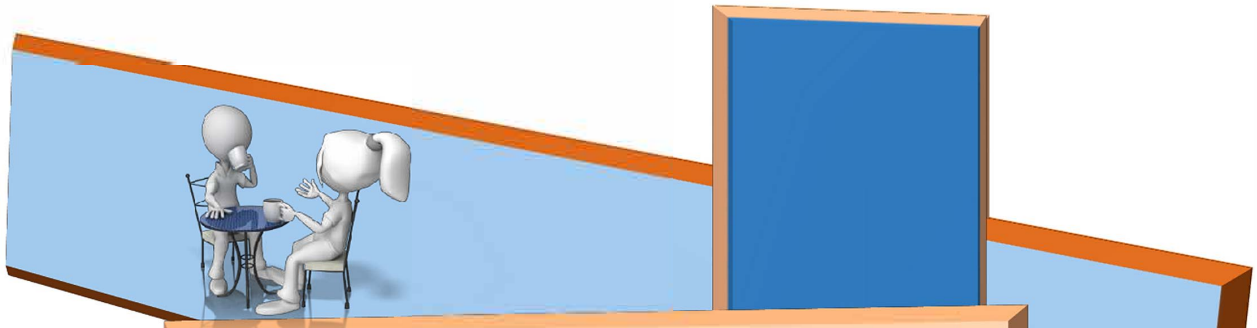
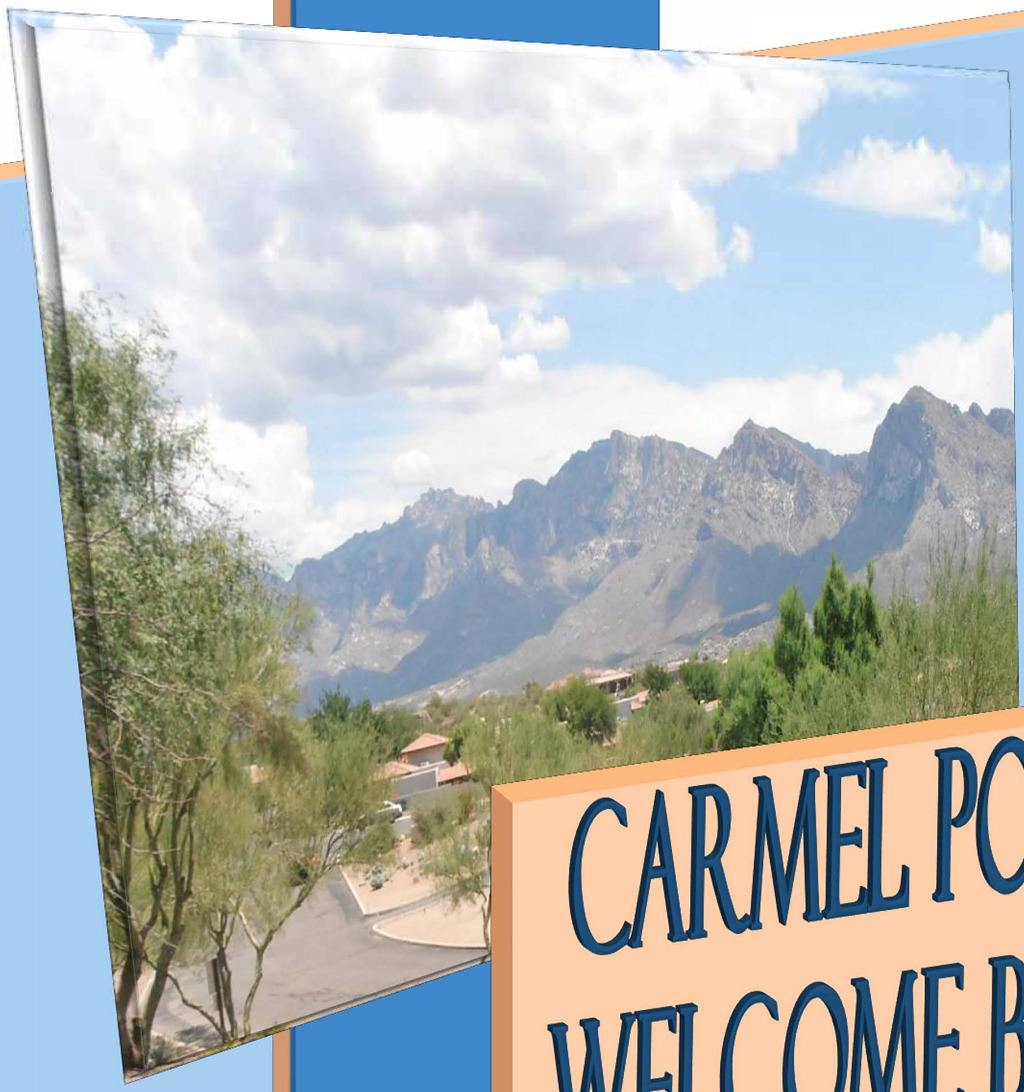
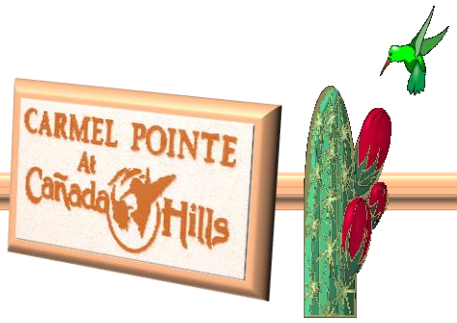


INCORPORATED APRIL 29, 1994
ORO VALLEY, ARIZONA
Revised September 1, 2026



CARMEL POINTE WELCOME BOOK

A LETTER TO OUR NEW RESIDENTS



As Acting Chair of our Welcome Committee, I welcome you to Carmel Pointe! As the newest owner of one of the 104 units in this gated community, I'm pleased that your final choice was to live in what I believe is a great place.

A good way to get to know your neighbors is to join us at Carmel Pointe activities. There's a Ladies Luncheon held on the third Wednesday of every month, and a yearly block party, usually in the fall. Notices that include the details of each of the events plus any spontaneous ones appear on the bulletin board by the mailboxes and in an email blast.

As with any neighborhood, there is information that we all share so that we can be good neighbors. The most important information is included in this Welcome Book, to hopefully answer most of your questions. We also have a website which is discussed in the book, where you can read about our policies and how one applies to make any structural changes to your home. Please take a few minutes to go through this before settling-in, especially the section pertaining to our desert critters. Whether you have a pet or not, or have lived in the desert or not, it's good to know about the desert visitors we see on occasion. Also, on the next page is a listing of some important numbers including emergency numbers that you will want to keep on hand for easy access.

Like numerous homeowners before you since the inception of Carmel Pointe in 1994, you are now a member of a distinct group of neighbors who often develop long-lasting friendships. We are a very cohesive, well-managed community because of our neighbors who are on the HOA Board and various committees. We're hopeful you'll eventually offer your talents to help keep our community as it was the day you decided to live here. This is also a great way to get to know your neighbors and become involved in our community. Just let one of our Board members know when you're ready to roll-up your sleeves to participate with the rest of us. Don't be bashful.

With a mixture of long-time residents, some who have been here since 1994, and a relative newcomer like myself, we're hopeful you, too, will be as pleased with your decision to move into Carmel Pointe in years to come as you are now. If you ever need a name or number or service not listed in our information book, please feel free to contact me at (509)432-4879, or any of the other committee members.

Welcome Committee Acting Chair,

Carin Pavish

Welcome Committee Members
Maryanne Fauley, Donna Rae Klement, Jan Lowery

IMPORTANT NUMBERS TO KEEP HANDY

EMERGENCY	**911**	Emergency Services Have a Code to Get into Our Gate
HOSPITAL ER 24/7	520 901-3700 520 901-3500	**Oro Valley Hospital Emergency Room** **Oro Valley Hospital** 1551 E Tangerine Rd, Tucson, 85755 (left onto La Canada, Right on Tangerine)
URGENT CARE 8:00 AM to 7:00 PM	520 818-2000	**Oro Valley Urgent Care** **aka Rancho Vistoso Urgent Care** 13101 N Oracle Rd, Tucson, AZ 85739
URGENT CARE 7:00 AM to 7:00 PM	520 900-7006	**So. Arizona Urgent Care** 1880 E Tangerine Rd. #100, Tucson, AZ 85755
POLICE	520 229-4900	**Oro Valley Police** 11000 N La Canada, Tucson, AZ 85737 (directly across the street from CP)
FIRE DEPARTMENT SNAKE REMOVAL	520 229-4700	**Golder Ranch Fire District** 3885 Golder Ranch Drive, Tucson, AZ 85739
PET EMERGENCIES 24/7	520 795-9955	**Veternarian Emergency Care** **VETERNARY SPECIALITY CENTER OF TUCSON** 4909 N La Canada, Tucson, AZ 85705 South of River, past the Walgreens on the right side
LIBRARY	520 594-5580	**Oro Valley Library (AKA Naranja Library)** 1305 W Naranja Drive, Tucson, AZ 85737 Within walking distance if not too hot. Southeast corner of Naranja and La Canada Drive
CARMEL POINTE PROBLEMS 24/7	520 408-4609	**Carmel Pointe ANSWERING SERVICE** Call with irrigation leaks, fallen trees, gate-failure, etc. Your call may save everyone a great deal of money!

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SECTION I

“RIGHT NOW” INFORMATION

CALL 911 FOR A PERSONAL EMERGENCY

TO REPORT A CARMEL POINTE PROBLEM

CALL (520) 408-4609

GATE REPAIRS
SAFETY ISSUE
IRRIGATION
RODENTS

NOTE: To help contractors identify the location of the reported irrigation or rodent problem, place a **yellow flag** by the irrigation problem and the **red flag** by the rodent problem. The flags are mounted on the bulletin board by the mailboxes. Provide the Carmel Pointe address when giving your report to the service.

HELP KEEP MINOR PROBLEMS
FROM BECOMING MAJOR PROBLEMS
CALL THE PROBLEM INTO THE ANSWERING SERVICE!

YOUR MONTHLY DUES GO TOWARDS PAYING FOR CARMEL POINTE'S 24/7 ANSWERING SERVICE TO BE ABLE TO REPORT ANYTHING AFFECTING CARMEL POINTE!

The Answering Service is not associated in any way with the management company, Mission Management..

Mission Management Services

Our office hours are Monday through Thursday: 9 am – 5 pm and Closed on Friday-Sunday.
If you need to drop off a payment or form, we have a drop box outside our front door.

7225 N Mona Lisa Rd, Suite 202, Tucson, AZ 85741
Shaw Douglas, HOA Manager Office: 520-797-3224

email: shaw@missionmanagement.biz

The Mission Management Services team brings over 30 years of collective HOA management experience to its valued clients. The associates provide the highest level of customer service-our approach is to treat the community as if we lived there.

- **Mission Management provides access to the Carmel Pointe community portal:**
  - Residents can pay assessments at no cost.
  - Ability to submit Architectural Modification Requests via the portal.
    - Option to upload additional documents related to modifications.
    - Real-time access to approvals, denials, or requests for additional information.
  - Access to all forms and governing documents.
  - Notifications for Board of Directors meetings.
  - Annual meeting notices and minutes.
  - Option to go paperless.
- **Additional Services Provided by Mission Management:**
  - Collection of Carmel Pointe dues and assessments.
  - Payment of Carmel Pointe bills.
  - Preparation of Board of Directors meeting packets.
  - Attendance at Board of Directors meetings.
  - Preparation of Annual Meeting packets.
  - Attendance at Annual Meetings.
  - Assistance to the Board of Directors with resident issues or complaints.
  - Maintenance of Carmel Pointe contracts.
  - Ensuring Carmel Pointe remains legally compliant with current state statutes.
  - Assistance with the bid process for new contracts.

CARMEL POINTE HOA RULES & REGULATIONS

REVISED September 1, 2026

IT IS THE RESPONSIBILITY OF EACH CARMEL POINTE RESIDENT TO COMPLY *with these Rules and Regulations as it is the responsibility of the CPHOA Board of Directors to enforce them*.

1. Fees and assessments shall be paid by homeowner on a timely basis. Failure to pay on time may lead to late fees and possible legal action.
2. Dwellings shall be used solely as private residences. Commercial activity is not permitted.
3. All rental agreements of homeowner's properties must require tenant compliance with Association rules. Owners are responsible for both parties (renter and lease/rental- company) in non-compliance issues. If you intend to use your home as a rental property, you also need to comply with ARS (Arizona Revised Statutes.)

RENTAL PROPERTIES NOTICE

A. Governing Documents of the Association require notification of the HOA for each new rental.

B. Arizona State Law (33-1260.01) now requires notification to the HOA when a property is leased.

C. State Law allows HOA's to ask for limited information.

D. A Tenant Information Form is to be completed for each new lease. This form also needs to be signed by both the Homeowner/Designated Agent (if applicable) and the tenant.

E. Tenants must be provided with a copy of all the governing documents so that they are completely aware of their responsibilities regarding them. This information exchange is important to the safety of all CP residents in emergency situations.

F. HOA's may elect to collect a $25.00 fee for registering each new lease.

G. You may designate an agent to manage your rental and receive all letters and notices. If you choose to do this, please include a copy of that designation when you send in the Tenant Information Form, which can be obtained from the management company.

H. The rental period shall be no less than thirty days.

4. Trash and recycle containers shall be stored in your garage. The trash and recycle containers are scheduled for pick-up after twelve noon on Fridays. Recycle containers ONLY can be placed at the curb the night before pick-up. The containers should be removed from the street and stored by the evening of the scheduled pick-up day. Containers should be placed on the black-top, NOT CURBS, so the waste disposal truck's mechanical arm can properly manipulate the container.



5. Displaying signs is allowed as follows: security signs, real estate for sale/lease/rent or notices required by legal authority & political signs in accordance with Arizona laws (Arizona Revised Statute 33-1808). No other signs shall be displayed which would be visible from neighboring properties

6. Garage doors should be kept closed except for ingress and egress.

7. There shall be no outside storage or outside overnight parking of boats, trailers, commercial vehicles, trucks weighing more than ¾ ton, or in-repair vehicles. Recreational vehicles may be parked within the community in front of the resident's home for the purpose of loading/unloading for no longer than forty-eight (48) hours so as not to obstruct the ingress or egress to neighbor's driveway. Parking of recreational vehicles for more than forty-eight (48) hours requires prior written consent from the Association Manager.

8. No exterior clotheslines shall be -erected, and outside laundering is not permitted.

9. Prior to any structural modification being made to the exterior of your home, including landscaping, approval in writing is required from both Carmel Pointe's HOA Architectural Control Committee and Canada Hills Master HOA Design Review Committee. To obtain the appropriate documentation and forms to submit a request for modifications, contact either the Carmel Pointe Architectural Control Committee (ACC) Chair or the Association Manager of the Carmel Pointe management company. Failure to do so could result in the modification having to be returned to the original design and/or a fine or penalty imposed.

10. No changes in the final grade or the installation of any landscaping to any part of the properties shall be permitted without approval in advance and in writing from the Carmel Pointe HOA Architectural Control Committee. (See R&R #9).

11. Growth or planting in the Common Area shall not be removed nor shall new planting be initiated except as approved by the Carmel Pointe HOA Architectural Control Committee (See R&R #9).

12. There shall be no interference with the established drainage pattern over any property.

13. The parking slots designated "Visitor Parking" located north of the mailboxes are for short-term parking for guests and visitors of Carmel Pointe and should not be used by residents.

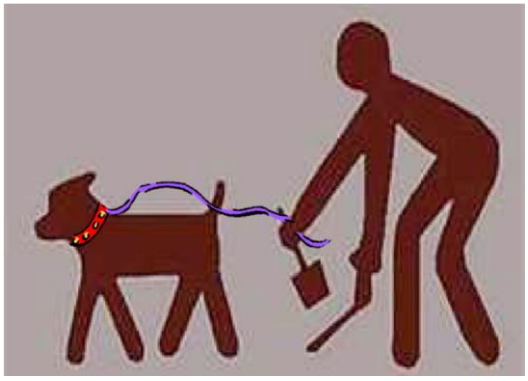
14. Parking on the street overnight is not allowed. Residents may request and receive Board of Directors' approval for overnight parking on the street for a caregiver's vehicle in order to keep drive-way clear for emergency vehicles in accordance with the ADA Act. All vehicles parked on the streets shall keep all four tires on the blacktop. Refrain from putting any tires on the concrete curbs.



15. Maintenance, repair and upkeep of each property shall be at a level defined as "reasonably high standards" and enforced for the mutual benefit of all property owners. When violations of these rules are discovered, the Board of Directors has the authority to order correction of the violation, to levy fines and/or attach liens and to cause repair, maintenance and re-painting, etc. of properties if necessary, and at the owner's expense.

16. Homeowners wishing to hold an estate sale can make arrangements with Carmel Pointe HOA's management company to obtain prior approval. Estate sales are limited to two days.

17. Dogs shall be leashed at all times and their waste properly disposed of in accordance with the Town of Oro Valley Town Code Chapter 18-3-1 & 4. (*Dog waste removal is a civil infraction for the owner or person that fails to immediately remove and dispose of dog waste in a sanitary manner, any solid waste deposited by such dog on public property and/or on any private property without the consent of the person in control of the property. Oro Valley may fine up to $250 for reported infraction*.) Cats shall not be allowed to roam free. Dogs shall be leashed at all times and their waste properly disposed. Not cleaning-up after your pet poses a health concern for you and your neighbors. The Town of Oro Valley enforces a leash law.



-

18. Feeding birds can create a "nuisance" for neighboring properties and it is prohibited with the exception of humming-bird feeders only.

19. Carmel Pointe HOA's Light Brigade Advisor oversees the bulb replacement of the address light on each resident's home with the expense included in the Carmel Pointe HOA Annual Budget. The Light Brigade Advisor also replaces burnt out bulbs over the garage of each resident. However, all repairs and associated expenses to repair/replace the garage light other than the bulb are the responsibility of the homeowner.

20. Rear patio lights on the back side of the house shall not be left on all night as these cast light-pollution upon neighboring homes. EXCEPTION: All homes on the perimeter of Carmel Pointe with no homes behind them can leave their patio lights on during the night.

21. Golf cars are permitted on roadways, driveways, and designated cart path only. Golf cars are not to be driven on common areas.

22. Please note: when repainting the exterior of your home, the only acceptable exterior paint color is **Sherwin Williams Silver Beige #2422.** This ensures consistency throughout our Carmel Pointe community.

CARMEL POINTE HAS A 24/7 MECHANICAL GATE

ONLY ONE ENTRANCE – From La Canada onto Carmel Pointe Drive
EXIT 1 - From Carmel Pointe onto La Canada (can go North or South onto La Canada)
EXIT 2 - From Cathedral Way (can only go south)

TO MAKE SURE THE EXIT GATES OPEN
For exiting from Carmel Pointe Dr., stay as far to the right when driving up to the exit gate, to trip the signal. For exiting from Cathedral Way, stay to the left. If you do not trip the signal, drive your car so the front almost touches the gate. This, too, will open the gate.

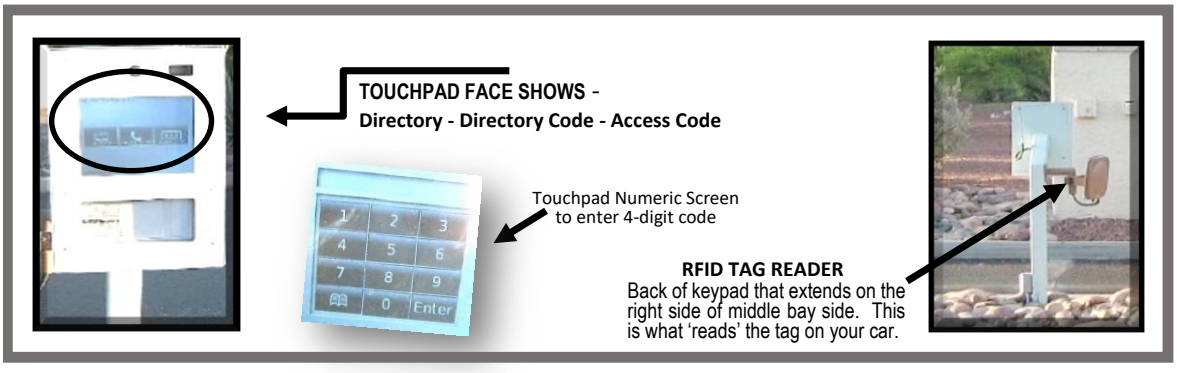
WAYS TO OPEN THE GATE

(View pictures below for understanding.)



1. **RFID TAG READER:** To have the gate open automatically when entering in the middle bay, have the 'tag' on the right headlight (passenger side), to be scanned by the RFID reader. Obtain the tag from the Association Manager.

2. **TOUCH-PAD:** If you do not have a RFID tag, use the 4-digit code given you by the Association Manager or the previous owner. Go to the farthest right bay, touch ACCESS CODE on the touchpad screen and key in your 4-digit code and press enter. (Note: Guests and Service People will need to enter either your 4-digit code or gain access through the system which dials your home phone or by obtaining another 4-digit code from the Association Manager. (Instructions on next page.)



ENTERING THE INCORRECT GATE CODE 3 OR MORE TIMES CAUSES THIS…

THE GATE WILL NOT OPEN FOR
A MINIMUM OF 15 MINUTES
FOR ANYONE

ADDITIONAL GATE INFORMATION

Revised 7/7/18



DIRECTORY ACCESS: To have a visitor or contractor be able to gain access to the community, the best way is to have your phone number listed on the touchpad. (Give either your landline or cell number or both to the Association Manager to enter into the system.) When the visitor or contractor touches your name on the keypad, your phone will ring. Once talking with them, to give them access, **press 9 on your phone** and the gate will open. (ONLY YOUR NAME APPEARS ON THE PAD.) If you do not answer your phone, the visitor will not be able to enter.

PLEASE, DO NOT GIVE OUT YOUR ACCESS CODE FOR SAFETY REASONS. INSTEAD, **o**btain as many additional access codes for family members or friends who regularly visit you or contractors who do work for you, etc. from the Association Manager. You can have peace of mind that when work is completed by a contractor, you can request that their access code be removed from the system.

ARRANGING FOR THE GATES TO REMAIN OPEN

When you list your home for sale, your real estate agent will want to show your home. To have the gate remain open during the open house hours, contact the Association Manager 72hrs.in advance to shaw@missionmanagement.biz with the following:

- Community name
- Resident's name and address
- Date(s) and time gate needs to be open

TO MAKE CHANGES TO THE ACCESS INFORMATION ON THE GATE SYSTEM: Changes to the access system can be made at any time for name changes, access code changes or to schedule open gates by contacting the Association Manager, who will make the changes.

NOTE: Annual contract/maintenance fees are included in the homeowner's monthly assessment.

Revised 7/7/18

OVERVIEW OF ARCHITECTURAL CONTROL COMMITTEE

The Architectural Control Committee (ACC) was established to administer on a timely basis the approval process for requests to make modification(s) to homeowner's exterior property. Its goal is to allow for the individuality and uniqueness of each homeowner while maintaining the high standards outlined in the CC&R's. The ACC is directed by the President, the Board of Directors, the Landscape Committee and Carmel Pointe's association management company to fulfill its purpose and to achieve its goal.

Any type of modification to a resident's exterior property must be approved prior to the Carmel Pointe property owner making the change. The ACC defines 'exterior property' as being anything visible on the outside of the home, including landscaping. It does not include changes within the residence.

To make any type of exterior property modification, direct questions to
Architectural Control Committee Chairperson
See Organizational Chart in this manual or "Contact Info" on the website at https://carmelpointehoa.com/

2 TYPES OF MODIFICATIONS

EXTERIOR, NON-STRUCTURAL MODIFICATION

These types of modifications include sunshades or awnings, a screen door, driveway coating, gutters decorative metal front door, replacing windows, repairing facia, repainting the outside of the building, etc. These types of requests are submitted to the ACC on the FAST TRACK FORM (refer to the ACC Manual and below), usually take three (3) to four (4) days to receive APPROVAL and can be commenced once the FAST TRACK FORM is returned with an ACC signature.

EXTERIOR, STRUCTURAL MODIFICATION

This includes major property modifications such as changing the height of back patio wall or air-conditioning surround-wall, extension of the back-patio area, addition of a front courtyard, installation of rainwater collection system, structural alterations for any exterior window or door, or adding a gate. To start the approval process the requesting homeowner must provide information about the modification as outlined in the ARCHITECTURAL IMPROVEMENT APPLICATION PACKET (found in the ACC Manual and below). The completed packet first goes to the ACC for review and approval, then to the Canada Hills Master Association for same. The ACC upon approval by both will issue an APPROVAL FORM TO COMMENCE MODIFICATION to the property owner. The review process takes approximately thirty (30) to forty five (45) days. Once the property owner has the APPROVAL, the modification is to be completed within ninety (90) days.
IN EITHER CASE PLEASE REVIEW THE ACC MANUAL ON THE WEBSITE FOR DETAILS.

CARMEL POINTE HOA
ARCHITECTURAL CONTROL COMMITTEE

***** ACC FAST TRACK APPLICATION FORM *****

In accordance with Carmel Pointe's CC&Rs Article VIII, Section 8.02, before a property owner commences any exterior modification to a home or property, an application "*shall have first been submitted to and approved in writing by the Architectural Control Committee*". To start your approval process, please complete and submit this Application Form to ACC Chair

PROPERTY OWNER'S INFORMATION

NAME _____ **PHONE** _____ **DATE** _____

ADDRESS _____ **LOT#** _____ **EMAIL** _____

MODIFICATION INFORMATION

(use back if need additional space)

1. **Describe modification (sun screen; drive-way coating; gutters; metal decorative front door; etc.):**

2. **Estimated length of time to complete modification:**

3. **Materials and/or equipment being used for modification:**

4. **Projected impact of modification (noise to neighbors; use of common areas; etc.)**

BOX TO BE COMPLETED BY ARCHITECTURAL CONTROL COMMITTEE

Date Application Received By ACC _____

Date Approved/Denied By ACC _____ **APPROVED** ☐ **DENIED** ☐

ACC Signature _____

Recommendation(s) _____

Date Revised 6/30/21

CARMEL POINTE HOA
ARCHITECTURAL CONTROL COMMITTEE
ARCHITECTURAL IMPROVEMENT APPLICATION

PLEASE PRINT LEGIBLY

OWNER(S) _____ DATE _____

ADDRESS _____ LOT # _____

EMAIL _____ PHONE _____

EMAIL _____ PHONE _____

CONTRACTOR(S) INFORMATION

CONTRACTOR _____ CONTACT _____

ADDRESS _____ PHONE _____

ADDITIONAL INFO _____

CONTRACTOR _____ CONTACT _____

ADDRESS _____ PHONE _____

ADDITIONAL INFO _____

LIST ADDITIONAL CONTRACTORS ON BACK OF THIS SHEET OR ON A SEPARATE PAPER

CHECK-OFF DOCUMENTS INCLUDED WITH THIS PACKET

Information Needed on Each Document Appears on Page 3 of the ACC Packet

☐	Description of Modification	☐	Copy of Work Permit(s) if required
☐	Reasons/Rational for Modification	☐	Landscape Plan
☐	Plot Map with red x for location	☐	Additional Document Being Submitted
☐	Plans & Elevation of Modification (2 copies)	☐	Additional Document Being submitted

Please Submit the Above Documents Checked-Off With This Application to the ACC Chair or Vice-Chair
Per Article VIII Section 8.03 (CC&Rs), the ACC shall approve/disapprove the modification within 30 days.
EXCEPTION: If additional information/time is required to complete, the 30 days may be extended.
Upon receipt of the ACC Approval Form To Commence Modification, You May Begin Your Project.

Owner Signature _____ Date Submitted _____

Revised June 15, 2018

CARMEL POINTE PLANT LIST

(Revised September 15, 2015)

TYPE	COMMON NAME	BOTANICAL NAME	WATER USAGE*
LARGE TREES	Velvet Mesquite	Prosopis Velutina	2
	Palo Verde "Desert Museum"	Cercidium	2
	Weeping Wattle/Willow Acacia	Acacia Salicina	2
	Abyssinian Acacia	Acacia Abyssinica	3
	Pencileaf (Shoestring) Acacia	Acacia Stenophylla	2
SMALL TREES	Acacia Mulga	Acacia Anurea	2
For	Guajillo Acacia	Acacia Berlandieri	3
Compact Areas	Wax Leaf/Leather Leaf Acacia	Acacia Craspedocarpa	1
	Southwest Sweet Acacia	Acacia Minuta (smallii)	2
	Texas Ebony (dwarf)	Pithecelloblum Flexicaule	2
	Texas Mountain Laurel	Sophora Secundiflora	3
	Mastic (Chinese Pistache)	Pistachia Chinensis	3
SHRUBS	Texas-Sage (Texas Ranger)	Leucophyllum Frutescens	2
	Compact Texas Sage	Leucophyllum Frutescens	2
	Green Cloud Sage	Leucophyllum Frutescens	2
	Thunder Cloud Sage	Leucophyllum Candidum	2
	Autumn Sage (Texas Red Salvia)	Salvia Greggii	3
	Tombstone Rose	Rosa Banksiae	3
	Hopseed Bush	Dodenea Viscosa	2
	Jojoba	Simmondsia Chinensis	2
	Desert (Green) Cassia	Cassia Nemophylla	2
	Knifeleaf Acacia	Acacia Cultriformis	2
	Orange Jubilee (Trumpet Bush)	Tecoma Stans	3
	Bush Purple Dalea	Pulchra	3
	Heavenly Bamboo	Nandina Domestica (compacta)	3
	Red Bird of Paradise	Caesalpinia pulcherrima	3
	Yellow Bird of Paradise	Caesalpinia gilliesii	2
	Cape Honeysuckle	Tecomaria Capensis	4
	Dwarf Bottlebrush (Red or Yellow)	Callistemon Citrinus (Dwarf)	3
ACCENTS	Red Yucca	Hesperaloe Parviflora	2
	Coahuilan Hesperalda	Hesperaloe Funifera	2
	Ocotillo	Fouguieria Splendens	2
	Soto (Desert Spoon)	Dasylirion Wheelerii	2
	Green Desert Spoon	Dasylirion Wheelerii	2
	Octopus Agave	Agave Vilmoriniana	2
	Century Plant	Agave Americana	2
	Blue Yucca	Yucca Rigida	1
	Spanish Bayonette Yucca	Yucca Aloifoila	1
GROUNDCOVER	Purple Lantana (all colors)	Lantana Montevidensis	4
	Yellow (Gold) Trailing Lantana	Lantana Monevidensis	4
	Trailing Indigo Bush	Dalea Greggii	3
	Mexican Primrose	Oenothera Berlandieri	3
	Angelita Daisy	Hymenoxys acaulis	1-2
CACTI	Barrel Cactus	Ferrocactus spp.	1
	Easter Lily, Sea Urchin Cactus	Echinopsis spp.	1
	Golden Barrel Cactus	Echinocactus grusonni	2
	Hedgehog, Rainbow Cactus	Echinocereus spp.	1
	Mamillaria Cactus	Mamillaria spp.	2
	Peruvian Cereus Cactus	Cereus Peruvianus "Monstrosus	2
	Saguaro Cactus	Carnegiea gigantean	1
	Tricocereus Cactus	Tricocereus spp.	2

*Water usage guidelines from the Canada Hills Master Association

1 No supplemental irrigation once established
2 Water once a month during the growing season once established
3 Irrigate twice a month during the growing season once established
4 Irrigate once a week during the growing season once established

CARMEL POINTE HOA
CACTI POLICY

(Reaffirmed October 15, 2020)

Planting of the following cacti may be approved by the HOA subject to the following policy -

Barrel Cactus, Ferrocactus spp., Easter Lily, Sea Urchin Cactus,Echinopsis spp., Golden Barrel Cactus, Echinocactus grusonii, Hedgehog, Rainbow Cactus Echinocereus spp., Mamillaria Cactus Mamillaria spp., Peruvian Cereus Cactus Cereus Peruvianus "Monstrosus", Saguaro Cactus Carnegiea gigantean, Tricocereus Cactus Tricocereus spp.

Desired cacti from the approved list above may be requested for individual placement on the homeowner's lot at the homeowner's expense. The request should be directed to the Architectural Control Committee. It will then be reviewed by the Landscape Committee. If approved, it will then be up to the homeowner to purchase, install, and maintain such cacti at their own expense. Should the cactus die, the removal of the cactus is at the owner's expense. These may not be maintained by the community irrigation system. The community will take no responsibility for their maintenance or survival.

CARMEL POINTE HOA

TREE POLICY

(Revised April 29,2023)

MAINTENANCE OF TREES WITHIN THE OWNERS' FRONT YARDS

The Association is responsible for the maintenance and upkeep of landscaping within the front yard area. When an owner and/or landscaper suspects a tree of disease or identifies signs of root invasion involving the structure and/or plumbing, the Landscape Advisory Committee is notified. The Landscape Advisory Committee may wish to obtain the recommendation of a licensed Arborist. When the tree is considered unable to thrive or is a threat to the structure and/or plumbing, the Landscape Advisory Committee will authorize removal of the tree. The Association will bear the cost of the tree removal. Any damage to a home during the removal process will be the responsibility of the company that removes the tree.

The owner is responsible for any damage and repairs to roofs, sidewalks, driveways, plumbing and sewers for trees that have not been removed.

In keeping with the need to conserve water and have drought tolerant trees and plants, Carmel Pointe will no longer be held to maintaining the one tree per building standard. When a tree is removed, the Landscape Advisory Committee may, at its discretion, replace it with a drought tolerant plant/shrub suited to the desert climate.

When an owner wishes a healthy tree to be removed, the owner is responsible for getting approval for that removal and bears the cost of removal.

MAINTENANCE OF TREES IN COMMON AREAS

Any tree within the Common Areas which has been identified as posing a problem to the owner's structure and/or plumbing will be referred to the Landscape Advisory Committee for evaluation by a licensed Arborist and possible removal by the Association. The owner is responsible for damages to their property by root invasion. If the owner protests the removal of the tree, they will sign the "Hold Harmless Agreement" and assume the costs of any damages.

Any damage to a home during the removal process will be the responsibility of the company that removes the tree.

TRASH & RECYCLE SERVICES



Carmel Pointe HOA contracts with Waste Management Company for trash collection and recycling services. You will need to contact the company for service: (520) 744-2660. If you are a renter, please work with the owner or property management company for service.

Collection of garbage and recycling will be every Friday.

PLEASE COMPLY WITH THESE RULES PERTAINING TO CONTAINERS

1. Collection containers must be stored in your garage.
2. Place containers at the curb as displayed on the following page…
   A. **The night before** the scheduled pick-up for recycle container.
   B. **Always the morning of** the scheduled pick-up for the trash container.
3. Return container to designated storage area before nightfall.

FOR RESIDENTS LIVING ON CARMEL POINTE OR CATHEDRAL WAY

Residents at the below listed addresses should place their containers across the street from their residence. By doing this, the Waste Management trucks need to make only one run over the roads on each visit. Since Carmel Point HOA maintains its own roads, this helps save wear 'n tear on the roads. Thank you for assistance.

CARMEL POINTE DRIVE: 1456, 1464, 1472, 1480, 1488 & 1496
CATHEDRAL WAY: 1472, 1464, 1458, 1450, 1442, 1434, 1426, 1418, 1410 & 1402

PICTURES SHOWING PROPER PLACEMENT OF CONTAINERS

The top two pictures are examples of how **NOT TO PLACE** the trash container and recycle container.

1. Do not place the containers in the gravel.
2. Do not place the containers on the **curb**.
3. Do not place the two containers together.



WASTE MANAGEMENT'S RECYCLING INFORMATION

UPDATED January 18, 2019

RECYCLE OFTEN.
RECYCLE RIGHT.℠

WM
WASTE MANAGEMENT

RECYCLE OFTEN.



Metal Cans
Steel, tin & aluminum soda, vegetable, fruit & tuna cans



Plastic Bottles & Containers



Paper
Brown paper bags, non-confidential office paper, newspaper, magazines



Paper Cardboard, Dairy & Juice Containers



Flattened Cardboard & Paperboard



Glass Bottles & Jars

RECYCLE RIGHT. Things you can do to ensure quality material is recycled:

DO NOT INCLUDE







DEFINITELY DO NOT INCLUDE
Food waste, plastic bags, polystyrene foam caps & containers, hangers or hazardous waste

PREPARED 1/19/19 – DOCUMENTATON/CPBOOKS/MASTERS AND PICS FOR BB/WM RECYCLE INFO

Section II

BE SAFE – KEEP PETS SAFE WHILE IN THE DESERT

WE MAY LIVE IN THE TOWN OF ORO VALLEY, BUT WE'RE STILL IN THE DESERT



Whether you decide to take a walk in Carmel Pointe, play a round of golf on one of the courses or take a hike in the beautiful desert that surrounds us, there is some general information that you will want to know about the critters we share this land with in Southern Arizona. If you've lived here, are planning to live here or are just visiting, this information can never be repeated too often and is always good for a refresher for you, your family and those precious, 4-legged members of your family.

This is in no way meant to cause you to fear for your safety nor prevent you from enjoying the beauty of our community, the surrounding golf course or the desert we live in. Quite the opposite. It is to make you aware of those that share the area with us, to be on the look out for them, appreciate them should you encounter one and KNOW WHAT TO DO to remain safe.

It may be hard to believe you could see a **coyote or a bobcat** when you go on an early morning or late evening walk within our gated community. On cooler days, they've been observed going from front door to front door, for no obvious reason. One time, in our twenty years, we even had a bobcat decide to take a nap under a chair on our back patio. The minute the sliding glass door was unlocked, it was gone. If here for any length of time and a regular walker, it is almost guaranteed you will see one pass in front of you as you walk the streets or walkways. They don't bother us and we don't bother them.

As for the **javalina, they are a different story, especially if they have young ones.** First, they can't see very well, so seem to stay on attack mode. They can move fast, but not as fast as you if you have a head start. We seldom see them, but when we do, especially those of us with dogs, we head in the opposite direction as quickly as possible without spooking them. If they should take chase, don't hesitate to get away from them, with your dog under your arm, if necessary – fast! Normally, too, you smell them before you see them. They really smell bad.

The good news – no one has ever been bit by a rattlesnake while living in Carmel Pointe. However, those that have seen a **rattlesnake** or two can tell you, in detail, how they almost didn't see it. And, there are those that have yet to see one who have lived here for years. On the otherhand, again, if you are a regular walker, there is a good chance you might see one sunning on the ground cover or might not. But, that doesn't mean it might not be there. For all walks, it is the law, have your dog on a leash. For the protection of your dog, it would be best not to use the leashes that allow the dog to go where it wants to. Rather, have one you control where the dog can go, keeping rein that it doesn't check something out before you've seen what perked your dog's interest.

The only other real cause for concern for your dog's safety is during the monsoon season. There is a Sonoran **frog** that comes up out of the ground when it rains real heavy and makes the most awful sound as it croaks. That's your warning they are out. THESE ARE EXTREMELY POSIONOUS TO YOUR DOG IF YOUR DOG IS QUICK ENOUGH TO PICK ONE UP IN THEIR MOUTH. PLEASE READ THIS SHEET ON THE FOLLOWING PAGES VERY CAREFULLY.

Do take the time to read each page in this section, whether you have a pet or not. You, too, need to stay in the habit of watching where your next step is going to be; have a flashlight with you at all times at night to see what is ahead of you and always look out the front or back door before taking the first step. It's best not to leave your garage door open, even a crack because some who have, had a rattlesnake close encounter. There are other critters, too, but the above lists those you may not have expected. If you go to the Sonoran Desert Museum website, you'll have plenty to read.

TWO MORE CAUTIONS WHILE VISITING CARMEL POINTE

NEVER LEAVE HOME ON A WALK WITHOUT WATER FOR YOU AND YOUR DOG!

NEVER LEAVE YOU DOG UNATTENDED ON YOUR BACK PATIO, REGARDLESS OF SIZE!

(Probably the most horrific story you will hear on a regular basis is from an owner who has watched a coyote or bobcat jump their fence, grab their dog and be gone before they could open the patio door.)

GOLDER RANCH FIRE DISTRICT RATTLESNAKE REMOVAL



WHEN YOU ENCOUNTER A RATTLESNAKE

- Grab a hold of your pet.
- DO NOT approach it!

WITH DETERMINATION, SLOWLY BACK AWAY

WHEN YOU ARE SAFE, CALL 911 ASAP.

- Keep an eye on the snake so you can show the fireman where the snake has gone
- Again, when you are safe, let your neighbors know about the rattler so they'll be safe, too.

KEEPING YOURSELF SAFE BY TAKING SAFE STEPS

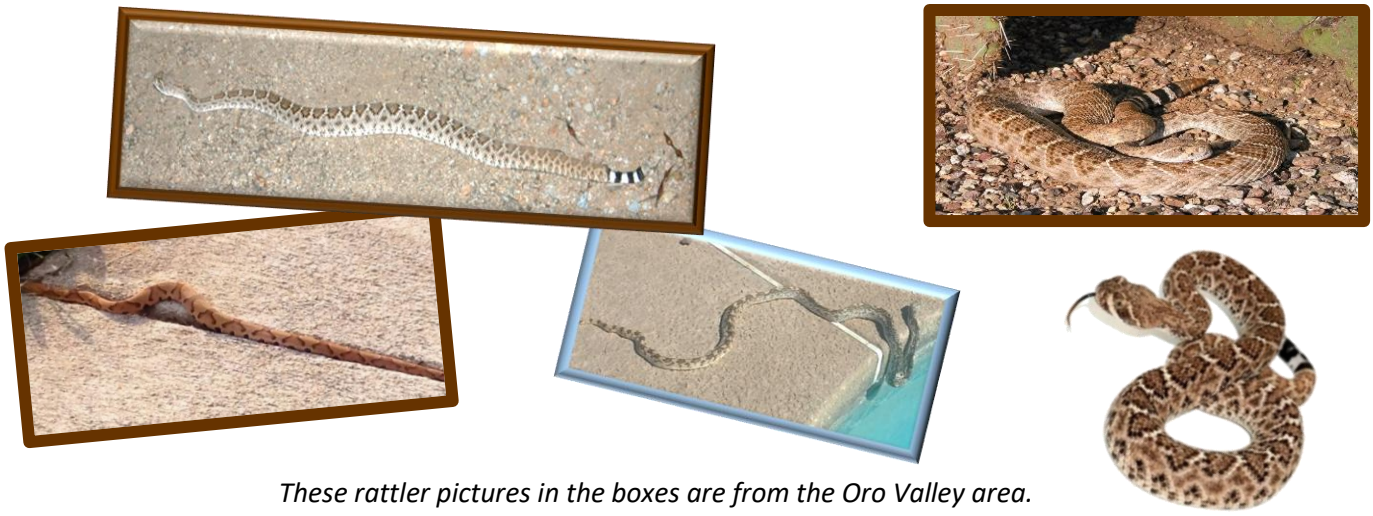


- Don't reach or walk where you can't see.
- Look at where you are putting your foot down.
- Wear closed shoes or boots.
- Anytime you're out at night, take a flashlight keeping the beam ahead of you.
- Rattlesnakes favorite food is rodents; keep traps out to keep that population down.
- Rattlesnakes use other's dwellings; destroy potential nesting spots, covering rodent holes.
- Snugly put screen in the holes at the base of your patio walls, being sure to keep them clean so when it rains, your house won't get flooded.
- Same with a patio gate. Make sure it fits snugly all around it and put a fence across the bottom so it can't come through the open areas.

SOME INTERESTING INFORMATION FROM THE DESERT MUSEUM

- Rattlesnakes only partially hibernate in our area, so watch for them year-round.
- Rattlesnakes have adapted; they seldom rattle before a strike.
- Most bites are from rattlers dead only a couple of hours; called a reflex bite.
- A rattlesnake may not be able to strike as far, but can strike even when not coiled.

SAFEST RULE:
ALWAYS BE VIGILENT WHEN WALKING/WORKING WHEN OUTSIDE!



These rattler pictures in the boxes are from the Oro Valley area.

KEEPING YOUR PET SAFE IN THE DESERT[1]

Although we live in a gated community, we also live in the middle of the beautiful desert of Oro Valley. As pet owners, we must be aware of and vigilant of the wildlife that roam our community, mostly at night with occasional sightings during the day. First, be familiar with the wildlife that may become brazen enough to attack your pet.



Coyote



Harris Hawk



Bobcat



Javelina



Rattlesnake

NOTE: *Typically, none of these animals will attack a person or the pet that is with a person. However, please note the one exception is a javelina 'family' ESPECIALLY with babies. With the least amount of provocation, they will attack anything/anyone in defending their young.*

WAYS TO PROTECT YOUR PET

- **NEVER LEAVE YOUR PET UNATTENDED**. If you let your pet out on the patio, be sure to stay with your pet until both return inside. (Except for the javelina, all can easily jump a 3' foot fence.)
- **ALWAYS WALK YOUR PET ON A LEASH.** It is safer and it is the law.
- **WHEN YOU COME UPON A WILD ANIMAL WHILE WALKING,** turn around and go in the opposite direction. If it should be javelina you encounter and if your pet is small enough to pick up, run in the opposite direction as fast as you are able. If you can't hold your pet, **run with your animal until you know you are safe.**
- **DO NOT FEED THE WILD ANIMALS**. Feeding wild animals not only attracts other predators, it causes the animal to become more aggressive since they eventually lose their predatory instincts.
- They then look for easy prey.

GET IMMEDIATE MEDICAL ATTENTION
FOR YOU AND/OR YOUR PET IF ATTACKED

[11] Summarized from flyer distributed by Oro Valley Police Department and Arizona Game and Fish Department 4/16

THESE TOADS CAN KILL A DOG

(September 2017)

In addition to the traditional four seasons of winter, spring, summer and fall, Southern Arizona has a fourth season known as the *monsoons* (from the Arabic "mausim" which means "a season) ". Just the word conjures up visions of incredible lightning storms, torrential rains, and widespread flooding followed by heat and drought.



Receiving nearly 32% of our annual rainfall from the start of the season in the first to second week of July and lasting until about mid-September, it brings a mixed-bag of bad and good to those living in the desert. We need the rain. But with the rain, if long and hard enough, come the Sonoran toads.

These Sonoran toads lie dormant for two-thirds to three-quarters of the year are not only slimy and really ugly, making a horrible, chipping sound when freed from the dried, desert earth, **THEY CAN KILL A DOG IF INGESTED WITHIN A MATTER OF THIRTY MINUTES.** (To read more about this poisonous toad, there is information available on the web to further educate on how they live/survive in the desert.)

Do everything to restrain your dog or any dog you see from having any contact with the toad. The harmless act of a dog licking itself after just coming-in contact with the toad could cause the dog to become extremely ill or even die if a sufficient amount of the 'slime' were ingested.

IMMEDIATELY – TAKE THESE STEPS TO SAVE YOUR DOG

1. Using your garden hose, on a steady flow…
2. Place the nozzle at the back corner of one of the sides of the dog's mouth so the water runs from the back of the mouth, out the front of the dog's mouth. Keep the dogs head slightly elevated so the water doesn't go back down its throat. (The water does get contaminated as it flushes out the poison.)
3. Continue to let the water flow for at least 10 to 15 minutes. This depends on how long the dog held the toad in its mouth. You don't want to drown the dog, but you don't want any poison to get into its system.
4. If the dog should exhibit any of the signs listed below, **immediately transport your dog to an emergency veterinarian clinic. Call the clinic on the way to give them information about the dog's condition.**

THESE SYMPTOMS SEEN IN A DOG MEANS THE TOAD'S SECRETION HAS POISONED THE DOG: *excessive salivation or foaming at the mouth, head shaking, red or irritated gums, drunken gait, confusion, weakness or complete collapse, heart arrhythmia, vomiting, diarrhea, and pawing at the mouth.*

If seizures begin, death may occur within 30 minutes.

VETERINARY SPECIALTY CENTER OF TUCSON – 24/7 ER FOR PETS

(520) 795-9955

4909 N LA CANADA DRIVE

first right turn after passing River Road (right after the Walgreen's)

FEEDING WILDLIFE MAY BE DANGEROUS



Besides, it is against the law

LIVING SO CLOSE TO THE GOLF COURSE, we are fortunate to see a menagerie of wildlife including coyotes, bobcats, skunks, javelina and even rattlesnakes on a regular basis. Who hasn't come into Carmel Pointe after dark and been thrilled at seeing these beautiful creatures roaming around our front yards. Wanting to get a closer glimpse; hoping they will stay close to our house; and/or, feeling sorry for them, that they might not be getting enough food on their own, it is tempting to want to feed the wild animals. But feeding them can result in unintended consequences, such as attracting rodents or larger predators or having them become a nuisance or even a threat to human safety. With more than a third of our residents having a pet dog, most have experienced the threat of having a coyote follow while out on a walk or have come up on javelina passing through. And we've all read about pets being snatched-up by wild animals or even humans and pets mauled, primarily by javelina. Carmel Pointe residents have been extremely fortunate that none of these awful incidents have occurred. This is a result of everyone's vigilance while walking, day or night, some carrying a stick, most using flashlights at night and turning-around and walking in the opposite direction when wildlife is seen. Not feeding the wild animals also minimizes the likelihood of such an encounter, plus, is in the best interest of the wild animals:



1. Human food is not nutritional for wild animals. Although leftovers may look good to us, they don't have what nature intended for the wild animals.

2. Contradictory as it may sound, wild animals become more aggressive when fed human food. The dire consequence of this reactive behavior may result in the need to relocate the animal, which unfortunately has an extremely low survival rate or worse, the animal must be put down.

3. Wild animals that are fed regularly rely on the scheduled food and discontinue hunting. This is passed onto the offspring. When/if this human food source is interrupted, the wild animal has lost the ability to adequately hunt, thus putting its survival at risk. It also may create a more aggressive behavior in the wild animal, causing them to take the chance of a human encounter to gain access to food.

If you've thought of feeding the wild animals that roam our streets and common areas, even our front yards…hopefully, this information will help you consider otherwise. If you have been feeding the wild, hopefully this will help you make the decision to discontinue, gradually, for the sake of the animals. In 2006, the Arizona Legislature passed a "no feeding wildlife" law (ARS 13-2927 – *unlawful feeding of wildlife is a petty offense except for birds and tree squirrels in Pima, Pinal and Maricopa counties*). Besides, it is a given, with all the rabbits and us living on the golf course, we will continue to see these wonderful desert creatures on a regular basis without feeding the wild animals. Thank you for making the right decision.

Section III

ADDITIONAL INFORMATION

REPLACING BATTERIES IN SMOKE ALARMS

Information for residents only – this is not a policy

GOLDER RANCH FIRE DEPARTMENT 520 825 9001

To avoid being startled in the middle of the night by an awful 'beeping' sound from one of your smoke alarms, the fire department suggests replacing the batteries at least once a year. Golder Ranch Fire Department installs them at no charge. Oftentimes, when you see a fire truck in our community, they are here simply to replace a resident's batteries. Please note: if your home has high ceilings (10-14') ask them to bring a 10-12' A-type step ladder.



PURCHASE THE CORRECT NUMBER OF 9V BATTERIES BEFORE CALLING. THE FIRE DEPARTMENT DOES NOT PROVIDE THE BATTERIES.



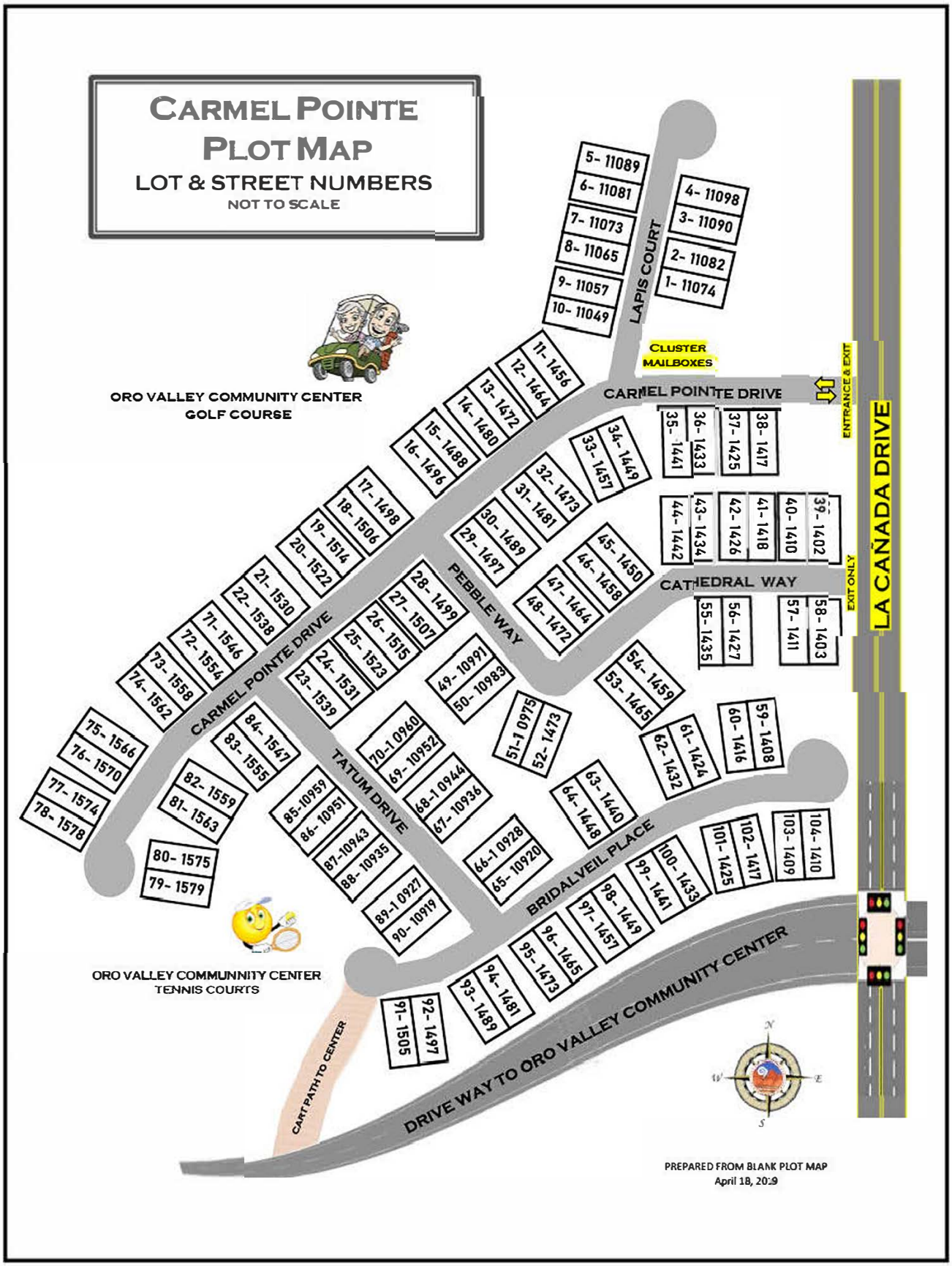
GARAGE & HOUSE NUMBER LIGHT REPLACEMENT POLICY

(Revised March 2015)

Unlike most communities within Oro Valley, the Carmel Pointe subdivision does not have street lights. Instead, our community's night-time ambience along with lighting for security and safety is provided by the illumination from the lights on each home's garage door and the address number lights. To make sure all lights stay in good working condition, the Light Brigade regularly replaces burnt out bulbs at no expense to the homeowners.

EXCEPTION: *All repairs and associated expenses to repair/replace the garage light other than the bulb, or to replace the sensor, are the responsibility of the homeowner.*

NOTE: Lights at the main entrance are maintained separately by the HOA.


CARMEL POINTE
PLOT MAP
LOT & STREET NUMBERS
NOT TO SCALE
ORO VALLEY COMMUNITY CENTER
GOLF COURSE
ORO VALLEY COMMUNNITY CENTER
TENNIS COURTS
CLUSTER
MAILBOXES
ENTRANCE & EXIT
EXIT ONLY
LAPIS COURT
CARMEL POINTE DRIVE
CATHEDRAL WAY
PEBBLE WAY
CARMEL POINTE DRIVE
TATUM DRIVE
BRIDALVEIL PLACE
LA CAÑADA DRIVE
CART PATH TO CENTER
DRIVE WAY TO ORO VALLEY COMMUNITY CENTER
5- 11089
6- 11081
7- 11073
8- 11065
9- 11057
10- 11049
4- 11098
3- 11090
2- 11082
1- 11074
11- 1456
12- 1464
13- 1472
14- 1480
15- 1488
16- 1496
17- 1498
18- 1506
19- 1514
20- 1522
21- 1530
22- 1538
71- 1546
72- 1554
73- 1558
74- 1562
75- 1566
76- 1570
77- 1574
78- 1578
80- 1575
79- 1579
82- 1559
81- 1563
84- 1547
83- 1555
85-10959
86- 10951
87-10943
88- 10935
89-1 0927
90- 10919
91- 1505
92- 1497
93- 1489
94- 1481
95- 1473
96- 1465
97- 1457
98- 1449
99- 1441
100- 1433
101- 1425
102- 1417
103- 1409
104- 1410
66-1 0928
65- 10920
68-1 0944
67- 10936
70-1 0960
69- 10952
49- 10991
50- 10983
51-1 0975
52- 1473
63- 1440
64- 1448
61- 1424
62- 1432
59- 1408
60- 1416
54- 1459
53- 1465
45- 1450
46- 1458
47- 1464
48- 1472
28- 1499
27- 1507
26- 1515
25- 1523
24- 1531
23- 1539
33- 1457
34- 1449
31- 1481
32- 1473
29- 1497
30- 1489
44- 1442
43- 1434
42- 1426
41- 1418
40- 1410
39- 1402
35- 1441
36- 1433
37- 1425
38- 1417
55- 1435
56- 1427
57- 1411
58- 1403
PREPARED FROM BLANK PLOT MAP
April 18, 2019

SECTION IV

YES, IT'S YOUR BUSINESS

CARMEL POINTE WEBSITE



ABOUT THE WEBSITE: Carmel Pointe's site is managed by the HOA. It includes every document that is used by the Board of Directors, Members and management company. Monthly, it is updated with the most recent financial reports, and any changes that may have occurred in the month. To access the site, simply go to carmelpointehoa.com It is that simple!

CARMEL POINTE BOARD INFORMATION

MEETING DATES: Agendas and notification of board meetings, special meetings and the Annual Meeting are sent via email and posted on the community bulletin board located by the mailboxes. Homeowners are invited and encouraged to attend to better understand the Carmel Pointe Community and its business activity.

BOARD OF DIRECTOR'S MEETINGS: The meetings are held four times a year and are announced via email and noted on the bulletin board by the mailboxes.

ANNUAL HOMEOWNERS MEETING: The Carmel Pointe Annual Meeting is held in January. Residents are notified of the exact date, time and location when the ballot for new Board of Director(s) is sent out in December. Meet new neighbors and re-acquaint with established residents at the social hour that precedes the meeting. Mission Management, Carmel Pointe's management company, processes the mailing which also includes the agenda for the meeting: announcement of election results; approval of the minutes from the previous year's annual meeting; Treasurer's annual financial report and the President's overview of the year's activities. An open forum concludes the meeting.



BOARD OF DIRECTOR TERMS: Each Board member serves a three (3) year term. (The terms are staggered to assure a smooth transition when new board members are elected.) In the Regular Meeting that immediately follows the Annual Meeting, the Board elects the officers that will serve for the coming year

CARMEL POINTE HOA 2026 ORGANIZATIONAL CHART

BOARD OF DIRECTORS

PRESIDENT	VICE-PRESIDENT	SECRETARY	TREASURER	MEMBER AT LARGE
Vida Dietz	**Bill Wissler**	**Carin Pavish**	**Joe Carpenter**	**Larry Klement**
Liaison to:	Chairperson:	Liaison to:	Chair:	Liaison to:
Nominating Committee	Architectural Control Committee	Events Committee	Finance Advisory Committee	Front Entrance Lighting
Landscape Advisory Committee	Infrastructure	Welcome Committee	Website	Light Brigade
Communications Group				
Term Expires January 2027	Term Expires January 2028	Term Expires January 2029	Term Expires January 2029	Term Expires January 2028
Elected by CP HOA 1/24	Elected by CP HOA 1/25	Elected by CP HOA 1/23	Elected by CP HOA 1/23	Elected by CP HOA 1/25

COMMITTEES

WELCOME COMMITTEE	LANDSCAPE ADVISORY COMMITTEE	ARCHITECTURAL CONTROL COMMITTEE	EVENTS COMMITTEE	NOMINATING COMMITTEE	FINANCE ADVISORY COMMITTEE
Carin Pavish	Vida Dietz	Chair: Bill Wissler	Chair: Sheila Lindsay	Chair: Donna Shaw	Chair: Joe Carpenter
Mary Ann Fauley	Pat Grasis	Ed Cooke		Vida Dietz	Mike Larson
Donna Rae Klement	Gene Kiley	Larry Klement		Dode Williamson	Mark Parston
Jan Lowery	Bill Lauffer	Donna Shaw		Linda Boling	Terry Wolf
	Jan Lowery	Nancy Smith		Available	
	Carin Pavish				

ADVISORS

EROSION CONTROL	LIGHT BRIGADE	FRONT ENTRANCE LIGHTING
Available	Mike Cuno	Larry Klement

OPERATION SUPPORT

CONTRACTS	NEWSLETTER EDITOR	BULLETIN BOARD	WEBSITE & ORG. CHART	HOA MANAGER
Available	Available	Donna Shaw	Joe Carpenter	Shaw Douglas

CARMEL POINTE HOA MANAGEMENT COMPANY:

Mission Management Services
7225 N. Mona Lisa Rd., Suite 202
Tucson, Arizona 85741
(520) 797-3224

Community Manager: Shaw Douglas
shaw@missionmanagement.biz

CALL 911 FOR EMERGENCIES

24-HOUR ANSWERING SERVICE
(520) 408-4609
CALL THIS NUMBER TO REPORT ISSUES NEEDING ATTENTION BY CARMEL POINTE HOA

UPDATED 8/27/20

COMMITTEES

(Revised October 6, 2017)

PREFACE: Committees are an important, integral part of Carmel Pointe's efficient operation. Although only two committees are identified in the Bylaws, the additional committees described in this section support the Board of Directors in assuring that Carmel Pointe's common area is maintained properly in order to retain property value. Committees also serve the purpose of involving residents at a volunteer level to develop a knowledgeable base of Members to select future nominees for Board of Director vacancies. The committees are listed in alphabetical order.

BYLAWS ARTICLE IX

The Association shall appoint an Architectural Control Committee which shall include at least one member of the Board of Directors who shall serve as Chairperson of the committee as provided in the Arizona Revised State Statutes - Declaration 33, 18-17; shall appoint a Nominating Committee as provided for in these Bylaws; and, shall appoint other committees as deemed appropriate in carrying out the duties of the Association and Board of Directors.

LISTING OF COMMITTEES WITH MISSION STATEMENT

ARCHITECTURAL CONTROL aka ACC COMMITTEE – appears in the Bylaws[2]

MISSION STATEMENT: As appears in the ACC Procedures, "The purpose and rationale of the Architectural Control Committee as defined by Carmel Pointe's Covenants is to preserve the architectural and landscaping ambiance of our homes, properties, and neighborhood a.) by *only granting approval to those property owner's making architectural requests that comply with the governing documents and b.) by overseeing the process to assure that all aspects of Carmel Pointe property stays in a consistent, maintained condition".* The Architectural Control Committee Manual is on the Carmel Pointe website.

EVENTS **MISSION STATEMENT:** The purpose of the Events Committee is to offer opportunities to enhance social experiences to the Carmel Pointe residents and to bring the Community together.

FINANCE **MISSION STATEMENT:** The purpose of the Finance Committee is to assist the Treasurer with finalizing the annual budget for the coming year based upon previous years' activities; ascertain the amount of the annual dues for the coming year based on the budget and update and make recommendations on the 20-year budget to assure that Carmel Pointe HOA has sufficient operating funds and reserve funds to meet financial obligations in the coming year as well as into the future with every effort made to avoid a special assessment to its Members.

LANDSCAPE ADVISORY COMMITTEE **MISSION STATEMENT:** The purpose of the Landscape Advisory Committee is to aid in maintaining Carmel Pointe property values and ensure that the appearance and appeal of the community is preserved. The Committee will regularly observe the neighborhood and bring any concerns or suggestions to the Landscape Advisory Committee meetings for review and discussion.

NOMINATING **MISSION STATEMENT:** The Nominating Committee is to identify, recruit, and recommend to the Board of Directors residents willing to become nominees to fill Board vacancies and to fully staff all committees that have been established by the Board and establish and maintain a Master Volunteer List. This action will be ongoing using the committees' membership/leadership as the prime focus for filling vacancies on the Board. This is done in consultation with each committee chair. The Nominating Committee Manual is on the Carmel Pointe website.

[2] The ACC is governed by Arizona State Revised Statute that requires a member of the Board of Directors to be the Chair which eliminates the need for a liaison.

WELCOME MISSION STATEMENT: To provide pertinent information to all new residents, whether an owner or a renter, for the major purpose of providing them with the needed information to be a good Carmel Pointe neighbor, with the correct information.

LISTING OF ADVISORS AND DUTIES

In addition to the approved Carmel Pointe Committees supporting the Carmel Pointe HOA Board of Directors, a group of homeowner volunteers act as Advisors for Carmel Pointe. In their individual capacities with one of the Board of Directors member as liaison, the advisors listed below provide for the cohesive and smooth operation of business and activity for the Carmel Pointe community.[3]

COMMUNICATIONS ADVISOR MISSION STATEMENT: The purpose of the Communications Advisor is to oversee and keep current documentation related to Carmel Pointe community and its operation which includes the Carmel Pointe Phone Directory, and the Welcome Book for new owners and renters, which is available on the CP HOA website.

EROSION CONTROL ADVISOR MISSION STATEMENT: The Erosion Control Advisor is responsible for keeping the Landscape/Irrigation Committee informed of any landscape areas that are in need of repair to avoid property damage from running water whether storm-related or irrigation-related. Pictures with recommendations should be provided to the Committee to prepare bid proposals. Once a final bid is approved by the Committee, it needs to be passed onto the Board of Directors for approval before the project is undertaken.

LIGHT BRIGADE ADVISOR MISSION STATEMENT: The Light Brigade Advisor is responsible for monitoring the Carmel Pointe HOA's light replacement policy of replacing burnt-out address and over-the-garage light bulbs as approved by the Board of Directors. **NOTE:** The HOA is only responsible for replacing the address and garage light bulb. All other expenses associated with the lights are the responsibility of the homeowner. (The information pertaining to the light replacement also appears in the MAINTENANCE section.)

MAIN GATE LIGHTING ADVISOR MISSION STATEMENT: The Main Gate Lighting Advisor monitors the lighting on the common area at the front entrance, replacing burnt-out bulbs, repairing or replacing lighting sensors or individual units on a timely basis, reporting when deemed necessary to the Board of Directors maintenance trends requiring additional action by the Board.

[3] *ADVISOR* GENERAL DEFINITION: For a specific client, an advisor such as a person or firm, that offers official or professional opinion or recommendation as to the appropriate choice of action providing formal notification of facts or advice about what could or should be done about a situation or problem. To fall within the guidelines of Robert's Rules of Order, if there is only one Member volunteering for a function, the person becomes an advisor rather than a committee of only one.

ROLE OF THE COMMITTEE CHAIR[4] AND ADVISOR[5]

The committee chairs and advisors are an arm of the Board of Directors who take on duties and functions that assure the smooth operation of Carmel Pointe business that is best accomplished by carrying out the functions and responsibilities as defined in the Mission statement and to coordinate, as needed, with the liaison for activities, problems and preparing information for reports.

ROLE OF THE BOARD LIAISON

Immediately following the annual meeting held in January, a regular Board of Directors meeting is held to elect the officers for the coming year. Also, at this meeting, each board member will be appointed to be the liaison for the committees and advisors. The role of the board member as liaison is to provide consultation and assistance when needed including preparing reports to the board, which may be done by the Chair.