

☐ **Library Community Room & Zinnia Courtyard Capacity: 80**

Only available when the library is closed.

Available Rental Times: 5:00pm-10:00pm Wednesday, Friday, Saturday / 8:00am-10:00pm Sunday

Will food be served? ☐ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

Will the event include musical entertainment? ☐ Yes ☐ No If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

☒ **Library Learning Center** (attach room set up diagram) **Capacity: 35**

Available Rental Times: 12:00pm-8:00pm Monday, Tuesday, & Thursday / 10:00am-5:00pm Wednesday, Friday, & Saturday

Closed on Sundays & Holidays

- Pre-packaged snacks and bottled drinks only

☐ **Signal Point Terrace** (attach terrace set up diagram) **Capacity: 160**

Available Rental Times: 8:00am-8:00pm Monday – Sunday

Will food be served? ☐ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

- Small serving kitchen included

Use of sound system? ☐ Yes ☐ No

*** Existing speaker for sound only & microphone use. No live music or DJ permitted on Signal Point Terrace.

EXPECTED ATTENDANCE: Adults 6 Children 0 Total Attendance 6

Is the public invited? ☐ Yes ☒ No

Will admission/donations be charged/accepted? ☐ Yes ☒ No

APPLICANT VERIFICATION

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify the City of Signal Hill, according to the attached indemnification form, and to abide and enforce the rules, regulations and policies governing the facility as set forth by the City of Signal Hill.

SIGNATURE OF APPLICANT: _____

DATE: 7/22/26



City of Signal Hill
Fee Waiver or Fee Reduction Form

Date Submitted: 7/17/26

Name of Organization: Promontory Westbluff Skyline Estates

Type of Activity/Event Title: HOA Meeting

Requested Date(s) of Activity: 8/20, 10/22, 12/22 (5:30 pm - 7:30 pm)

Requested Location(s) of Activity: Library Learning Center

Point of Contact First & Last Name: [REDACTED]

Point of Contact Email: [REDACTED]

Phone Number: [REDACTED]

Organization's Address: [REDACTED]

City: Signal Hill Zip Code: 90755

Is your organization/group based in Signal Hill?

☒ Yes

☐ No

Is your event open to the public free of charge?

☐ Yes

☒ No

Will there be any sort of money exchanged during your event?

☒ Yes

☐ No

I am requesting a fee waiver based on the following category:

- ☐ Official City Partner/City Affiliated Organization
- ☐ Intergovernmental Group/Government Agencies
- ☒ Resident Non-Profit
- ☐ Civic Organization/Groups

I am requesting a 50% fee reduction based on the following category:

- ☐ Signal Hill Homeowners Association
- ☐ Non-Resident Non-Profit
- ☐ Schools and School Groups

Peak Number of People Expected: 6

Description of Event: HOA meeting

Please describe how your planned event or your organization benefits the residents of Signal Hill:

This supports the residents of Signal Hill that live in Promontory Westbluff Skyline Estates

*Authorized Signature [REDACTED]

Date 7/22/26

Printed Name of Signatory [REDACTED]

***Signatory must be authorized to sign on behalf of the organization or group.**

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the Commission at one of its upcoming two regularly scheduled Commission meetings. It is advisable that the applicant appear at such meeting to respond to questions from the Commission.

The applicant will be notified in writing of the Commission's decision within seventy-two (72) hours after the decision is rendered.

****FOR OFFICE USE ONLY****

Additional Required Documents:

☐ Facility Use Application

☐ Letter of Intent

☐ Proof of Non-Profit Status

OR

☐ Organization Verification Documents

COI Required:

☐ Yes

☐ No

If Yes, COI Received?

☐ Yes

☐ No

Special Event Permit Required

☐ Yes

☐ No

Parks & Recreation Commission or City Council Agenda Date: _____

Approved _____ Declined _____

Comments _____

Department Head Signature _____ Date _____

Promontory Westbluff Skyline Estates

2300 Sea Ridge Drive, Signal Hill, California 90755
[REDACTED]

22 July 2026

[REDACTED]
Park, Recreation & Library Services
City of Signal Hill
1800 E. Hill Street
Signal Hill, Ca 90755

[REDACTED]
I am writing to request use of the Library Learning Center for our HOA monthly meeting.

We would like to reserve the room on 8/20, 10/22 & 12/22 from 5:30 pm - 7:30 pm. We Anticipate approximately six people in attendance. We do understand that we must be finished and vacate the room by 7:45 pm.

If you have any questions, you can contact me at 562 212.1370.

Please let me know as soon as possible if our request is approved.

Thanks.

[REDACTED]
2300 Sea Ridge Drive
Signal Hill, Ca 90755

ARTICLES OF INCORPORATION

2512339



SECRETARY OF STATE

I, *Kevin Shelley*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

APR 08 2003



Kevin Shelley
Secretary of State

2512339

**ARTICLES OF INCORPORATION
PROMONTORY WESTBLUFF/SKYLINE ESTATES HOMEOWNERS
ASSOCIATION, INC.**

**I
NAME OF CORPORATION**

The name of this corporation is PROMONTORY WESTBLUFF/SKYLINE ESTATES HOMEOWNERS ASSOCIATION, INC., a California nonprofit mutual benefit corporation (hereinafter called the "Association").

**II
NONPROFIT CORPORATION**

This corporation is a nonprofit Mutual Benefit Corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law.

**III
PURPOSE AND POWERS OF THE ASSOCIATION**

This corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act. The Association does not contemplate pecuniary gain or profit, direct or indirect to the members thereof, and the specific purposes for which it is formed are to provide for or assure the maintenance, preservation and architectural control of the Property subject to the Declaration of Covenants, Conditions and Restrictions, Promontory Westbluff/Skyline Estates Homeowners Association, including such additions thereto as may be hereafter brought within the jurisdiction of the Association, and to promote the health, safety and welfare of the Owners of the Property and any additions thereto as may hereafter be brought within the jurisdiction of this Association. For this purpose, the Association shall have the power and authority to:

- ENDORSED - FILED**
In the office of the Secretary of State
of the State of California
- APR 04 2003
- KEVIN SHELLEY
Secretary of State
- (a) Exercise all of the powers and privileges and perform all of the duties and obligations of the Association as set forth in the Declaration of Covenants, Conditions and Restrictions, hereinafter called the "Declaration", applicable to the Property and recorded or to be recorded in the Official Public Records of Los Angeles County, California, and as the same may be amended from time to time as therein provided, said Declaration being incorporated herein as if set forth in full and made a part hereof;
- (b) Fix, levy, collect and enforce payment by any lawful means, of all charges or assessments pursuant to the terms of the Declaration; to pay all expenses in connection therewith, including all office

expenses, licenses, taxes or governmental charges levied or imposed against property of the Association and all other expenses incident to the conduct of the business of the Association;

- (c) Acquire (by gift, purchase or otherwise), own, hold, improve, build upon, operate, maintain, convey, sell, lease, transfer, dedicate for public use or otherwise dispose of real or personal property in connection with the affairs of the Association; and
- (d) Have and exercise any and all powers, rights and privileges which a corporation organized under the Nonprofit Mutual Benefit Corporation Law may now, or later, have or exercise.

The above statement of purposes shall be construed as a statement of both purposes and powers. The purposes and powers stated in each of the clauses above shall not be limited or restricted by reference to, or inference from, the terms and provisions of any other such clause, but shall be broadly construed as independent purposes and powers.

IV PRINCIPAL OFFICE

The corporation has no business or corporate office. The nine-digit zip code of the common interest development is 90755-0000. The front street and the nearest cross street to the common interest development are Cherry Avenue and Hill Street.

V MANAGING AGENT

The corporation has no "managing agent" (as defined in Civil Code Section 1363.1).

VI AGENT FOR SERVICE OF PROCESS

The name and address in the State of California of this corporation's initial agent for service of process is: Robert W. Comstock, Comstock Homes, 321 12th Street, Manhattan Beach, California 90266

VII SPECIFIC PURPOSES

Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.

IN WITNESS WHEREOF, for the purposes of forming the Corporation under the laws of the State of California, the undersigned, constituting the sole incorporator of this Corporation, has executed these Articles of Incorporation this 31st day of March, 2003.


Jørgen L. Nielsen, Incorporator

