

**SUNLAND SPRINGS VILLAGE GARDEN
CONDOMINIUM ASSOCIATION
ARCHITECTURAL GUIDELINES AND
POLICY MANUAL**

*Approved and Adopted Date: January 29, 2020 and Revised, Approved
and Adopted Date: September 22, 2021 BY: The Sunland Springs
Village Garden Condominiums
Homeowners Association Board of Directors*

CONTACT INFORMATION

ASSOCIATION MANAGEMENT

Vision Community Management

16625 S Desert Foothills Pkwy
Phoenix, Arizona 85048

Main Phone: 480-759-4945

Main Fax: 480-759-8683

After Hours Maintenance Emergencies: 480-759-4945

Customer Care (Billing or Account Questions): 480-759-4959 OR

Accounting@WeAreVision.com

Office Hours: Monday-Friday 9:00 A.M. - 5:00 P.M.

MAIL PAYMENTS TO:

Sunland Springs Village Garden Condominiums
P.O. Box 65422, Phoenix, AZ 85082-5422

SunlandSpringSVG@WeAreVision.com

POLICE, FIRE, MEDICAL/AMBULANCE	911
POLICE DEPARTMENT/NON-EMERGENCY	480-644-2211
SALT RIVER PROJECT ELECTRIC FAILURE	602-236-8888
SSV MASTER ASSOCIATION OFFICE	480-354-8758

Community website:

<https://www.visioncommunitymanagement.com/current-homeowners/community?name=Sunland+Springs+Village+Garden>

INTRODUCTION

Welcome to condominium living. You'll notice it's significantly different than a single family home. Common area is owned and maintained by the Association. Limited common area is owned by the unit and is subject to policy, and partially maintained by the Association.

Consider everything outside the unit doors either common area or limited common area and subject to association policy.

The Association is a non-profit business in that it accounts for its receivables and payables. It also files a tax return even though there is no profit. It's important to understand that the Association has no independent resources. The members of the Association are the unit owners. Fees are assessed based on what the vendors charge for provided services and set by yearly budget.

Annually, the owners elect a five-member Board of Directors. The Board is responsible for all decisions and processes necessary to keep the association running. A management company is contracted to assist the board and provide owner account services. The CC&R (Covenants, Conditions and Restrictions) document and Arizona State Law govern the Association. The Board Members are unit owners and volunteer their time to the Association. Consider getting involved by serving as a board or committee member.

Sunland Springs Village Garden Condominium Association is a sub-association within the master community of Sunland Springs Village. The Master Homeowners Association includes facilities and services throughout the community and is operated and billed separately. This manual is for Sunland Springs Village Garden Condominium Association. For questions and resources regarding Sunland Springs Village HOA, please contact that association in the activities office at 11214 E Laguna Azul Cir, Mesa, AZ 85209 at (480) 354-8758. If there is an after hours emergency regarding the facilities in the Master Association, please call (480) 551-4300 to report the emergency to FirstService Residential.

The Sunland Springs Village Garden Condominium Association Board of Directors hopes you find this policy manual a helpful resource to enjoy your home, our Association, and the greater Sunland Springs Village Community.

ANIMALS

No dogs, cats or any other animals, nor any birds, fowl, reptiles, fish, poultry, or livestock shall be maintained or kept in any unit or on any other portion of the condominium by owners, renters, residents, or visitors. (CC&R's Sec 4.7)

ARCHITECTURAL AUTHORITY and ARCHITECTURAL CHANGE FORM

The Board of Directors is the ultimate authority for all architectural changes. The Board has an architectural committee that approve and deny requests. Unit owners must submit an architectural form and receive written approval for said request prior to starting work. The architectural committee has the authority to stop work for which a request had not been approved. Consider everything outside the unit doors either common area or limited common area and subject to Association policy. All changes to the limited common area require architectural approval. The request is submitted to the Architectural Committee or the Community Manager on an architectural change form. The form is on the community website and attached to this manual.

ASSOCIATION INSURANCE

The Association maintains property insurance on common elements and condominium units with guaranteed building grade replacement cost. Insurance is also maintained for the Directors & Officers liability coverage, including volunteers & committee members acting on behalf of the Board.

The condo insurance has a non-refundable **\$5,000.00 deductible** provision per occurrence, which the owner is responsible to pay.

The Association insurance policy does not cover personal property of owners or tenants. It does not cover betterments or improvements made by the owner after original construction and purchase from the developer. Owners and tenants should have a personal property condominium policy. Individual insurance policies covering personal property, betterments & improvements, deductibles, glass breakage, and personal liability are available from any number of insurance carriers at reasonable costs.

ASSOCIATION MANAGEMENT COMPANY

The Board of Directors contract with a property management company to assist them with law, documents, contract bids, accounting, vendor communication, and many other managerial issues. The association management company is available daily by calling the numbers inside the front cover. Please contact the Community Manager if you have questions about insurance, building maintenance, landscaping, exterior pest control, termite issues, water, sewer, trash, and exterior lighting. In the event of an after-hours maintenance emergency, please call the emergency number inside the front cover.

BICYCLES, MOTOR BIKES, MOTORCYCLES & GOLF CARTS

Bicycles, motorbikes, motorcycles and golf carts shall be kept garaged when not in use. Overnight parking or storage of such vehicles on driveways, on the front or rear patio, in any granite/rock area, or greenbelt common area is prohibited. Guests or Visitors may park a motorcycle in the driveway for 7 days per the Guidelines.

BILLING & PAYMENT

All fees, dues, assessment charges, and/or amounts due to SSV Garden Condominium Association are payable on the first business day of the month. Payments become delinquent if not received on or before the 10th day of the month. On the 15th day of the month, a late payment penalty of 10% will be assessed and a \$10.00 rebill fee charged by the management company. If a check is returned, fees will be charged. If the association must initiate action to collect, the owner is responsible for all collection costs.

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Monthly fees are to be made payable to SSV Garden Condominium Association and mailed to the address shown on your billing statement and inside the front cover of this manual. Please include your unit number on your check. Post-dated checks will not be accepted. You may pay your monthly fees in advance for as many months as you wish in the current calendar year. You may not pay beyond the current calendar/fiscal year ending December 31, as the fees may change. Payment options include online check, paper check, ACH withdrawal, or credit card. Please read the Monetary Penalty Schedule and the Assessment Collection Policy at the end of this manual.

BLOCK WATCH

The community has volunteer Block Watch Captains (separate from the Board of Directors) that organize social events to present helpful safety and security information.

BOARD MEETINGS

Regularly scheduled board of director meetings are held September through May and currently meet the third Wednesday of the month. Contact the community manager if you want to discuss specific agenda items. There is a homeowner forum at each Board Meeting during the open session where you may address your concerns. Meeting notices are posted on the bulletin board (by the mailboxes), listed monthly in the SSV Village Voice Newspaper and emailed to the owners. The Annual Meeting is typically held in February.

BUILDING MAINTENANCE

The Association maintains the exterior building walls and roof. Owners are responsible for the front and back patio flooring.

CLOTHESLINES & LAUNDRY

Clothesline or racks for drying or airing clothes shall not be placed outside. (CC&R's 4.9)

DECORATIVE PLAQUES

Decorative plaques of appropriate size may be affixed to the wall within the covered entryway or inside the rear patio. No wall decorations are permitted on the front of the condo units parallel to the street. Other hanging items may be hung on the inside of the rear patio, provided any such item does not overhang the rear service sidewalk.

DECORATIVE WREATHS OR FLORAL ARRANGEMENTS

Decorative wreaths and floral arrangements must be well maintained and may not be displayed in addition to a holiday wreath; only one decorative or floral arrangement may be displayed at a time and must be located within the covered entry area and/or inside the rear patio. 1250sf units may hang on extended covered patio.

DRIVEWAYS

Driveways are limited common area. The resident is responsible to keep the driveway clean and free of oil or other stains. No colored coating applied to the driveway surface is permitted. Vehicles may not be serviced in the driveways or streets. Electric golf carts and motorcycles are not to be washed on condo driveways. They can be washed on the street in front of the unit.

ELECTRICAL

Main electric disconnect and electric meters are located on the exterior wall between units. The location of the breaker box is inside the unit.

EXTERIOR LIGHTING

Written Architectural Approval Required

Exterior lighting, both fixtures and bulbs, should to be serviced by authorized Association personnel only. That includes masonry post lights, entryway lights, rear walkway lights, and unit number lights above the garage. Any changes to the entry way lights made by the owner including motion detector, requires an approved architectural request form and the owner will be responsible for the maintenance of the new fixture.

EXTERIOR STRUCTURAL REPAIRS

When exterior structural damage is caused to the condo by an owner or their guests, the Board and the Community Manager must be notified. The Manager and Board will coordinate repairs at the owner's expense. The Association will not pay for unauthorized repairs.

FEEDERS

Written Architectural Approval Required

Hummingbird feeders are permitted with approval and may only be hung on the inside of the header beam on the back patio. Seed-type feeders, birdbaths and water features of any kind are prohibited.

FIRE EXTINGUISHERS

Fire extinguishers are located on rear exterior walls and are inspected annually by the Association.

FLAGS

Written Architectural Approval Required

The approved flags are the U.S, POW/MIA, Arizona State, Native American, and Gadsden. Only one flag at a time may be flown on the front of the unit. The flag on display must measure no larger than 4' X 6'. The display of multiple flags is prohibited. **Flags may not be displayed on portable stands.** The U.S. flag displayed at night must be properly illuminated. Display of soiled, faded, shabby or torn flags are prohibited. Contact the Community Manager for further guidance.

FLOWER POTS AND PLANTERS

Front Patio: A maximum of three (3) flower pots, planters, and other decorative items are allowed on the patio wall. Artificial flowers must be fade-proof and maintained. Live plants must be maintained. Fruit or vegetable plants in planters are not permitted. The placement of window boxes on any exterior window is prohibited. No spinners are permitted in the front yard. No trees, including dwarf variety, are to be displayed on either patio. All items must be appropriate to the size of your patio. **Rear Patio:** A maximum of six (6) flower pots, planters, and other decorative items are allowed on the back patio. This includes: hanging flower baskets, spinners, statues, and decorative plaques.

FORMS

The following forms are located at the back of this manual: Architectural Changes, Assessment Collection Policy, Complaint, Monetary Penalty Schedule, Parking Variance and Rental Form.

GARAGE DOORS

Written Architectural Approval Required

For safety and security reasons, Police and Block Watch organizations recommend garage doors remain closed at all times unless owner is in the garage. Exterior keypad openers for garage doors are permitted and should be mounted on the exterior garage door frame after Architectural approval. Replacement of the garage door is a homeowner responsibility and must be submitted for architectural approval, must match the style of the community garage doors, and must be painted to match..

GRILLS

The permitted types of grills are gas and charcoal only. The grill and propane tank must be stored in the rear patio. When in use: Pull the grill out from under the rear patio area. Be respectful of your neighbors when cooking. Allow the grill to cool down and then pull it back onto the rear patio.

CHRISTMAS DECORATIONS

A resident can decorate the front and rear of their unit during the Christmas season with outdoor holiday lights, artificial or live garland, and/or wreaths. It is permissible to place a small wreath or garland around the base of the masonry light. Outdoor electrical lights, wires, or any other holiday decorations are permitted to be hung or placed in the granite area, shrubs and trees. Nothing in the grass. Blow-Ups and Tinsel are prohibited.

Christmas decorations of any kind are not to be displayed prior to Thanksgiving and must be removed no later than January 15th.

HOME BASED BUSINESS

All Units shall be used, improved and devoted exclusively to residential use. No trade or business may be conducted on any Unit or in front of any Unit. (CC&R's 4.1)

KNOX-BOX

Knox-Box is a rapid entry system that provides safe and secure access by first responders. Knox-Box is a private purchase item and not all condo units have or want it. It's a small wall-mounted safe that holds a condo key. Emergency personnel have the key to the safe and can enter the condo without force. Visibility requires the Knox-Box be mounted on the exterior wall next to the entry door and parallel to street. Information may be found online at <https://www.knoxbox.com>.

LANDSCAPING

Landscaping includes upkeep of all common land areas. It is the exclusive responsibility of the landscape company and includes water control, seeding/lawn care, and tree/shrub maintenance. Owners may not make any alterations, additions, or deletions to any common area. **Granite areas, grass, shrubs and trees are all part of the common area.** Residents are not permitted to direct, coerce, verbally abuse, or otherwise influence landscape contractor personnel. Concerns regarding landscaping should be reported to the Community Manager. Notify the Community Manager if you see stressed plants or water leaks. Trees removed or planted are based solely on the Board of Directors' decisions.

Original Farnsworth landscaping consisted of a "garden" area behind the 1250sf units. Some owners, with architectural approval, have chosen to modify the garden area. **Changes to the original Farnsworth landscaping in the garden area must be maintained by the owner and must have prior architectural approval.**

LEGAL DOCUMENTS

Governing documents include Articles of Incorporation, Bylaws, CC&R's, and this Policy Manual. These documents were given to each owner at purchase but may be viewed on and downloaded from the community website. It's a good idea to learn how to access them. The website address is located inside the front cover of this manual.

LIMITED COMMON AREA

Written Architectural Approval Required

Limited common area is considered to be everything outside the condominium front door and back door. Limited common area is subject to the community documents, rules, and permission. It is also maintained by the Association as in roofing and painting. Owners are encouraged to use a current licensed & bonded Arizona contractor who can provide proof of insurance when submitting an architectural request for approval.

Once a project is approved, it's the owner's responsibility to inform their contractor of the Association rules. A project may be stopped and the unit owner fined if the contractor's negligence is causing damages to Association common area. For example, this includes depositing any dirt, debris or trash in the granite and/or greenbelt.

METAL ROLLUP SECURITY SHUTTERS

Written Architectural Approval Required

Security shutters are permitted on all exterior windows and the rear patio. Color is to be beige or tan. Rear patio security shutters must extend across the rear patio. Shutters must not be installed on the outside of header beam. The finished product must be setback from the walkway. Therefore they must be installed on the inside 2" of the header beam. Owner is to maintain shutters in good condition.

MOTOR HOMES, TRAILERS, MOTORCYCLES AND GOLF CARTS

A City of Mesa ordinance states motor homes and trailers shall not be parked longer than 48 hours on a street. It is prohibited to park any motor home, camper or trailer overnight in the driveway. Motor homes, travel trailers, tent trailers, campers, boats, golf carts or other similar equipment or vehicle of any sort may not be parked, kept or stored on any lot or the common area without the prior written approval of the Board of Directors. There are no restrictions prohibiting the washing of other vehicles on condo driveways, with the exception of motor homes, motorcycles and electric golf carts.

NUISANCE & OFFENSIVE ACTIVITY

No resident is permitted to engage in any activity that is offensive or detrimental to others. This includes wind chimes, loud music or television, excessive hobby equipment or activities that create loud noise. The City of Mesa noise ordinance says no loud noise after 10:00 p.m.

OUTDOOR CLOCKS, THERMOMETERS, AND RAIN GAUGES

Attaching an outdoor clock, thermometer and/or rain gauge to the exterior front or side of a condo unit is prohibited. A clock and/or thermometer may be attached to the wall within the rear patio area.

PARKING

Written Approval Required

Owner/resident must park vehicles in the garage. The garage must not be altered in any way that prevents parking the number of vehicles for which it was designed. Overnight street parking is not permitted. No Parking is allowed in brick areas, fire lanes and/or in the front of fire hydrants.

Guests/visitors may park in the unit driveway for up to seven (7) days. After 7 days an approved parking variance is required and must be displayed in vehicle at all times. Long-term guests (30 days or more) must apply for a parking variance and will be reviewed on a case-by-case basis.

It is the owner's responsibility to re-apply for a parking variance prior to the expiration date. Renewal is at the discretion of the Board.

Fines and towing are enforced for all vehicles not in compliance. (Towing, CC&R's 4.14)

PATIO- BACK ENCLOSURE

Written Architectural Approval Required

Framing material should be 2-inch square aluminum manufactured to accept screen material for all uprights and cross members. Upper and lower track material used to attach all vertical uprights shall be of appropriate size to accept the vertical uprights. Color of the framing material must be white, screen color must be black, and screen

doors must be white. The kick plate (lower section of the enclosure) shall be 24 inches high painted to match the color of the unit. The number of doors and placement of doors shall be shown on the drawing submitted. The enclosure shall be installed on the inside of the patio header beam and securely attached to the cement floor and to the walls of the unit.

PATIO- CEILING

Patio ceilings are not to be hosed or washed down. Doing so may damage the drywall (sheetrock) material, and any damage caused by such action is the responsibility of the unit owner to repair.

PATIO- CEILING FANS

Written Architectural Approval Required

Ceiling fans are permitted on your back patio. They should be centered where your current light is and an appropriate size for the area. A picture of the fan with the dimensions must be included with your architectural form.

PATIO- DECORATIVE LIGHTING

Written Architectural Approval Required

Decorative clear lights are permitted along the inside patio perimeter. Colored lights are prohibited except those that follow the holiday decoration guidelines.

PATIO- FIRE PITS & HEATERS

Written Architectural Approval Required

Propane/Electric fire pits and heaters are not allowed on the front patio. Table top propane heaters are allowed on the rear patio. The Board of Directors may order the removal of non-compliant items. Propane/Electric fire pits and heaters cannot be stored in the common area. During the summer propane tanks cannot be stored in the garage. No wood burning fire pits or Chimeneas are allowed.

PATIO- FLOOR COVERINGS

Written Architectural Approval Required

Synthetic coverings, i.e., tile and concrete coatings, may be used as a covering on the front and/or rear patio floor but must be resistant to fading, must not be cracked or damaged, and must be waterproof and mold proof. The Board of Directors may order the removal of any synthetic covering that has deteriorated or has not been approved by the Architectural Committee.

PATIO- FURNITURE

Outdoor furniture is to be of appropriate commercial design. Furniture designed for indoor or camping use is not permitted. On the front patio, a maximum of four (4) chairs are permitted. A two-seat glider or a two-seat park-type bench may be substituted in place of two (2) chairs. No furniture is to be placed in any common area. The quantity of furniture placed on either patio must be in keeping with its overall dimensions. The size and style of such furniture must be in keeping with appropriate commercial design. The board of directors requests that residents exercise discretion and good taste in this matter at all times. All patio furniture must be well maintained.

PATIO-MAINTENANCE

It is the responsibility of the resident to maintain both patio areas in a neat, clean, and uncluttered condition. Neither patio may be used as a storage area.

PATIO-UMBRELLA

Written Architectural Approval Required

Umbrellas must be of a good quality and appropriate size – not to exceed 7’6” in height. The umbrella must be secured in a sturdy base and placed on patio – not the common areas. Only solid colors are allowed. Umbrellas with designs such as colored stripes, flowers, circles, etc. are prohibited. The umbrella must be in the closed position when not in use and must be stored off the patio when leaving for a vacation or the summer. Owner is to maintain both umbrella and pole in good condition. The Board of Directors may order the removal of an umbrella and pole that has deteriorated.

PEST CONTROL

The Association hires a pest control vendor to routinely spray for pests in the common area and exterior of buildings. Pest problems should be reported to the Community Manager.

PICTURES & POSTERS

No pictures or posters are to be displayed on the inside of any window visible from the outside. The U.S. flag may be hung on the inside of a window visible from the outside on the day of a recognized national holiday only and not on a permanent basis.

RECORDINGS: AUDIO AND/OR VIDEO

Only those with a legal right to attend an Association meeting may record it. Advance notice of five (5) business days must be given to the Community Manager. Any person recording must not interfere with the meeting or the view of the meeting by any attendees. Any person recording must remain a reasonable distance from the Board or any other attendee. The Board does not guarantee a power source will be available. No recording may be published without prior written Board consent.

RENTERS

Renters must comply with all rules and regulations. Owners are responsible to complete a Renter’s Form, in duplicate and provide a copy to the Master Association and the SSV Garden Condo Association. Owners are to provide a copy of the SSV Garden Condo Association policy manual to their renters. If a renter violates policy, the owner is notified and the Association will follow the Monetary Fine Schedule. The owner is responsible for all renter behavior and fines. Rentals must be for the entire unit and must be for a minimum of 30 days.

Please read and become familiar with the Use and Occupancy Restrictions. They can be found on pages 17 through 21 of the CC&R’s. (CC&R’s Article 4).

RETRACTABLE SUNSHADES

Written Architectural Approval Required

Sunshades are limited to the back patio and may be the manual or motorized style operated by remote. Sunshades must not be installed on the outside of header beam. The finished product must be setback from the walkway. Therefore they must be installed on the inside 2” of the header beam. The sunshades must be beige or tan in color.

ROOFS

The roofs are a common area element that are owned and maintained by the Association. Only Board authorized personnel are permitted on the condominium roofs.

SATELLITE DISHES

Written Architectural Approval Required

Satellite Dishes must be mounted on the rear sloping roof of the condo unit. Coaxial cables/leads must be installed through the attic or neatly concealed and secured along the inside trim board of soffit. Cables must be painted to match the color of condo. Contact the Community Manager for further clarification.

SECURITY DOORS & PATIO ENCLOSURES

Written Architectural Approval Required

Security doors and/or back patio enclosures are permitted and must be beige/tan in color.

SIGNS

Written Architectural Approval Required

One (1) For Sale, For Rent, or For Lease sign may be displayed in the front window or granite of the unit. An Open House sign, mounted on runners, may be placed on the granite alongside the driveway on the day of an open house. In addition, two directional signs may be placed in the community, but not at the main entrance. Such signs may only be displayed 30 minutes prior to, and no longer than 30 minutes following the open house, at which time it must be removed. Sold signs will be removed within one week after close of escrow. Security stickers on windows are permitted if less than 3" x 5" in size. (CC&R's 4.15)

SKYLIGHTS

Written Architectural Approval Required

Owners are responsible for all damages that occur as a result of the installation and maintenance of the tubular skylights.

SOLAR LIGHTS

Solar lights are not permitted in the common area (i.e. granite and grass). Following the Flag section of this policy manual, a solar light may be approved to illuminate your U.S. Flag.

SUNSCREENS

Written Architectural Approval Required

Sunscreen are permitted on the exterior windows. The frame must be white and the screen must be black in color. Owner is responsible to clean and otherwise maintain the screens in good condition.

TERMITE CONTRACT

The Association hires a vendor and has a contract for termite protection. In the event termites are suspected, contact the Community Manager.

TV ANTENNAS

Over the air TV Antennas **must be installed in the attic** and may not be installed on the exterior of the unit.

UTILITIES: WATER, SEWER, & TRASH

The City of Mesa provides water, sewer, and trash services paid for by the Association. Water service is one of the associations' greatest expenditures and includes both domestic use and common area landscaping. Be mindful of domestic use. Currently, Monday is collection day for blue recycling containers and Thursday is collection day for black garbage containers. Please contact the Community Manager for questions.

Trash and Recycle bins are in the name of the Association. Contact the Community Manager to schedule a bin replacement.

VIDEO- DOORBELL

Written Architectural Approval Required

Video doorbells are permitted with prior approval. Any damages to the exterior of the condo during installation or removal is the responsibility of the owner.

WALKWAYS

No items may be stored or obstruct the service walkways except for the waterhose container (See Waterhose Storage).

WATER SHUTOFF VALVE

The water main shutoff valve is located outside each unit near the front patio. Residents are to shut off the main water valve if the unit is unoccupied or if you are away.

WATERHOSE STORAGE

Large hose reels and hose carts are to be confined to the rear patio area. A single pot type hose container or small stationary hose reel is permitted on the front patio. Hoses are to be placed in the hose container and not left coiled outside the unit, hung on spigot, or attached to the building in any way. No hose container may obstruct the service walkway.

RULES FOR HOSE STORAGE:

Front Patio - Hose in container near the spigot, on patio or adjoining granite. Rear Area -Varies depending on size of the unit and space relate to placement of spigots and A/C.

- 1250 Units - have a granite area under the spigot or cement area on which to place the container.
- 1500 Inside Units - have a spigot close to the AC and not in the path of the sidewalk. Container may be placed next to the AC with the hose inside.
- 1500 End Units - have an area on the corner side of the condo by the AC. Container may be placed on the granite on side by the wall of the condo or behind the AC unit on the granite against the wall of the condo.
- 1700 Units - are all on ends and can put the containers with hose behind the AC against the condo sidewall. The hose can remain attached to the spigot and not block the sidewalk.

WINDOW COVERINGS

Window blinds, drapes with white backing, shutters and roll down shades are the only coverings permitted on the inside of windows. Styrofoam, cardboard, bed sheets and any reflective type coverings are not to be used in any window or door that is visible to the outside.

Window tinting and sunscreens are permitted provided they are professionally installed and maintained free from rips, tears and other damage at the unit owner's expense. Window screen frame must be white, and the color of the screen must be black.

YARD & GARAGE SALES

Written Board Approval Required

All residents are encouraged to participate in the community wide events. For information about these events, please contact the Master Association. Individual owner sales including yard, garage and estate require written board approval.

DATE RECEIVED:

Sunland Springs Village Garden Condominium Association Architectural Change Form

*** For your protection always use licensed, bonded and insured contractors**

Date: _____ Condo Unit Number: _____

Condo Owner Name: _____

Signature: _____

Phone Number: _____

Required plot plans, drawings and specifications must be attached with a complete description of the proposed change. A City of Mesa building permit, if applicable, must be submitted with this application. Supporting documents **will not** be returned, as they will become a part of the permanent record in your homeowner file. Approval or disapproval will be mailed to you within 30 days from date of receipt of the application.

Description of work *(staple all attachments to this form. Incomplete applications will not be accepted. If additional space is need please use additional paper.):*

Return To: Architectural Committee
Sunland Springs Village Garden Condominium Association
c/o Vision Community Management
11625 S Desert Foothills Pkwy Phoenix, AZ 85048
[Email: sunlandsspringsvg@wearevision.com](mailto:sunlandsspringsvg@wearevision.com) Fax: (480)759-8683

Date Approved:

Approved/Disapproved by: _____

Comments:

Note: Unit Owner is fully responsible for any and all damages to any roof area, including but not limited to shingle or flat roof damage, leaks, improper flashing or sealing. Unit Owner is fully responsible for complete insurance coverage for any and all betterments and improvements. Unit Owner is responsible to advise all Contractors that the grass in the greenbelt areas is not to be used as work or storage areas; Contractors are not permitted to drive trucks or other heavy equipment on granite areas; Contractors are responsible for thorough cleanup of sidewalks, driveways and streets. The Unit Owner shall be liable for any charges incurred as a result of Contractor negligence.

SUNLAND SPRINGS VILLAGE GARDEN CONDOMINIUM ASSOCIATION
ASSESSMENT COLLECTION POLICY
Effective April 1, 2017

The following Assessment Collection Policy shall be followed for Sunland Springs Village Garden Condominium Association:

Defined Terms:

Late Charges means the charges applied to an account in compliance with A.R.S. § 331242(A)(11) as described below.

Owner means the owner of the property whose responsibility it is to bring an account current.

Payment Plan means a board-authorized written payment plan containing terms described below.

Late Charges:

A late charge of fifteen Dollars (\$15.00) or ten percent (10%) of the unpaid assessment, whichever is greater, will be applied to every account showing any part of an assessment (\$15.00 or greater) that is over 15 days past due.

Assessment Collection Procedures:

- A written reminder will be mailed to the Owner on the sixteenth (16th) day after the assessment due date stating that the Owner has past-due assessments and a **Late Charge** has been applied to the Owner's account. A re-bill fee is assessed for the preparation of the written reminder. The Owner is responsible for paying all late charges and the re-bill fee.
- A written demand letter will be mailed to the Owner on the thirtieth (30th) day after the assessment due date. The delinquent account is assessed a fee for the preparation of the demand letter and the Owner is responsible for paying this fee.
- A notice of lien will be filed with the county recorder on every account that shows the assessment being at least sixty (60) days past due and \$100.00 in past due assessments. The delinquent account is assessed a fee for the preparation and filing of the notice of lien and the Owner is responsible for paying this fee. The lien shall not be released until such time as the account is paid in full.
- Thirty (30) days after a lien notice is recorded on the property, should the account remain delinquent, the Board will determine how to proceed with collection efforts, which may include one of the following:
 - a. For accounts with an outstanding balance of less than Three Thousand Five Hundred Dollars (\$3,500.00), the Community may file a complaint in Small Claims Court to pursue a personal judgment against the Owner or the account may be referred to an attorney or a collection agency. If a small complaint is filed in Small Claims Court and the account is not paid in full or the Owner does not enter into a Payment Plan prior to a personal judgment being obtained, the account may be referred to an **attorney or a collection agency** for collection upon obtaining the personal judgement. The Owner is responsible for paying all collection costs, legal fees, document preparation fees, and other costs permitted by law or contract.
 - b. For accounts with outstanding balances greater than Three Thousand Five Hundred Dollars (\$3, 500.00), the account may be referred to an attorney or a

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collection agency for further collection proceedings at the discretion of the Board of Directors. The Owner is responsible for paying all collection costs, legal fees, document preparation fees, and other costs permitted by law or contract.

- For properties that have been foreclosed upon, the Board of Directors has sole discretion as to whether to take action to collect past due assessments.

Applying Payments Received on Past Due Accounts:

Per A.R.S.. § 33-1256(K), unless an Owner directs otherwise, all payments received on an Owner's account shall be applied in the following order:

1. Past Due Assessments;
2. Late Charges;
3. Collection Fees (including re-bill fee, demand letter, notice of lien, and other applicable document preparation and filing fees);
4. Attorney Fees and Costs; and
5. Other unpaid fees, charges and monetary penalties, or interest and late charges on any of those amounts.

Payment Plans:

The Board of Directors authorizes Payment Plans for past due balances (including past due assessments and related fees) (the "Debt") with the following terms:

- Payment Plans shall be in writing and signed by the Owner. Payments made without benefit of a written Payment Plan signed by the Owner will not be treated as payments toward the Payment Plan and collection activity shall be initiated in accordance with this Assessment Collection Procedures outlined above.
- The Payment Plan length and the amount of the monthly installments owed will be determined by the amount of the Debt:
 - If the Debt is less than \$500.00, a payment plan of six months (six equal monthly installments) will be offered.
 - If the Debt is \$500.01 to \$1,000.00, a payment plan of twelve months (12 equal monthly installments) will be offered.
 - If the Debt is \$1,000.01 or more, a payment plan of eighteen months (18 equal monthly installments) will be offered.
- Late Charges as provided in this Assessment Collection Policy will not be charged on the Debt during the term of the Payment Plan so long as payments are received in accordance with the Payment Plan.
- The Owner will be responsible to pay additional assessments as they become due while a Payment Plan remains in effect. Future assessments cannot be included in the Payment Plan amount.
- All Payment Plans will be monitored by the managing agent.
- Upon default of Payment Plan, AAM will resume collection efforts with the next step of the Assessment Collection Procedures without further notice to the owner based on where in the process the account was at the time the Payment Plan commenced.

Waiver of Past Due Amounts:

The Board of Directors will generally not consider waiver of late fees, lien fees, attorneys' fees, or other collection costs incurred on an account where the assessments were not paid in accordance with the Assessment Collection Policy through no fault of the Association or its Agent(s). However, the Board of Directors retains full discretion to make business decisions concerning the collectability of accounts and their compromise or settlement.

**UNANIMOUS CONSENT TO ACTION
BY THE BOARD OF DIRECTORS
SUNLAND SPRINGS VILLAGE GARDEN CONDOMINIUM ASSOCIATION**

c/o AAM, LLC
1600 West Broadway Street, Suite 200
Tempe, AZ 85282
(602) 957-9191

ASSESSMENT COLLECTION POLICY

The undersigned, constituting all of the members of the Board of Directors of Sunland Springs Village Garden Condominium Association, an Arizona nonprofit corporation, hereby take the following actions in writing and without a meeting pursuant to A.R.S. § 10-3821, which actions shall have the same force and effect as if taken by the Board at a duly called meeting of the Board:

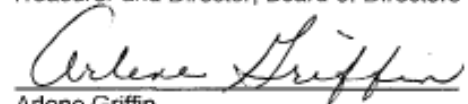
RESOLVED, that the Board of Directors hereby approves the Assessment Collection Policy dated April 1, 2017 for Sunland Springs Village Garden Condominium Association attached to this resolution. The Board of Directors further directs the managing agent to notify all Owners of the implementation of the Assessment Collection Policy effective as of April 1, 2017.

IN WITNESS WHEREOF, the undersigned have executed this consent as of this 8th day of March, 2017.


Carlton F & Joy Brockman Living Trust
President and Director, Board of Directors


Donald Stoterau
Vice President and Director, Board of Directors


Cathi McKechnie
Treasurer and Director, Board of Directors


Arlene Griffin
Secretary and Director, Board of Directors

**Sunland Springs Village Garden Condominium Association
COMPLAINT FORM**

Person who Observed Violation:

First Name

Last Name

Address: 11360 E Keats Avenue

Unit Number: _____

Address of the Property Allegedly in Violation of the Association's Governing Documents:

11360 E Keats Avenue

Unit Number: _____

Date(s) Violation Occurred: _____

Nature of the Violation(s):

Per Arizona laws (A.R.S. § 33-1242 and A.R.S. § 33-1803) any complaint lodged with the Association will NOT remain anonymous. The person complaining of the alleged violation must state their first and last name and this information will be sent to the party who is accused of the violation if requested.

Signature of Observer: _____

Date(s) of Observation: _____

Return completed form to:
Sunland Springs Village Garden Condos
c/o Vision Community Management
11625 S Desert Foothills Pkwy Phoenix, AZ 85048
or email to sunlandsspringsvg@wearevision.com

**Sunland Springs Village Garden Condominium Homeowners Association
FINE POLICY AND APPEAL PROCESS
Effective January 29, 2020**

FINE POLICY

Pursuant to the Declaration, the Association shall have the right to adopt a schedule of fines for violation of any provision of the Governing Documents. The following Fine Policy and Appeal Process shall be followed for Sunland Springs Village Garden Condominium Homeowners Association:

FIRST NOTICE: An initial notice of the violation shall be mailed to the Owner requesting compliance within fourteen (14) days. **NO FINE.**

SECOND NOTICE: If violation still exists fourteen (14) days after the initial notice of violation, a second notice requesting compliance within fourteen (14) days shall be mailed to the Owner. **NO FINE**

THIRD NOTICE: If violation still exists fourteen (14) days after the second notice of violation, a third notice requesting compliance within fourteen (14) days shall be mailed to the Owner. A **\$50.00 FINE.**

FOURTH NOTICE: If violation still exists fourteen (14) days after the third notice of violation, a fourth notice requesting compliance within fourteen (14) days shall be mailed to the Owner. A **\$75.00 FINE** will be assessed with the fourth notice of violation and is due immediately.

CONTINUING VIOLATIONS: If the violation continues without resolution after the fourth notice of violation, a **FINE of \$75.00** shall be assessed **every fourteen (14) days** until the violation is resolved. In addition, the Board of Directors shall have the right to remedy the violation and/or take legal action, the cost of which shall be invoiced to the Owner and collected in the same manner as assessments.

FINES: No fine shall be imposed without first providing a written warning to the Owner describing the violation and stating that failure to correct the violation within fourteen (14) days or ***another occurrence of the same violation within three (3) months*** of the original violation shall make the Owner ***subject to imposition of a fine.*** Failure to pay any fine shall subject the Owner to the same potential penalties and enforcement as failure to pay any assessments under the Declaration.

SELF HELP: If any Owner fails to perform any necessary maintenance or make any necessary repairs, after receiving notice from the Board of the requirement to perform such maintenance or repairs within the time limits established by the Board, the Board and its agents and representatives shall have the right, but not the obligation, to enter on the Lot and to make the necessary repairs. The cost of these corrective measures shall be charged to the Owner and collected as a Benefited Assessment. Any such entry shall be after reasonable notice of the time and date of entry, and after such hearings and notice as the law may require.

Notwithstanding the foregoing, the Board of Directors reserves the right to seek Injunctive Relief at anytime regardless of the presence or absence of notices hereunder, for any violation that the Board of Directors determines in its sole and absolute discretion constitutes a material danger to persons or property or requires immediate action for any other substantial reason.

The Board of Directors reserves the right to take any action permitted by law or the Declaration, in addition to the above mentioned fine policy.

APPEAL PROCESS

- When a violation notice is sent to an Owner, such notice shall include a statement notifying the Owner that he/she has the "RIGHT OF APPEAL."
- An Owner/member who receives a written notice that the condition of the property owned by the member is in violation of the community documents without regard to whether a monetary penalty is imposed by the notice may provide the association with a written response by sending the response by certified mail within twenty-one (21) calendar days after the date of the notice. The response shall be sent to the address identified in the notice.
- Appeals shall demonstrate **extenuating circumstances** which require deviation from the Governing Documents.
- Appeal shall include all pertinent backup information to support the existence of the **extenuating circumstance**.
- All decisions of the Board are final and may not be further appealed.
- Any appeal that does not meet the above requirements shall not be heard by the Board and shall be considered **DENIED**.
- The Owner appealing the violation will be given written notice that the appeal has been received and it will be reviewed by the Board.
- If the appeal is denied, the Owner must bring the violation into compliance within fourteen (14) days. If the violation still exists after fourteen (14) days, the Owner will be fined until the violation is corrected. In addition, the Board of Directors may seek legal action to remedy the violation. All costs of legal action will be billed to the Homeowner and collected in the same manner as assessments.

RESOLUTION BY THE BOARD OF DIRECTORS
Sunland Springs Village Garden Condominium Homeowners Association
c/o AAM, LLC
1600 W Broadway Rd., Ste 200
Tempe, AZ 85282
(602) 957-9191

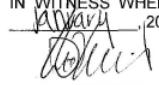
FINE POLICY AND APPEAL PROCESS


The undersigned, constituting a quorum of the members of the Board of Directors of the Sunland Springs Village Garden Condominium Homeowners Association, an Arizona nonprofit corporation, hereby take the following action.

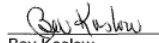
RESOLVED, that the Board of Directors hereby approves and adopts the Fine Policy and Appeal Process for the Sunland Springs Village Garden Condominium Homeowners Association attached to this resolution in its entirety.

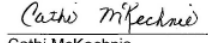
The Board of Directors hereby instructs the managing agent to notify all Owners of the adoption and implementation of the Fine Policy and Appeal Process effective as of January 29, 2020.

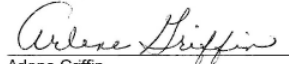
IN WITNESS WHEREOF, the undersigned have executed this consent as of this 29 day of January, 2020.


Warren Wallin
President, Board of Directors


Pat Balentine
Vice President, Board of Directors


Bev Koslow
Secretary, Board of Directors


Cathi McKechnie
Treasurer, Board of Directors


Arlene Griffin
Director, Board of Directors

DATE RECEIVED:

Sunland Springs Village Garden Condominium Association Policy Manual

**Sunland Springs Village Garden Condominiums Association
Parking Variance Application Request for Approval**

The CC&Rs require that an owner obtain prior written approval of the Board of Directors to change the guidelines for extended motor vehicle parking or storage. The variance, if approved, applies only to the current resident. It is not transferable to future residents upon sale or rental of the home. To comply with the CC&Rs, please complete the form below giving reasons for variance and expected length of time for the variance. The request will be retained for the Board records.

PLEASE PRINT!

Name: _____

Address: _____ Unit #: _____

Phone #: _____ Email: _____

Variance Time Frame: _____

Type of Vehicle: _____

Reason for Variance: _____

Owner's Signature: _____

Return to: Sunland Springs Garden Condominium Association

c/o Vision Community Management

11625 S Desert Foothills Pkwy Phoenix, AZ 85048

OR via email to sunlandsspringsvg@wearevision.com

Approved

Denied

Board Member Signature: _____

Date: _____ Comments: _____

Sunland Springs Village Garden Condominium Association Rental Form

Please Print!

RENTAL UNIT

Unit Address: _____

Unit Number: _____

Lease dates: from _____ to _____ (minimum one month)

RENTERS

Name: _____

Age: _____

Phone: _____

Email: _____

Name: _____

Age: _____

Phone: _____

Email: _____

OWNER

Name: _____

Mailing address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

Please check here if you are leaving your key cards for the renters to use the amenities

Please provide a copy of the community rules to the renter(s).

Two (2) copies are required. One will be on file with Sunland Springs Garden Condominiums and one for the Master Association. *Sunland Springs Village Garden Condominium Association complies with the Master Association Rules & Regulations for rental properties*

For questions, please contact the Community Manager, Sherry Daniels at 480-795-4945 or email to sunlandsspringsvg@wearevision.com

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