

CALIFORNIA COUNTRY CLUB HOMES ASSOCIATION
Building Guidelines--Effective January 1, 2006



PLEASE NOTE APPROVAL PROCEDURES ON PAGES 10 & 11

I.

AUTHORITY OF THE ARCHITECTURE COMMITTEE
AND DELEGATION OF POWER BY THE ASSOCIATION.

A. The Architecture Committee

1. ¶7.01 of the CC&Rs for No. 1 (Lots 1 to 161 of Tract 15299) and ¶6.01 of the CC&Rs for No. 2 (Lots 1-246 of Tract 15593)¹ provides in substance that the Association has the right to approve or disapprove certain aspects of any construction, erection, alteration or maintenance of any building, fence, wall, pole, or "other structure" (See Section II-B below).
2. ¶6.02 of the CC&Rs provides that the Association may appoint a "Review Board" to assist the Association in carrying out its duties under the CC&Rs and to perform any other task assigned.
3. The Association has appointed the Architecture Committee as its "Review Board" and has invested the Committee with the authority to review and approve or disapprove all plan submissions pursuant to the CC&Rs and these guidelines.
4. The Architecture Committee consists of at least three persons chosen by the Association. The Committee may in its discretion retain the services of a registered architect or other consultant to assist it in analyzing and reviewing plans otherwise performing its function. Said architect or consultant will be compensated by fees paid by the applicants according to the Administrative Fee Schedule in effect at the time (see Section VI-C below).

B. Authority Exercised by the Architecture Committee

1. Subject to the right of appeal described in Section VI-D below, the Committee exercises all of the powers of the Association pursuant to ¶6.01 of the CC&Rs. Further, the Association has delegated to the Committee the duty to review all plans for compliance with all other provisions of the CC&Rs.
2. The Committee shall make known to the Association any noncompliance with CC&Rs, which it determines, exists and may make recommendations to the Board regarding such noncompliance.

¹ All references hereinafter shall be to No. 2, Tract 15593. The substance of the two sets of CC&Rs are similar although the citation references are different.

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3. Ultimately, the Association has the power to approve any plans or submissions and to take action in the event of noncompliance or violation of the CC&Rs. It is the intent of the Association, other than in special circumstances as determined by the Association, to invest the Committee with authority to make all determinations (see Appeal, Section VI-D below). The Association may on appeal or in its discretion reconsider a matter notwithstanding the action or recommendation of the Committee.

II.

PURPOSE AND INTERPRETATION OF GUIDELINES

A. Purpose of Guidelines

1. The Guidelines are intended to guide and assist homeowners and their architects, contractors, and other consultants, as well as lenders and any other interested persons, in understanding how the Committee will generally apply the specific provisions of the CC&Rs and will in all likelihood exercise its judgment and discretion where such discretion is conferred upon the Association.
2. The Committee intends to apply the CC&Rs so as to preserve for the benefit of the homeowners of the community the benefits of standardized building guidelines and consistent rules which will preserve those aspects of the neighborhood considered to be most important while giving homeowners reasonable flexibility to design, build, improve, or alter their homes as they consider appropriate.

B. General Description of the Intent of the Guidelines

1. The guidelines are intended to fulfill the Association's obligations to exercise its discretion under ¶6.01 of the CC&Rs, which states, in pertinent part:

"...The approval of said plans and specifications may be withheld not only because of their noncompliance with any of the specific conditions, covenants, and restrictions contained in this and other clauses hereof, but also by reason of the reasonable dissatisfaction of the Association with the grading plan, location of the structure on the building site, the color scheme, finish, design, proportions, architecture, shape, height, style, or appropriateness of the proposed structure or altered structures, the materials used therein, the kind, pitch, or type of roof proposed to be placed thereon, or because of its reasonable dissatisfaction with any or all other matters of things which, in the reasonable judgment of the Association, would render the proposed structure inharmonious or out of keeping with the general plan of improvement of said property or with the structures, erections, or other building sites in the immediate vicinity of the building site on which said structure is proposed to be erected..."

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C. Interpretation of the Guidelines

1. The CC&Rs and these guidelines are independent of, and in addition to, any regulations imposed by the City of Los Angeles or any other governmental body or agency. Thus, a variance, permit, or entitlement by the City of Los Angeles, or any such governmental agency is irrelevant to the obligation of homeowners to comply with the CC&Rs and these Guidelines. What may be permitted by zoning, building or other ordinances, codes or regulations may be prohibited by the CC&Rs and these Guidelines.
2. These guidelines are intended to be general statements of the applicable restrictions in the CC&Rs and of the intent of the Committee in exercising its judgment where it is entitled to exercise judgment. They are not immutable, and may be amended or modified by the Committee generally, or, if unique circumstances make it appropriate, as to any particular project.
3. These guideline are intended to be interpreted in such a fashion that best carries out the spirit and intent of the CC&Rs. Where the CC&Rs are specific, they control and anything inconsistent therewith in these guidelines is ineffective. Where the CC&Rs are not specific or leave any particular matter for the approval of the Association, these guidelines shall be interpreted so as to accomplish all of the following:
 - a) The avoidance of harsh contrasts in the visual appearance of the home (e.g. size, height, colors, style, exterior treatments) as perceived by the community;
 - b) The promotion of careful and well-conceived design of homes so that they harmonize with the community at large and the neighboring homes in particular;
 - c) The maintenance of building forms and outlines, which readily become part of the terrain rather than intruding into it and commanding attention;
 - d) The compliance of design, materials, colors, finishes, embellishments and general site planning of each home with the specific requirements and general purpose of the CC&Rs and with the letter and spirit of the CC&Rs and of the desires of the community acting through the Committee.
4. The Committee cannot and will not take into consideration the appearance of any other aspect of the home not subject to the CC&Rs.
5. Where the restriction is specifically set forth in the CC&Rs, that fact is noted in **bold type** with the indication of the relevant section of the CC&Rs at the end of the guideline. As mentioned above, all references to sections of the CC&Rs are to those CC&Rs for Tract 15593 (No. 2).

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6. These guidelines are not intended to be exhaustive or to cover every requirement of the CC&Rs. The failure to set forth particular requirements, whether or not specified in the CC&Rs shall not impair the power of the Committee to impose such requirement.
7. Any particular guideline, other than one specifically required by the CC&Rs, may be waived or modified by the Committee so long as (i) there is a specific, unique, and compelling reason for such waiver and (ii) such waiver does not affect the compliance of the property or any improvement thereon with all the requirements of the CC&Rs or the spirit and intent of the CC&Rs and these guidelines. No such waiver shall constitute a waiver of any other guideline or of the specific guideline in any other case. Such waivers are disfavored; economic or time constraints are not compelling reasons sufficient to justify such a waiver.

III.

APPLICATION OF THESE GUIDELINES

A. New Construction.

1. These guidelines shall be applicable to all new construction in the Tracts covered by the Association (Tracts 15299 and 15593, City of Los Angeles). This includes homes, outbuildings and any ancillary improvements.

B. Remodels, Alterations, Additions.

1. These guidelines shall be applicable to all remodels, additions, alterations, or other improvements in the tracts covered by the Association other than those set forth in sub-part C below.

C. Exceptions

1. Subject to the right of the Committee to require at its sole and unfettered discretion approval according to these Guidelines, these guidelines will not, in the absence of such requirement by the Committee, be applicable to either of the following:
 - a) Improvements which are solely on the interior of a building and does not alter or affect in any way the exterior appearance, density, or mode of use of the property.
 - b) Exterior improvements of a value of less than \$5000.00 which do not substantially affect or change the exterior appearance or density or mode of use of the property.
2. If the Committee decides that a proposed construction, addition, or alteration does not fall into one of the above exceptions, approval is required. This decision is final and conclusive. The Board shall not hear or grant any application to set aside or alter the determination of the Committee to require such approval.

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- D. Property Not Subject to the CC&Rs. These guidelines are not applicable to any property not subject to the CC&Rs, unless the owner of such property by written covenant recorded with the County Recorder of Los Angeles County elects to make it subject to the CC&Rs.

IV.
SITE ADAPTATION

A. Size and scale

1. The size, scale and location of the house shall be directly and perceptually related to the nature of the terrain on which the house is built and its accommodation of the improvements. The height of the peak of the roof may not exceed twenty-eight (28) feet from the average point of grade on the portion of the property where the house is located.
2. In order to control the size and the mass of a house, the square footage of the house (including the garage and all other structures considered part of the "house" as defined in the CC&Rs) may not exceed 40% of the lot's square footage plus 1,500 square feet. For example, for a 10,000 square foot lot, a two-story house with a first story square footage of 3,500 square feet and a second story square footage of 2,500 square feet, would NOT be in compliance. [The maximum square footage allowed in this example would be 5,500, calculated as $(10,000 \times .40) + 1500 = 5,500$.] Decks and other outbuildings whether or not considered part of the house will be considered on a case-by-case basis.
3. **Separate buildings** (such as detached garage) **shall be located in the rear one-quarter of the property** and must conform to setbacks in Section IV-B below. **On corner lots, such separate buildings shall be located at least twenty feet from the side street.** [¶7.03]
4. **If the front of a house on a corner lot is changed to face the other street, this changes the address and requires compliance with all setback requirements from the new directions.** [¶4.04 & ¶10.01]
5. **No building constructed elsewhere may be moved to the property except with the written permission of the Association.** [¶4.03] In the event such permission is given, these guidelines shall apply to such moved building as if it were constructed on the site. The Committee shall have the right to make its approval subject to any conditions it considers reasonable.
6. **Houses must face the street**, not the corner or the back yard. [¶4.04]

B. Setbacks

1. **Houses** and other structures (such as decks, garages, etc.) **shall have the setbacks from the streets on which they are located as described in Schedule "A" to the**

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- CC&Rs. [¶7.01] The Association shall have the right to alter the extent and locations of the setbacks in any lot or lots from those described in Schedule "A" of the CC&Rs. [¶4.04]
2. **Houses (other than houses on corner lots) and other structures (such as decks, garages, etc.) shall have a setback of at least five feet (5') from each sideline of the site on which it is located. [¶7.04]**
 3. **Houses and other structures (such as decks, garages, etc.) built upon corner lots shall have the setbacks from the side street as described in Schedule "A" to the CC&Rs. [¶7.04]**
 4. **Houses and other structures (such as decks, garages, etc.) must have a setback of not less than ten feet (10') from the rear lines of the site on which they are located. [¶7.03]**
 5. **No portion of the house or other structure (such as decks, garages, etc.) shall encroach on any sideline set back area (as set forth in Schedule "A"), except that (a) eaves, porte-cocheres, open pergolas, uncovered porches, stoops or steps the balustrades or sides of which do not extend more than three feet above the level of the first floor of the house, may encroach on any such side line setback area, and (b) exterior chimneys may encroach for not more than twenty-six inches (26") into any such area. [¶7.04]**
 6. **If two or more setback provisions from the same street are applicable to the same property, the provision requiring the greater setback shall control. [¶10.04]**
 7. **Where a lot is so irregular as to make it difficult to determine what the side yard setback requirement is, or for any reason the side yard is uncertain, the extent and location of all such setbacks shall be determined by the Committee, whose decision is, subject to appeal to the Board as provided in Section VI-D below, final and conclusive. [¶10.02]**

C. Number and Character of Stories

1. **No house may be higher than two stories. Third stories will not be approved. [¶4.01]**
2. **Second stories may not have more square footage than the first story, excluding certain open areas as set forth in ¶4.06 of the CC&Rs. [¶4.06]**
3. **Second stories must include appropriate stepbacks of at least two feet from the plane of the first story, and may in no event overhang the first story, as seen from the street(s) on which the house is located so as to avoid a "stacking" or "box-like" effect.**

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V.
EXTERIOR APPEARANCE

A. General

1. **The construction must be in harmony with the general plan of improvement of the property and with structures erected on or other building sites in the immediate vicinity of the property for which approval is requested. [¶6.01]**

B. Roofs

1. **The roof must be pitched at least at a 3:12 slope**, with a maximum roof pitch of 6:12 with eaves. [¶4.05]
2. Roofing material shall be non-reflective, of subdued color (e.g. no white or off-white), and shall not be made of gravel, crushed stone, or similar material. **All roofing materials are subject to the approval of the Committee. [¶6.01]**
3. Rooftop air conditioning or heating units shall be avoided where possible and where necessary shall be completely screened from view.
4. Satellite dish, antennas and solar panels shall be installed so as to not be visible from any street and not substantially obstructive/obtrusive to neighbors. Satellite dishes shall not have a diameter greater than 24 inches.

C. Glass and skylights

1. Glass areas shall be organized with respect to exterior appearance rather than scattered at random. Glass commonly referred to, as "reflective" glass may not be used.
2. Controlled skylights will be considered on a case-by-case basis. Considerations are locations with respect to the effect of sun reflection during the day, interior lighting at night, and the views from or into neighboring homes.

D. Exterior Walls and Treatments

1. Exterior walls shall be wood, cement plaster, or masonry.
2. Decorative items and treatments, such as **railings, flagpoles, balconies, and the like, are subject to approval on a case-by-case basis. [¶6.01]**
3. Bold, bright, attention-getting colors (e.g. "day-glow orange", pink, "fire-engine red" and the like shall not be used on the exterior (trim or base).
4. Lighting shall be unobtrusive and shall not shine on neighboring properties.

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E. Fences and Walls

1. Fences shall be of simple design. Chain link may not be used on fences visible from the street.
2. **Fences and walls may not be more than thirty inches (30") high if within the front setback area. [¶5.02] Hedgerows and hedges within the front setback area shall be no more than three feet (3') high. [¶5.03] Fences and walls, including hedges and hedgerows may not have a height greater than six feet (6') elsewhere. [¶5.01]**

F. Exterior Equipment

1. Recreational items (e.g. pools, spas, tennis courts, play equipment, outdoor furniture) are subject to review and approval on a case-by-case basis with particular attention paid to restraints of site accommodation, visibility, fencing, lighting, placement of mechanical equipment and the potential effect on neighboring properties.
2. Service areas shall be screened so as not to be visible from streets or adjoining properties.
3. Pool or Spa equipment shall be placed underground where possible and shall be screened so as not to be visible from streets or from adjoining properties.
4. All exterior mechanical equipment shall be baffled for noise reduction in conformance with applicable ordinances of the City of Los Angeles, and shall not be so loud as to disturb neighbors.
5. Except as provided in Section VI-C-10, **no signs or advertising devices may be erected except for one "for sale" or "for rent" sign no larger than eighteen by twenty four inches, which must be on a stake rather than a post and behind the setback area as to the street.** These signs must be promptly removed within 48 hours of the close of escrow or the execution of the lease document, as applicable. This provision does not apply to any reasonable and non-intrusive sign containing a political endorsement during election campaigns or communicating participation in a security system. [Article 8]
6. Air conditioning units that are located in side yards cannot be located in the setback area of those side yards.

G. Construction

1. Landscape shall, unless physically impractical, commence together with site work and shall be completed within six months following completion of construction.
2. Erosion, dust and fire hazards shall be minimized during as well as after construction and shall not affect neighboring properties.

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3. Retaining walls shall be scaled to be as unobtrusive as possible.
4. New watercourses formed by excavation and grading shall be controlled so as to prevent erosion of hillsides or damage to neighboring properties.
5. **An electric garbage disposal unit must be installed in the kitchen. [¶3.05]**
6. All construction must comply with all applicable statutes, codes, regulations, and ordinances of the City of Los Angeles or other governmental agency; however the requirements of these guidelines and the CC&Rs are independent of and in addition to such statutes, codes, regulations and ordinances.
7. Existing structures on the site must be brought to conformity with these guidelines as part of any construction, remodeling, or alteration.
8. A fence with screening shall be erected while significant construction is ongoing, i.e., major remodel or new construction. Debris and trash may not accumulate in visible areas during construction or at other times. Trash dumpsters may be used but must be permitted and marked with reflective material for night visibility. Trash dumpsters shall be removed promptly upon completion of construction.

H. Maintenance and Repair

1. The land and all improvements shall be maintained in good repair at all times. The property shall be kept clear of debris, brush or other fire hazards.
2. Los Angeles Municipal Code provides that trash containers should be removed by no later than 9:00 a.m. on the day following collection. Containers left in the street for extended periods are subject to citation and confiscation per ordinance.

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VI.
PROCEDURE FOR OBTAINING APPROVAL

A. Preliminary Approval

1. An applicant may obtain preliminary approval of design without submitting full working drawings. Final approval will still be required before construction commences.
2. In order to obtain preliminary approval, the applicant must submit a preliminary site plan containing:
 - a) The date of the plan _____
 - b) The site address _____
 - c) The tract and lot number _____
 - d) The name, address and phone number of the owner
Name: _____
Address: _____
Phone#: _____
Email (optional): _____
 - e) The name, address and phone number of the architect
Name: _____
Address: _____
Phone#: _____
Email (optional): _____
 - f) A fair and accurate depiction of the topography of the site
 - g) The dimensions of the proposed construction, including exterior dimensions, door and window dimensions, and all other dimensions reasonably necessary to fairly and accurately portray the final appearance of the structure(s) upon completion of the construction
 - h) A fair and accurate depiction of the relationship of the proposed construction to other houses in the area using photos or drawings
 - i) Sections and elevations which fairly depict the appearance of the structure when complete
 - j) A floor plan
 - k) A roof plan
 - l) A conceptual landscape plan, which fairly depicts the landscape of the site upon maturation and estimated heights (see Section V-E)
 - m) Schedules of proposed materials and colors for all visible areas
 - n) A proposed construction schedule (which need not be a critical path schedule)
 - o) A proposed grading plan if construction is on a slope
 - p) Any other submission required by the Committee.
3. The applicant must submit an application, the required fee, and a copy of this page with the location of each required element (Section VI-A-2) noted.

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B. Final Approval

1. An applicant may obtain final approval after submission of a full set of FINAL PERMITTED DRAWINGS, which drawings shall be maintained by the Association.
2. Final permitted drawings include everything in Section VI-A-2 **in their final form** plus samples of exterior materials and colors.

C. Fees

1. See **Architectural Fee Schedule** at www.cccha.org under **Association Documents**.
2. An additional late fee of \$750 will be charged to the homeowner if construction commences prior to Architecture Committee approval.

**CONSTRUCTION SHALL NOT COMMENCE UNTIL FINAL APPROVAL
IS OBTAINED.**

Additional Checklist

- Fees Enclosed _____
- Location of Required elements noted

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C. General Provisions

1. The Association shall periodically review the fees for approvals and appeals. Fees generally are designed to defray the actual costs of the Association, including (without limitation) the fees for any consultants retained by the Committee. The Committee shall not be empowered to act until such fee is fully paid.
2. If action is not taken by the Committee within thirty days from the date of application, the submission shall be deemed disapproved. The time may be extended by agreement between the applicant and the Committee.
3. **The applicant shall notify the Committee promptly of any changes to any plans previously approved. No construction shall commence unless and until the Committee has approved any changes. [¶6.04]**
4. **Any improvements shall be constructed strictly according to the plans approved by the Committee. Any deviation there from or change which is not specifically approved shall be deemed construction without approval and therefore in violation of the CC&Rs. [¶6.04]**
5. **The Committee may inspect the construction at any reasonable time during normal business hours for compliance with the approved plans and the CC&Rs. The Committee may inspect up to one year after completion of the construction. [¶6.05]**
6. **A record set of final working drawings shall be maintained by the Association after review and approval. [¶6.01]**
7. Special reviews or approvals based on asserted economic, personal or time constraints shall not be made.
8. Construction must start within six months of final approval or approval shall be deemed to have lapsed and a new application shall be necessary.
9. All approvals, partial and conditional approvals or disapprovals shall be in writing and transmitted to the applicant, with a copy to the Association and to any member of the Association who has requested a copy and paid any fee required by the Association.
10. Notwithstanding the provision set forth in Section V-F-5, the Committee may place a sign on the fence surrounding the construction site (or just behind the front setback area in the event that there is no fence) indicating the Committee's approval of the pending construction.

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D. Appeals

1. In the event an applicant or any other member of the Association is dissatisfied with any approval, partial approval or disapproval by the Committee, such person may appeal to the Board of Directors of the Association (the "Board").
2. The appellant must notify a member of the Board's Executive Committee within 10 days of receiving the notification of the Architectural Committee's decision.
3. That notice shall comprise of a letter specifying exactly which portion(s) of the Committee's decision is being appealed and which portions will be complied with. Included with this letter should be a check for \$50 to cover clerical costs.
4. The Board shall hold a special Appeal Meeting within 30 days of receipt of the letter from the appellant. The Board must give the appellant at least 2 weeks notice of the date of the meeting and the Architect's fees for the appeal process, if any, and should try to schedule a meeting day and time that is convenient for the appellant as well as the Board members. The Appellant is responsible for paying any Architect fees incurred for the appeal.
5. The Board in its discretion may notify the neighbors of the site under appeal (three houses on all sides) of the day and time of the Appeal Meeting and invite them to forward written comments to the Board's Executive Committee.
6. The Board must notify the appellant of its decision in writing within 14 days of the Appeal Meeting.

CCCHA REQUEST FOR APPROVAL OF PLANS

As you prepare for construction, we ask you to be a good neighbor! Please remember that you are a member of our community. We wish you good luck on your project.

1. All construction sites should have an opaque fence (covered) so that debris will not be seen from the street.
2. We ask that all dumpsters be marked with reflective disks to prevent accidents in the dark.
3. No storage containers may be parked on the streets.
4. All signs about construction must be removed as soon as any construction or project however small is finished. (Article 8 of the CC&Rs and Section V of the Building Guidelines).
5. Construction noise may not commence before 7:00 AM on weekdays and we ask that no construction begin on Saturday before 10:00 AM. There is no construction allowed on Sunday per Los Angeles ordinance.

TO CALIFORNIA COUNTRY CLUB HOMES ASSOCIATION ARCHITECTURE COMMITTEE:

The undersigned, a member of the CALIFORNIA COUNTRY CLUB HOMES ASSOCIATION and owner of the following described real property: Lot _____ Track _____

Physical Address: _____,

does hereby submit, for the purpose of complying with the provisions of that certain DECLARATION OF RESTRICTIONS, recorded in the Office of the Recorder of Los Angeles County, California in Book 36117 of the Official Records, at page 128, and/or any supplements thereto, including the Building Guidelines, to which said property is subject, the following:

Please refer to pages 10-11 of the Building Guidelines for detailed instructions.

The minimum ground floor square foot area (exclusive of porches, patios, basements, cellars and garage) is:

First floor _____ Second floor _____ Combined area _____

This is (check one) an addition of _____ square feet, renovation with no additional square footage.

The square foot area of the lot upon which the house is located: _____

Name & Address of Architect _____

Phone _____ Cell _____ email _____

Name & Address of Contractor _____

Phone _____ Cell _____ email _____

Owner _____ **Date** _____

Email: _____

Home Phone _____ Work Phone _____ Cell _____

Current Address _____

Please submit this Request for Approval, along with a full construction set of your plans, to: Henry Wong, 3131 Sherwood Ave., Suite 5, Los Angeles, CA 91801, with a copy to Francesca Beale-Rosano at 3043 Earlmart Drive, Los Angeles CA 90064.

Please forward a copy of this Request, along with your check for the appropriate fee (refer to the Architectural Fee Schedule at www.cccha.org under Association Documents) to CCCHA, 9854 National Blvd., #244, Los Angeles, CA 90034, Attn: Treasurer.

If you have any questions, please contact Francesca Beale-Rosano, Architectural Committee Chair at
(310) 838-3233 • francescaart@sbcglobal.net