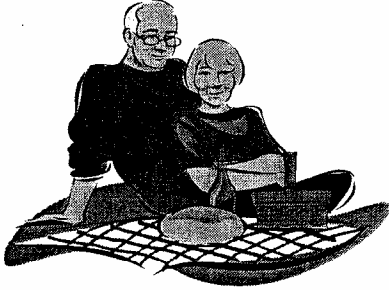


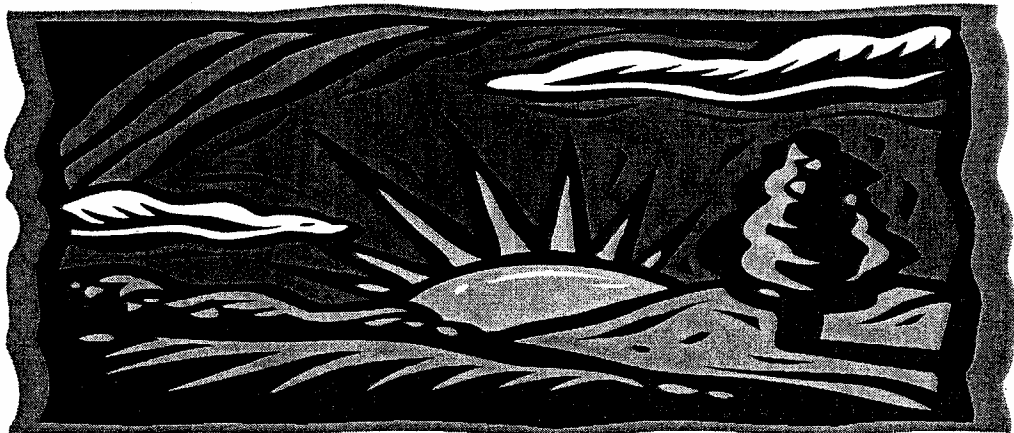
Revised May 17, 2004

# Living



# At

# Sunridge





**CITY PROPERTY**  
MANAGEMENT SERVICES, INC.

760 S. STAPLEY DR., SUITE 3  
MESA, AZ 85204

www.tcpm.net  
PHONE (480) 844-2224  
FAX (480) 844-2061

September 17, 2002

**Sunridge Townhomes Homeowners,**

Dear Homeowners,

On April 29, 2002 Governor Jane Hull signed Senate Bill 1055 into law making changes to the condominium Act and Planned Community Act by adding a new section 33-1808 Allowing for the display of the American flag.

Senate Bill 1055, also known as The American Flag Patriotic Display Law, mandates that Associations "shall not prohibit the outdoor display of the American Flag by a unit owner". *This new law went into effect August 21, 2002.*

The law does stipulate that an owner, wishing to display the American Flag, must display it "in a manner consistent with the Federal Flag Code" This law also allows associations to develop a "reasonable" policy regulating the display and placement of the American Flag and any pole to fly the flag. You may obtain a copy of the American Flag Code on the web: <http://www.bcpl.net>.

The legislature, by adding the requirement that owners must abide by the Federal Flag Code, provided help to Associations in implementing reasonable Flag regulations.

As this change in the law needed to be incorporated within our *Living at Sunridge Handbook*, we have revised those guidelines and included our new flag policy. Please take the time to review these new guidelines and replace any previous versions of the guidelines specifically addressing the display of American Flags.

This attached resolution is very important and should be reviewed when wanting to make any changes to your residence.

If you have any questions, please feel free to contact me at 480-844-2224, ext. 29.

Sincerely,

Dawn Stoner, CMCA Association Manager

**AMERICAN FLAG POLICY  
FOR  
SUNRIDGE TOWNHOMES HOMEOWNERS ASSOCIATION**

**To be inserted in the  
Living at Sunridge Handbook**

On April 29, 2002 Governor Jane Hull signed Senate Bill 1055 into law making changes to the Condominium Act and Planned Community Act by adding a new section for the display of the American Flag. *The America Flag Patriotic Display Law mandates that Associations "shall not prohibit the outdoor display of the American flag by a unit owner". This law will become effective August 21, 2002*

This law provides for Associations to adopt a reasonable policy regulating the display and placement of the American Flag and any pole necessary to fly the flag.

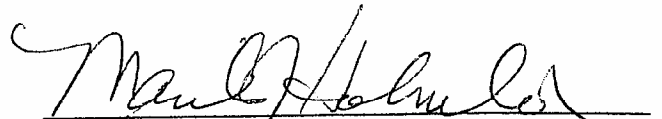
**WHEREAS**, The Board of Directors of Sunridge Townhomes Homeowners Association at a duly called meeting discussed the following, by authority granted in accordance with the Covenants, Conditions and Restrictions, and by the Amendment provided in the Planned Community Act, adopted the following policy to become effective simultaneously with the Planned Community Act amendment on August 21, 2002.

**NOW THEREFORE LET IT BE RESOLVED:** that the following be adopted by the Board of Directors:

1. The display of the American Flag will be done so in accordance with the Federal Flag Code.
2. The American Flag should only be displayed from sunrise to sunset unless appropriate lighting is installed that properly illuminates the flag without disturbing the quiet use and enjoyment of the neighboring properties. The association must approve any lighting in writing, prior to installation.
3. Flag poles are allowed as long as the height of the pole is no greater than the distance between the point of placement of the pole in the yard and the closest point of either of the following; (1) the sidewalk, (2) any common area, or (3) any neighbor's property line.


**FURTHER RESOLVED:** that this resolution takes effect on October 17, 2002.

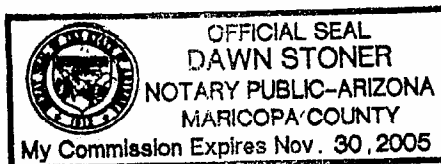
This **RESOLUTION** is adopted this 17<sup>th</sup> day of October 2002, by a majority of the Board at a meeting where a quorum of the Board was present.

  
Marilyn Holmlund, Secretary

STATE OF ARIZONA )  
                                  )  
Maricopa County        )

This 17<sup>th</sup> day of October 2002, Marilyn Holmlund, personally appeared as said Secretary, and being authorized to do so, executed the foregoing instrument. IN WITNESS WHEREOF, I do hereby set my hand and official seal.

  
Dawn Stoner  
Notary Public



## **DISCLAIMER**

The foundation of a high quality planned community such as Sunridge is to insure Association membership understanding and acceptance of the Covenants, Conditions and Restrictions (CC&R's), the Association Bylaws and Association Policies and Procedures.

This guide is provided to enable you, the owner/association member, to better understand the rules for living at Sunridge. Familiarity with the items in this guide should help residents enjoy a better life at Sunridge as well as gain a more definitive understanding of what living in a Home Owners Association means.

Information in this guide does not supersede or alter any information contained in the official recorded documents of the Association. Those documents are considered the final authority.

Please take the time to read through this material. If you need clarification on any item, the Management Company should be able to answer all of your concerns or questions.

All residents at Sunridge (including tenants) should have a copy of this guide. Owners who rent their unit(s) to others are responsible to provide a copy to their tenant(s). Additional copies of this guide are available from the Management Company.

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## **SUNRIDGE HOMEOWNERS ASSOCIATION**

The Sunridge Homeowners Association is a non-profit corporation. All owners of record of real property within Sunridge are members of the Association. All members in good standing are entitled to the use and benefits of Association provided services and facilities. The Association is governed by a Board of Directors who are elected by the Association members.

This booklet provides basic information on living at Sunridge. It is a simplified supplement but is not intended to replace the Association bylaws or CC&R's.

### **I. BOARD OF DIRECTORS**

The Board of Directors is a legal body of seven members and one alternate duly elected to represent the Association in all matters. Paragraph II generally outlines the criteria for becoming a member of the Board of Directors. Board meetings are held once each month (see para III B. below) and are conducted in accordance with Roberts Rules of Order.

The board has the fiduciary responsibility to the Association to manage all business and affairs of the Association. In addition to managing Association finances, the Board is empowered to enter into contracts for such services as Property Management, Landscaping, Swimming Pool Maintenance, and Repair and Maintenance of Association owned Assets.

Preparation and monitoring of the annual budget along with establishing the monthly membership dues is Board responsibility. In concert with the Management Company, the Board is responsible for monitoring and ensuring compliance with all Association documents including, Rules and Regulations, CC&R's, etc. Additionally the Board establishes and monitors activities of various committees such as Architectural Control, Landscape, Policy, Newsletter and others.

### **II. BOARD OF DIRECTORS ELECTIONS**

Board members are elected during the annual Association meeting that is held during the month of October. Any Association member (owner) whose name appears on the recorded deed of ownership is eligible to be elected to the Board of Directors provided his/her voting rights are not under suspension.

Prior to the annual meeting of the Association, a Nominating Committee provides names of Association members nominated for election to the Board. Additionally, nominations (and required second to nomination) may be made from the floor during the annual meeting. Also, Members in good standing are allowed to self nominate during the annual meeting. A second to these nominations is also required.

Presently there are seven voting members on the Board of Directors plus one non-voting alternate member. If there

is a resignation from the Board during the year, the alternate is moved into the open position and the Board selects a replacement alternate for the remainder of the year. Members serve from one to three year terms. The number of votes cast for a candidate determines term length. The candidate that receives the highest number of votes is elected to a three-year term, The candidate with second highest number of votes cast is elected to a two-year term, etc. There are no term limits.

The Association Members elect Board Members to the Board whereas the Board Members elect Board Officers. Officer positions include: President, Vice president, Secretary and Treasurer. Board Officers hold office for a one-year term and are elected each year by the Board. This election takes place at the first regularly scheduled Board of Directors meeting following the Annual Meeting. The outgoing President whose term has expired presides over this meeting until the new Officers are nominated, elected and installed. At that time the new President takes over and maintains control of the meeting.

### III. ASSOCIATION MEETINGS

**A. Association Annual Meeting.** The annual meeting of the Association is held during the month of October. All association members (owners) are encouraged to attend. Business conducted at this meeting includes review of past year's operating history, review and acceptance of Association budget, election, various committee reports, election of members to the Board of Directors and action on other issues of community interest. Notification of the Annual Meeting time and location is made by U.S. Mail at least 15 days prior to meeting date. Included with the notification is a copy of meeting agenda and other relevant information such as mail in ballots, candidate biographies and proxies.

**B. Board of Directors Meetings.** The Board of Directors is a duly elected body responsible for all business activities of the Association. Meetings of the Board are scheduled and held monthly. Presently these meetings are held the second Monday of the month and are called to order at 6:30 PM. Board members receive no compensation for serving.

In accordance with Arizona open meeting law, any Sunridge Homeowner may attend and observe. Any owner who wishes to express a concern or complaint or address the Board directly may do so by contacting the Management Company at least three (3) days prior to meeting date and requesting his/her name be placed on meeting agenda. Request to attend and be placed on the agenda may be made in writing or by phone.

To insure confidentiality, a part of the board meeting may be declared a closed meeting. Discussion relative to dues delinquencies or impending legal actions are examples where the meeting would be declared "closed". During this "closed" period, attendees are limited to only board members and Management Company representative.

### IV. INDIVIDUAL PROPERTIES AND COMMON AREAS.

**A. Individual Property.** Individual Property is defined as that real property owned by and titled to the Association MEMBER and as depicted and recorded in Maricopa County plot maps for Sunridge Townhomes Subdivision. The townhouse unit structure is physically located on this "real property". The Real Property side lot lines generally follow the centerline of the common (party) walls between townhouse units. Rear (patio area) lot lines follow the centerline of the fences. Front property lines run parallel to the street curb line. Utility easements approximately eight feet wide run parallel to the curb line.

**B. Common Areas.** There are a number of common area tracts within Sunridge that are owned by the association. Since there are 154 properties, each property owner owns 1/154 of the common areas. The association is responsible for all costs including, capital expenses, taxes, maintenance and upkeep of these areas.

Some examples of common areas are:

1. Swimming Pools and the areas surrounding the pools up to side or rear property lines of the individual properties.
  2. Cul-de-sacs at both ends of Boxelder, at West End of Sterling Place, at west end of Sycamore, and north end of Sunridge Ln.
  3. Areas where U.S Mail "cluster" mail boxes are located between the sidewalks and walls.
  4. Two tracts of common area are located outside the west perimeter wall, parallel to Alma School Road.
- All may be located by referring to Sunridge sub-division plot. Utility easements are also located along curb lines of common areas.

## V. LIFESTYLE RULES

- A. In the interest of maintaining curb appeal all residents of Sunridge are encouraged to pick up any trash or debris.
- B. Any damage to the front yards or common areas by owners, their guests, tenants or family members is the full financial responsibility of the owner. The Association will hold the owner liable for all repair or replacement costs, including legal fees and/or cost incurred in collection.
- C. Sunridge homes have common walls, therefore no loud noises such as stereos, televisions, radios or loud parties are permitted. Violators who are disturbing your peace should be reported to the Chandler Police Department at their non-emergency number (*see the back cover*).
- D. Trash and recycling containers may be placed out at the street the evening before the regular pickup and must be returned to a place not visible from the street or common areas as soon as possible but no later than 10:00 p.m. on the day of collection.
- E. When in common areas, be considerate of others by controlling noise, music, pets and children.
  - 1. Children riding bicycles, skates, skateboards or using toys on sidewalks are to give right of way to pedestrians. Parent or occupants are responsible for children's behavior and adherence to all rules.
  - 2. Bicycles, skateboards, plastic pools or other toys are not to be left in any common area.
  - 3. Be careful not to damage shrubbery or other plantings.
  - 4. Climbing onto or over any wall, gate or fence in the community is prohibited.
- F. Barbecue grills may be used only in rear patio areas. Grills and open fires are prohibited in any common area.
- G. Except when moving from home to vehicle or vice versa, handling of firearms, B-B guns, pellet guns, bows and arrows is not allowed. None of the above devices may be discharged anywhere within the community.
- H. In accordance with City of Chandler rules, individual garage sales are limited to a maximum of two times per year.

## VI. POOLS

- A. Use of pools is restricted to owners, tenants and their occasional sponsored guests. Repeated and heavy use by non-resident guests, relatives, etc., is not permitted. Please place trash in the containers provided and observe the rules which are posted at the pools and included below. Also, please report any vandalism or abuse of pools, furniture, etc., to the Management Agent.

### B. Keys

- 1. The Association has supplied each homeowner of record with one (1) pool key. This key also opens the Sunridge Lane cul-de-sac gate to the canal. There is a fifty dollar charge for a replacement key.
- 2. It is the responsibility of the homeowner to transfer the key at the time of sale or lease, and to advise the Association of this transfer.
- 3. Pool area gates must be locked at all times for safety reasons! Check and make sure that all gates you use are shut and latched or secured as you enter and leave the pool area.

### C. Sunridge Pool Rules

- 1. No lifeguard on duty - SWIM AT YOUR OWN RISK.
- 2. Use of pools is restricted to residents and guests only.
- 3. Children under 12 must be accompanied by an adult resident. Children in diapers must wear plastic cover pants.
- 4. No glass of any kind is permitted in pool area.
- 5. No Horseplay is allowed in or around the pool.
- 6. No bicycles, skateboards, etc., are allowed in pool area.
- 7. No intoxicated persons or those with infectious diseases are allowed in pool area.
- 8. No foreign matter is allowed in pool: remove hair/bobby pins, etc., before using pool.
- 9. Rafts and inner-tubes shall not be abused in pool.
- 10. Keep voices and radios to a quiet level (use headphones when possible). Only battery operated radios are allowed.
- 11. Pool is closed during repairs or cleaning.
- 12. Pool may not be reserved for private parties.
- 13. Pool gate must remain locked at all times.
- 14. No diving - shallow water.
- 15. No pets are allowed in the pool or pool area.

Anyone violating these rules will be restricted from pool use and may be prosecuted if damage occurs.

## **VII. VEHICLES**

- A.** No motored vehicle and/or wheeled vehicles (trailers) are allowed in the common areas.
- B.** Recreational vehicles are allowed for one night ONLY, to pack or to unpack. Guests and invitees of a property owner or tenant may keep their RV or camper in his/her driveway for a maximum of 3 days with prior approval of the Board.
- C.** No commercial vehicles, trailers, campers, motor homes, boats, or similar recreational equipment may be parked in driveways.
- D.** The residential speed limit is 25 mph., In consideration of the safety for the Sunridge residents (including children), residents are asked to adhere to the speed limit. Remember...STOP at stop signs.
- E.** No excessively loud vehicles or motorcycles are to be operated in the community.
- F.** The cleanliness of the driveway and street is the responsibility of the homeowner and/or unit occupant; therefore it is their responsibility to clean up excess oil, grease, antifreeze or any other substance.
- G.** Mechanical work on motor vehicles shall be done only on vehicles of persons residing at the Sunridge residence. It will not be done for remuneration. Restoring vehicles for resale is prohibited. Any work will be done only during reasonable hours and the area will be cleaned up each day.
- H.** To prevent damage to sprinkler system, washing of vehicles is restricted to on driveway or on street.

## **VIII ANIMALS**

- A.** All residents must monitor the activities of their pets so they do not create a disturbance to neighbors.
- B.** Pets should not be left in front yards unattended, nor should they be tied to trees, supporting poles, plants or shrubs. Owners are financially liable for any damage in such cases.
- C.** Pet owners must clean up after their pets and dispose of wastes properly. Do not let pets use common areas as toilets. This is offensive and creates a health hazard for others.
- D.** Backyards must also be kept free of pet debris. Due to the closeness of most of our units, such waste can be a problem for neighbors
- E.** Chandler has a leash law, therefore pets must be kept on a leash when outside of a resident's home.
- F.** The homeowner is discouraged from having exotic animals such as snakes, alligators etc. They MUST be confined inside the unit.

## **IX. ARCHITECTURE**

- A.** The Architectural Control Committee believes very strongly in the beauty of the existing structures and landscaping. Any request for changes must serve a major purpose and be submitted in writing, in detail, including dimensions, color, and purpose, to the Architectural Control Committee. Architectural Change Request forms are available from the Management Agent or the Architectural Control Committee. The Committee reviews the change and recommends approval or disapproval to the Board of Directors who will forward a written response to the homeowner. No work can begin until written approval is received. Any licenses or permits required by the project are the responsibility of the homeowner.
- B.** Certain items are normally approved through the above process. Items such as security doors and patio covers which meet Association standards, and certain type of sunscreens and patio enclosures may be approved.
- C.** The following are generally prohibited. Exceptions may be requested through the procedure above but are usually difficult to justify.
  - 1.** No reflective material, including, but without limitation, aluminum foil, reflective screens or glass, mirrors or similar type items, or temporary window coverings such as newspapers or bed sheets may be installed or placed upon the outside or inside of any Windows of any residential unit or other structure.
  - 2.** No enclosures, drapes, blinds, shades, screens or other items affecting the exterior appearance of a residential unit or other structure may be constructed or installed in any residential unit.
- D.** Exterior lighting is not permitted without prior recommendation of the Architectural Control Committee and the approval of the Board of Directors. This does not apply to Holiday lights, but said lights are to be removed no later than 15 days after the holiday.
- E.** No emblem, sign, or billboard of any kind may be displayed in public view on any portion of the lot. For sale, lease, rent, or security system signs of five square feet or less are permitted, but only one per lot.
- F.** If an owner owns two adjoining units and wants to combine them into one, they must obtain a building permit and approval from the board. This sort of alteration involves major structural changes and changes to the fire wall.
- G.** By law if a homeowner makes an unapproved change or alteration, it must be disclosed to a buyer by the management company when there is a sale of a property. This could hold up a sale. So, it behooves an owner to work with the board and Architectural Control Committee when making alterations.

## **X. LANDSCAPING**

- A. Individual planting and gardening is restricted to the inside of individually fenced rear patio areas.
- B. Plantings in common areas is provided by landscape contractor as recommended by the Landscaping Committee and approved by the Board of Directors.
- C. Problems or requests should be reported to the Management Agent on a Landscape Action Request Form, so that they may be properly tracked and fixed. See this form in the appendix.
- D. Dead or damaged trees or shrubs in common areas will be replaced at Association expense upon recommendation of the Landscaping Committee and approval by the Board of Directors. Work will be done by the designated contractor.
- E. Please be observant of the sprinkler and bubbler watering systems, and promptly report malfunctions such as "blown" sprinkler heads, leaks, flooding or lack of watering to the Management Agent.
- F. Plants and vines are not to be allowed to grow over the walls into a neighboring townhome's back yard.
- G. Individual conversion of front yard to xeriscape is permitted and must be in accordance with Landscape Committee approved guidelines. See the guidelines in the appendix.

## **XI. LEASING OR RENTING**

- A. It is the direct responsibility of the owner to provide his/her tenants with a copy of this guide, Association Bylaws, CC&R's and to instill within their minds the consequences should they not comply. However, the owner will still be the responsible party and therefore must ensure that the tenant reads, understands and complies.
- B. During the period that a property is occupied by a tenant, both owner and tenant are granted the rights to the use of the facilities.
- C. The homeowner must supply the Management Company with a copy of any lease agreement. The homeowner shall keep the management company apprised of the homeowner's current mailing address.
- D. The owner retains the right to vote on any homeowner decisions.

## **XII. COLLECTIONS**

Association Fees: The Association cannot operate and pay its bills on a current basis when the individual members are delinquent in the payment of their Association fees. The following outlines the current collection procedures:

- A. When an Association account becomes 20 days past due, a statement with account balance is mailed to the homeowner.
- B. After 20 days, The Management Company then proceeds with a stronger letter which informs the delinquent account of the lien rights of the Association.
- C. Finally, on behalf of the Association, liens are filed. Further collection action is taken at this time by using a collection company or attorney. The cost of collection is paid for from the Association's funds and charged to the individual homeowners and collected in the judgment.
- D. A "rejection policy" calls for the rejection of any payment that is remitted to the Association which does not satisfy the homeowner's account in full. This procedure, along with the filing of appropriate liens, ensures that the homeowners keep their accounts current or the implementation of legal collection procedures will intervene.
- E. The Association charges a \$10.00 service charge to the homeowner if assessments are not paid in full, in the Management Company's office by the 20th of the month. This charge is then placed on the homeowner's account. Checks will be rejected if the \$10.00 service charge is not included. Should the account remain delinquent, this service charge continues at the rate of \$10.00 each month.

## **XIII. INSURANCE and ROOFS**

The association provides structural insurance, including liability for all units as well as common areas. Loss coverages include interior walls, ceilings, doors, fixtures, and cabinets as originally installed by the builder. Additions such as patio covers are not covered.

Structural damage to roofs caused by storms is covered. Normal wear and tear of roofing materials is not covered. Maintenance of roofs are the homeowner's responsibility and should be inspected and maintained regularly.

In the event of an insurance claim filed for your townhome, you are responsible for the deductible. At this time the deductible is \$1,000 for all losses other than water damage, which is \$2,500. Your individual insurance policy, explained below, may cover this deductible.

The homeowner should provide his/her own insurance for the personal belongings and liability within his/her townhome. The industry code for this type of policy is HO-6.



#### **XIV. RULES VIOLATIONS:**

1. The first violation on any of the Rules and Regulations results in a written notice of violation to the resident and/or homeowner. The notice may include a request that the homeowner appear at the next regularly scheduled Board meeting to explain the violations. Should the homeowner not appear, a fine may be imposed.
2. A second or continued violation of the same rule will result in an assessment not to exceed \$50.00 against the homeowner. A second pool violation also results in loss of the pool privileges for a period of 30 days.
3. A third or continued violation of the same rule will result in an assessment not to exceed \$100.00 against the homeowner. A third pool violation results in a loss of the pool privileges for a period to be determined by the Board.
4. Excessive and/or repeated offenses may carry up to the maximum fine as defined in the Community Enforcement Rule as recorded with Maricopa County.

#### **HOME BUSINESS POLICY**

A home business is permitted at a Sunridge Townhomes residence only if the business:

1. Ask yourself, will my home business affect my neighbors by either of the four 'S's. SIGHT, SMELL, SOUND or SAFETY.
2. Is conducted entirely within the dwelling.
3. Is conducted entirely by a member of the family residing in that townhome.
4. Is incidental and subordinate to the use of the dwelling unit for dwelling purposes and does not change the character.
5. Has no employees other than a member(s) of the immediate family residing in the townhome.
6. Has no mechanical equipment except that which is used for domestic or hobby purposes.
7. Mechanical work on motor vehicles as a business is prohibited.
8. Uses no more than 25 percent of the floor space of the townhome.
9. Does not require delivery vehicles or other services not customary to a residence.
10. Shows evidence of the activity such as outdoor storage, displays, noise, dust, odors, fumes vibration or other nuisances discernible beyond the property lines.
11. Displays no signs signifying the business or any commercial product or service are allowed. Signs on business vehicles, regardless of their storage, shall not display the address of the home occupation.
12. Customer/patron and shipping/receiving trip generation shall not exceed five trips a day.

#### **HAZMAT POLICY**

No hazardous materials (HAZMAT) will be kept at Sunridge Townhomes. Only normal household products, materials and/or normal household quantities may be kept at a Sunridge premises. This includes: flammable liquids, compressed flammable gas, compressed non flammable gas, poisons, pollutants, oxidizers, bio-hazards, corrosives, explosives, oxygen\*, inhalation hazard, infectious substance, radioactive, or any other HAZMAT deemed as a possible threat to any resident of Sunridge Townhomes.

*\*this does not include oxygen for medical use of a resident*

#### **FLAG FLYING POLICY**

We have certain recognized holidays when we traditionally fly flags. On these holidays there is no restriction as to the number or size of flags that are flown at a townhome. However due to the landscaping maintenance of the unit, on any other days, flags must be restricted to those flown from brackets attached to the exterior structure.

#### **SATELLITE DISH AND EXTERNAL ANTENNA POLICY**

The federal government has recently enacted satellite dish and antenna policies for homeowner associations. Sunridge policy is in compliance with this policy and is subject to change with changes in the federal law. Please notify the architectural committee if you intend to install one of these devices.

1. Dishes must not be visible from the front, or street side of the unit.
2. Dishes over 18" in diameter must have prior written approval of the Board of Directors.
3. Dishes over one meter in diameter will not be approved at Sunridge.
4. Other television, radio, ham radio antennas are approved only if they are not visible from the front, or street side of the unit.

#### **IMPORTANT PHONE NUMBERS:**

Chandler Police (non emergency): 480-782-4130

Tri-City Properties: 480-844-2224

after hours: 480-303-1229

Maricopa County Animal Control: 602-249-6350

# *SUNRIDGE TOWNHOMES LANDSCAPE COMMITTEE*

## *XERISCAPING*

### PREAMBLE:

Whereas some homeowners have expressed the desire to xeriscape their individual front yards, it becomes incumbent upon the HOA to establish guidelines in order to maintain a well-groomed, attractive community while having continuity in landscaping. Xeriscapes do have plants and they do require water, but much less than the traditional grass yards which are prevalent at Sunridge. Since we live in the Sonoran Desert, water is an expensive and precious commodity; therefore, less water intensive landscaping is a natural choice. Xeriscape is comprised of seven sound horticultural principles as follows:

1. Good landscape planning and design.
2. Appropriate turf areas when desired.
3. Efficient irrigation.
4. Use of soil amendments.
5. Use of mulches.
6. Incorporation of low water use plants into the landscape.
7. Appropriate maintenance of plants and irrigation systems.

### REGULATIONS:

- a. Homeowners desiring to xeriscape front yards shall submit a detailed plan to the Management Company which will be reviewed by Landscaping Committee for recommendation of approval/disapproval to Board of directors. The services of a professional landscaper is prudent and desirable to formulate detailed plans.
- b. Homeowners Association will be responsible for all costs related to disconnection of common irrigation system from the affected homeowners property.
- c. Homeowners Association will be responsible for maintenance of xeriscaped front yards after installation, including drip irrigation system.
- d. Homeowner shall be responsible for all re-landscaping costs including installation of drip irrigation system. NOTE: City of Chandler requires permit for underground irrigation system installation; however, present bubbler system may be modified for drip irrigation by approved landscaper.
- e. Periodic review/inspection of xeriscape landscaping may be required as determined by Landscaping Committee during its installation. An inspection of the drip irrigation system must be performed by an approved landscaper prior to being covered up.

#### XERISCAPE GUIDELINES:

- a. Affected yard shall be re-graded. Retention area behind sidewalk/curb is recommended to keep rain water on property. Mounding to create 'rolling hills' effect is highly recommended where space permits.
- h. Irrigation system should have different control valves for trees and shrubs/groundcovers due to different watering needs. Irrigation system must meet city codes.
- c. Irrigation system shall have timer and anti-siphon valves unless connected to common association system.
- d. Sonoran image is recommended; however, Mediterranean image is acceptable.
- e. Only trees, shrubs, ground covers, and accents found in Arizona Department of Water Resources *Low Watering Plant List* or equivalent publication such as *Arizona Municipal Water Users Association* may be used.
- f. Good theme and balance is important in selection of plant materials. Consideration of matured size must be made prior to planting.
- g. Inorganic mulch (granite) is recommended as surface material. Neutral or desert tones provide the most natural look and reduce problems with heat reflection and retention. White granite is not acceptable as it increases sun's reflection and may add heat to the home. Dark colored granite can retain heat in the landscape and is not recommended.
- h. When incorporating granite it is recommended that trench be dug four inches lower than concrete to provide barrier to keep granite on property and spread granite two to three inches deep.
- i. 'River Run' using rift rock or river rock is recommended for both aesthetic value and drainage. Area under (river run) shall be dug out several inches for water retention. Use of rift rock is preferred for its 'chunky' appearance; however, smooth river rock is acceptable. Any area with width in excess of 40 feet shall have minimum of one 'river run'.

# SUNRIDGE TOWNHOMES HOMEOWNERS ASSOCIATION

## **RULE ENFORCEMENT FINE POLICY GUIDELINES**

Revised 12/1/03

The Sunridge Townhomes Homeowners Association Board of Directors shall authorize a management representative to conduct frequent inspections of the Association to review the conditions of each individual Lot in an effort to maintain high property values and to ensure the Association's Rules and Regulations, CC&R's and By-Laws are enforced. The Association's Fine Policy is as follows.

1. **REMINDER NOTIFICATION:** Upon inspection of an individual Lot, if non-compliance is noted, a notice will be mailed to the Owner of Record and tenant if a home is being rented. The violation notice will describe the violation and required corrective action(s). The violation must be corrected within fifteen (15) days of the date of the notice unless the violation is a safety issue then the violation must be corrected within 24 hours.
  
2. **SECOND NOTIFICATION:** If the violation is not corrected within fifteen (15) days from the date of the 1<sup>st</sup> notice, a 2<sup>nd</sup> notice will be mailed to the Owner of Record and/or tenant requesting corrective action within fifteen (15) days from the date of the 2<sup>nd</sup> notice. The 2<sup>nd</sup> notice will state that a fine, to be determined by the Board of Directors, ranging from \$5.00 to \$500.00, will be assessed if the violation is not corrected within fifteen (15) days. The notice will also state that an Owner has the right to appear before the Board to discuss the violation.
  
4. **FINE SCHEDULE:** Fines can range from \$5.00 to \$500.00 depending on the type and frequency of the violation. If the Board of Directors decides to assess a fine, the amount of the fine will be determined at a meeting. The Board's decision will be recorded in the Minutes of that meeting. The Board may assess a daily fine for a violation that is continual, commencing as of the date of the fine letter, and daily fining will cease only when the violation is corrected. The Owner of Record will be notified in writing as to the fine amount assessed.
  
5. **COLLECTION OF FINES:** Collection of fines will be handled in the same manner as assessments. In the event legal remedy is necessary, all legal fees and collection costs will be assessed to the Owner's account.

**SUNRIDGE TOWNHOMES LANDSCAPE ACTION REQUEST**

Homeowners Name \_\_\_\_\_ Date \_\_\_\_\_

Lot Number \_\_\_\_\_ Address \_\_\_\_\_

Phone (optional) \_\_\_\_\_

Inquiry/Complaint/Request/Other (circle one)

**Lawn:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Shrubs:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Trees:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other complaint, request, or information:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMITTEE ACTION:** Approved/denied: \_\_\_\_\_ Date: \_\_\_\_\_

Board approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Tri City forward committee/landscaper: \_\_\_\_\_

Date Tri City forward committee/landscaper: \_\_\_\_\_

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

**Homewoner: Please mail to Tri City Property Management Company.**

**SUNRIDGE TOWNHOMES ASSOCIATION**  
Architectural Change Request Form (Page 1 of 2)

Owner's Name \_\_\_\_\_ Lot/Unit # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone #. \_\_\_\_\_

Basic Description of Change(s) or work to be done. (See examples below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examples: Enclose Patio, Add Patio Cover, Widen Driveway, Install Security Door, etc.

Work to be performed by (mark one) \_\_\_\_\_ Owner \_\_\_\_\_ Contractor

If work is performed by contractor, provide following:

Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

License # \_\_\_\_\_ Phone # (s) \_\_\_\_\_ Fax # \_\_\_\_\_

An accurate drawing must be submitted along with this request. It need not be drawn to scale. However, it must provide applicable information such as: location of proposed structure, dimensions, size and spacing of beams, rafters, posts, etc. If change involves attachment to existing structure at roofline, an elevation of proposed structure must be included with request. For construction of walls, a framing detail drawing is required as well as description of interior and exterior wall construction (stucco, Sheetrock, wood siding, etc. **Exterior colors must match existing colors at Sunridge**

**OWNER IS RESPONSIBLE FOR OBTAINING ALL APPLICABLE CITY BUILDING PERMITS. Additionally, owner is responsible for any additional costs for exterior maintenance (painting and upkeep) beyond that provided by the Association**

\_\_\_\_\_  
(Requester Signature)

\_\_\_\_\_  
(Date of Request)

When completed, forward to Tri-City Property Management, Inc. 760 South Stapley Drive, Mesa, Arizona 85204, Attention Architectural Control Committee.

\_\_\_\_\_  
(Date received at Tri-City)

\_\_\_\_\_  
(Received by: Name and Title)

Note: Form printed both sides. Do not submit as separate pages

Rev. 1 Aug. 2001

# SUNRIDGE TOWNHOMES ASSOCIATION

Architectural Change Request Form (Page 2 of 2)

## Architectural Control Committee Actions Taken:

\_\_\_\_\_  
(Date received by committee)

\_\_\_\_\_  
(Date reviewed by committee)

Reviewed and referred to Board of Directors with recommendation to approve.

Denied. Reason(s) for Denial;

\_\_\_\_\_  
\_\_\_\_\_

Returned to Requester for following additional information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Listed below are Architectural Control Committee comments relative to what financial impact(s) if any, this change would have on Association provided maintenance of unit.

\_\_\_\_\_  
\_\_\_\_\_

### Architectural Control Committee Signatures

### Board Approval Signatures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_

**Note: Form printed both sides. Do not submit as separate pages.**

Rev. 1 Aug. 2001