

**SABINO TOWNHOUSE ASSOCIATION
RULES, REGULATIONS AND GUIDELINES, REVISED
NOVEMBER 2009**

Any situation not covered by these Rules, Regulations and Guidelines shall be interpreted by the Board of Directors. Reasonable consideration should be given to temporary conditions that arise.

A. Fees

1. Association fees are due and payable on the first day of the month. A five-dollar (\$5.00) late fee will be assessed each month if not received by the fifteenth of the month.
2. When an assessment account becomes two months and fifteen days delinquent, notice will be sent that the account must be paid within fifteen calendar days or it will be turned over to the attorney for collection. Any and all costs for collection including attorney fees and court costs will be the responsibility of the homeowner. If there are extenuating circumstances, the homeowner may contact the Property Manager.

B. Landscaping

1. No personal planting or growing of any type of vegetation is permitted on the common properties without written consent of the Association. (CC&R's, Article X, Section 19)
2. The plot of ground between the front gate and the garage may only contain bricks, rocks or vegetation and must be maintained by the homeowner.

C. Recreation Facilities

Note - If you wish to use the ramada area for a private party, you must obtain approval from the Property Manager. You will be responsible for leaving the area clean. If not, an appropriate fee may be charged. Signs must be posted on the north and south pool gates listing date, times, and homeowners name, four days before the approved party. Other homeowners must have access to the pool and restrooms.

Recreation Facilities- cont.

1. Tennis courts, ramada area and swimming pool are for the exclusive use of members and their invited guests. Guests must be accompanied by the member, unless they are overnight guests of the member. Children under the age of 12 must be accompanied by an adult.
2. Recreation facilities are not to be used after 10:30 p.m. except on Friday (11:00p.m.) and Saturday (12:00 a.m.). On any evening a member who is last to leave should turn out the lights.
3. No pets are allowed in the recreation area at any time.
4. No food or beverage except water in unbreakable containers is allowed on the courts or around the pool.
5. Tennis shoes are required for play on the courts.
6. Play on the tennis courts is limited to one hour when other players are waiting.
7. Facilities are to be left in a clean & neat condition.
8. Owners are responsible for any damage caused by their guest/invitees.

D. Guests

1. The number of guests of any resident using the recreation area at any one time is limited to six, unless prior approval has been obtained by the resident from Property Manager. An appropriate fee may be charged.
2. All members of immediate families, regardless of number, are allowed to swim at the pool without special permission. (The Board defines immediate families as: children and their spouses, grandchildren, sisters & brothers). Members are responsible for seeing that the pool area is left in good condition. (Annual meeting 3/20/80)

E. Pets

1. No more that two dogs and/or cats more than ten weeks old are allowed. No other animals of any kind are permitted. (CC&R's Article X, Section 5)
2. All dogs shall be kept in an enclosed area except when accompanied on a leash. (CC&R's Article X, Section 5)

F. Vehicles

1. The speed limit within the Association property is ten miles per hour (10 mph). (Annual meeting 3/20/84)
2. There shall be no automobile repairs or storage or parking of dead or junk automobiles, trucks or boats on the property.
3. In order to maintain the aesthetic appearance of the entry to our homes, all members are required to keep their vehicles in their garages with the garage door closed, except for ingress and egress. (CC&R's, Article X, Section 4 and 17)
4. No member shall park more than one vehicle overnight in his/her driveway. All overnight guest vehicles shall be parked in a public parking space in a uniform and orderly fashion to provide maximum utilization of space.
5. All commercial vehicles, motor homes, trailers, boats or motorcycles and vehicles other than passenger vehicles shall not be parked overnight in the compound unless in an enclosed garage or control area provided by the Association. Currently no control area is provided for the parking of any recreational vehicles (CC&R's Article X, Section 2). The personal use of a vehicle should be considered, with reasonable interpretation, to apply to this Regulation.

Exception: House Bill 2492 - Parking of Public Service Vehicles
Statute 33-1809

Vehicles – cont.

Regardless of any provision in the Community's Declaration prohibiting or limiting vehicle parking, an Association may not prohibit driveway or on-street parking if:

1. As a condition of employment, the resident is required to park the vehicle at his/her residence at designated times; and, the vehicle is either:
 - I. Public Service Vehicle under 20,000 lbs
 - II. Public Safety Vehicle under 10,000 lbs

G. Garages

1. Garage doors should remain closed except for entering and leaving (Article X, Section 4).
2. Replacement garage doors may be either metal or wood, as long as the style and color match the other area doors. (Dunn Edwards paint: Acri-Flat-W704-White). New doors should be painted at installation.

H. Architecture and Exterior Appearance

1. The Architecture Committee makes an inspection once a year. The Committee is composed of at least two people who must agree on decisions. Such decisions will be reported to the Board of Directors.
2. Following inspection each homeowner will be notified about needed repairs on his/her unit. Each homeowner will be given ninety days from receipt of notification to satisfactorily complete all listed repairs.
3. A homeowner must notify the Committee in writing about any extenuating circumstances which may prevent completion of repairs within the ninety-day period. Upon receipt of the homeowner's letter, the Committee may consider extending the compliance period.
4. After the ninety-day compliance period has expired, a follow-up inspection will be performed. If at that time all listed repairs have not been satisfactorily completed, the Board of Directors will contract for the remaining repairs and bill the homeowner for any and all costs in so doing.

Architecture--cont.

5. Paint colors: Dunn Edwards (Discount #878013-001)

a. Arci-Flat-W704-White

b. W704-56-Weathered Brown

Dunn Edwards has brought their discount in line with that of Triple A so that all members of the Association receive a twenty-five (25) percent discount.

6. Personal use of common areas is not permitted, such as placing trash or storage items outside back patio walls. Clothes lines are not permitted.

7. Satellite dishes for television reception are permitted within the guidelines of the FCC and cannot be over one meter (39 inches) in diameter. All dishes must be placed so as to be unseen from all streets and neighboring patios as long as such placement does not interfere with quality reception. It is incumbent upon the homeowner to exercise due diligence in any satellite dish installation.

8. All contractors performing services for any homeowner must remove all their trash from the Association area. Homeowners should bag their own patio-area clippings and place them in or beside their garbage barrel for disposal.

9. No item may be placed on a homeowner's outside front wall, garage door or gate, except seasonal decorations are permitted from November 1 through January 15 of each year. And statuary in the front grotto is permissible.

I. Garbage & Trash

1. Garbage pick-up is every Monday. Recyclable trash is picked up on Wednesday. If garbage pick-up days fall on a holiday the collection date will be the next business day. Excess garbage and recyclable trash should be placed at the street the morning of pick-up, but can be put out the night before to ensure pickup and for the convenience of the homeowner.

2. Trash barrels should be put back in storage in the garage or out of sight on the patio as soon as possible after pick-up.

J. Insurance

1. The homeowner is responsible, per Article XII of the CC&Rs, to pay the deductible part of the insurance where the loss is covered by the Association's insurance. (3/19/87)

K. Miscellaneous

1. Residents should turn off hot and cold water for washing machines when not in use, due to water pressure fluctuation. This is especially important when leaving town.

L. Sales, Lease or Sublease of Property

1. The owner of any unit should give notice in writing to the Association of any intended sale, transfer, conveyance, lease, or sublease. The notice should include names, addresses and telephone numbers of any agents or representatives. (Article XI)

2. Members and agencies listing the home for sale or rent must provide copies of the Rules, Regulation and Guidelines to all new owners and renters and notify them they will be strictly enforced.

Rentals: Members are responsible for any and all damages and infractions of the property by their tenants, guests or invitees.

3. All homeowners should be aware that:

- a. A one hundred dollar (\$100) transfer fee is due at the time his/her property is sold. Paid at closing by the buyer or seller payable to the management company.

A one hundred fifty dollar (\$150) statement fee to cover the paperwork received, processed and forwarded to the title companies, real estate companies, buyer and seller so as to make sure the property is clear for the impending sale. Paid at closing by buyer or seller payable to the management company.

These fees are to be negotiated by addendum during the contract negotiation.

Sale, Lease, Sublease of Property – cont.

b. When selling or renting his/her house, the homeowner has the responsibility of notifying a buyer, renter or agent that large moving vans and delivery trucks can cause damage to the trees in the subdivision. New people should be informed of this obligation well in advance of the moving date.

Homeowners moving out of the neighborhood have a similar responsibility to protect the trees.

The homeowner is responsible to the Association for the damage.

c. Ninety (90) days is the minimum length of time that a homeowner is permitted to rent his/her property. Please furnish a copy of the CC&R's and Rules/Regulations and Guidelines to the tenants. Furnish the names and phone numbers of tenant to the property manager.

M. Board Meetings

1. All homeowners are encouraged to attend Board meetings. Time is set aside to members to address the Board on any issue. Meeting dates, time and place are listed in the Minutes and posted on the ramada bulletin board.

2. Each homeowner may request an e-mailed or a mailed copy of the Board's monthly minutes and financial summary from the Property Manager.