

**RESOLUTION 5  
OF THE BOARD OF DIRECTORS  
MISSION HILLS PROPERTY OWNERS ASSOCIATION**

**TO**

**AMEND ASSOCIATION RULES AND POLICIES**

WHEREAS, the Board of Directors of the Mission Hills Property Owners Association (the "Association"), an Arizona nonprofit corporation, has determined the need to better clarify, define and state the Association Rules and Policies;

BE IT THEREFORE RESOLVED, that the Board of Directors, in full compliance with all governing documents of the Association, hereby amends the Association Rules and Procedures, effective upon immediate publication to Lot Owners by way of updating the website, MHPOA.org and notification via email or USPS, as to the following:

- 1. USE AND OCCUPANCY RESTRICTION VIOLATION COMPLAINT PROCEDURE**
- 2. VIOLATION FINE SCHEDULE**
- 3. PARKING**
- 4. NUISANCE VEGETATION**
- 5. LEASE/RENTAL POLICY**

IN WITNESS WHEREOF, the undersigned members of the Board of Directors Mission Hills Property Owners Association, an Arizona nonprofit corporation, attest that the foregoing Resolution was adopted by the unanimous consent of the Board of Directors of the corporation without a meeting pursuant to A.R.S. §10-3821, which action shall have the same force and effect as if taken at a meeting. This resolution may be signed in counterparts.

Signature 

Date 8/15/2024

Signature 

Date 8/15/2024

Signature 

Date 8/15/2024

# **MISSION HILLS PROPERTY OWNERS' ASSOCIATION**

## **ASSOCIATION RULES & POLICIES AMENDED AUGUST 15, 2024**

These amended Association Rules and Policies have been approved by the Mission Hills Property Owners' Association Board Directors (the "Board") at a business meeting held August 15, 2024 and set in force by way of resolution the same day. All Board members were present and acting throughout and authorized by the By-Laws of the Association. These Rules and Policies are to become effective immediately upon presentation to all members of the Association ("Lot Owner") and will remain in effect until amended or repealed by the Board.

### **USE AND OCCUPANCY RESTRICTION VIOLATION COMPLAINTS:**

There are two methods available to Lot Owners who may have a complaint concerning a restriction violation:

1. The Lot Owner who is aware of an alleged noncompliance or violation is highly encouraged to address the subject directly to the appropriate Lot owner.
2. Send the complaint in writing on the Complaint form (found at MHPO.org under "Forms") to the Board citing the specific restriction violation from the governing documents with section and paragraph reference, as well as the address or Lot number of the alleged noncompliance or violation. The Complaint form may be emailed to the Board at MHPOAB519@gmail.com. For instructions on submitting the form in person, email the Board at the above address. Anonymous Complaint Forms will not be accepted.

The Association will not act on any verbal or anonymous complaints.

The Architectural Control Committee ("ACC") is designated by the Board to investigate alleged noncompliance or violation complaints and report its findings to the Board for review. If the complaint is found to be valid, either the ACC or the Board will take appropriate action to correct the violation.

Corrective action, at the Board's discretion, may include a written "Courtesy Notice" for a first time violation of a CC&R restriction violation, citing the specific restriction violation from the governing documents with section and paragraph reference. If the violation is not corrected within 14 days after a Courtesy Notice has been provided, a written Notice of Violation, in compliance with Arizona statute 33-1803, will be delivered to the noncompliant Lot Owner. A monetary penalty will be imposed according to the fine schedule below.

**Violation Fine Schedule:** Fines for all Use and Occupancy Restriction violations are \$50.00 per violation, accruing on a daily basis for each day the violation continues.

As per Statute 33-1803, if not contested in writing by certified mail within 21 calendar days after the date of the Notice of Violation, fines begin to accrue on the date the Lot Owner was served the official Notice of Violation.

### **PARKING (CC&R PARAGRAPH 13.7):**

**OVERNIGHT PARKING:** Lot Owners, their family members, renters or guests are allowed to park one registered, operational, noncommercial passenger vehicle in their driveway at any time. Any additional vehicles of the same type that would be parked outside overnight will require submission of our current Parking Request Waiver (available at MHPO.ORG) and approved by the Board or ACC member.

New Residents: There is a grace period of 30 days to new Lot Owners while settling into their residence. Boats, Trailers, Motor Homes and Campers: There is a 2 night parking waiver for these vehicles for the purpose of preparing for an outing, vacation or trip. There is a 2 night parking waiver for these vehicles for the purpose of cleaning and preparing for storage upon return from an outing, vacation or trip. Otherwise these vehicles are prohibited from overnight parking.

### **NUISANCE VEGETATION (CC&R PARAGRAPH 13.5):**

Lot Owners must keep their lots from excessive vegetation growth/weeds in order to reduce the risk of wildfires. It is recommended that Lot Owners adhere to the Prescott Fire Dept. Vegetation Management Plan Requirements for Compliance (see Prescottfire.org, Defensible Space Requirements)

### **LEASE/RENTAL POLICY:**

Lot Owners may not lease/rent their property for a period of less than 30 days. Lot Owners must submit a Tenant Information Form to the Association Secretary/Treasurer **prior to occupancy**. Application forms are available at MHPO.ORG. The Lot Owner is liable for tenants non-compliance with MHPOA CC&Rs and Association Rules & Policies to include any and all monetary penalties that may be imposed.