

# THE CASITAS HOMEOWNERS ASSOCIATION



## Resident Handbook

March 2019

# Table of Contents

1.	Welcome .....	1
2.	Property Management .....	1
3.	Web Site.....	1
4.	Common Charges.....	2
5.	Gate .....	3
6.	Mail .....	3
7.	Utilities.....	4
8.	Garbage .....	4
9.	Parking .....	5
10.	Pets .....	5
11.	Insurance .....	5
12.	Common Facilities .....	6
13.	Maintenance .....	6
14.	Governance .....	7
15.	Architectural Control .....	8
16.	Violations .....	9
17.	Selling a Unit .....	9
18.	Leasing a Unit .....	10

Appendix A – Contacts

Appendix B – Architecture Change Request Form

Appendix C – Emergency Contact Form

Appendix D – Gate Directory Change Request Form

Appendix E – Automatic Payment Authorization Form

## **1. Welcome**

Welcome to the Casitas! We are providing the following information to help answer questions that you might have. The following pages summarize information contained in the official declaration documents that you received prior to closing as well as rules, regulations, and policies that have been adopted by the Board of Directors. Unofficial copies of all declaration documents are posted on the Association's Web site. We recommend that you review each of these documents since they are legally binding for all residents – whether homeowners and their immediate families, tenants, or guests.

To preserve and maintain property values, compromises and rules are necessary to encourage harmony and to maintain the esthetics of the community. Rules and regulations enacted by the Board of Directors are, for the most part, based on common sense and courtesy. They are not intended to be intrusive, but rather are provided to ensure that all residents may enjoy our community. We recognize that from time to time there may be exceptions to any rule, regulation, or policy. Consequently, we invite you to contact the property manager or the Board should any extenuating conditions arise.

## **2. Property Management**

We are managed by Legacy Community Partners who will respond to inquires, problems, and issues once you have closed on your unit. The property manager for the Casitas can be reached on (480) 347-1900. Their mailing address is Legacy Community Partners, 459 N. Gilbert Road, Suite # A220, Gilbert, Arizona 85234. If calling during business hours, we recommend telling the person who answers the purpose of your call rather than leaving a voice mail for the property manager. Others in the office may be able to help.

The property management company is charged with running the property for the Association. Specifically, they are charged to work with the Board of Directors to maintain common elements, to insure the look and feel of the property, to resolve compliance issues, to handle the financial affairs of the Association, and to serve as a resource for homeowners and residents. Any questions and issues affecting our community should be directed to the property manager.

## **3. Web Site**

We currently maintain a homeowner portal/website at [www.lcpaz.com](http://www.lcpaz.com). Please follow the directions to the homeowner portal and register if you are a first time user. The portal allows you to make payments in real time, see your CC&R violations with pictures, and submit architectural request. The Web site contains copies of declaration documents (such as the Covenants, Conditions, Restrictions and Easements commonly referred to as the CC&R) as well as other documents such as meeting minutes, the latest audit, the

budget for the current fiscal year, forms (such as the Architecture Change Form), and other information.

#### 4. Common Charges

When you closed, you pre-paid 2 months of common charges. If you did not receive a coupon book at closing, contact the property manager to obtain a new coupon book. Always submit payments with a coupon and mail them to the specified at the back of the coupon book. We recommend signing up for the electronic debit or automatic payment program to ensure prompt, accurate crediting of your payments. Having your assessments paid via an “electronic check” each month avoids the cost of printing and mailing checks and guarantees that you will never be late!

Your common charges pay for the maintenance of the property and are directly related to the yearly budget. The budget is usually adopted by the Board at its November meeting. New coupon books are mailed to homeowners in December. The budget (plus special assessments (if any)) directly determines the amount that you pay each month.

Because we are a small community with a small budget, the non-payment of common charges seriously affects our ability to maintain the property and pay the Association’s bills. Consequently, the Association has adopted the following assessment collection policies:

- Assessments are due monthly on the first of each month. Assessments include monthly common charges and special assessment payments (if any).
- Coupon books are issued to homeowners in November or December of each year documenting the monthly assessment for the following year. Coupons must accompany mailed payments in order to properly apply the payment.
- Homeowners may participate in an electronic debit program to pay assessments. Those paying by electronic debit will receive a notice documenting their monthly assessment rather than coupon books.
- Assessments are considered past due if payment is not received at the property management company offices by 3:00 p.m. 30 days after the assessment first became due or the next business day if the past due date falls on a weekend or a bank holiday.
- The following table summarizes late fees and other charges:

30 Days after due date	Late fee assessed	\$15.00 Charged to account
45 Days after due date	Final notice sent	\$50.00 Charged to account
60 Days after due date	Intent to lien notice sent	\$50.00 Charged to account
90 Days after due date	Lien recorded	\$140.00 Charged to account
120 Days after due date	Legal action started	Costs charged to account

If homeowners have special circumstances affecting their ability to pay their assessments, they are encouraged to contact the property management company to make arrangements. The goal of the property management company is to help homeowners meet their financial obligations to the community. The property management company can help

homeowners avoid costly collections costs by working with them to arrive at an acceptable solution.

## **5. Gate**

Security is everyone's business. Please contact the property manager to add your name to the gate directory. The property manager will need to know the spelling of the last name to be added to the directory, a local telephone number to be called when your name is selected from the directory, and a personal 4-digit access code. You will be added to the directory without charge provided information is given to the property manager within two months after closing. Changes to the directory after that and changes for rentals may require the payment of a fee – though no fee is currently charged for this service.

Your personal access code should be given to regular visitors to the property such as children, other family and relations, and close friends. The master access code (which is changed periodically and published to homeowners) should be given to one-time visitors such as contractors, repairmen, airport shuttle services, etc. Separate access codes have been given to contractors, major package delivery companies, and service companies that visit the property regularly. The gate does not guarantee security and safety. However, if we use the directory and access codes in a secure manner, we can maximize the gate as a tool to help prevent trespass, vandalism, and theft.

The property manager will assist you to obtain keys to the pedestrian gates. If you received a 3-button remote when you closed, the middle button opens the front gate and the right button opens your garage. The rear gate is for emergency use only, and is currently locked by the Fire Department.

Replacement or additional remotes for the front gate may be purchased at retail stores such as Home Depot, Lowes, Ace Hardware, etc. When purchasing a replacement or universal remote for use with the front gate, it is important to select a remote that is compatible with a Liftmaster/Chamberlain Security+ garage door opener manufactured before 2005 that operates at 390 MHz. When a remote is purchased, it must be programmed for the front gate. You should contact the property manager to arrange for programming the remote. The remotes for new garage door openers may not be compatible with the wireless receiver installed at the front gate. Consequently, you may need to continue to use your old Liftmaster remotes for the front gate.

## **6. Mail**

There are three banks of mailboxes just inside the front gate. Each unit is assigned a box by the post office. These are not necessarily in order. Contact the post office at (480) 844-1672 if a lock must be changed or for other questions. The Mesa Mountain View Station is located at 2747 E. University just east of Lindsay. Mail is usually delivered around 11:30 a.m.

## **7. Utilities**

The City of Mesa provides trash, recycling, gas, sewer, and water services. The City of Mesa telephone number is (480) 644-2221. The Salt River Project (SRP) provides electricity. The SRP telephone number is (602) 236-8888. Cable television and cable Internet services are provided by Cox Communications. The Cox telephone number is (623) 594-1000. Telephone services are provided by Centurylink and other carriers. The Centurylink telephone number is (800) 244-1111. Currently, Centurylink does not provide high-speed Internet services. Their Web site can be used to determine if high-speed service is available.

## **8. Garbage**

Recyclables should be placed in your blue barrel as outlined on the barrel itself. All other refuse should be placed in your black barrel. Unless changed by the City of Mesa, blue barrels are picked up on Tuesday and black barrels on Friday. Unless notified otherwise by the City of Mesa, garbage and recyclables are picked up on holidays. Barrels may be rolled to the curb on the main roadway no earlier than 5:00 p.m. the day before pickup. They must be returned to your garage or private yard no later than 10:00 p.m. the day of pickup.

If you will be away, you should make alternate arrangements with your neighbors or others in the community to put out and return your barrel to your garage or private yard. You may also contact the property manager for the names and telephone numbers of resources in the community who've volunteered to help. They'll only need access to your garage or private yard to provide this service to keep the property looking its best.

When not out for pickup, your barrels must be stored out of sight either in your garage or in your private yard. It is not permissible to leave barrels in your front yard or on your cement driveway. It is permissible to construct a storage facility in your private yard for your barrels, but it cannot be publicly visible to a passerby. For those new to Arizona summers, it may be best to temporarily store highly perishable items (such as chicken and fish) in plastic bags in the refrigerator or freezer to control odors and to not attract feral animals.

All barrels must be marked with your unit number so that they can be easily identified and not confused with someone else's barrel. Numbered barrels that are left on the curb of the main roadway outside the approved times may be wheeled to your driveway or outside your front door depending on which location is less visible. Unnumbered barrels that are left on the curb of the main roadway may be wheeled to the area just outside the rear pedestrian gate where they are least visible. Community policies will apply in either case.

If you need a new barrel, contact the City of Mesa to arrange for a barrel exchange. When leaving a barrel at the curb for exchange, contact the property manager so that there is no confusion if a walk-around should occur on that day.

## **9. Parking**

Parking is limited to family vehicles – though you may park any vehicle within the confines of your garage. Commercial vehicles, trailers, and recreation vehicles may not be parked outside of your garage. All vehicles must be properly registered (and inspected if required by the state registering the vehicle), they must be in operating condition and not show significant damage, they cannot be covered, and they cannot be stored. Storage is defined as not moving a vehicle for over two weeks. Machinery, equipment, or materials may not be stored in the rear bed of pick-up trucks parked in public view on the property unless the bed is covered with a canvas cover or protective shell attached to the vehicle.

Besides your garage, vehicles may be parked in your driveway (provided traffic is not impeded) and in the parking spaces at the back of the property. Only guests may park on the south side of the main roadway. A guest is anyone residing on the property for less than two weeks. After two weeks, guests are considered residents and cannot park on the south side of the main street. Due to fire regulations, vehicles may not be parked on the north side of the main roadway or in any of the side streets.

Improperly parked vehicles may be towed at homeowner expense. If a parking violation is noted on common property and the responsible homeowner cannot be determined, the vehicle will be towed the day after the violation is ticketed on the vehicle (if still in violation). Vehicles may be towed without notice each time a parking violation is noted with the same unknown vehicle, and after a third violation for vehicles in which the unit is known. Vehicles parked on the north side of the main roadway or in any of the side streets may be towed without notice at any time since they are in violation of Mesa fire regulations and a safety hazard.

## **10. Pets**

Only common household pets may be kept in your unit or in its private yard. Farm animals and exotic pets may not be kept nor may any animal be kept for breeding or commercial purposes. Pets may be walked on common property provided they are under control and not a danger to others, on a leash at all times, do not enter into the public yard of another unit, and provided all excrement is picked up and properly disposed of. Pets may not make an unreasonable amount of noise. Do not feed or approach any feral cat or other animal as they are wild animals and may carry any number of diseases including rabies. This is sometimes hard for children to understand.

## **11. Insurance**

The Association maintains a master insurance policy for common elements and for liability purposes. However, homeowners need to obtain appropriate homeowners' insurance for their units which are not covered under the Association's master policy. Tenants should consider renters insurance to protect their private property. The property manager can be contacted to obtain a certificate of insurance when discussing options with a qualified insurance professional.

## **12. Common Facilities**

The display case by the mailboxes is used by the Board to post meeting minutes and other pieces of information. Currently, we do not allow for the posting of advertisements or other commercial materials by residents.

The picnic area is available for use by all residents between the hours of 9:00 a.m. until sunset since there is limited lighting in the Ramada. Because of the proximity to other units, speakers and sound systems may not be used. Residents are responsible for keeping the area clean. Use is on a first come first served basis.

There are limited greenbelt areas on the property for children to play. Because we have experienced situations of rock throwing and vandalism of the watering system, children need to be closely supervised when playing on common property. Speed bumps were installed to help prevent accidents involving children. However, playing in the streets and the front entrance area is dangerous and is, therefore, not allowed.

## **13. Maintenance**

You own and must maintain your unit, its roof, and other systems in good condition. You are responsible for pest control including termites, rats, mice, and other insects and animals. The Association waters and maintains your public yard. You must water and maintain your private yard, and ensure that trees and other plantings do not encroach on common property or neighboring units. You must also maintain the lighting by your garage and front door and the sensor or sensors that control them. You must keep any low-voltage in-ground lighting that is installed at your unit operational and in good condition.

The Association is responsible for painting the exterior of your unit according to the palette of colors selected by the Board. When the buildings are repainted by the Association, cracks will be repaired by the contractor except in situations that indicate a structural problem. In between paintings, you are responsible for touching up exterior damage. Contact the property manager to determine the current brand and paint specifications that must be used. Except as done professionally, we advise against trying to fill large cracks in the stucco since non-professional repairs remain obvious – lowering your property value. Since paint fades rapidly in a desert environment, we recommend

painting a whole wall if touch-up must be done. You may scrape and repaint the stem wall of your unit provided you use the proper color paint from the current palette.

All units and common elements were repainted in May of 2017 with exterior paints manufactured by Dunn-Edwards. The body: Spartashield Ext Flat Warm Hearth DE6110, Trims and Pop-outs Spartashield Ext Flat Verona Beach DE6135, Wrought Iron Windows Aristoshield Semi-Gloss, Cellar Door DEA157, and Front Door Egg, Verona Beach. If repainting your exterior light fixtures, they should be painted with Raisin in the Sun. The metal grate and front doors were painted in semi-gloss. The stucco and other surfaces were painted in flat exterior. There is a Dunn-Edwards store on the southeast corner of Gilbert and Southern. The colors and paints used at the Casitas were registered in their system.

The walls of your private yard are a shared maintenance responsibility with you and your neighbors. The blocks of the private walls are naturally colored and should not be painted. The maintenance of the gate into your private yard is your responsibility. While some gates have been stained and painted in the past (and, therefore, must be “grandfathered”), the metal part of the gate should be painted in the current trim color using a paint suitable for metal, and the wood slats of the gate should be left natural with either a clear water sealer or clear polyurethane paint. Do not paint or stain the wood slats without prior approval by the Board.

## **14. Governance**

The Casitas Homeowners Association is incorporated as a nonprofit planned community by the State of Arizona. When you closed on your unit, you became a member and shareholder in the Association. Similar to commercial companies, the Association is governed by a Board of Directors made up of 3 or more members. Board members are volunteers and serve for 1-year terms. They are elected by secret ballot at the annual meeting of the Association. The annual meeting occurs on the first Saturday in March. Nominations for the Board are solicited in January and ballots are mailed in February for return by mail or by hand by the start of the annual meeting.

The Board of Directors meets Quarterly on the Second Wednesday of the month in February, May, August and November. Board members host an Annual Meetings in March on a Saturday. The board meetings are open to homeowners or authorized representatives of homeowners. The meeting time and place is posted in the display case by the mail boxes. Minutes of all meeting are also posted in the display case as well as on the Association’s Web site.

Homeowners of record or the authorized representatives of homeowners of record may serve on the Board and participate in the affairs of the Association. Homeowners wishing to designate an authorized representative to attend meetings, to vote, and to receive notices, violations, and publications must be registered by notarized letter filed with the property manager and the secretary of the Association. Authorized representatives shall be recognized by the Association until a notarized letter is received terminating the

service of the authorized representative or naming a new authorized representative. Unless otherwise designated, if a unit is owned by a trust, the trustee is recognized as the authorized representative. If a unit is owned by an incorporated company or other legal entity, the company owner is recognized as the authorized representative.

Only homeowners and authorized representatives of homeowners have standing in the affairs of the Association. That is, tenants and others who are not owners do not have standing and cannot serve on the Board, vote, or attend Association meetings except as specifically invited. For the purposes of definition, a “tenant” is any individual or individuals occupying a unit which is owned by another individual or individuals whose primary residence is not at the Casitas – regardless of whether or not rent or other money is exchanged between the parties.

## **15. Architectural Control**

Any visible changes to the exterior of your unit must be approved in advance by the Board which functions as the Architectural Committee. Blanket approvals have been given for the installation of security doors (provided they are of a “desert” color and not “extreme” in design), satellite dishes and antennas<sup>1</sup>, low-voltage in-ground lighting, ceiling fans on porches, and roll-up sun screens on porches provided they are a “desert” color and not permanently in use. For appearance, sunscreens and other visible protective devices such as umbrellas should be rolled up or closed after sundown when the patio is not in use. Contact the property manager and submit an Architecture Change Request form before making any changes. Submit Architecture Change Request forms to change exterior lighting fixtures, to plant trees or bushes in your front yard, or to install additional landscaping elements.

Any type of “signage” is generally prohibited. However, decorations are allowed in the month of major holidays. Christmas decorations are allowed from mid-November through mid-January. Excessive and inappropriate decoration that diminishes the harmony and esthetics of the property are not allowed.

The Board has allowed for the installation of additional unit numbers. However, all unit numbers must be the same size and type as originally installed by the developer by the garages. These can currently be ordered through the Management Company. They are \$102 each plus tax. Additional unit numbers may only be placed on the pillar leading to the front door of units and/or by the gate leading into your private yard. Unit numbers installed by the gate must be installed on the pillar by the latch (opposite the hinges) centered on the second block.

Arizona law allows for the display of certain flags and the display of political signs on a homeowner’s property. If a flag is to be permanently installed, an Architecture Change

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<sup>1</sup> For esthetic reasons to preserve the look and feel of the community and property values, we recommend installing satellite dishes and antennas hidden from view in your private yard. They may be mounted on the cement block walls or on poles or tripods. All services, including high-definition, may be received without the need for an installation on the roof.

Request form must be submitted and approved by the Board prior to its installation to make sure that the mounting, placement, size, and illumination are appropriate, fitting, and correct. Only one political sign measuring no larger than 24 inches by 24 inches may be displayed. Political signs may not be displayed on common property and will be removed. Political signs may be displayed 45 days before an election and must be removed within 7 days after the election.

## **16. Violations**

So that all residents have a common understanding, the following violations enforcement policy has been adopted by the Association:

- First observation of a violation – Friendly reminder letter sent
- Second observation of the same violation – Letter sent to homeowner
- Third observation of the same violation – \$50.00 fine
- Each observation of the same violation after the third observation – \$50.00 fine

Homeowners are encouraged to call the property management company if there are circumstances that prevent them from being able to comply with the community rules and regulations. The property management company and the Board of Directors need to understand and assess special circumstances. This can only be done if homeowners communicate with the property management company. This will avoid unnecessary fines.<sup>2</sup>

In recognition that there may be extenuating circumstances relative to violations, the following violations appeal policy has been adopted by the Association:

- Homeowners may appeal fines to the Board of Directors by letter to the property management company or in person at a regularly scheduled meeting of the Board. Appeals in person must be placed on the meeting agenda by contacting the property management company. The Board of Directors will assess the appeal and either grant the appeal and waive any fine or deny the appeal.
- The decision is based on the following:
  - Severity of the violation. Health and safety violations are most serious.
  - Timeliness of compliance after first becoming aware of the violation.
  - History of previous violations, if any, and the responsiveness of the homeowner in addressing those violations. History of past fines assessed.
  - Other information relevant to the violation – such as information provided by the homeowner, information provided by others who may be affected, property management company personnel, and other verified sources.

## **17. Selling a Unit**

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<sup>2</sup> At Board discretion, repeated or uncured violations may result in legal action being taken against the homeowner. If an “intent to sue” notice is sent, a \$56 fee will be assessed to the account. If a suit is initiated, legal expenses will likewise be charged to the account.

When selling your unit, your real estate agent and/or title company will contact the property management company to obtain documents required by Arizona law. The property management company will collect a membership transfer fee for its services. This fee is usually prorated between the buyer and the seller in an escrow transfer.

You are allowed to have one standard real estate “for sale” or “for rent” sign either in your front yard or at the curb on Lindsay Road outside the front gate. When units are sold or rented, such signs must be removed promptly.

As part of this process, the property management company will issue a certificate relative to whether or not all common charges and special assessments have been paid by the seller and are current, and they will collect from the buyer at closing 2-months of common charges and special assessments (if any).

## **18. Leasing a Unit**

The Association has not currently enacted any rules, regulations, and procedures relative to leasing or renting a unit. However, the CC&R requires a written lease specifically referencing Association documents (3.12), limits any lease period to not less than 30 days (3.12), does not allow for the leasing of parts of a unit (3.18), and does not allow occupancy by more than 3 unrelated individuals (1.34). To protect your interests, we recommend that a standard Arizona lease be executed between yourself and your tenants.

You are directly responsible for the actions of your tenants and their guests. It is sad to note that a high percentage of compliance issues have involved tenants – often, we think, because they are unaware of the rules and regulations that allow us to live in a community. Further, it costs homeowners time and money to resolve compliance issues. Consequently, we recommend that tenants be given a copy of this handbook and encouraged to read the declaration documents as posted on the Web site.

# Appendix A

## Contacts

**Property Management Company:**

Legacy Community Partners  
459 N. Gilbert Road, Suite #A220  
Gilbert, Arizona 85234

**Assessment Mailing Address:**

The Casitas Homeowners Association  
c/o Legacy Community Partners  
P.O BOX 67514  
Phoenix, AZ 85082

The Casitas Homeowners Association  
1260 S. Lindsay Road, #44  
Mesa, Arizona 85204

**Telephone Numbers:**

(480) 347-1900  
(480) 347-1903 (Facsimile)

**Property Manager:**

Eric Peterson  
Eric@lcpaz.com

**Web Sites:**

<http://www.lcpaz.com>

**Emergency Contacts:**

Ambulance .....	911	City of Mesa
Cable .....	623-594-1000	Cox Communications
Electric .....	602-236-8811	SRP
Fire .....	911	City of Mesa
Gas .....	480-644-4277	City of Mesa
Hospitals .....	480-981-2000	Banner Baywood Medical Center
	480-969-9111	Mesa General Hospital
Poison.....	800-222-1222	Poison Center
Police.....	911	City of Mesa
Sewer.....	480-644-2262	City of Mesa
Telephone.....	800-573-1311	Centurylink
Water.....	480-644-2262	City of Mesa

# THE CASITAS HOMEOWNERS ASSOCIATION

Legacy Community Partners, 459 N. Gilbert Road, Suite# A220, Gilbert, Arizona 85234  
(480) 347-1900 Fax (480) 347-1903

## Architecture Change Request Form

Unit Number: \_\_\_\_\_

1. Homeowner name, address, and telephone number:

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2. Contractor name, address, and telephone number:

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3. Description of the work to be done:

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4. Type of materials to be used:

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5. Colors or exterior finishes if applicable:

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6. Dimensions and location if applicable:

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7. To expedite the decision making process, please include all drawings, specifications, estimates, work plans, and other items to support this request.

8. Please retain a copy for your records and sign below.

Signed: \_\_\_\_\_  
Homeowner

Date: \_\_\_\_\_

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**APPROVED    DENIED**

Signed: \_\_\_\_\_  
For the Association

Date: \_\_\_\_\_

Additional comments, conditions, or requirements:

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The review and approval or denial of this request is limited to, and only pertains to, the items described above. Any other information, improvements, or modifications described or referenced on this form or in other supporting documents does not mean that they are a part of this request.

# THE CASITAS HOMEOWNERS ASSOCIATION

Legacy Community Partners, 459 N. Gilbert Road, Suite# A220, Gilbert, Arizona 85234  
(480) 347-1900 Fax (480) 247-1903

## Emergency Contact Form

**Unit Number:** \_\_\_\_\_

1. As a gated community, we may have homeowners and residents who live alone, who are elderly, who do no live here year-round, or who lease their homes, and who, consequently, may not be readily contacted by their neighbors in emergencies. We are providing this form to allow homeowners to register emergency contact information for themselves and their tenants (if any).
2. This form is completely optional. If for privacy or other reasons, you are uncomfortable with sharing this information, we recommend that you do not complete and submit this form. Our intent is to keep this information on file so that appropriate people can be reached if either the Association or property management company is notified of or observes an emergency. However, neither the Association nor the property management company can guarantee or otherwise insure that this information will not fall into other hands – though our intent is to keep it private and confidential and restricted to emergencies.
3. By completing, signing, and submitting this form, you acknowledge that you and your contacts and tenants are not entering into any third-party arrangement, understanding, or other legal obligation with either the Association or the property management company, that you will hold both the Association and property management company harmless should injury, death, damage, theft, or any other adverse outcome occur as a result of an emergency or disclosure of information on this form, and that you understand that you or your contacts may not be notified in an emergency prior to (or even after) first-responders such as police, fire, and ambulance arrive.

Please print or type.

- 4. Homeowner name, address, telephone number(s), and e-mail address:**

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- 5. Emergency contact name(s) and telephone number(s):**

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- 6. Tenant name(s) and telephone number(s):**

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**Signed:** \_\_\_\_\_  
Homeowner

**Date:** \_\_\_\_\_

# THE CASITAS HOMEOWNERS ASSOCIATION

Legacy Community Partners, 459 N. Gilbert Road, Suite# A220, Gilbert, Arizona 85234

(480) 347-1900 Fax (480) 247-1903

**CASITAS DK30**

## **Gate Directory Change Request Form**

1. The Casitas offers an electronic gate system at its entrance. These gates are designed to be a deterrent to unauthorized persons, but are in no way a guarantee of personal safety or security. If used correctly, this system is only effective in controlling vehicle traffic. The gates are for limited access only and are not to be considered a security system.
2. Do not attempt to force or tailgate through the gates as it may cause damage to the gates or your vehicle or both. Neither the Casitas Homeowners Association nor the company contracted to maintain the gate and its programming are responsible for damage to your vehicle. You are responsible for any damage to the gates caused by vehicles driven by you, your family, or your guests.
3. Specify the last name and first initial to be associated with your unit in the gate directory. You are limited to 13 characters. Visitors may scan the directory alphabetically for your name by pressing the large "A" button and then pushing the "CALL" button on the keypad to call your unit. When you answer, you will be able to talk with the visitor at the gate. Only local area code 480 telephone numbers may be called. For security and privacy, your telephone number is not displayed by the system in its directory.
4. If you wish to admit the visitor, press "9" on your telephone. On short-duration touchtone telephones, press the "9" button twice. The entry system will generate a confirmation tone, open the gate, and then hang up. If you do not wish to admit the visitor, simply hang up. The entry system permits conversation for about one minute and will automatically hang up. A short beep will be heard 10 seconds before disconnecting.
5. To avoid a directory scan, you may instruct visitors to merely enter your unit number as a 3-digit number at the keypad (e.g., 5 as 005 and 15 as 015). The system will immediately call your unit as described above. We recommend this method of entry for frequent visitors and to grant entrance to service people and taxi or limousine services.
6. If you are not home to admit a visitor, they may use the 4-digit access code assigned to your unit to directly enter the property. To use the code, the visitor must push the "#" key quickly followed by the 4-digit access code. The code for your unit must not be used by anyone else, must not be reserved as a future master access code, and must be below 9000.
7. Special access codes have been assigned to all vendors who service the property on a regular basis. These include departments of the City of Mesa, the electric company, major package delivery companies, and people who deliver newspapers. Please contact the property manager on (480) 347-1900 if there are questions or issues relative to the gates and their programming.
8. Sign and mail this completed form to: The Casitas Homeowners Association, c/o Legacy Community Partners, 459 N. Gilbert Road, Suite# A220, Gilbert, Arizona 85234 The property manager will approve and coordinate making these changes.

I have read and understand the above:

**Homeowner Signature**

**Print Directory Last Name and Initial**

\_\_\_\_\_

\_\_\_\_\_

**Unit #**

**Telephone #**

**4-Digit Access Code**

\_\_\_\_\_

(480) \_\_\_\_\_

\_\_\_\_ \_

Property Manager Use

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Transmitted:** \_\_\_\_\_

**Completed:** \_\_\_\_\_

# THE CASITAS HOMEOWNERS ASSOCIATION

Legacy Community Partners, 459 N. Gilbert Road, Suite# A220, Gilbert, Arizona 85234  
(480) 247-1900 Fax (480) 247-1903

## Automatic Payment Authorization

**No Checks!  
No Stamps!  
No Time!  
No Worries!**

To pay your association fees automatically each month, just complete and sign this authorization form and return it to Legacy before the payment is due. Please be sure to attach a voided check.

I (we) authorize Casitas Community Association to initiate entries to my (our) account described below:

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
\_\_\_\_\_

Routing Number: \_\_\_\_\_  
Routing number is found in the bottom left corner of the check between the colons |: \_\_\_\_\_  
\_\_\_\_\_:

This authority is to remain in full force and effect until Casitas has received written notification from me (or either one of us) of its termination in such time as to afford the association a reasonable opportunity to act on it.

### 18.1 Signature

(optional for joint account)

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Lot Number: \_\_\_\_\_