

Villas West Governing Documents

Rules and Regulations

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The Green Valley Villas West Condominium Association (“Association”), through its Board of Directors, adopts the following Rules and Regulations pursuant to its authority under Article 6, Section 6.2 of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Green Valley Villas West (“CC&R’s”).

These Rules and Regulations govern the use of the Condominium by owners, their tenants and their guests and set forth the procedures and guidelines related to improvements and alterations of the Condominium property. These Rules and Regulations are supplemental to and shall have the same force and effect as the CC&R’s. As to any matters not covered by these Rules and Regulations, please refer to the CC&R’s.

RULE NO. 1 - ARCHITECTURAL MODIFICATIONS

A. Gates; Doors; Rails; Fences. Owners may install the following items subject to Board approval:

1. Wrought iron security doors
2. Wrought iron gates
3. Wrought iron handrails
4. Wrought iron fences on back porches
5. Wooden gates
6. Front and rear aluminum screen/storm doors.
7. Front door with glass window.

All above items must be painted black with the exception of wooden gates which must be painted brown, and front or rear aluminum doors which must be dark brown or bronze.

B. Solar Screens and Sun Shades. Solar screens may be installed on windows with the prior written approval of the Board. Solar screens must be solid dark brown or black on all windows. Exterior rolling shades installed on patios shall be solid white on white buildings and brown on all others. Exterior rolling shades on rear porches shall be brown or tan on all units. Exterior rolling shades shall be placed as close as possible to a supporting beam.

C. Skylights. Curb mount or tubular frame skylights may be installed with the prior written approval of the Board and in accordance with VWAS 09.¹

D. Windows. Replacement windows may be installed with the prior written approval of the Board and in accordance with VWAS 10.

¹ “VWAS” refers to the Villas West Maintenance Specifications which may be obtained from the Association’s management office.

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E. Solar Panels. A solar panel for the hot water heater may be installed on the roof of the villa with the prior written approval of the Board and in accordance with VWAS 11.

F. Flags. The following flags may be installed in conformance with VWAS 8:

- American flag
- An official or replica of a flag of the United States army, navy, air force, marine corps or coast guard;
- POW/MIA flag;
- Arizona state flag;
- Arizona Indian nations flag;
- Gadsen Flag.

G. Vents. Vents for clothes dryers may be installed through the rear exterior wall of a villa or shed with the prior written approval of the Board and in conformance with VWAS 12.

H. Electrical Appliances; Wiring.

No electrical wiring may be changed or added in the walls or ceilings of a villa without the prior written approval of the Board. All electrical installations shall be performed by a qualified workman or licensed electrician. Each owner is responsible for obtaining any necessary permits and inspections from Pima County Development Services for all electrical work performed.

Electric hot water heaters, electric clothes dryers and electric stoves shall not be installed until a new underground power line is connected from the transformer to the owner's villa at his/her expense. Tucson Electric Power must approve any new line installation.

I. Antennas; Cable; Satellite Dishes.

No television or radio antenna shall be installed in such a manner that it penetrates the walls, roofs or windows of the buildings without the prior written approval of the Board.

Existing television antennas are furnished and maintained by the Association. Cable service is available at the owner's expense. All wire necessary for cable installation shall be underground and entry into the unit shall be made through the wall of the villas.

A satellite dish may be installed on the front patio or rear porch in accordance with VWAS 06. If a resident is unable to obtain an acceptable signal on the front patio or rear porch, a satellite dish may be placed on the roof of the building with the prior written approval of the Board and in accordance with VWAS 06.

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J. Sheds; Porches.

No shed or porch may be built or installed without the prior written approval of the Board and in accordance with VWAS 01. Replacement of existing sheds and porches may be installed with the prior written approval of the Board and in accordance with VWAS 02. Back porches shall be painted with approved outdoor concrete paint of tan or Villas West brown only (Keystone brown, sold locally). Tan or brown colored tile with nonslip surface may be installed. No replacement of or new installation of carpeting on back porches is permitted.

RULE NO. 2 - GOLF CARTS

Golf carts shall not be parked anywhere on the Condominium except in an owner's designated parking space (as long as the cart and vehicle fit within the space) or on pavers adjacent to a unit which have been installed with the prior written approval of the Association.

RULE NO. 3 - LANDSCAPING

A. It is the homeowner's responsibility to trim all patio trees and bushes so that no portion thereof is in contact with any structure.

B. Association Grounds/landscaping staff is solely responsible for the maintenance and installation of landscaping in the common elements as directed by the Board. Residents are responsible for all landscaping within their individual patios and may not make any changes to the landscaping in the common elements without the prior written approval of the Board.

RULE NO. 4 - PAINTING

The Association is responsible for painting the exterior of the villas. In order to ensure that the villas maintain a uniform appearance, the following structures shall be painted by the Association at the sole expense of the villa owner:

Sheds and porches: \$45.00
Arizona rooms: \$50.00
Sheds and porches with lattice: \$60.00

RULE NO. 5 - PATIOS AND PORCHES

Residents shall keep sidewalks, patios, porches, carports and the common elements behind their villas clean and free of debris and trash. No patio, porch or carport may be used for storage.

No item shall be placed on any patio that is visible from any portion of the common elements or another villa except the following items which shall be maintained in good condition: patio furniture, standard umbrellas (no larger than 8' in diameter), swings, enclosed storage units (no larger

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than 36” in height), potted live plants, rolling sun shades (see Rule 1, subsection B), ceiling fans, holiday/seasonal lighting , bird feeders, and hanging decorations and/or wall ornaments (no larger than 24” x 36”). All existing solar screens and rolling shades that meet existing rules are to be grandfathered and will not have to meet the new rules unless the homeowner chooses to replace them, they become unserviceable, or upon sale of unit.

The following restrictions should be followed for holiday lighting and decoration:

Holiday lighting and decorations may be displayed within the patio of each unit from November 20th to January 15th. No lighting or decorations may be attached to the exterior walls of the buildings.

No latticework or other type of visual barrier shall be installed on any patio or wall. Any latticework installed prior to July 2004 shall be removed prior to any villa sale or transfer of ownership.

RULE NO. 6 – SUPPLEMENTAL SIDEWALKS

Supplemental sidewalks may be installed with the prior written approval of the Board and in conformance with VWAS 07. Any owner who installs a supplemental sidewalk shall be responsible for maintaining the sidewalk in good condition at his/her sole expense unless such sidewalk has been approved by the Board as a reasonable modification pursuant to the Fair Housing Act.

RULE NO. 7 - VEHICLES AND PARKING

A. Oversized and Recreational Vehicles and Equipment. No commercial vehicle (other than those exempted by law), pick-up truck of one-ton gross weight or more, vehicle exceeding two-hundred and thirty-five (235) inches in length or eighty-four (84) inches in height, mobile homes, travel trailer, tent trailer, trailer, camper shell, detached camper, recreational vehicle (except golf-carts), boat, boat trailer or other similar equipment or vehicle may be parked, kept, maintained, constructed, reconstructed or repaired on any portion of the Condominium except for a period of twenty-four (24) hours for the purpose of loading and unloading. Temporary parking for oversized vehicles is permitted on the west side of S. Paseo Tierra, in the areas marked “Villas West Parking Only,” for a period not to exceed five (5) days, and upon notification to the office.

B. Repairs; Inoperable Vehicles; Leaking Vehicles. Except for emergency repairs or repair of flat tires, no automobile, motorcycle, motorbike or other motor vehicle shall be constructed, reconstructed, serviced or repaired on any portion of the Condominium, and no inoperable or unregistered vehicle may be stored or parked on any portion of the Condominium. The owner of any vehicle observed to be leaking fluid that causes or may cause damage to the parking area common elements shall be notified by the Association, in writing, and required to have the vehicle removed or repaired within ten (10) days of receipt of such notice and to provide of such repair to the Association. The cost to repair any damage to the common elements caused by a leaking vehicle shall be the sole responsibility of the vehicle’s owner.

C. Parking. Residents shall use only the parking space legally deeded to the villa in which they

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reside. Residents with more than one vehicle may park a second vehicle on the west side of Paseo Tierra marked "Villas West Parking Only." Golf carts shall be parked in accordance with Rule No. 2.

D. Towing. Vehicles parked in violation of the CC&R's and these Rules and Regulations may be towed by the Association at the sole expense of the vehicle's owner.

E. Motorized Vehicles, Trailers and Bicycles- No trailer or motorized vehicle (except wheelchairs), including, but not limited to cars, trucks, motorcycles, mopeds, and golf carts shall be used on any portion of the common area other than paved roadways and shall not be parked on any portion of the common area other than designated parking spaces with the exception of the following: authorized service vehicles and golf carts driven to and from an owner's approved golf cart parking pad. Bicycles shall not be used on sidewalks other than for ingress and egress to an owner's villa and shall only be parked or stored within a villa or on a patio or rear porch.

RULE NO. 8 – PATIO SALES

Patio Sales shall only be permitted two times per year (spring and fall) on such dates as determined by the General Manager. Estate sales require the prior written approval of the General Manager.

RULE NO. 9 - COMMON FACILITIES

A. Pools are available for the exclusive use of Villas West residents and their guests and may only be used during the hours of 6:00 AM and 10:00 PM from May 1 to Oct 31 and during the hours of 10:00 AM and 6:00 PM from Nov 1 to Apr 30. Children under 18 years of age must be accompanied by an adult and may only use the pools as follows:

November 1 through April 30: Between the hours of 11:00 AM and 1:00 PM; Between the hours of 4:00 PM - 5:00 PM.

May 1 through October 31: Between the hours of 11:00 AM and 1:00 PM; Between the hours of 5:00 PM and 7:00 PM.

B. All residents and their guests must comply with the guidelines posted at each pool.

C. Laundry facilities may only be used between the hours of 7:00 AM and 10:00 PM.

RULE NO. 10 - WATER SERVICE

If a unit is to remain vacant for more than 7 days, owners should request that the water to the unit be shut-off. All requests for water shut-off and turn-on must be made to management in writing. Management must be notified at least 3 working days prior to the resident's return in order to have the water restored. Owners shall be responsible for notifying their management/rental agents of this rule. Water will be turned off or on only during the hours of 8:00 AM and 3:00 PM Monday through Friday.

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RULE NO. 11 - MAILBOXES

All mailboxes must be painted white or black, shall not be moved from their original locations (on the building or wall between units A and B and on the building or wall between units C and D), shall be within arm's reach of one another, and have clear access for mail delivery from center common walk thru B and C patios.

RULE NO. 12 - CONTACT INFORMATION

In order for the Association to notify residents of maintenance affecting the common elements or their villas and/or for notification purposes in the event of an emergency (concerning the resident's life, safety, health or property), each owner shall provide the Association with the following information and ensure that such information is kept current:

- A. If the villa is owner-occupied: the name, address and telephone number of at least one (1) non-resident whom the Association may notify in the event of an emergency.
- B. If the villa is occupied by a tenant or other non-owner: the name and telephone number of each resident.

RULE NO. 13 – EMAIL POLICY

Policy Statement

Green Valley Villas West Condominium Association (“Association”) recognizes that email provides its members with a convenient means of communicating with the Association's Board of Directors and administrative staff. This policy is intended to apply to all email communications between Association members and Association Representatives (directors, committee members and Villas West staff). By sending an email to the Association and/or one of its Representatives, each Association member agrees to abide by this Policy.

Manner of Communications

All email communications from Association members to Association Representatives concerning Association matters shall be sent to the following email address: villas-west@qwestoffice.net.

Prohibited Communications

No email communication shall contain any of the following:

1. Offensive language, including, but not limited to, insulting, defamatory, racist, or obscene remarks;
2. Comments that are intended to or that would cause a reasonable person to be seriously alarmed, annoyed or harassed.
3. Forwarded email or an attachment that is from someone other than the member sending the email or the Association;
4. An attempt to disguise the sender's identity or an anonymous sender; or

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5. Potentially damaging emails including, but not limited to, mass or commercial messages, spam, or messages containing viruses.

Sanctions

Any Association member who sends email to an Association Representative in violation of this Policy shall be subject to the following sanctions by the Board:

1. Having his/her email address temporarily or permanently blocked by the Association's email accounts; and/or
2. After providing the member with written notice of the violation and an opportunity to be heard by the Board, the imposition of a monetary penalty.

An Association member against whom a sanction is imposed shall be notified thereof, in writing, no more than ten (10) days after the sanction's effective date.

The Association reserves its right to pursue legal action against any Association member for continuing or egregious violations of this Policy and/or report criminal conduct to the Pima County Sheriff's Department.

ENFORCEMENT POLICY

These Rules and Regulations and the CC&R's shall be enforced as follows:

A. FIRST NOTICE OF VIOLATION.

The Association shall provide the owner with a First Notice informing the owner of the violation(s) of the CC&R's and /or Rules and Regulations and requesting that the violation(s) be corrected by a date certain.

The owner is responsible for notifying the Association that the violation has been corrected.

B. SECOND NOTICE OF VIOLATION.

Should an owner fail to correct the violation(s) by the date set forth in the First Notice, the Association shall provide the owner with a Second Notice of Violation which shall include the following information:

- A description of the alleged violation(s) and the provision(s) of the CC&R's and/or Rules and Regulations that has (have) been allegedly violated;
- The date of the alleged violation or the date that it was observed;
- The name of the person or persons who observed the alleged violation;
- The action required to restore the property to a conforming condition and the date by which such corrective action must be taken;

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- That the owner may respond to the Notice by providing a written response to the Association via certified mail within ten (10) business days of the date of the Notice.

If the Association is considering imposing fines against the owner for the violation, the Notice shall provide the owner with a date for a hearing before the Board of Directors which is no less than ten (10) days from the date of the Notice. The owner is responsible for notifying the Association that the violation has been corrected.

C. HEARING. At a violation hearing before the Board, an owner (or his/her designated representative) shall be permitted to present evidence and/or witnesses on his/her behalf. If an owner wishes to present personal, health or financial information for consideration at the hearing, the owner may make a written request to the Association that the hearing be held in executive session.

D. NOTICE OF ACTION. At the conclusion of the hearing, whether or not the owner is present, the Association shall determine whether to impose fines against the owner and if so, the amount of such fines. The owner shall be notified in writing of the Board's decision within fifteen (15) days of the violation hearing.

E. FINES. In accordance with Arizona law, the Board may impose reasonable fines against an owner. The Association reserves the right to waive fines if the owner is making a good faith attempt to correct the violation(s). Any fine which remains unpaid fifteen (15) or more days after the due date shall be delinquent and subject to a late fee of \$15.00 or ten percent (10%) of the unpaid fine, whichever is greater. Payment of a fine does not constitute a variance for the violation; all violations must be corrected regardless of the fines imposed. Collection of delinquent fines may be enforced by seeking a personal judgment against the owner and upon obtaining a judgment, recording a lien against the Owner's property.

F. TENANTS AND GUESTS. Owners are responsible for violations of the CC&R's and/or Rules and Regulations by their tenants and guests.

G. LEGAL ACTION. The procedures set forth in this Rule are intended to serve as a guideline for the Association's Board of Directors in enforcement matters. Nothing contained herein shall be interpreted as prohibiting the Association from referring an enforcement matter to its legal counsel and/or instituting other action against an owner at any time after a violation is observed if the Board of Directors, in its sole discretion, determines that the nature of the violation warrants such action.