



# CARLTON SQUARE

*Managed by Keystone Pacific 240 Commerce, Suite 200, Irvine, CA 92602*

## MANAGEMENT:

Lanese King, CMCA®, AMS®  
General Manager  
Lking@keystonepacific.com  
(310) 671-0444

## Office Hours:

Monday - Friday, 10 AM - 4 PM

## Emergency & After Hours: (949) 833-2600

## NEXT BOARD MEETING:

Thursday, July 11, 2024 - 7 PM  
Thursday, August 8, 2024 - 7 PM  
Via Zoom: <https://kppm.zoom.us>

Meeting ID: 861 7679 7712  
Passcode: 993635  
Dial In: (669) 900-6833

## GUARD HOUSE:

Manchester: (310) 674-2060  
11 AM to 3 AM  
12 PM to 12 AM - as of July 1st, 2024

Pincay: (310) 674-2067  
24 hours

## BILLING & ACCOUNT CHANGES:

(949) 833-2600  
Customercare@keystonepacific.com

## ESCROW INFORMATION:

For refinances and sales documents  
must be acquired at  
[www.homewisedocs.com](http://www.homewisedocs.com)

## SOFI STADIUM

For noise complaints please contact  
Email:  
[engagement@hollywoodparkca.com](mailto:engagement@hollywoodparkca.com)  
Phone: (877) 378-0013

## Board of Directors

President - Lanise Douglas  
Vice President - Brenda Walker  
Secretary - Susie Fritts  
Treasurer - Phyllis Gillian  
Member at Large - Anthony Daley

**FREE AIR CONDITIONERS, WINDOWS, PATIO DOORS:** The Residential Sound Insulation Department of the City of Inglewood is encouraging homeowners to take advantage of free replacements of air conditioners, windows, and patio doors.

**Who Qualifies?** The program is open to ALL Inglewood homeowners regardless of residency, which means that off-site owners can take advantage of this opportunity.

**How to Register:** Homeowners can call (310) 412-5289, or you can simply walk-in to speak to someone in the department at City Hall. The address is 1 Manchester Blvd., 5th Floor, Inglewood, CA 90301.

Program representatives urge that homeowners take advantage as soon as possible as funds for the program will eventually be allocated to commercial and other non-residential properties in Inglewood.

**NEW GUARD SERVICE:** As of July 1, 2024, The Drake Group will replace GPI as the association's gate guard and patrol vendor. Please remember the following to prepare for this change:

- Manchester Gate Hours (NEW): 12 PM to 12 AM daily.
- Submit a Resident Information Form to management with any changes to contact information, vehicles, and residents within the community so that the gate access system has the most current information.
- Residents MUST have key FOBs to enter the community and will not be provided with guest passes. Residents using the guests lanes will be flagged and reported to management. It is important that residents use the proper vehicle lanes to reduce crowding at the gates, especially during football season.

- Resident vehicles parked in assigned stalls and curbside **MUST** have car decals displayed on windshields. Curbside vehicles without a decal will be towed per the association's parking rules.
- Visitors **MUST** obtain daily guest passes. Visitors **MUST** allow the guards to input their license plate numbers, driver's license information, and the name and address of the resident(s) they are visiting in the system. Visitor vehicles without passes will be towed per the association's parking rules.
- Inoperable and/or stored vehicles may not be parked in assigned or unassigned common area parking spaces, or in designated parking spaces on any street in Carlton Square. Stored is defined as not being moved for a period of two weeks or longer

**HOLLYWOOD PARK/SOFI EVENTS:** The Hollywood Park Community Outreach Department is no longer active. For information regarding events, please register for emails at <https://hollywoodparkca.com/>. Homeowners can also email [engagement@hollywoodparkca.com](mailto:engagement@hollywoodparkca.com) for more information.

**SELLING YOUR HOME?** Please note that management will NOT respond to inquiries from homeowners' or buyers' agents. Homeowners have been provided with an updated Rules and Regulations packet in May 2024, and the association's governing documents are available on the association's website. Buyers can visit [www.homewisedocs.com](http://www.homewisedocs.com) to order documents. Once a home is in escrow, Keystone's escrow department will answer questions and follow-up with management if anything else is needed.

**POOL USE REMINDERS:** As the summer season is upon us, management would like to remind everyone of the pool rules and regulations to ensure a safe and enjoyable experience for all residents and their guests.

- Persons under the age of sixteen (16) should be actively supervised by a homeowner or resident adult over the age of twenty-one (21) **at all times** while in the pool area.
- Pool hours are Monday through Sunday 6 AM to 10 PM. Patrol will close the pool areas daily at 10 PM and residents and guests must leave at closing.
- There is absolutely **no smoking** of any substances allowed at both pools or any common area amenity. Management has found evidence of smoking at the Manchester pool. Failure to adhere to this rule may result in a hearing in front of the Board of Directors.



## WATER DAMAGE REPAIRS INFORMATION

Management spends a disproportionate amount of time explaining water intrusion repairs to homeowners, so we hope this article helps. Homeowners can also refer to the association's water intrusion policy. According to the CC&Rs, each Owner is generally responsible for maintaining his or her Unit, including the equipment and fixtures in the Unit and its interior walls, ceilings, windows and doors, in a clean, sanitary, workable and attractive condition. (CC&Rs, Section 2.09; Civil Code § 4775.)

The Association is not liable for maintenance, repairs, or replacements of Common Area, such as walls, ceilings, floors, doors, windows, or any other portion of the Common Area forming the boundaries of a Unit that have been determined to have been damaged from within a Unit. This includes water intrusion from any pipes, drains, conduits, appliances, or equipment located within a Unit.

## Association Responsibility for Water Damage

When the Association is responsible, it will incur the cost to repair the water leak, dry out the affected units (this may mean removing flooring, cabinets, drywall, or other personal property in order to properly dry a unit out and prevent mold from forming), and will remediate any mold, when it can be attributed to the leak (common area source of leak).

The Association will **NOT** clean or replace any of the owner/resident's personal property. The owner is solely responsible for cleaning or replacing any damaged flooring, wall coverings, baseboard, doors, furniture, clothing, or other personal property within his/her unit, and should call their insurance companies for assistance for repairs not covered by the Association or be prepared to pay for repairs out-of-pocket.

Association Responsible leak repairs: Stacked Condominiums – slab leaks, shared drain lines, main sewer lines. Patio homeowners are responsible for all unit leaks and water damage repairs.

## Adjacent Unit Responsibility for Water Damage

When a leak originates in an adjoining or adjacent unit, the Association is NOT responsible for repairing the leak, drying out affected units, or repairing the damage to the affected units. Each owner affected by a leak must be prepared to act in a timely way to restore his or her own units.

Unit Responsible leak repairs:

1. Plumbing supply lines to toilets, sinks and other appliances.
2. Washing machine hoses.
3. Sewer lines, to the extent said lines exclusively serve the Unit.
4. Shut-off valves to ensure proper operation.
5. All appliances and fixtures that use or hold water.

**Please note that an Owner may be financially responsible to restore, repair and replace his or her Unit, even if the leak is not his or her fault. Failure to carry insurance could cost thousands of dollars. Be proactive and be insured.**

# CARLTON SQUARE HOMEOWNERS ASSOCIATION

## Resident Information Form

*This form must be completed and signed by the property owner.*

**PLEASE PRINT LEGIBLY AND COMPLETE ALL INFORMATION**

Initial Change

Update

Type of change: ☐ Type of Change

☐ Pin Number

☐ Telephone Number

☐ Parking Decal

☐ License Plate

☐ Key Fob Request (*IF LOST, identify number*)

**Property Address:**

**Property Owner's Name:**

**Property Owner's Address: (*if different from above*)**

**Property Owner's Phone: (Home/Cell/Work)**

Home:

Cell:

Work:

**Property Owner's Email Address:**

**Occupants:**


**Occupants Cell Phone:**


**Personal Security/PIN ID Number:**

Resident Owners and/or Lessees can select a four character, alpha or numeric personal identification Number that will be used to authorize visitor entry requests over the phone. (*Under no circumstances should your ID number be shared with a visitor*)

**Assigned Parking Space Number: (*applies to the stack flats only*)**

Indicate in the space below the number of the parking space assigned to your unit (for example, 126):

**Key Fobs:** (*list the number of all key fobs assigned to your residence – include owners and lessees and others*):

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**Please Note:** Lost key fobs can be replaced **ONLY** if the lost key fob number is given to the on-site manager. At that time, it will be deleted from the system, so that a replacement can be issued. No number, no replacement.

**Absolutely No Exceptions!**

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**PLEASE PRINT LEGIBLY AND COMPLETE ALL INFORMATION**

**VISITORS:** List all visitors authorized to enter the community without a *call to the resident by security to authorize the visit*. **Maximum number of names: 5**

**Name:**


**License Plate #:**


**Please Note:** If any of the information above changes, it is the responsibility of the resident/owner to inform the on-site manager and update the resident information form.

**Resident Vehicle and Decal Information:** (List the description, license plate number, and assigned decals for all vehicles associated with your residence).

Vehicle	Year	Make/Model	Color	License #	Decal
Vehicle 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Non-Resident Key Fob Holders Vehicle Information:** (List the requested information for all vehicles of non-residents to whom you have given a key fob and who park in Carlton Square).

Vehicle	Year	Make/Model	Color	License #
Vehicle 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I hereby state that the information furnished above is accurate to the best of my knowledge and that the key fob(s) assigned to me/my lessee will not be given to others not indicated on this form. I understand that failure to abide by the vehicle and safety regulations established for Carlton Square and to inform those indicated on this list regarding these regulations. I further authorize these changes to be made to my Computer Resident Profile on the date indicated below.

**Date:**  **Signature of Property Owner:**

**PLEASE NOTE: FAILURE TO KEEP THIS INFORMATION CURRENT COULD RESULT IN VEHICLES BEING TOWED**

**Date Received:**  **Date Entered in Computer:**  **Entered By:**