

WELCOME
TO
CASA PALOMA 1
(House of the Dove)

Home Owner's
Guide Book

The Board of Directors hopes this book will help all the residents of Casa Paloma 1. The Board of Directors meeting is on the 2nd Tuesday of the month at 9:00 A.M. in the recreation center building. The Board meets monthly from September through May. All residents are invited to attend and bring their questions and concerns. Any item for Board action needs to be put in writing and submitted to the Board seven days before the meeting so it can be put on the agenda. Our Annual Members Meeting is the Third Tuesday in February at 9:00 A.M.

We have a Potluck supper (Sept thru April) on the 3rd Friday of the month at 5:30 P.M. The November and December Potlucks are held on Thanksgiving Day and on Christmas Day at 2:00 pm. The sign-up sheet is displayed on the back wall of the pool Ramada 2 weeks prior to the Potluck. Bring your own table service, a dish to pass and any drinks other than coffee, water and punch that you would like. These are both opportunities to become involved and get to know your neighbors, so we encourage everyone to come and participate in the Potlucks.

Our homeowners association is run by our residents who volunteer to serve for a 3 year term and can run

for reelection one time. We have 5 board members that include President, Vice President, Secretary, Treasurer and a Member at Large. We also have committees that are listed in this Guide. Committees welcome participation from all residents. Please contact the committee chair if you would like to help. Phone numbers for the committee chairs are on the inside of the front cover of The Locator. The Locator is the directory for Casa Paloma 1. We ask that you report any changes for the Locator to the Chair of the Locator Committee or the Secretary.

Casa Paloma 1 HO, Inc. has been in existence since 1976. We have Articles of Incorporation with the State of Arizona. The BY-LAWS and Covenants, Conditions and Restrictions (CC&R's) of Casa Paloma 1 HO, Inc. are filed with the Pima County Recorder. You have received copies of these documents from the title company and from our Corresponding Secretary upon the purchase of your property. If you need a copy of the CC&R's, contact our Corresponding Secretary. They are also on our website at www.casapaloma1.org.

In this booklet we are going to highlight some of the more important covenants and rules that we have in CP1.

COVENANTS

The entire residence may be rented, but no portion of the residence, such as a bedroom or carport may be rented.

The Homeowners vehicles may be parked in the carport or in the space allocated for a second carport. Common areas are not to be used as driveways or for parking. Parking is limited to vehicles that are intended for street and highway travel only. No trailers, boats or RV's are allowed.

Visitors may park in designated parking areas for a period not to exceed 72 hours, unless approval is obtained from the Rules Committee.

Rear yards are not to be used for storage except neatly stacked wood piles and appropriate storage units. Rear and side yards must be neat and free of clutter. Rear yards may be used for laundry provided laundry and lines are removed no later than 3 P.M.

All waste storage must be kept in clean and sanitary condition, and left in the in-ground trash can. No recycle containers shall be kept in view of the street.

No farm or wild animals are permitted. Only domesticated pets are allowed, and they must be confined in the gated patios. Pets must be leashed and owners must clean up after their pets when walking them on common grounds including all CPI streets. Please be respectful of your neighbors and keep your dog(s) barking to a minimum.

All construction, exterior alterations or additions, require approval of the Architectural Committee. Two copies of plans are required to be given to the Architectural Committee 45 days in advance of the project. The project must be completed within a year from the start of the project. Exterior painting may be done using the approved colors. Samples of the colors are posted at the pool, and samples are available to residents from the Board members.

No trees or shrubs shall be planted on common property which begins 18 inches from the street side carport support and extends to the curb.

Owners are responsible for proper maintenance of their dwellings and land, including their lamp post and light.

There are to be no automobile repairs or storage or parking of any dead or junk autos or trucks in front or rear of any home.

Each dwelling in CP1 shall be occupied by at least one person over the age of 55 and no person under the age of 18 shall reside in any dwelling in excess of 4 weeks in any one calendar year. Owners are prohibited from offering long or short term leases or rentals to any persons not in compliance with this restriction.

All homeowners are members of Green Valley Recreation and are required to pay the Green Valley Recreation dues each year.

Casa Paloma 1 HOA will enforce these covenants and can change them with a vote of the residents. Any changes in the amendments are filed with the Pima County Recorder. If the HOA has given a homeowner a written reprimand that the homeowner feels is wrong, there is a process for appealing the reprimand.

COMMITTEES

Architectural Committee: Responsible for inspections of the exterior for resale and general maintenance. There is a set of rules to govern the exterior changes that can be done to the homes in CP1. The committee reviews and approves additions and changes to the exterior of homes.

Maintenance Committee: Responsible for the maintenance of the common areas. The Committee negotiates the contracts for garbage collection, tree trimming, and all other care to common areas. The committee takes care of common lighting, Christmas decorations, and the entrance to CP1. The committee does inspections of homes on a regular basis and advises the owner to correct the problems. Keeping the exteriors in good condition benefits all residents by keeping our property values up.

Social: Responsible for the Potluck dinners each month. They take care of set up and clean up, prepare coffee, water, punch and display a sign-up poster on the back wall of the pool Ramada 2 weeks before the Potluck. We also have Potluck dinners on Thanksgiving Day and Christmas Day, so no one has to be alone on those holidays.

Courtesy: Sends out cards to our residents for illness, deaths and other occasions. Please advise the Courtesy Committee Chairperson when you have any new information.

Rules Enforcement: Responds to complaints from our homeowners when there is a dispute or complaint against another homeowner.

Auditing: Appointed by the President when an audit of the books is needed each year for the annual meeting.

Nominating: Responsible to find members to run for the Board of Directors as positions come available.

Neighborhood Watch: Responsible for keeping our HOA aware of any problems within Green Valley and reporting to the HOA. They keep in touch with SAV (Sheriff's Auxiliary Volunteers) and the Sheriff's Department. The Block Captains assist with welcoming new residents and giving them information about CP1, and getting current telephone and emergency information for our records.

The Locator: Assembles and distributes a directory of the homeowners and full time renters of CP1.

Legislative: Keeps homeowners informed on the changes in the legislature that affects HOA's.

GVC: Attend the Green Valley Council meetings to find out what is going on in the community and reports to the homeowners.

Environmental Coordinator: Attends meetings and reports issues concerning water and environmental issues in Green Valley.

Newsletter: The newsletter is published two times a year in October and March, to keep residents informed of what is happening in CP1 and the community of Green Valley. The latest newsletter is posted on our website at www.casapaloma1.org.

SERVICES

Trash and recycling:

Waste Management 866-749-6476

Water:

Community Water 520-625-8409

Sewer:

Tucson Water 520-791-3242

Electric:

Tucson Electric Power 623-7711

Gas:

Southwest Gas 877-860-6020

THINGS YOU WANT TO KNOW

Lamp light must be lit at night. Don't turn off your power when your property is vacant.

Weeds should not be allowed to grow in your yards. Remember not all of us leave for the summer. Oleanders should be no taller than your roof.

The speed limit is 15 mph at all times. Stop signs mean **STOP**.

Garbage collection is on Monday. Recycle day is Tuesday (have your recycle out by 6:00 A.M.)

Pets must be kept on a leash and cleaned up after.

Do not feed wild animals.

Park only in driveways and designated parking areas to assure easy access for emergency vehicles.

We are proud of our surroundings and want to keep CPI looking its best and ensure our residents' safety. We hope this information is helpful to you as you become a part of our neighborhood. We invite you to join our activities and to meet your neighbors.