

Revised December 9, 2019

OPERATING

RULES

PUEBLO ESTATES HOMEOWNERS ASSOCIATION

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BOARD OF DIRECTORS OPERATING RULES

- 1. CHAIN OF COMMAND:** President, Vice President, Secretary and Treasurer. In case of emergency, if all officers are absent, a decision can only be made by polling the Board Members available. Any action taken outside of a meeting must be ratified by the Board at its next regularly scheduled meeting.
- 2. CHECKS:** Under special circumstances, decided by the President, a check may be issued without a bill, and a receipt then turned into the office as soon as reasonably possible. This applies to Board members who are insured by the Association's fidelity insurance.
- 3. TELEPHONE BALLOTING:** No telephone ballot is valid unless all of the Board members agree, in writing and the written "action in lieu of a meeting" is entered into the records of the next Board meeting.
- 4. BUDGET:** This addition to the "Official Rules" was approved by the Board at the September 24, 1997 regular Board meeting. The budget will be presented to the Board at least 30 days prior to the meeting at which the budget will either be approved or rejected. (March Board meeting). The budget committee will consist of at least three Members of the Association. The Chair will be the Treasurer and the members of the Budget Committee cannot be members of the Board. The Budget Committee will obtain input from the Maintenance Committee and the President of the Association.
- 5. HOMEOWNERS ABILITY TO ADDRESS THE BOARD:** Members of the Association, including any person designated by a member in writing as the member's representative, are permitted to speak before the Board meeting begins and prior to the Board voting on any action item after a motion has been made and seconded. The Presiding Officer with the consent and/or guidance of the Board will set time limitations on those members desiring to address the Board. A member may address the Board only once on each "action item" unless the Board suspends this by a 2/3rds vote.

BULLETIN BOARD OPERATING RULES

Approved as amended 10-18-2017

1. Everything posted on the Bulletins Boards must be dated and turned into the office so the office staff can post the items on the Bulletin Boards. After 30 days such items will be removed.
2. If an individual places a notice on the Bulletin Board without going through the office, it will be removed.
3. Advertisements and announcements of a commercial nature, or belonging to a person, group, or organization not affiliated with Pueblo Estates must be approved by the office manager before being posted.
4. The Bulletin Boards at the front entrance will be used only for the most current announcements of Pueblo Estates activities. All sign-up sheets will be on easels in the front lobby.
5. No "Classified ad" can be placed on a card that is larger than 3" by 5". Such classifieds will be posted on the Bulletin Board in the hallway.

OPERATING RULES FOR CLUBS

Approved 10-18-2017

1. **ORGANIZATION:** The initial organizational meeting of any new club must be cleared through the Board.
2. Any changes to a Club's By-Laws must be submitted to the Board for approval.
3. Club's must submit quarterly statements to the PEHOA Treasurer.

CLUBHOUSE / KITCHEN RULES AND REGULATIONS

Amended 10-18-17

1. **All requests for reserving the Clubhouse and /or kitchen must be accompanied by all necessary paperwork.** Facility use agreement is available from the PEHOA office.
2. **ALL FOOD OR DRINKS MUST BE REMOVED FROM THE REFRIGERATOR AND FREEZER IMMEDIATELY FOLLOWING THE FUNCTION, BUT NO LATER THAN THE NEXT DAY. THE FREEZER AND REFRIGERATOR MUST BE LEFT CLEAN FOR THE NEXT GROUP USING THE KITCHEN. IF THIS RULE IS VIOLATED, THE DEPOSIT WILL BE FORFEITED.**
3. All dishtowels (tablecloths if applicable) must be taken home, washed and returned to the Clubhouse within (2) days after the function.
4. When you are finished using the facilities, the floor must be swept, counters, stove and refrigerator must be wiped clean and all trash and garbage must be placed in the outside dumpster. All lights and fans must be turned off and the doors properly secured. (Switch for the fan above the range and grill is located on the wall to the right of the outside kitchen door).
5. **UNDER NO CIRCUMSTANCES MAY ANY ITEMS BE REMOVED FROM THE PREMISES,** except for the dishcloths and tablecloths that are removed to be cleaned and returned.
6. **. SMOKING IS NOT ALLOWED IN ANY OF THE PUEBLO ESTATES FACILITIES**
7. Serving alcohol to minors is prohibited. Cash bars are prohibited.
8. The **LIABILITY INSURANCE** for Pueblo Estates does not cover "out of the park" renters of the facilities. User groups must acquire special event insurance when planning one-time events and provide proof of such insurance to the Association. User groups will be liable for any damage or injury which may occur in and to the premises, its contents, or to any individual, caused by the negligent or intentional act of any of the occupants or their agents and/or guests.
9. Except for private parties, one of the clubs or service organizations in Pueblo Estates must sponsor any entertainment, party or social activity in the Clubhouse.
10. No meetings may be held in the facilities if the primary purpose is political. The only exception is the use of our Clubhouse as a polling place.
11. Civic, fraternal or charitable organizations or businesses wishing to use the Pueblo Estates facilities must receive prior approval from the Board of Directors.
12. No religious services may be conducted at any of the facilities.

13. Any resident of Pueblo Estates renting the clubhouse for any outside organization's activities must pay a rental fee of \$100.00 plus a \$100.00 deposit (refundable, if the facilities are left clean and in good repair) and have proof of an insurance policy covering any damage to the premises.
14. Any resident of Pueblo Estates renting the Clubhouse for a social activity must pay a rental fee of \$25.00.
15. There is no fee to use the Clubhouse and/or kitchen following the death of a resident for a planned Memorial Service or Celebration of Life.

Renter's Signature: _____ Date: _____

FACILITY RULES AND REGULATIONS

10-18-2017

RESERVATIONS

1. All Members who wish to use the Pueblo Estates Clubhouse & facilities must have previous authorization (a Signed Facility Use Agreement) before occupying any of the rooms. Pueblo Estates clubs have priority in making reservations for social functions and all reservations for the full calendar year must be made by February 1st of each year.
2. All facility reservations must be made through the Association's Office.
3. Reservations will be handled on a "first received" basis and granted to the extent that prior scheduling permits.
4. If an activity is held outside, but the kitchen will be used, a reservation is required.
5. The above does not pertain to social gatherings on the Patio/Pool area.

RENTALS

1. The facilities at Pueblo Estates exist primarily for the recreational enjoyment of its members. Rental of the facilities is possible if there is no conflict with activities already scheduled by the members of Pueblo Estates.
2. Persons who rent the facilities must adhere to all reservation policies and pay the established fees, Proof of Insurance and deposits for the use of the facilities.

CANCELLATIONS

1. Pueblo Estates has the right to cancel a Facility Use Agreement for just cause with at least 24 hours written notification.
2. Pueblo Estates must be notified that the reservation is being cancelled at least seven (7) days prior to the reserved date.
3. No rental or security deposit fees are required for activities held wholly outside the Clubhouse.

FACILITY RULES

The facility must be left in the same clean orderly condition in which it is found upon arrival.

EQUIPMENT

Pueblo Estates attempts to provide adequate furniture and equipment for the use of any authorized group. Furniture and equipment needs should be specifically spelled out on the Facility Use Agreement.

1. Only persons authorized by the Association are allowed to operate the public address system, TV, VCR and Home Theater system.
2. Only authorized persons may use the piano/organ.

KEY USAGE RULES AND REGULATIONS

All keys including but not limited to for the Annex, Ceramics, RV Storage and Kitchen will be administered by the Office Manager.

FIREARMS

FIREARMS ARE NOT PERMITTED IN CLUBHOUSE, GROUNDS OR FACILITIES.

GENERAL OPERATING RULES

1. **MEMBERSHIP CARDS:** There is a charge of \$2.00 for membership cards. Two allowed per household. A third (3rd) card to replace a lost/stolen/misplaced card may be purchased for \$5.00.
2. **APPROVAL:** All bills must be approved by the proper committee chair, prior to the payment of that bill.
3. **FIRE DEPARTMENT:** Permission has been given to the Fire Department to use the water from the swimming pool in the event of a serious fire in Pueblo Estates.
4. **PATIO SALES:** Each homeowner is allowed one (1) patio sale per calendar year. If a homeowner is moving, he/she may also have one (1) "moving sale". No carport (patio) sale may be conducted for more than two (2) consecutive days. The PEHOA must be notified of sale.
5. **POWER EQUIPMENT:** No power equipment may be used between the hours of 7:00 pm to 7:00 am.
6. **ASSOCIATION EQUIPMENT:** The Association will not lend any equipment to anyone, regardless of whether that person is a member of the Association.
7. **BUILDING & GROUNDS:** No changes can be made to the Common Areas, the common facilities, or any personal property owned by the Association, unless approved, in advance, in writing by the Board of Directors. Any such request must include the following:
 - a. Reason for requested change.
 - b. Cost of any changes and who is responsible for payment of any costs.
 - c. Name, address, telephone number of the person who will be doing the work and if the work requires a licensed Arizona contractor, the license number of that person.
 - d. Plans and specifications for the project.
 - e. Proof of compliance with the permitting requirements under the Pima County Building Code.

MAINTENANCE MANAGER/CONFORMANCE

OPERATING RULES

Approved and Amended 12/19/2018

POSITION: MAINTENANCE MANAGER/CONFORMANCE

HOURS: 40 Hours per Week

RESPONSIBLE TO: Chair of Maintenance, Chair of Conformance and Board President

BENEFITS &

COMPENSATION: Explanation in the Personnel Rules and Regulations

DUTIES: This employment will perform all duties related to all Maintenance/Conformance tasks as directed by the Chairs of the Maintenance and Conformance.

1. Supervision of any part time employees in all tasks assigned to that employee.
2. All general janitorial duties for the Clubhouse facilities.
3. All minor electrical, mechanical and plumbing repairs.
4. Landscaping, trimming, cutting, raking, weed control, etc. in all landscaped areas.
5. Carpentry tasks as needed, Painting as needed.
6. Street repairs as needed.
7. Pool and spa maintenance as needed.
8. Ordering of all materials and supplies for the Clubhouse facility. There is a \$500.00 limit on spending, as approved on 3/17/2004, unless authorized by the Board.
9. Perform Conformance duties to include:
 - ◆ Bi-weekly review of Pueblo Estates using the conformance checklist
 - ◆ Follow-up on Conformance Violations as dated on violation in person or by mail
 - ◆ If still non-compliant, refer to Fines/Liens
 - ◆ Paper work:
 - ◆ Copy to file and Homeowner
 - ◆ Fill out and keep current conformance Log and Clubhouse Bulletin Board Notice
 - ◆ Provide monthly report on Maintenance/Conformance to Board members
10. All other related duties.
11. All vacation and sick time are described in the employee rules and regulations. All other time off must be approved by the chair of the Maintenance Committee or pursuant to the Chain of Command.

JOB DESCRIPTION FOR PART-TIME MAINTENANCE EMPLOYEE

The purpose of this position is to provide help, when needed, to the full time Maintenance Manager. The position requires that the part-time help will be available during absence of the full-time maintenance person, as a result of either vacation or illness, or when the full-time maintenance person is in need of assistance.

Duties are as follows:

1. During the winter months, be on call to do set ups in main room for various functions. This becomes necessary in the absence of the Maintenance Manager.
2. More regular hours are available during the spring and summer months as the maintenance person needs assistance with landscaping projects.
3. Do small maintenance projects as outlined by the full time Maintenance Manager, including small painting projects, landscaping projects, etc.
4. Do receiving work for Patio Sale donated goods. Check donated electrical items to ensure they work! If not, the items will be discarded. Pick up donations from residents when the full-time maintenance person is unable to do so, using his/her best judgement as to whether accept or reject the item.
5. Learn how to vacuum the pool. This would only be necessary after large storms that leave a lot of debris in pool. It would not require any involvement with chemicals in pool water or anything to do with the testing of the water.
6. Perform a visual inspection of the open areas within Pueblo Estates and do necessary landscape work, including hauling trash to the dump.
7. There is a one-hour minimum for each call. Pay days are weekly on the same days as the permanent staffing of Pueblo Estates.
8. During inclement weather, cover the pool and cover nightly and open in the morning.

MAINTENANCE (EXPENSE) OPERATING RULES

Approved as Revised 03/17/2004

1. 03-17-04 ONE-TIME EXPENSE. The Chair of the Maintenance Committee can spend up to \$1,000.00 for any one-time expense without Board approval.
2. 01-10-88 INVENTORY: Inventory of supplies should be taken at reasonable intervals, depending on usage.

OFFICE OPERATING RULES

Approved as amended 12-19-2003

1. 02-17-99 PETTY CASH - Petty cash is replenished as needed and is available for cash outlays of less than \$ 50.00.
2. 12-19-03 OPERATING RULES - Rules and directives affecting office procedure will be forwarded by the Board to the Office Manager, (in written form.) The Office Manager will add any permanent new rules to these Operating Rules, with the date enacted. The Operating Rules will be kept in a loose-leaf binder in the office.

PART-TIME OFFICE HELP

February 8, 2006

1. The purpose of this position is to provide help to the office manager.
2. Such part-time employees will work with the Office Manager and perform such duties for which they have been trained as designated by Office Manager.

OFFICE MANAGER RULES & REGULATIONS

September 19, 2018

POSITION:

OFFICE MANAGER

SEPTEMBER - JUNE HOURS

HOURS FOR OFFICE WORKERS

8:00 am - 3:00 pm - Monday thru Thursday

8:00 am - 12:00 pm - Friday

RESIDENT WINDOW & PHONE HOURS: 10:00 am - 2:00 pm - Monday thru Thursday

10:00 am - 12:00 pm - Friday

JULY & AUGUST HOURS

HOURS FOR OFFICE WORKERS

8:00 am - 12:00 pm - Monday thru Friday

RESIDENT WINDOW & PHONE HOURS: 10:00 am - 12:00 pm - Monday thru Friday

RESPONSIBILITY: To the President and the Treasurer of the Association.

COMPENSATION: Initially as established by the Board of Directors and followed by review and adjustment after three (3) months and reviewed annually thereafter.

BENEFITS: (See attached)

DUTIES:

- a. Prepare and mail statements for all past due accounts.
- b. Prepare and take all deposits to the bank.
- c. Pay all bills - including payroll.
- d. Maintain a payroll register.
- e. Print and mail notices of Annual Meetings.
- f. Prepare ballots for annual election.
- g. Print & mail notices of all special meetings.
- h. Send statements for ads in the Topics.
- I. Prepare & maintain the file for all Board correspondence.
- J. Purchase all office supplies.
- k. Update names, addresses & phone numbers for Pueblo Estates Residents in the Address Book, Rolodex, and the Pueblo Estates Directory.
- l. Serve as a Notary Public
- m. Prepare Realtor's packages.
- n. Carry out all duties or functions as the Board may deem necessary.
- o. Record all activities for the Recreation Center (maintain the calendar of activities)
- p. Serve as the custodian of the Association's records.

COMPUTER: Computer duties include using Microsoft Word, Word Perfect, Address Book and QuickBooks.

PERSONNEL OPERATING RULES

1. **SICK PAY and VACATIONS** (12-12-1998)

A New employees are hired with a 90-day probationary period.

B. After one (1) year of employment full-time employees receive two (2) weeks paid vacation and five (5) paid personal days. For five years of employment - three (3) weeks paid vacation and ten (10) personal days. After ten (10) years of consecutive employment an employee will receive four (4) weeks paid vacation and ten (10) days personal days.

C. Vacation days must be taken in that calendar year. There will be no carryover into the next calendar year.
2. **HOLIDAYS** (08-19-1998)

Employees receive the following paid holidays: New Years, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after Thanksgiving and Christmas Day. In the event a holiday falls on a Saturday or Sunday the preceding Friday will be taken as a holiday. If the holiday falls on Sunday, the following Monday will be taken as a holiday.
3. **PAYDAY** (09/01/2019)

All employees are paid on an hourly basis.

SALARIES (03-21-2018)
The Board has established a policy of confidentiality in regard to disclosure of our full time /part-time employees pay.
We do each month exhibit in our budget those administrative expenses.
4. **REVIEW** (10-10-90)

A review of the salaries of all employees will be made prior to previewing the new fiscal year budget.
5. **PAYROLL TAX** (07-29-1989)

All employees, including scheduled temporary help, will be subject to all payroll tax withholdings and will receive a W-2 at the end of the calendar year.
6. **RESIDENCE** (01-20-2004)

All full-time employees cannot be homeowners or residents of Pueblo Estates. Part-time/backup employees can be homeowners or residents.
7. **MEDICAL REIMBURSEMENT** (04-01-2008)

After one (1) year of employment, full time employees will receive medical reimbursement established at the beginning of each fiscal year to supplement their medical expenses. The amount established is \$2000.00 per year. Any amounts that are unused at the end of each fiscal year will be carried over to the next year. There is a cap of \$5,000.00 for each full-time employee. Any balances in an employee's account upon termination of employment will be paid to the employee and reflected as compensation on his/her W-2.
8. All employees are required to record hours worked on time card and keep on file in the office.

RENTAL POLICY

1. All Landlord Owners within Green Valley Pueblo Estates Homeowners Association must provide a completed copy of the attached Tenant Information Sheet to the Association's office at least fifteen (15) days prior to the beginning of any tenancy. However, this does not apply to those tenancies that are for a rental period shorter than four (4) consecutive weeks.
2. Owners must provide a copy of each tenant's government issued identification that bears a photograph and that confirms each meets the Association's age restriction requirements.
3. Owners are required to provide all tenants copies of the CC&Rs and other governing documents of the Association.
4. Owners remain contractually obligated to ensure compliance of the CC&Rs and other governing documents of the Association on their Lots.
5. Owners must return **RED CARDS** to the PEHOA office upon termination of rental.

**GREEN VALLEY PUEBLO ESTATES HOMEOWNERS ASSOCIATION
TENANT INFORMATION FORM**

This form should be completed and returned to the Association at least fifteen (15) days prior to the commencement of a lease of a lot in Green Valley Pueblo Estates.

LOT INFORMATION

Lot #: _____ LOT ADDRESS: _____

OWNER'S NAME; _____

OWNER'S MAILING ADDRESS: _____

OWNER'S PHONE: (Home) _____ (Cell) _____

TENANT INFORMATION

LEASE TERM: _____ DATE LEASE BEGINS: _____ DATE LEASE ENDS: _____

LIST NAMES OF ALL ADULT TENANTS RESIDING AT THE LOT:

TENANT PHONE: (Home) _____ (Cell) _____

DESCRIPTION AND LICENSE PLATE NUMBERS OF ALL TENANT VEHICLES:

Signature of Lot Owner or Rental Agent

Print Name

Date

Received By: _____

Date

RULES FOR THE USE OF THE RECREATIONAL VEHICLE STORAGE AREA

Revised 10-22-2018

1. A homeowner is defined as a person owning a residence in Pueblo Estates.
2. Only one (1) space per homeowner regardless of owning one (1) or more lots or residences. **THIS SPACE WILL BE ASSIGNED BY THE RV LOT COMMITTEE.** All equipment (as defined in item four (4) below) stored in the **RECREATIONAL VEHICLE** Storage Area must be registered to and used by, the homeowner.
3. Spaces are to be assigned according to the size of the vehicle with approval.
4. The following operable equipment may be stored in assigned spaces in the R.V. Storage Area.
 - A. Motor Home
 - B. Travel Trailers & 5th Wheel Trailers
 - C. Fold-Down Camper
 - D. Pick-Up Camper-Top
 - E. Boat-Mounted on top of unit
 - F. Boat on Trailer, and ATVs / UTVs
 - G. Camper - Van
 - H. Utility Trailers
5. Any inoperable, unlicensed or derelict equipment, defined as not having been taken from the R.V. Storage Area for one (1) year, must be removed within 30 days after written notice has been delivered to the homeowner. A \$25.00 per day fee will be assessed against the homeowner of the Lot, if the homeowner of the vehicle is not in compliance.
6. Spaces in the R.V. Storage Area will be assigned to applicants on a "first-come-first-serve" basis so long as spaces are available. Thereafter, the office will maintain a waiting list for spaces. The Association is under no obligation to provide additional storage spaces, other than those within the R.V. Storage Area. Unoccupied assigned spaces will be held open for a period of nine (9) months before being subject to reassignment unless the R.V. Committee has contacted the Association Office for special arrangement to be made.
7. All those who use the R.V. Storage Area do so at their risk. The Association will not take responsibility for the security of vehicles or equipment stored in the R.V. Storage Area.
8. Persons using spaces in the R.V. Storage Area must stay within the area assigned to them; **MUST MAINTAIN** the area assigned to them in accordance with Pueblo Estates regulations must fill out the required forms in the office and must supply a **NON-REFUNDABLE** key fee in an amount established by the R.V. Storage committee (\$100.00). Proof of ownership must be provided by certificate of registration or license number. (A copy of the certificate of registration will be made and kept in the office file.)
9. The person utilizing the RV space will then establish a four (4) digit code with the office for entry/exit pad used at the RV lot.
10. Any exceptions to these rules must be approved in advance, in writing, by the Board of Directors and the R.V. committee. A copy of any waiver will be kept on file in the Association Office.
11. As of February 17, 1999, the R.V. Committee became a sub-committee, under the direction of the Pueblo Estates Homeowners Association Vice President.

EXERCISE ROOM, POOL/BILLIARD SHUFFLEBOARD & HORSESHOE COURT
REGULATIONS

10-18-17

1. Any person using the pool/billiard room, shuffleboard or horseshoe courts must be 18 years of age or older unless a homeowner, resident or renter is supervising the activity.
2. Any person using the exercise room must be 18 years of age or older.
3. Persons using the above facilities must obey the posted rules and leave the facility as they found it.

POOL ROOM / BILLIARDS RULES

1. Fellowship Competition starts at 1 pm Monday to Saturday
2. All competition games will be subject to the International rules displayed on the wall.
3. Players under the age of eighteen (18) are not permitted to play unless accompanied by an adult.
4. Players by a simple majority may ask disruptive, abusive players or spectators to leave the pool table or room. Continued abuse will be reported to the Pueblo Estates Board.
5. If a player comes in late, existing plyers have the option by majority to invite player to play at their table.
6. If two or more players come in late and the second table is vacant, their first option is to open the vacant table so not to disturb existing players.
7. **Second Option**, if two or more players come in late, they may request to join the existing players, their request will be considered by a simple majority of the existing players. Players joining the group will be expected to play the game without interrupting the fellowship and harmony of the existing players.
8. If both tables are taken, the first table to complete three (3) games will surrender their table to new players who will also be bound by the three (3) game rules. When a table becomes permanently vacant the three (3) game rules is void.
9. Tables will be left as found with all balls in pockets and cover on table.

SWIMMING POOL & JACUZZI RULES & REGULATIONS

10-15-2016

1. The swimming pool and Jacuzzi can only be used by Members, their families and their invited guests. The recreational facilities are not open to the public. Tenants or guests may use the swimming pool and spa without being accompanied by the Owner of the Lot. The Board will adopt policies and procedures to ensure that the swimming pool and Jacuzzi are operated in compliance with the public health laws, and the rules or regulations established by the Board.
2. Because a life guard is never on duty, each member and guest uses the swimming pool and Jacuzzi at his/her own risk.
3. No food is allowed in the swimming pool or Jacuzzi. Non-alcoholic and alcoholic beverages are permitted only in **NON-BREAKABLE** containers in the patio area, as defined by the concrete area around the pool/hot tub and upper patio deck.
4. Anyone under the influence of alcohol is not permitted in the swimming pool or Jacuzzi.
5. The swimming pool and Jacuzzi area must be kept clean. Trash cans and ash pots must be used at all times.
6. **EVERYONE** must shower on the premises before entering the swimming pool or Jacuzzi. If showering after, no nudity and the showers are not to be used as a home shower option.
7. Shower with soap after using suntan oils, salve, lotion, etc. before entering the pool or Jacuzzi.
8. Children's hours for the swimming pool: 10:00 am to 11:00 am., 2:00 pm to 3:00 pm.
6:00 pm to 7:00 pm.
Note: The swimming pool is not reserved exclusively for children during these hours. **ADULTS, OVER THE AGE OF 18, MUST ACCOMPANY, REMAIN WITH, AND BE RESPONSIBLE FOR THE CHILDREN.** Children wearing diapers or who are not toilet-trained are not permitted in the pool. Children 18 years and under may not use the Jacuzzi.
9. Swim aids (not toys) are permitted.
10. Persons with open sores or lesions are not allowed in the swimming pool or Jacuzzi.
11. Proper swim attire must be worn; no cutoffs, jean, etc.
12. No pets or any kind are allowed in the recreation area, unless the animal is a service animal.
13. No diving, roughness, jumping or running is allowed in the swimming pool or Jacuzzi area.
14. For safety reasons, everyone must leave the pool area during storms.
15. Everyone shares responsibility for the recreational facilities. Please use the Jacuzzi cover judiciously to conserve energy. The last person to leave should cover the Jacuzzi.
16. As residents using the pool it is our responsibility to ensure respect and safety to others.

TOPICS

10-18-17

OPERATING GUIDELINES

1. General policy of content for the TOPICS will be determined by the Board of Directors.
2. Materials placed in the TOPICS each month will be decided by the TOPICS staff. Any questions or apparent controversial items will be referred to the President of the Board for a final decision as to whether they will be printed in the TOPICS.
3. No editorial, political or religious material or advertising will be allowed in the TOPICS except to announce the weekly Pueblo Estates nondenominational Bible Study Meetings.
4. One member of the PEHOA Executive Board will review before published.

ADVERTISING GUIDELINES

RESIDENT ADS:

1. Must be resident of Pueblo Estates, either owner or Tenant, to qualify for a no-charge ad.
2. No business related or employment related ads will be printed without a charge as these are considered as commercial advertising.
3. The name and phone number of resident placing the ad must be included.
4. No Personal/Lonely Hearts type ads are permitted.
5. The editors of the ad pages make the final decision on content and will publish the ads on a space available basis.
6. Resident ads should run no more than two times for the same item.
7. Only one (1) ad per resident, per issue is allowed.

COMMERCIAL ADS:

1. Types of Commercial Ads: Business, Employment Wanted, Travel, or offering of a service.

EASEMENTS (Alleys)

07/18/19

Each Lot owner is responsible for the maintenance of the easement (Alley) in back of their lot. This includes control of all weeds, trees and bushes trimmed and not extending into the easement. Where lots back up to each other, each lot owner is responsible for ½ (one half) of the easement. Where there is no lot in back, the lot owner will be responsible for entire easement.

Each year before monsoon season, HOA maintenance will spray the easements (Alleys) for weed control. It is the Lot owner's responsibility to follow up, clean and maintain.

If not maintained, refer to By-Laws page 15, 3.14.6 which states if owner fails or refuses to do such work, the Board reserves the right to have the work done and charge the costs to the Homeowner.

CONFORMANCE
PROCEDURE FOR PROCESSING VIOLATIONS OF CC&R'S AND BYLAWS

Revised June 17, 2019

WHEREAS, Pueblo Estates Homeowners Association ("Association") has authority pursuant to the Declaration of Covenants, Conditions and Restrictions and the By-Laws of Pueblo Estates Homeowner's Association, Inc. ("By-Laws") to determine the manner in which to remedy and/or impose penalties for violations of the provisions set forth in the Declaration, the By-Laws and any rules, regulations and Policies adopted by the Association (collectively), the "Governing Documents").

WHEREAS, The Board of Directors of the Association ("Board") finds there is a need to establish procedures for the enforcement of the Governing Documents, and for the elimination of violations which may be found to exist within the Association.

NOW THEREFORE, IT IS RESOLVED that the following procedures and practices are established for the enforcement of violations of the Governing Documents and for the elimination of violations found to exist within Pueblo Estates Community. These procedures and practices shall be known as Pueblo Estates Homeowners Conformance.

Notice of a Violation While the Association intends to generally follow the procedure below; the Association reserves the right, in its sole and absolute discretion, to vary from this procedure due to unique circumstances of every situation.

1. **Violation of the CC&R's and/or Bylaws** Violations can be reported by a Homeowner, by Conformance or by a **Board Member** as a result of their observation of the infraction. A Homeowner may register a complaint by filling out and signing a Complaint and/or Suggestion Form and submitting it to the Office Manager. Complaint and / or Suggestion Forms are available in the Pueblo Estates Homeowners Association (PEHOA) office located in the Clubhouse and on the PEHOA Website. The Office Manager will forward the completed form to Conformance for investigation.
2. **Notification of Homeowner:** If upon investigation or by observation, Conformance determines that an infraction has occurred, they will:
 - a. Contact the Homeowner allegedly in violation of the CC&R's and / or Bylaws in person or by mail.
 - b. If in person, explain the nature of the violation to the homeowner and complete the Conformance Form and establish a date whereby the violation will be remedied. This form will be signed by Conformance and the property owner. If the property owner refuses to sign, it will be so noted on the completed form.
 - c. If in person, give a copy of the completed form to the property owner. If the property owner refuses to accept form, a copy will be mailed to him via U.S. Postal Service.
 - d. In supplying the property visit form, it is not compulsory to include the complaint form.
3. **Verification of Compliance:** Conformance will revisit the property on or after the completion date for corrective action. If the condition causing the violation has been corrected, the case will be closed. If the condition persists, Conformance will refer the case to the Hearings and Fines Committee or his /her designee.

FINES AND LIENS COMMITTEE OPERATING PROCEDURE

Revised June 17, 2019

Hearings and Fines: Hearings and Fines Committee or his/her designee will:

- a. Confer with Conformance to understand the nature of the infraction and history of the actions already taken.
- b. Determine if a hearing is necessary.
- c. Notify the property owner that a hearing will be held to determine the disposition of the case and request his/her participation. Determine an agreed upon date and time for the meeting.
- d. Conduct the meeting of the Hearings and Fines Committee and invite the property owner to present his/her side of the dispute and attempt to establish an agreement on how to rectify the violation of the CC&R's or Bylaws. If no agreement can be reached or the homeowner refuses to attend the meeting, develop a recommendation for corrective action for the Board of Directors.
- e. If the matter is referred to the Board, assemble the documentation of the violation for presentation to the Board of Directors at the next Board meeting. Place the topic on the meeting agenda.
- f. Send a Notice of Hearing letter to the property owner explaining that the matter will be discussed at the next Board meeting giving the date and time of such meeting and advising him/her of his/her right to discuss the matter with the Board.
- g. Hearings and Fines will inform the non-compliant homeowner by mail of the Board's decision and advise him/her of how to pay the fine or bill for expenses to the association caused by the non-compliance. If the non-compliant satisfies the fine or bill for expenses and corrects the condition causing the original complaint, the case will be closed. The non-compliant homeowner will be advised by mail of the referral to our legal counsel and advised that any legal fees or expenses incurred as a result of the case will now be part of the legal settlement.
- h. **Referral to Legal Counsel.** Where a violation is determined to exist and is referred to the Board of Directors of the Association pursuant to any of the provisions of this Enforcement Policy and where the Board deems it to be in the best interests of the Association, the Association may, at any time during the enforcement process, refer the Violation to legal counsel for action seeking injunctive relief against the Lot Owner to correct or otherwise abate the Violation, or to pursue any other legal or equitable remedy that may be available to the Association.

HEARINGS and FINE COMMITTEE FINE PROCEDURES

Revised June 17, 2019

1. Infractions of the Covenants, Conditions, Bylaws or Operating Rules (hereafter collectively referred to as the CC&R's) of Pueblo Estates Homeowners Association are referred to the Hearings and Fines Committee by Conformance after Conformance has determined that the homeowner has not and will not correct the action or condition that violates such CC&R's. The homeowner will have been notified by Conformance that the case has been referred to Hearings and Fines. The following documents will accompany the referral:
 - a. Copy of original complaint, either by resident, Conformance or Board member.
 - b. Copy of Registered Return Request letter sent by Conformance to the homeowner.
 - c. Copy of the U.S. Post Office affirmation of delivery of the Registered Return Request letter sent by Conformance, or refusal to accept registered letter.
2. The Hearing and Fines Committee will start proceedings to meet with the non-compliant Homeowner to discuss corrective action. If necessary, the Hearings and Fines Committee will levy a fine until the infraction is corrected.
 - a. Ongoing infractions, i.e., improper property upkeep will be ten dollars (\$10.00) per day until the infraction is corrected.
 - b. Specific instances, i.e., barking dog or inappropriate parking will be twenty-five dollars (\$25.00) per incident after the first warning.
3. The procedure for levying a fine is as follows:
 - a. Registered Return Request letter will be mailed to the offending Homeowner via the U.S. Postal Service requesting that he/she call to make an appointment to meet with the Hearings and Fines Committee to discuss the infraction and determine appropriate action. Such call must be made by the Homeowner within 10 calendar days of receipt of this letter.
 - b. Should the offending Homeowner not make the call to set up an appointment with the committee, the chairman or his/her designee will call or attempt to call the Homeowner to make the appointment.
 - c. The purpose of the meeting with the non-compliant Homeowner is to inform him/her that failure to conform to the CC&R's will result in a fine. He/she will also be informed of the terms of payment and penalties for failure to pay, including forwarding the case to legal counsel. The penalty will be calculated at the rate of ten percent (10%) per annum of the outstanding balance of the fine calculated monthly.
4. The Hearings and Fines Committee, with the support of the Board of Directors, has the authority to alter, reduce, or modify any parts of the fine placed on any property. In a grave situation the Board will be consulted and will make a binding judgement. The Board can override the committee if needed. The Board of Directors reserves the right upon the conclusion of presentation by Fines/Liens, to submit the case directly to our legal counsel.

5. Overdue fines (including processing costs, legal fees and penalties) can result in placement of a lien on the property of the noncompliant homeowner. Since liens require court action, such action requires approval of the Board of Directors. If the Board decides to proceed with a lien, Hearings and Fines will assemble the necessary documentation for conveyance to the PEHOA legal counsel. All legal fees including attorney letters will be charged to the noncompliant homeowner.
6. When Hearings and Fines are satisfied and the condition has been remedied and all due fines paid, a letter will be sent to the homeowner stating that the case has been closed.

HEARING and FINES COMMITTEE OPERATING PROCEDURES ADDENDUM -
FINES

Revised June 17, 2019

In order to promote consistency in the imposition of penalties for infractions against the governing rules, this addendum codifies the penalties for the most common infractions and payment requirements. Fines can be levied only by the PEHOA Board of Directors. The function of the Hearings and Fines Committee is to review cases brought to it by Conformance, convene a hearing of the Hearings and Fines committee and develop a recommendation for action by the Board of Directors. The offending property owner will be encouraged to attend such meeting and present his/her views on the subject.

When a fine is imposed by the Board of Directors, it must be paid within thirty (30) days of such action and the problem leading to the citation issued by Conformance must be corrected. Failure to pay the fine in the time allotted will result in an imposition of a penalty of \$15.00 or ten percent (10%) of the original fine, whichever is greater. Accumulated fines exceeding \$500.00 will be referred to the Association's lawyer(s) and be included in the amount of the lien. **ALL ATTORNEY FEES WILL BE CHARGED TO THE NONCOMPLIANT HOMEOWNER.**

SCHEDULE OF FINES

Violation Fine Amount Terms

Barking Dogs \$25.00 per Occurrence

Disturbing the peace and tranquility of the neighborhood: \$50.00 Per Occurrence

Parking Violations: \$25.00 per Occurrence

Unapproved property improvements: \$500.00 Per Occurrence that violate the CC&R's
(Includes no prior approval from the Architectural committee and or correction of the problem)

Unsanitary property: \$50.00 per week until accumulated items such as dog droppings or garbage is corrected

Unightly property: \$50.00 per week until Corrected

Golf Cart Violations: \$25.00 per day until Corrected

BAN RESOLUTION

A Homeowner, guest or renter will be banned or removed from using any of the facilities of the Association common areas under the following conditions:

1. Disorderly conduct, profane, abusive or discriminatory language.
2. Disregard and non-compliant to PEHOA CC&R's.
3. Disregard for the posted pool signs.
4. Being intoxicated while using any of the facilities.
5. Playing loud music.
6. Making inappropriate remarks to others using the facilities.
7. A formal written complaint must be made specifying the date, time and type of conduct about the complaint is question. The complaint must be signed by the complainant, unless a Board Member observed the conduct. After notice of the violation is provided to the Owner of the Lot or to the tenant, if the Lot is rented and an opportunity for a hearing is provided to the Owner, the Board may impose a fine of up to \$50.00 per day for each violation. (See Paragraph 23 of the Declaration and A.R.S. c33-1803).

END OF DOCUMENT