

CRYSTAL COVE HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS

Welcome to Crystal Cove, one of Chandler's finest neighborhoods. As a property owner in Crystal Cove, you are automatically a member of the Crystal Cove Homeowners Association. The association is a non-profit corporation formed for the purpose of preserving the integrity of Crystal Cove. It is the commitment of the Crystal Cove Homeowners Association to maintain a community of high aesthetic value. To accomplish this task, each member pays a modest quarterly assessment to the association. It is then the responsibility of the association to administrate the maintenance, preservation and enhancement of the public areas for the benefit, use and enjoyment of all members, as well as to apply and enforce all rules equitably.

You should have received a copy of the Covenants Condition and Restrictions (CCR's) for the development at the time of closing. The purpose of these rules and regulations is to clarify the information provided in said documents, to disclose the fees which may be assessed in the event of non-compliance and to provide some basic architectural guidelines to be adhered to. For complete details of restrictions of any specific portion of Crystal Cove, please consult the original legal documents. If you do not have a copy of such documents, please contact the Management Company listed below.

It is the intention of the board of directors to adopt as few rules and regulations as possible while maintaining a peaceful, livable community and preserving individual freedom. However, achievement of community harmony does require some regulation of individual activity to protect the rights and property values of all residents.

THE AUTHORITY TO ADOPT, PUBLISH AND DISTRIBUTE THESE RULES AND REGULATIONS IS VESTED IN THE BOARD OF DIRECTORS OF THE CRYSTAL COVE HOMEOWNERS ASSOCIATION BY THE BY-LAWS OF THE ASSOCIATION, SECTION 6.1.3.

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A. ARCHITECTURAL CONTROL – GUIDELINES

Crystal Cove is a planned community with a uniformity of design as specified by the original architect and builder. An architectural committee made up one of the board members plus three additional homeowners exists to maintain the architectural and aesthetic integrity and consistency of the project.

The architectural guidelines are extensive, specific and written to assist the individual homeowners with Crystal Cove as to architectural and landscape design planning.

No additions, alterations, repairs, changes or other work which in any way alters the exterior appearance, including but without limitation to, the exterior color scheme of any lot, or the improvements location thereon, from the appearance on the date in which the lot was conveyed by the builder to a purchaser shall be made or done without the prior written approval of the architectural committee.

A form to request an architectural change is attached to these rules. Upon receipt of a request, the committee shall take action as soon as practically feasible, but is allowed a maximum of thirty (30) calendar days from design submittal. Once approved, the change is to be completed within sixty (60) calendar days of approval.

Original plans were requested of each homeowner by management and subsequent requests have been sent out. Plans must be submitted for each lot as requested.

The following are examples of items that require written approval by the committee prior to installation, the violation of which may result in a fine.

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| 1. Antenna/Satellite Dishes | 8. Decorative Walls/Retaining Walls/Gates/
Doors/Security Doors |
| 2. Loud Speakers/Amplifiers | 9. Swing Sets/Play Equipment |
| 3. Solar Devices | 10. Awnings |
| 4. Basketball Backboards | 11. Lawn or House Ornamentation |
| 5. Flagpoles | 12. Driveway/Sidewalk Extensions/Additions |
| 6. Storage Sheds | 13. Changes in Landscaping/Lighting |
| 7. Patios/Covers/Armadas | |

The following are basic architectural guidelines to follow:

- All front yards must contain at least one (1) tree and a combination of shrubs, bushes, plants and flowers, or have a desert landscape consisting of gravel/rock and desert plants. If landscaping is not completed as per the original plans submitted within the time frame specified in the legal documents, the homeowner may be asked to complete the project. If not completed after due process has been followed, the board may, at their discretion employ a landscaping company to do the work, and the homeowner's account would be billed.
- Any walls that are extended must be approved by the committee, follow all city codes and be performed by a licensed contractor. A letter agreeing to the changes must be signed by any affected lot owner, to be submitted with the change request form.

- Any construction or alteration to the structure **must** be approved **PRIOR** to inception. The request form must be accompanied by a copy of the permit issued by the city, as well as copies of any plans.
- Security, spot, malibu, carriage or any other type of additional lighting must be approved by the committee and may shine **only** on the homeowner's property. All wires must be buried and installation must comply with city code.
- Portable, free-standing basketball hoops are acceptable upon approval by the committee, if the neighbor whose yard the ball may land in signs a letter agreeing to the installation of same, to be submitted with the change request form.
- Extended driveways or sidewalks are acceptable upon approval by the committee, but must follow appropriate codes and be completed by a licensed contractor.
- Replacement of trees, shrubs, flowers, colored gravel, etc. are at the discretion of the homeowner and DO NOT need approval. However, the changes should remain consistent with the original landscaping request. Any changes that greatly affect the appearance of the front yard need to be submitted to the committee for approval.
- Antennas are not to exceed eight (8) feet in height and must be approved by the committee.
- Satellite dishes may not exceed eight (8) feet in height from the ground and must be approved by the committee.

B. LANDSCAPE & LOT MAINTENANCE –

Each owner is responsible for maintaining, repairing and replacing all improvements on his/her lot in a good state of repair, and in a neat and attractive condition. Fences and walls should be kept in good repair. Homes should be painted as needed with the **approved** colors. The association color pallet is available online:

<http://www.dunnedwards.com/PaintingContractors/ExploreColor/ColorTools/ColorArchive.aspx>

Roofs should be repaired or replaced as needed.

Maintenance and repairs also include landscape maintenance. Lawns should be kept weed free and neatly trimmed. Desert landscaping should be neatly raked and kept free of weeds and debris.

C. GENERAL RULES

1. **LOT USE** – All lots shall be used, improved and devoted exclusively to single family residential use. **NO GAINFUL OCCUPATION, PROFESSION, TRADE OR OTHER NON-RESIDENTAL USE SHALL BE CONDUCTED ON ANY LOT** (excluding temporary, occasional garage sales, etc.)

No activity may be conducted which may constitute a public disturbance.

No owner may rent his/her lot and the single family home for transient or hotel purposes or shall enter into any lease for less than the entire lot. No lease shall be for a rental period of less than thirty (30) days, must be in writing and is subject to the documents of the association. Off-site owners must supply management with their current address information in writing within ten (10) days of any change.

It is the sole responsibility of the owners to supply his/her tenant with a copy of these rules and regulations which are available from the Management Company (see first page).

Owners should fully understand that they are responsible to the association for the conduct of their tenants, their tenant's guests or pets. An owner should therefore carefully evaluate a prospective tenants' ability to accept and abide by these rules and regulations.

No temporary buildings or structures may be erected or placed on any lot except during construction.

No machinery or equipment may be kept on a lot except during construction.

2. **TRASH** – No rubbish or debris may accumulate on a lot or parcel. Trash must be kept in a covered container and may not be visible from neighboring properties except on collection days. No odor shall be permitted to arise from any lot which would be considered unsanitary, offensive or detrimental to any occupants of the community.

Trash is to be put out not earlier than 6:00 p.m. the day prior to pick up and cans must be returned to the enclosure of the garage or behind the fence to the back yard by 9:00 a.m. the day after pick up. This rule complies with the City of Chandler Code, Section B.

3. **SIGNS** – No sign of a commercial nature is allowed, except for one "For Rent" or one "For Sale" sign per lot of no more than five square feet. Any other signs, including are to be submitted to the committee for approval.
4. **STORAGE SHEDS** – No storage shed or similar or related type objects shall be located on any lot if the object is visible from the front of the lot. If the height of the shed exceeds the height of the fence and cannot be seen from the front of the lot, the roof of the shed must be in good condition and painted the same color as the house.
5. **SWINGS/PLAY EQUIPMENT** – All swings, slides and other play equipment shall be at least seven (7) feet from all fences located near the perimeter or lot lines per City of Chandler Code.
6. **WINDOW COVERINGS** – Within sixty (60) days after the close of escrow, each owner must install permanent draperies or suitable window coverings on windows facing the street. All such window coverings facing the street must show white, beige, earth tones, or pastel colors. No metallic or reflective materials may be installed on windows or bed sheets, etc.
7. **ANIMALS** – Only a reasonable number of generally recognized household pets are allowed on any lot. The animals may not become a nuisance or make unreasonable noise. All dogs shall be on leashes and under control of the owner or other person when the animal is off the owners' property.

EACH OWNER IS RESPONSIBLE FOR CLEANING UP AFTER HIS/HER ANIMAL(S) ANYWHERE IN THE DEVELOPMENT – INCLUDING THE RETENTION AREAS! Be considerate and responsible.

All cats and dogs must be licensed and tagged with identification of the owner's name, address and phone number. Untagged and stray animals may be sent to the animal shelter. All state and local ordinances apply (i.e., licensing, leash laws, etc.) Please call the County Animal Control for violation of county ordinances 602-269-3491.

8. **TRAFFIC/VEHICLE/PARKING RULES** – It is the intent of the association to eliminate on-street parking as much as feasibly possible for the following reasons: 1) to provide a safe environment for homeowners and their families; 2) to safeguard the neighborhood and discourage possible crime by noting unfamiliar vehicles; 3) to maintain a pleasing aesthetic appearance to the neighborhood. Vehicles of residents and guests must be kept in garages, on driveways or behind enclosed gates, and street parking should be limited as much as feasibly possible.

No inoperable, unlicensed or unregistered vehicle shall be parked except inside a closed garage or behind enclosed gates unless it is an emergency or temporary situation. No vehicle is to be parked on any unpaved surface between or next to any lot.

No commercial or delivery trailer, tractor or truck, boat or off-road vehicle shall be stored, or maintained anywhere on the common area, driveways or streets, except for normal work transportation purposes. All utility trailers should be either parked inside a closed garage or in the backyard where they are not visible from the street.

Recreational vehicles, motor homes, campers and boats may not be parked on the homeowners' lot, where visible from the street for more than **24** consecutive hours, and then only for the purpose of loading or unloading equipment/supplies.

The maximum speed on all streets within the community is 25 MPH per city laws. Use extreme caution for children playing in the area.

Normal, maintenance type repairs such as oil changes, tire rotations, etc. are permitted only on the individual homeowners' property and then only for minor repairs that can be accomplished within a short period of time. Overhauling of engines is not permitted under any circumstance on driveways or streets. This must be done only in closed garages or behind enclosed gates. Vehicles should never be placed on blocks.

Vehicles which drip excessive amounts of oil or other fluids on the pavement may not be parked anywhere on the property. Owners are responsible for cleaning up any excessive leakage in their driveways and on the streets.

- D. **FINE SCHEDULE** – Fines are to be levied for violation of any of the rules and regulations as set out herein. Fines are assessed to the unit, not to individuals.

1st Offense – Warning

2nd Offense - \$25 Fine

3rd Offense - \$50 Fine

4th Offense - \$100 Fine

- E. **ASSESSMENTS** – Quarterly assessments are paid by each homeowner for the maintenance of the community. The amount of the quarterly assessment for each year will be determined and announced at the annual meetings. If you are unsure as to what the current assessment is, please contact the Management Company.

Quarterly assessments are due the first of each calendar quarter (i.e., January, April, July and October 1st). If an assessment is not received by the 15th of the first month of the quarter (January; April; July & October) of each quarter, a late charge in the amount of \$15 will be applied; ongoing late fees will be applied monthly until the assessment is received. After a late charge has been assessed and an additional quarterly assessment is not made, a lien may be filed against the property. It is the responsibility of each homeowner to make the quarterly assessments on time.

- F. **ENFORCEMENT PROCEDURES** – Any infraction of the rules and regulations as outlined above shall be reported directly to management. Letters or phone calls should be directed to:

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It is imperative that the complaining party identify the non-complying person or unit involved in order for the Management Company to proceed.

The Management Company will, at its option, issue a warning to the owner of any lot which is alleged to be out of compliance. This warning will specify the nature of the non-compliance item and indicate that penalty procedures or other actions will be taken if the violation is repeated or not corrected.

If the problem is of an “on-going” nature (e.g. a problem which persists without any further action on the part of the violator) the warning will indicate the amount of time which will be allowed for the owner to correct the non-compliance item before penalty procedures will be instituted or other actions taken. In no case will this be more than thirty (30) calendar days.

After an owner has been notified of a violation and the violation continues, the owners will be given the opportunity to attend a regular board meeting or a special hearing of the board of directors. The board may then decide to levy a penalty against the homeowner’s account for the violation or to waive any penalty.

We have provided this information with the hope that it will answer some of the questions and concerns regarding the management and development of our community. Please note that all association responsibilities are monitored by Community Management & Consulting. Should you have need for further information or assistance in a community related matter, or wish to speak with a board member, please contact Community Management at the above number. Thank you in advance for your cooperation and compliance with these rules and regulations. With your help, we can maintain the property value and esthetic enjoyment of Crystal Cove.