just a few minutes.

There is no excuse that unauthorized persons should be permitted on your property or jointly owned property. Each homeowner should be concerned and take appropriate action if prowlers or undesirable persons are seen on the premises. If appropriate these incidents should be reported directly to the police department. You must assume responsibility for the best interest of your property.

Guest Parking

The guest parking area has been set aside for use by visitors only. Restrictions prohibit the use of this area by homeowners. If everyone cooperates there should be ample parking space for your guests.

VISTA DEL PARQUE ASSOCIATION
UTILITIES, GARAGE GATE, AMENITIES

This bulletin provides information for Owners and Residents regarding the location of utility shut-offs and other information pertaining to common area facilities.

WATER

There are several levels for water shut-off, and the lowest level necessary should always be used so as to minimize impact on neighbors. Whenever it becomes necessary to shut off water service to Units other than your own, courtesy requires that neighbors be given notice. Obviously, emergency situations are special by definition.

1. Some plumbing fixtures such as water heaters, toilets and sinks will have valves at the fixture. Whenever possible, these individual shut-offs should be used.

2. When individual shut-offs cannot be used, there are valves controlling all water to blocks of Units which can be used. For lower level Units (and Spa) there are three valves located along the walkway fronting those Units. For upper level Units, valves are located in the garage area overhead. Specific blocks of Units and corresponding valve locations are:

Units 1 - 5	Lower walkway at Unit #4
Units 6 - 13 (incl Spa)	Lower walkway at Unit #11
Units 14 - 18	Lower walkway at Unit #15
Units 19 - 25	Garage overhead behind Stall AK
Units 26 - 32	Garage overhead behind stall W

3. For more general shut-off, each building (5920 and 5924) has a main valve located on the north wall of the garage. The main for Bldg. 5920 and Units 6,7,8, and 9 is at Stall U. For Bldg. 5924, except as noted, the main is at Stall C.

NATURAL GAS

As with water, there are several levels of control, and the same principles apply.

1. There is a valve adjacent to each gas appliance, although the builder apparently did not provide valves at all clothes dryer outlets. All Owners and Residents should familiarize themselves with the arrangement in their specific Units so that they can react quickly in the event of any emergency need to shut-off gas supply.

2. Natural gas supply to blocks of Units may be controlled by valves located in the overhead of the garage. A crescent wrench or proper size open end wrench will be required. Inasmuch as shut-off to several Units will require relighting of pilots to all appliances in each Unit affected, these shut-offs must be used only in emergency situations where individual shut-off is not effective.

Units 1 - 5, 19,20	Valve #5	Stall AK
Units 6 - 13, Rec Room, Spa, BBQ	Valve #3	Stall AB
Units 14 - 18	Valve #1	Stall W
Units 21 - 25	Valve #4	Center, between Stalls AH & E
Units 26 - 32	Valve #2	Center, between Stalls Y & P

3. The main to the entire complex is at the east side of the driveway for Visitor parking. Shut-off will require a large pipe wrench and extension for leverage. Shut-off at the main must be used only in the most serious emergencies and as a last resort. Restoration of gas service to the complex after shut-off at the main will require relighting of each pilot on each appliance, will require action by the Gas Company, and may take several days.

ELECTRICITY

There is a circuit breaker for each Unit. For lower level Units, the breaker is at the meter on an exterior wall. For upper level Units, breakers and meters are located on the walkway exit doors from the garage. For Units 19 - 24, breakers are at the west end. For Units 25 - 32, breakers are at the east end. Owners and Residents should identify their respective meters/breakers for rapid reaction in emergencies. Your meter number is listed on your monthly Edison Co. bill.

Circuit breakers for individual common area service are in a box at the west end walkway. The individual circuits are identified on the reverse of the door to the box. Additionally, there is a main 200 Amp breaker.

GARAGE GATE

Power to each gate is on a wall switch on the south side of each gate. The gate can be locked in the "Open" position by turning off power with the gate up. To close the gate after such use, turn the switch "On", and cycle with the remote opener.

If the gate will not open because of mechanical or electrical failure, it can be opened manually, following this procedure.

(1) Turn off the power switch. Even if there has been a power outage, power could be restored at any time, and could create a hazardous condition.

(2) The safe method is to pull the cotter pin or bolt connecting the drive to the gate. The gate can then be raised manually and propped open with long boards or metal pipes or rods.

(3) The alternate method is to turn the pulley by manual manipulation of the belt. This is hazardous, because if the mechanism should start for any reason, fingers and hands are at risk. This alternate method is applicable to the entrance gate only. The exit gate mechanism is different.

The information on gates is provided for emergency situations only, and garage gate problems should be referred to a Board member unless an Owner/Resident is familiar with the system and is confident in assuming personal responsibility for action.