

**Beaver Valley Improvement Association
PO Box 594
Payson AZ 85547**

POLICY & PROCEDURES MANUAL

BEAVER VALLEY IMPROVEMENT ASSOCIATION

POLICY & PROCEDURES MANUAL

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BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE

RELATING TO:

DELINQUENT ANNUAL ASSESSMENTS, SANCTIONS & COLLECTIONS

BY-LAW REFERENCES

ARTICLE V, SECTION 1 and ARTICLE IX

Members who become delinquent in Annual assessments (April 1st assessments become delinquent on June 1st) will be subject to collection actions as outlined below.

1.0 Penalties:

- a) Penalties will be assessed on January 1st of each year on all accounts that became delinquent on June 1st of the previous year. The member will be notified of this in writing at least 30 days prior to applying the penalty.
- b) The penalty rate will be the maximum allowed by Arizona State Statute ARS 33-1803, which is currently 10% of the delinquent balance or \$15.00, whichever is greater. Penalties will only be assessed one time for each year's assessment.

2.0 Interest:

- a) Interest will begin to accrue on January 1st on all accounts that became delinquent on June 1st of the previous year. The member will be notified of this in writing at least 30 days prior to applying the interest charge.
- b) Interest will be charged at the rate of 10% simple interest, with no compounding, and on the outstanding dues /assessments balance only. Interest calculations will be based on a standard 30-day month and 360 day year. Interest will not be charged on any penalty assessed, nor will interest be charged on any collection related fees or costs added to the dues/assessments balance.
- c) The Board or Collection Committee may, at their option, forgive or abate accrued and unpaid interest of \$10.00 or less if all dues, penalties and other fees, costs and/or charges have been paid in full.

3.0 Application of Recorded Liens:

- a) A letter will be sent, via certified mail, by October 1st informing a member of delinquent status and the Association's intention to file a lien against the property. The letter will request full payment or regular and periodic installment payments. Payment plans will be subject to the approval of the Collection Committee or the Board. Members will be given 30 days to respond in writing.
- B) Members not responding positively to the first letter within the 30 days will be sent a second letter, via certified mail, by December 1st demanding full payment within 10 days to avoid the filing of a lien against their property with the Gila County Recorders Office. A copy of the completed lien to be filed will be attached to this letter.

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE

RELATING TO:

DELINQUENT ANNUAL ASSESSMENTS, SANCTIONS & COLLECTIONS (CONT)

- c) Members who do not respond positively to the 2nd letter shall have the lien filed against their property by December 31st.
- d) If a lien is filed, a charge of the dollar amount specified in the Association's "Resale Disclosure Statement" (currently \$40.00 dollars) will be added to the account.
- e) A Release of Lien will not be filed with the Gila County Records Office until all assessments, costs, penalties and interest have been paid; with the exception of interest in an amount equal to or less than that amount specified in section 2(c) of this policy.
- f) Under certain circumstances, a lien may be filed without the above referenced letters being first sent to the property owner. This will only be done in special circumstances, i.e. (1) the current owner cannot be contacted by mail or phone, (2) the property taxes on the property are being paid by an outside third party or (3) other circumstances exist that leads the Collection Committee or Board to believe that Deeded ownership of the property could be transferred with the assessments not paid if the normal collections process were followed.


4. Other:


- a) Further collection efforts, allowed by law, may be taken by the Board or Collection Committee with Board approval in order to assure the payment of the entire assessed balance on the property.
- b) Under no circumstances shall any portion of the assessments or added costs be compromised, reduced or forgiven; with the exception of interest in an amount equal to or less than that amount specified in section 2(c) of this policy.

Historical Note: The lien policy was first used in the 1980's and was formally revived in September 2001. Modifications to the lien policy were made in August, 2002 and September, 2007. This 2007 revision changes the lien filing delinquent collection status from 2 years delinquent to 1 year delinquent and applies to dues and assessments assessed starting April 1, 2008.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS APPROVED THIS REVISED POLICY AT A REGULAR BOARD MEETING HELD ON JANUARY 5, 2008. THIS REVISION SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:


President, BVIA


Vice-President, BVIA

Revised: September 8, 2007

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

HORSES

DEED RESTRICTION REFERENCE
SECTION 6, ALL UNITS

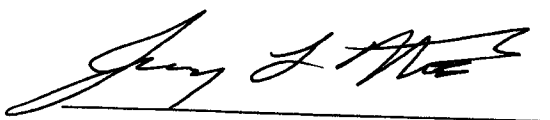
A HORSE OR HORSES MAY BE TEMPORARILY TETHERED WITHIN THE SUBDIVISION FROM SUNUP TO SUNDOWN ONLY, NO HORSE OR HORSES SHALL BE PERMITTED TO REMAIN OVERNIGHT WITHIN THE SUBDIVISION. ALL STABLING MUST BE DONE OUTSIDE THE CONFINES OF THE SUBDIVISION.

THE DEFINITION OF TETHERING IS TO SECURE A HORSE TO A STATIONARY OBJECT USING A ROPE, CHAIN OR SIMILAR DEVICE. THIS DOES NOT INTEND TO MEAN THE USE OF A TEMPORARY OR PERMANENT CORRAL.

HISTORICAL NOTE: THIS WAS FIRST ADOPTED IN THE MID 1980'S. IN 2003 THE POLICY WAS UPHELD IN COURT CASE CV2001-0199.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

TEMPORARY TRAILER WHILE BUILDING
DEED RESTRICTION REFERENCE
SECTION 12, ALL UNITS

PERMISSION TO PLACE A TEMPORARY TRAVEL TRAILER, 5TH WHEEL OR MOTOR HOME MAY BE GRANTED UNDER THE FOLLOWING CONDITIONS:

THE OWNER OF A LOT OR LOTS MAY PETITION THE BOARD OF DIRECTORS OF THE ASSOCIATION TO PLACE A FULLY SELF-CONTAINED (I.E. POWER, WATER AND WASTE SYSTEMS ARE CONTAINED WITHIN THE UNIT) TRAVEL TRAILER, 5TH WHEEL OR MOTOR HOME ON THE LOT OR LOTS WHEN

1. HOUSE PLANS HAVE BEEN APPROVED BY GILA COUNTY
2. A BUILDING PERMIT HAS BEEN ISSUED
3. GROUND HAS BEEN BROKEN

THE UNIT IS TO BE USED AS TEMPORARY LIVING QUARTERS FOR A PERIOD NOT TO EXCEED SIX (6) MONTHS DURING THE CONSTRUCTION OF AN APPROVED PERMANENT DWELLING. ADDITIONAL TIME IS SUBJECT TO FURTHER BOARD APPROVAL.


HISTORICAL NOTE: THIS WAS FIRST ADOPTED IN THE LATE 1980'S.

ONCE A TRAILER (I.E. MANUFACTURED HOME), WHICH HAS BEEN GRANDFATHERED, IS REMOVED FROM A LOT IT MUST BE REPLACED WITH A SITE BUILT HOME NOT ANOTHER MANUFACTURED HOME.

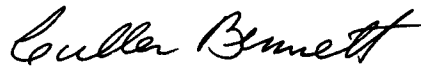
HISTORICAL NOTE: THIS WAS FIRST ADOPTED IN THE LATE 1980'S.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION
ASSOCIATION POLICY & PROCEDURE

DEED RESTRICTION POLICIES & PROCEDURES

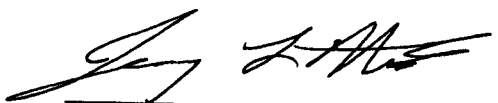
THE PURPOSE OF A POLICY IS A CONTINUATION OF A DEED RESTRICTION. POLICIES CANNOT CHANGE THE DEED RESTRICTIONS, BUT ARE USED TO CLARIFY THE DEED RESTRICTIONS, AS WELL AS TO DEFINE AND EXPLAIN CERTAIN TERMS USED IN THE DEED RESTRICTIONS

GENERAL GUIDELINES FOR ENFORCEMENT


1. THE BOARD WILL BE SURE THE SECTION OF THE DEED RESTRICTIONS IS ENFORCEABLE.
BE ABLE TO CITE THE SPECIFIC SECTION OF THE DEED RESTRICTIONS WITH CLEAR LANGUAGE AND NO AMBIGUITY REGARDING THE VIOLATION.
2. THE BOARD SHALL BE CONSISTENT.
ALL KNOWN VIOLATIONS OF THE SAME TYPE SHALL BE ADDRESSED AT THE SAME TIME, AND SHALL BE DEALT WITH IN A MANNER CONSISTENT WITH HANDLING OF THE SAME TYPE OF VIOLATION IN THE PAST.
3. THE BOARD SHALL FOLLOW UP AS REQUIRED TO RESOLVE OR DISPOSE OF VIOLATIONS IN A TIMELY MANNER.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

PROCEDURES FOR DEED RESTRICTION VIOLATIONS & COMPLAINTS

VIOLATION CITATION PROCEDURE

- STEP 1 A MEMBER OF THE BOARD OR RESTRICTION COMMITTEE WILL MAKE CONTACT, IF POSSIBLE, IN A TIMELY MANNER WITH THE VIOLATOR AND POLITELY DISCUSS THE VIOLATION AND ASK FOR CORRECTIVE ACTIONS TO BE TAKEN WITHIN A SPECIFIED LENGTH OF TIME.
- STEP 2 IF CORRECTIVE ACTION IS NOT TAKEN OR A RESPONSE IS NOT GIVEN WITHIN THE SPECIFIED LENGTH OF TIME, THE BOARD WILL SEND A LETTER OF NOTIFICATION TO THE VIOLATOR(S) CITING THE SPECIFIC SECTION AND VIOLATION.
- STEP 3 THE BOARD WILL FOLLOW UP ON COMPLIANCE.

PROCEDURE FOR ACCEPTING COMPLAINTS FROM OWNERS

1. A COMPLAINT MUST BE MADE IN WRITING WITH THE FOLLOWING INFORMATION:

NAME OF PERSON MAKING COMPLAINT

UNIT & LOT NUMBER OF PROBLEM OR SPECIFIC AREA OF SUBDIVISION

NATURE OF THE PROBLEM

2. A BOARD MEMBER WHO GETS A VERBAL COMPLAINT FROM AN OWNER SHOULD ASK THAT PERSON TO PUT THE COMPLAINT IN WRITING. THIS WILL GENERALLY INSURE THE COMPLAINT IS LEGITIMATE.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

STORAGE OF ITEMS ON VACANT LOTS

DEED RESTRICTION REFERENCE

SECTION 15, UNIT 1

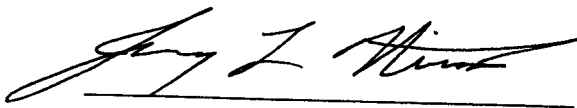
SECTION 14, ALL OTHER UNITS

ANY LOT WHICH HAS NOT YET BEEN DEVELOPED CANNOT BE USED FOR THE STORAGE OF ANYTHING. ONLY WHEN A HOME HAS BEEN BUILT CAN THE LOT AND/OR ADJACENT LOT(S), IF ALSO OWNED, BE USED FOR STORAGE OF LARGE ITEMS (I.E. BOATS, CAMPING GEAR, RV'S, ETC.). IF SUCH ITEMS ARE STORED ON THE LOT(S) THEY SHOULD BE PLACED IN THE LEAST OBTRUSIVE AREA POSSIBLE.

HISTORICAL NOTE: THIS WAS ADOPTED IN THE EARLY 1990'S.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

RENTALS & RESPONSIBILITY FOR TENANT VIOLATIONS

DEED RESTRICTION REFERENCE

SECTION 13, UNIT 1

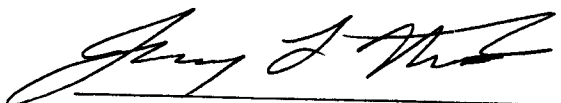
THIS DOES NOT EXIST FOR OTHER UNITS, BUT THE POLICY APPLIES TO ALL.

IF A PROPERTY IS RENTED, IT IS THE ULTIMATE RESPONSIBILITY OF THE OWNER OF THAT PROPERTY TO SEE THAT ANY VIOLATION OF THE DEED RESTRICTIONS BY A TENANT IS TAKEN CARE OF IN A TIMELY MANNER. ANY LEGAL ACTION THAT HAS TO BE TAKEN TO RESOLVE A VIOLATION WILL BE TAKEN AGAINST THE OWNER OF THE PROPERTY.

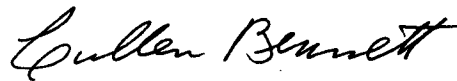
HISTORICAL NOTE: THIS WAS ADOPTED IN 1994.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

HOME BUSINESS

DEED RESTRICTION REFERENCE
SECTION 3, ALL UNITS

A HOME BUSINESS IS PERMITTED SO LONG AS ALL BUSINESS ACTIVITIES ARE CONDUCTED WITHIN THE STRUCTURES ON THE PROPERTY. NO SIGNS ADVERTISING THE BUSINESS ARE PERMITTED ON THE PROPERTY OR WITHIN THE SUBDIVISION. THE BUSINESS CANNOT BRING TRAFFIC THAT WILL DISTURB THE PEACE, QUIET AND SERENITY OF THE OCCUPANTS OF BEAVER VALLEY AND CANNOT CREATE NOISE OR OBNOXIOUS ODORS THAT COULD DISTURB OCCUPANTS OF NEIGHBORING PROPERTIES.

HISTORICAL NOTE: THIS WAS FIRST ADOPTED IN 1996.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

LOT SPLIT

DEED RESTRICTION REFERENCE
SECTION 4, ALL UNITS

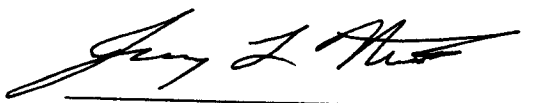
A LOT MAY BE SPLIT ONLY IF THE FOLLOWING REQUIREMENTS ARE MET:

1. THE OWNERS OF THE ADJACENT LOTS, WHO ARE IN AGREEMENT REGARDING THE SPLIT, WILL ATTACH THE SPLIT LOT TO THEIR RESPECTIVE PROPERTIES.
2. THE LOT WHICH IS SPLIT WILL BE ATTACHED TO THE ADJACENT LOTS ON A PERMANENT BASIS AND RECORDED AS SUCH WITH THE ASSESSOR OF GILA COUNTY.
3. EACH HALF OF THE SPLIT LOT SHALL BE RESPONSIBLE FOR ONE HALF OF THE DUES ASSESSED FOR THAT LOT AND FULL DUES FOR THE LOT TO WHICH THE SPLIT LOT HAS BEEN ATTACHED.

HISTORICAL NOTE: THIS WAS FIRST ADOPTED IN 2002.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

CLEAR CUTTING OF LOTS


DEED RESTRICTION REFERENCE
SECTION 5, ALL UNITS

NATIVE GROWTH ON LOTS MAY BE REMOVED TO ACCOMMODATE BUILDING , TO REMOVE A FIRE HAZARD OR TO REMOVE DEAD OR DISEASED TREES, SHRUBS OR PLANTS, BUT CARE MUST BE TAKEN NOT TO CLEAR THE LOT OF ALL GROWTH.


HISTORICAL NOTE: THIS WAS FIRST ADOPTED IN 1972 UNDER THE TERMS OF THE WARDEL AGREEMENT.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

PROPANE TANKS

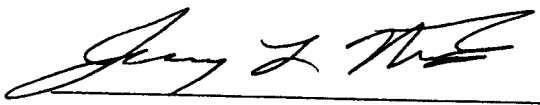
DEED RESTRICTION REFERENCE
SECTION 9, ALL UNITS

PROPANE TANKS MUST MEET THE REQUIREMENTS OF THE VARIOUS PROPANE COMPANIES FOR SCREENING FROM VIEW. IF SCREENING IS NOT FEASIBLE, PLACE THE TANK IN THE LEAST OBTRUSIVE LOCATION POSSIBLE.

HISTORICAL NOTE: THIS WAS ADOPTED IN THE EARLY 1990'S.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE

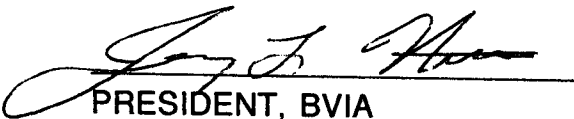
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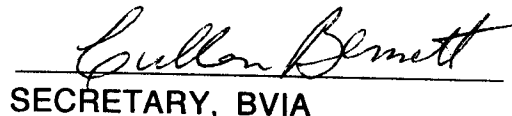
BALLOT/PROXY HANDLING PROCEDURE FOR THE ANNUAL MEETING

1. ENVELOPES WILL BE OPENED WITH AT LEAST 2 PEOPLE PRESENT.
2. DUES CHECKS WILL BE REMOVED AND PROCESSED.
3. BALLOTS WILL BE PLACED IN A MANILA ENVELOPE(S) ACCORDING TO STATUS, I.E. DUES CURRENT / DUES NOT CURRENT WITH THE BOTTOM PORTION FOLDED UNDER TO MAINTAIN THE SECRECY OF THE BALLOT.
4. BALLOTS WILL BE PRECOUNTED ON THE FRIDAY OR SATURDAY PRIOR TO THE ANNUAL MEETING BY A COMMITTEE OF NO LESS THAN 3 NOR MORE THAN 5 PERSONS APPOINTED BY THE PRESIDENT. IMMEDIATE FAMILY MEMBERS OR ANY PERSON RUNNING FOR A BOARD POSITION SHALL NOT BE PERMITTED TO PARTICIPATE IN THE BALLOT COUNT PRODEDURE.
5. TALLY SHEETS FOR EACH COUNT WILL BE PLACED IN THE ENVELOPES WITH THE BALLOTS AND SIGNED BY THE PERSON TALLYING. ALL TALLY SHEETS SHOULD AGREE AS TO COUNT.
6. BALLOTS COLLECTED AT THE ANNUAL MEETING WILL BE HANDLED IN THE SAME MANNER BY THE SAME COMMITTEE, UNLESS SOMEONE ON THE COMMITTEE IS NOT PRESENT OR IS OTHERWISE BEING UTILIZED AND THEN A SUBSTITUTE(S) SHALL BE APPOINTED BY THE PRESIDENT.
7. WHEN THE COUNT IS COMPLETED, TALLY SHEETS WILL BE PLACED IN THE ENVELOPES, ALONG WITH A COPY OF THE BALLOT HANDLING PROCEDURE AND THE ENVELOPES WILL BE SEALED, SIGNED BY THE PRESIDENT AND/OR SECRETARY OVER THE SEAL AND RETAINED IN THE RECORDS OF THE ASSOCIATION FOR THE APPROPRIATE AMOUNT OF TIME.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON July 10, 2004 APPROVED THIS PROCEDURE. THIS ISSUE SUPERSEDES ALL OTHER ISSUES OF THIS PROCEDURE ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:


PRESIDENT, BVIA


SECRETARY, BVIA

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

TEMPORARY TRAILER WHILE BUILDING
DEED RESTRICTION REFERENCE
SECTION 12, ALL UNITS

PERMISSION TO PLACE A TEMPORARY TRAVEL TRAILER, 5TH WHEEL OR MOTOR HOME MAY BE GRANTED UNDER THE FOLLOWING CONDITIONS:

THE OWNER OF A LOT OR LOTS MAY PETITION THE BOARD OF DIRECTORS OF THE ASSOCIATION TO PLACE A FULLY SELF-CONTAINED (I.E. POWER, WATER AND WASTE SYSTEMS ARE CONTAINED WITHIN THE UNIT) TRAVEL TRAILER, 5TH WHEEL OR MOTOR HOME ON THE LOT OR LOTS WHEN

1. HOUSE PLANS HAVE BEEN APPROVED BY GILA COUNTY
2. A BUILDING PERMIT HAS BEEN ISSUED
3. GROUND HAS BEEN BROKEN

THE UNIT IS TO BE USED AS TEMPORARY LIVING QUARTERS FOR A PERIOD NOT TO EXCEED SIX (6) MONTHS DURING THE CONSTRUCTION OF AN APPROVED PERMANENT DWELLING. ADDITIONAL TIME IS SUBJECT TO FURTHER BOARD APPROVAL.


HISTORICAL NOTE: THIS WAS FIRST ADOPTED IN THE LATE 1980'S.

ONCE A TRAILER (I.E. MANUFACTURED HOME), WHICH HAS BEEN GRANDFATHERED, IS REMOVED FROM A LOT IT MUST BE REPLACED WITH A SITE BUILT HOME NOT ANOTHER MANUFACTURED HOME.

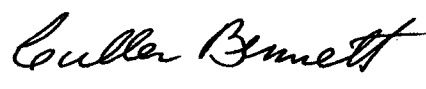
HISTORICAL NOTE: THIS WAS FIRST ADOPTED IN THE LATE 1980'S.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

Superseded 9/8/2007

BEAVER VALLEY IMPROVEMENT ASSOCIATION

ASSOCIATION POLICY & PROCEDURE
RELATING TO:

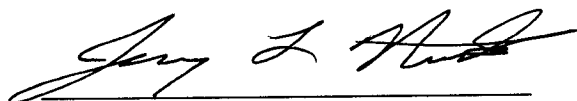
DELINQUENT ANNUAL ASSESSMENTS, SANCTIONS & COLLECTIONS(CON'T)
BY-LAW REFERENCES
ARTICLE V, SECTION 1
ARTICLE IX

8. UNDER CERTAIN CIRCUMSTANCES, A LIEN MAY BE FILED WITHOUT THE ABOVE REFERENCED LETTERS BEING FIRST SENT TO THE PROPERTY OWNER. THIS WILL ONLY BE DONE IN SPECIAL CIRCUMSTANCES, I.E. 1. THE CURRENT PROPERTY OWNER CANNOT BE CONTACTED BY MAIL OR PHONE, 2. THE PROPERTY TAXES ON THE PROPERTY ARE BEING PAID BY AN OUTSIDE 3RD PARTY IN AN ATTEMPT TO ACQUIRE OWNERSHIP OF THE PROPERTY, OR 3. OTHER CIRCUMSTANCES EXIST THAT LEADS THE COLLECTION COMMITTEE OR THE BOARD TO BELIEVE THAT DEEDED OWNERSHIP OF THE PROPERTY COULD BE TRANSFERRED AND THE ASSESSMENTS NOT PAID IF THE NORMAL COLLECTIONS PROCESS WERE FOLLOWED.

HISTORICAL NOTE: THIS PROCESS WAS FIRST USED IN THE MID 1980'S AND WAS FORMALLY REVIVED IN SEPTEMBER, 2001 WITH MODIFICATIONS MADE IN AUGUST OF 2002.

THE MAJORITY OF THE MEMBERS OF THE BVIA BOARD OF DIRECTORS AT A REGULAR BOARD MEETING HELD ON 3/6/2004 APPROVED THIS POLICY. THIS ISSUE SUPERCEDES ALL OTHER ISSUES OF THIS POLICY ESTABLISHED PRIOR TO THIS DATE.

AUTHORIZATION:



PRESIDENT, BVIA



SECRETARY, BVIA

Annual Meeting Election Guidelines

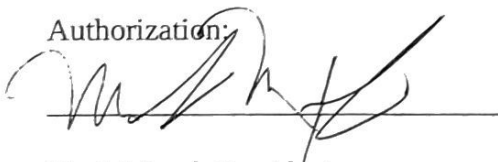
The BVIA elections will be conducted by secret ballot while ensuring the integrity of the voting process is maintained.

A.R.S. Statute 33-12 defines the minimum guidelines an HOA must follow in their voting process. The BVIA board has incorporated those statutes in addition to the following:

- 1) Ballots and ballot envelopes will be sent with the annual dues statement and annual meeting agenda. (See BVIA Amended and Restated Bylaws Article II. Section 3 for notification times). The outside of the ballot envelope must include the name, signature, and BV address and/or lot number. Each ballot and ballot envelope will contain a matching unique number. This will allow the envelope and ballot to be separated before the ballots are tallied. There may only be 1 ballot in each ballot envelope.
- 2) An election committee will be formed to oversee the voting process. The committee will be chaired by a board member that is not up for reelection during the current year. The committee will include at least 2 but no more than 4 non-board members in current standing. These members including immediate family cannot be running for a current board position.
- 3) Depending on current administrative practices, either the management association or the treasurer (if no management association) will receive the ballots. The information on the envelopes will be validated to ensure that the ballot is cast by a current association member as defined by BVIA Bylaws, Article II Sections 6, 7, and 8. After verification, the sealed envelopes will be separated by eligible and non eligible ballots. After the voting deadline, the sealed envelopes will be delivered to the election committee who will tally the ballots on the Thursday or Friday prior to the annual meeting. At that meeting, the chairman will open and separate the envelopes from the ballots. The committee will verify with the chairman that the unique number on the ballot is the same as the envelope. The votes will be recorded on a tally sheet(s). The tally sheet(s) will be signed and dated and placed with the ballots.
- 4) The results of the election will be presented at the annual meeting.
- 5) After the annual meeting, a member may request an inspection of the voting materials after the election is complete. During the inspection, the ballots and envelopes will remain separated. If a ballot or envelope is questioned for validity, a member of the election committee will review the ballot(s) in question and if necessary contact the voter to verify accuracy. The voting materials are available for inspection only and may not be copied in any way.

The majority of the members of the BVIA board of directors at a regular board meeting held on January 8, 2022 approved this procedure. This procedure supersedes all other issues of this procedure established prior to this date.

Authorization:



Mark Mexal, President

1/8/22



Wil Santora, Secretary

1/8/22

**BEAVER VALLEY IMPROVEMENT ASSOCIATION
PO BOX 594
PAYSON ARIZONA 85547**

CERTIFIED MAIL _____

RESALE DISCLOSURE STATEMENT

THE ASSOCIATION WAS ADVISED ON _____ THAT AN ESCROW HAS BEEN OPENED TO TRANSFER THE FOLLOWING PROPERTY OWNERSHIP TO YOU.

LEGAL: _____

AKA: _____

ARIZONA REVISED STATUTE 33-1806 REQUIRES THE ASSOCIATION TO PROVIDE CERTAIN INFORMATION TO YOU PRIOR TO YOUR PURCHASE. THIS DISCLOSURE STATEMENT COMPLIES WITH THE STATUTE.

A. THE ASSOCIATION BY-LAWS PROVIDE FOR AN ANNUAL MEETING OF THE MEMBERSHIP. THIS MEETING IS HELD THE FIRST SATURDAY OF APRIL. NOTICE OF THE MEETING WILL BE BY U.S. POSTAL SERVICE AT LEAST THIRTY (30) DAYS PRIOR TO THE MEETING. SPECIAL MEETINGS OF THE MEMBERSHIP AS PROVIDED FOR IN THE BI-LAWS WILL ALSO BE NOTICED. SPECIAL MEETINGS OF THE ASSOCIATION MAY BE CALLED BY THE PRESIDENT, A MAJORITY OF THE BOARD OF DIRECTORS OR BY A MAJORITY OF THE MEMBERS OF THE ASSOCIATION WHO ARE IN GOOD STANDING.

B. THE ASSOCIATION BI-LAWS REQUIRE REGULAR MEETINGS OF THE BOARD OF DIRECTORS TO BE HELD MONTHLY. BY BOARD RESOLUTION THESE MEETINGS ARE HELD ON THE FIRST SATURDAY OF THE MONTH AT 10:00 AM AT THE FIRE STATION LOCATED IN UNIT ONE. EXCEPT; IF THE FIRST SATURDAY OF THE MONTH FALLS ON A HOLIDAY WEEKEND THE MEETING WILL BE HELD THE FOLLOWING SATURDAY.

C. ALL CORRESPONDENCE TO THE ASSOCIATION OR THE BOARD OF DIRECTORS MAY BE SENT TO THE ADDRESS ABOVE. THE ASSOCIATION DOES NOT HAVE AN ON SITE MANAGER OR A DEDICATED PHONE NUMBER, HOWEVER THE CURRENT BOARD PRESIDENT IS JERRY NICHOLAS, WHO MAY BE REACHED BY TELEPHONE AT (928) 472-7533.

D. A COPY OF THE COVENANTS, CONDITIONS AND RESTRICTIONS (DEED RESTRICTIONS) AND THE CURRENT BI-LAWS ARE ENCLOSED. COPIES OF THE ARTICLES OF INCORPORATION MAY BE OBTAINED FROM THE BOARD OF DIRECTORS.

E. THE ASSOCIATION DOES NOT MAINTAIN INSURANCE WHICH COVERS ANY PORTION OF THE LOTS OR PRIVATE DWELLINGS ERECTED UPON THE LOTS.

**Beaver Valley Improvement Association
P. O. Box 594
Payson AZ 85547**

(Sample Plan Approval Form)

[Owner Name]
[Address]
[City St Zip]

Date:

The Board of Directors of Beaver Valley Improvement Association (BVIA) has considered your proposed building plans for Lot # in Unit # at a regular or special meeting. In accordance with Articles 7 & 11 of the Declaration of Establishment of Conditions, Reservations and Restrictions for Beaver Valley Estates, the following action was taken:

- () Your plans were approved by BVIA as submitted.
[Details]
- () Your plans were not approved for the following reasons.
[Details]
- () You may keep your motor home/camper on the lot during construction so long as you have a valid building permit from Gila County
- () A setback variance has been granted for the following reason(s).
[Details]

BVIA approval is related only to the esthetics, location or compatibility of the proposed structure and is not in any way approval of the sufficiency, quality, suitability or structural integrity of such proposal and does not in any way constitute an affirmation by BVIA that the proposed structure complies with applicable building codes or Public Health regulations. BVIA will retain a copy of the submitted plot plan for our records. **BVIA further advises that you are required to meet County building codes and obtain the necessary permits as are required by Gila County.**

[Name]

President- BVIA