

SUNLAND SPRINGS VILLAGE GOLF CONDOMINIUM ASSOCIATION

ARCHITECTURAL POLICY MANUAL

Approved and Adopted

**John Davis
President,
Sunland Springs Village
Golf Condominiums HOA**

Date: 4/20/05

INTRODUCTION

The SSV Golf Condominium Association Board of Directors welcomes you to condominium living in your new residence. If this is your first experience in this type of residential facility, you will notice that it is a significantly different type of living, especially when compared to owning your own home. Condominium in a general sense refers to a plan where you are responsible for the care and maintenance of the interior of your residence, while the Condominium Association is responsible for the care and maintenance of the exterior, with a few exceptions. Also, the exterior front, rear and side yard areas are legally classified as common area, as well as the driveways, private drives and parking areas. The Common Areas are to be enjoyed by all residents, and must be controlled consistently throughout the Association, giving consideration to all residents' needs and welfare. Thus the necessity of a legally formed Association with Articles of Incorporation, By-Laws, Condominium Declarations, and Rules and Regulations. You should have received these documents upon the purchase of your unit, as they are most important in defining the various controls that accompany this type of property ownership. If you do not have these documents, please call the Association Office.

The Board of Directors of your Association has a fiduciary and legal responsibility to manage the Association in accordance with various Arizona Statutes, and in conformity with the Condominium Declarations and Rules and Regulations. Board Meetings are scheduled on a regular basis, with date, time and place being posted on the bulletin boards. The Board seeks your assistance, input, support and wisdom, and in this regard encourages you to attend the scheduled Board Meetings.

The Board appoints and/or contracts for such services as are necessary to implement policies adopted by the Board. This includes, but is not limited to, maintenance, accounting, scheduled property inspections, complaint handling, and enforcement of the Condominium Declarations and Rules and Regulations. Currently, the Association has entered into a management agreement with *Rossmar & Graham Community Association Management*.

We hope you find that SSV Golf Condos provides a living environment designed for adult lifestyles and also a place where sharing, caring and concern for your fellow neighbors are given a high priority.

Sincerely,

SSV Golf Condominium Association
Board of Directors

GENERAL INFORMATION

YOUR MONTHLY MAINTENANCE FEE INCLUDES:

Water City of Mesa
Includes Domestic Use and Common Area Landscaping

Sewer City of Mesa

Trash City of Mesa

Wednesday is collection day for blue recycling containers.
Saturday is collection day for black garbage containers.

Please contact the Community Association Manager to set up refuse collection or for replacement containers.

Exterior Security Lighting

Exterior security lighting includes front patio lights on masonry posts, lights over garages, and rear walkway lights. Electrical maintenance for these lights should be done only by Association personnel, and the bulbs are replaced by Association personnel. However, as a cost savings measure, unit owners are requested to keep them clean and bug free. Unit owners are also requested to repaint them as needed. Use a flat black paint, and take care not to spray paint on unit buildings or walkways. If you are unable to clean and/or paint these light fixtures, notify the Association Manager who will arrange the maintenance at Association expense.

Association Insurance

The Association maintains a property insurance "Master Policy" on the Common Elements and the Condominium Units, on a guaranteed replacement cost basis. ***This policy does not cover personal property of Unit Owners or Tenants, which requires an individual Condominium Owner's Policy, which should conform to the insurance specifications contained in the Condominium Declarations (see Article 8.1), nor does it cover any betterments or improvements made by Unit Owner(s) after the original construction and purchase from the Developer.*** Individual insurance policies covering personal property, betterments & improvements, deductibles; glass breakage; personal liability are available from insurance carriers. Unit Owners are urged to contact their agent to obtain this coverage.

Window Glass Breakage

The Association property insurance policy does not cover window glass breakage in your unit. Unit owners are responsible for replacing broken window glass.

Building Maintenance

The Association is responsible for exterior building repairs, exterior painting, exterior pest control and roof repair. ***This does not include air conditioner and heating maintenance or repair.***

Landscape Maintenance

Landscape maintenance includes upkeep of all common areas, which is the exclusive responsibility of the landscape maintenance company. Unit Owners are not authorized to plant, re-plant or disturb existing landscaping in any common area. This service excludes the approved plantings inside of the back patio area, which are the Unit Owner's responsibility.

Management of SSV Golf Condominium Association

The Association Board of Directors prescribes property management and maintenance. The Community Association Manager is available daily by calling 480-354-8758. For your convenience, the Manager is on-site daily from 9:00 AM until 3:00 PM. (Summer hours are 8:00 AM to noon.) Please contact the manager if you have concerns about exterior security lights, insurance, building or landscape maintenance. In the event of an after-hours emergency, please call the emergency number located on page 5.

Legal Documents

Copies of the Condominium Declarations, By-Laws, Rules & Regulations and Articles of Incorporation were given to each Unit Owner. **It is imperative that each Condominium Owner becomes familiar with the contents of these documents.** Replacement documents are available in the Association Office at a charge to the Unit Owner.

Association Board Meetings

Board Meetings will be scheduled regularly from October through May, as soon as we get enough residents moved in to have meaningful meetings. Until that time, you may call your Community Association Manager for questions or concerns. Meeting Notices are transmitted on channel 22, posted on the bulletin boards (by the mailboxes) and listed monthly in the SSV Voice Newspaper.

SSV Community Association (Master Association)

As owners of SSV Golf Condominiums, you are also members of the "Master Association" and may utilize all of the amenities provided (swimming pools, tennis courts, various activities, etc). You are also required to pay their annual membership fee, which is invoiced separately by the Master Association, and should be payable to them, not to the Golf Condo Association. Also, you are required to adhere to the CC&R's of the "Master Association", as well as their Rules & Regulations. You should have received the governing Master Association Documents at the time you purchased your Unit. If you did not receive these Documents you can obtain a copy in the Association Office (copy cost may be charged to the Unit Owner).

Common Areas

The Board of Directors or its Designee(s) handles all common area additions, deletions and maintenance. Unit Owners are prohibited from making any alterations, additions or deletions to any common area within the confines of SSV Golf Condos without prior approval.

Monthly Maintenance Fees (Dues)

All fees, dues, assessment charges and/or amounts due and payable to SSV Golf Condominium Association are due and payable on the first business day of the month. Such payables become delinquent if not received on or before the 15th day of the month. A late payment penalty of \$15.00 will be assessed as well as a \$15 rebill fee charged by Rossmar & Graham. If a check is returned, a charge of \$25.00 will be assessed. If the Association must initiate action to collect, the Unit Owner will be responsible for all collection costs

Monthly fees (dues) should be made payable to SSV Golf Condos and mailed to the address shown on your payment coupons. **Please include your Unit Number on your check.** Post-dated checks will not be accepted. You may pay your monthly fees (dues), 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 these fees (dues) may change.

EMERGENCY NUMBERS

POLICE, FIRE, MEDICAL/AMBULANCE	911
POLICE DEPARTMENT/NON-EMERGENCY	480-644-2211
PEDUS PATROL (5:15 pm – 3:15 am)	480-540-8561
ROSSMAR & GRAHAM AFTER HOURS EMERGENCY LINE	480-551-4300 602-336-2700
SALT RIVER PROJECT ELECTRIC FAILURE	602-236-8888
SSV ASSOCIATION OFFICE	480-354-8758

MAIL PAYMENT COUPONS TO:

Sunland Springs Village Golf Condominiums
Rossmar & Graham
PO Box 62975
Phoenix, AZ 85082-2975

OTHER

FIRE EXTINGUISHERS

LOCATED ON THE BACK EXTERIOR CONDO WALLS. **PLEASE NOTE THEIR LOCATIONS!**

ELECTRICAL

THE MAIN ELECTRIC DISCONNECT AND YOUR ELECTRIC METER ARE LOCATED ON THE EXTERIOR WALLS BETWEEN UNITS. **NOTE THE LOCATION OF YOUR BREAKER BOX INSIDE YOUR GARAGE.**

WATER

SHUTOFF VALVE LOCATED OUTSIDE IN FRONT OF YOUR UNIT.

SSV GOLF CONDO RULES AND REGULATIONS

The following rules have been approved by the Association Board of Directors. Please read and become familiar with the Rules and Use Restrictions as outlined in Article 4 of the CC&R's.

Architectural Changes

Architectural Change Forms may be picked up and dropped off at the Master Association's Office during normal business hours. A copy has been attached for your reference. **It is the responsibility of each unit owner to request authorization from the architectural committee prior to making any exterior alterations to their unit.** The Architectural Committee has the authority to stop all work being performed either by the unit owner and/or his contractor for which an application has not been approved, or which is deemed unsuitable, undesirable or in violation of any of the Condominium Documents.

Clothing, Washing or Unsightly Objects

Outside clothesline or other exterior devices for drying or airing clothes shall not be erected, placed or maintained on any part of the condominium. The hanging of any other unsightly item is also prohibited.

Decorative Plaques, Animal, Bird, Religious or Other Statuary (Wind Chimes or Other Hanging Items)

A decorative plaque, not to exceed 24" in either height, width or diameter, or protrude more than 8" from the wall, and having a Southwestern, Native American, Aztec or similar motif, manufactured from either metal, wood or terra cotta, and finished in either black, gold, silver or pastel colors, may be affixed to the wall within the covered entry way. No wall decoration, other than a wreath, floral arrangement or what is described herein, will be permitted for display in front of the condo units.

Wall coverings as described in the above paragraph and in the paragraph below, in addition to other suitable wall decorations such as western-style rugs, not to exceed 36" in any dimension, and totaling no more than three (3) in aggregate, may be displayed within the rear patio area. No wall decoration, covering or other item of any size, shape or form, may be affixed to the exterior wall of a rear patio enclosure such as an Arizona room.

Wind chimes are not permitted anywhere on the unit. Other hanging items are not permitted either in or on the front or sides of the units. No more than two (2) statues, measuring 24" or less in height are permitted in the rear of the unit. Three hanging items, including windsocks and hummingbird feeders can be hung within the inside of the rear patio roof, provided any such item does not overhang the rear service sidewalk.

Decorative Wreath or Floral Arrangement

One decorative wreath or floral arrangement, not to exceed 24" in height, width or diameter, or protrude more than 8" from the wall, may be kept within the covered entry

area. Such wreath or floral arrangement must be well maintained and cannot be displayed in addition to a holiday wreath.

Feeders

No animal or seed-type bird feeders are to be hung or placed in the front or rear of the condo units or its adjacent common areas. A single liquid-type hummingbird feeder may be hung in the rear **PATIO** area only; not to be hung in common area trees. No feeders or feeding is permitted in any common area.

Flags, Banners & Windssocks

United States and state flags may be displayed on condos, but only one flag at a time may be flown on the front of the units. It is suggested that state flags be flown on appropriate state holidays. Brackets may be attached to the front and back of the condos. The flag on display should measure no larger than 4' X 6'. The display of multiple flags, regardless of size, on the front or side of the units is prohibited. There should be no permanent flagpoles. Flags may not be displayed on portable stands.

The display of any foreign, holiday, festive or religious flag, or any type of banner or decorative windssock on the front or sides of units is prohibited.

A single U.S., State, holiday or festive flag, not to exceed 3' X 5', can be displayed on the rear patio. No more than two (2) decorative windssocks may be hung on the rear patio.

Whenever displaying the flag of the United States, or State of Arizona, they must be clean and free of any rips or tears. Display of soiled, faded, shabby or torn flags is prohibited.

Flower Pots and/or Planters

Flowerpots and/or planters placed on the front patio or the adjacent wall are limited to three (3). Round pots are not to exceed 18" in diameter and 24" in height: rectangular planters are limited to 24" long X 12" high. No decorative objects other than flowerpots or planters are allowed on the front patio or adjacent wall. No flowerpot or planter is to be placed on the granite in the common area. No tree, whether a dwarf variety or otherwise, is to be grown in a planter placed on the front patio or adjacent wall.

Flower pots and/or planters placed on the rear patio are restricted in size to the same dimensions as stipulated above, and are limited in number to six (6), which includes hanging flower baskets, windssocks, windchimes, statues and decorative plaques. No pot or planter is to be placed on the common area for any purpose.

If artificial flowers are used they must be fade-proof and maintained to provide an aesthetically acceptable appearance. Live plants are also to be well maintained. You may not grow vegetable plants in planters placed on the patio.

The placement of window boxes on any exterior window is prohibited.

Satellite Dishes

The installation of a satellite dish is pre-approved provided that it is attached to the rear slope of the roof fascia and in accordance with the FCC rules

Front and Rear Security Doors

Permission must be obtained from the Architectural Committee prior to the installation of a front or rear security door. The frame color of the security doors must match the color of the doors. If you buy a Designer Door brand door, the correct color for the front door is Lava Rock and for the backdoor is Mushroom. Equivalent colors by other door manufacturers are acceptable. The color of the screen must be black.

The Architecture Committee may approve an alternative to a security door on the rear patio only provided that the alternative is of high quality. For example, a storm door may be acceptable on the rear only. The alternative door must be made of steel or high quality aluminum. As above, the color of the frame must match the color of the rear door (Designer Door – Mushroom), and the screen color must be black.

Garage Doors

Garage doors are to remain closed at all times, even when vehicle repairs are being made. It is strongly recommended to keep garage doors closed when not occupied by residents for security reasons.

Exterior keypad openers for garage doors are permitted and should be mounted on the exterior garage doorframe.

Holiday Decorations

A resident can decorate the front and rear exterior of their unit in addition to interior windows during the Christmas season with either miniature or standard size outdoor holiday lights, artificial or live garland, and/or wreaths. One (1) front exterior and one (1) front interior window wreath, not to exceed 24” in diameter, may be simultaneously displayed. In addition, it is permissible to place a small wreath or garland around the base of the light on the front patio wall.

No regular size light bulbs or party light bulbs, whether clear, white or colored, or spotlights regardless of size, are permitted for use in the front or along the sides of condo units.

No electrical lights, wires or any other holiday decorations are permitted to be hung or placed either on or in the front trees, trees along the sides or in the rear of the condo units, front or side shrubbery, or decorative granite stone. Residents may place lights on top of the front patio wall only.

The use of single strands of tinsel outdoors is prohibited.

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

Decorations for other holidays are permitted provided they do not violate the spirit of the Association's overall guidelines. Such decorations may be displayed no sooner than fourteen (14) days prior to the holiday, and must be removed within three (3) days following the holiday.

Landscaping-General

Granite areas, grass, shrubs and trees are all part of the common area, and as such are subject to the maintenance policy established by the Board. Residents are not permitted to direct, coerce or verbally abuse or otherwise influence landscape contractor personnel. Complaints regarding landscaping should be reported to the Community Association Manager.

No resident is permitted to plant anything whatsoever in any of the common areas. If plants in the common area appear stressed, report this to the Association Manager.

Tampering with, or attempting to alter the Association's irrigation system, which includes controllers and valves, is strictly prohibited, and may be construed as vandalism, depending on the circumstances involved.

The unit owner and/or resident must maintain any open area adjacent to the rear concrete patio. Such areas are to be kept weed free and any planted flowers and/or shrubs are to be kept in good condition. Residents leaving the area for extended periods during the summer months are required to remove any flower or vegetable plants expected to die during this time.

Climbing vines, such as bougainvillea, pyracantha, cat's claw, etc., are permitted to be grown in rear garden areas. Shrubs are permitted but must be kept trimmed to 72" in height or less and kept clear of adjacent walls. One (1) dwarf tree, not to exceed 72" in height, is also permitted.

Leave-A-Note Pads

Leave-a-note pads are permitted next to the front door in the entry way, but must not exceed 6" wide X 8" high in size.

Light Bulbs

Only Association authorized personnel are permitted to change light bulbs in the front and rear security light fixtures.

Name Signs

A name sign, not to exceed 9" high and 17" long, is permitted near the front door. All other signs are prohibited.

Nuisances & Offensive Activity

No resident is permitted to engage in any activity that is offensive or detrimental to any other resident. Such activity may include, but not be limited to, loud radio, stereo or television, outdoor "partying" after 10:00 pm, excessively noisy hobby equipment or any other activities that create loud noises that infringe upon the quiet enjoyment of other residents.

Rollerblading and bicycle riding on the rear service sidewalk are prohibited.

Outdoor Clocks, Thermometer & 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. Rain gauges are permitted within the rear patio or rear garden area only.

Patio Ceilings

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 Floor Coverings

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, water proof and mold proof. The color of the coating must be compatible with exterior walls. Installation of any of the above requires architectural approval. 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 (chaise lounges and umbrellas are not permitted on the front patio). 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 the rear patio must be in keeping with its overall dimensions. For example, placing a table and eight (8) chairs on a 10' X 14' size patio will be considered excessive. The size and style of such furniture must be in keeping with appropriate commercial design. Your Association Board requests that residents exercise discretion and good taste in this matter at all times.

Patio Protective Screens & Sunshades

Permission to install protective screens around the rear patio area, or sunscreens on exterior windows must be obtained from the Architectural Committee. Rear patio screens or sunshades must be installed on the inside of the patio roof supports. They must be beige in color. If installation requires attachment to a neighbor's structure, a letter of permission from said neighbor is required.

Roll-up security shutters are permitted on the rear windows only, and must match the color of the stucco. Roll-up security shutters for the rear patio are permitted. They must be beige in color. Owner is to maintain in good condition.

Parking

Owner must park cars in garage. Overnight guests must park cars in driveway. Over night on-street parking is not permitted.

The garage may not be altered in any way that would prevent parking in the garage of the number of vehicles for which it was designed. If there is insufficient space within the garage for the parking of all such motor vehicles, a variance may be obtained to park a motor vehicle in the driveway situated on the Lot provided such motor vehicles do not exceed 7 feet in height and are not longer than the length of the driveway, are not used for commercial purposes and do not display any commercial name, phone number or message of any kind.

Driveways

The unit owner or occupant is responsible to keep the driveway clean and free of oil or other stains. No coatings, neither clear coatings nor colored coatings, may be applied to driveways.

Visitors' cars can be parked in the driveway over night, but the unit owner or occupant cannot store or service vehicles in the driveways or the streets.

Electric golf carts are not to be washed on condo driveways. They may, however, be washed on the street in front of an owner's unit.

Motorhomes & Trailers

Motorhomes and trailers shall not be parked longer than 48 hours on a street or private drive. This is consistent with a City of Mesa Ordinance.

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 Architectural Committee.

Resident Parking

Visitors' cars can park in the driveway over night, but the unit owner or occupant cannot store or service vehicle in the driveways. Refer to sections 4.12 & 4.13 of the Use Restrictions in the CC&R's..

Bicycles, Motorbikes & Motorcycles

Bicycles, motorbikes and/or motorcycles shall be kept garaged when not in use. Overnight parking or storage of such vehicles on driveways or on the front or rear patio is prohibited.

Driving or Parking in Common Areas

Driving or parking of any vehicles, including motorbikes, motorcycles, bicycles or golf carts in any granite/rock or greenbelt common area is prohibited.

An owner who engages the services of an outside contractor for any approved construction project, is required to inform and prevent the contractor from violating any provision of the preceding paragraph. The contractor must also be informed that he is not permitted to deposit any dirt or other debris in the granite or greenbelt common areas. A contractor's negligence causing damage or debris removal is considered the unit owner's responsibility.

Pest Control

Pest control problems are to be reported to the Community Association Manager.

Pets

No dogs, cats or any other animals, nor any birds, fowl, reptiles, poultry or livestock shall be maintained or kept in any Units or on any other portion of the Condominium. (per CC&R'S)

Pictures, Posters, Glass Ornaments, etc.

No pictures or posters are to be displayed on the inside of any window visible to the outside. Glass holiday ornaments and holiday cards may be displayed as part of the holiday decoration, but are subject to the same time frame as stipulated for the display and removal of such decorations. The American flag may be hung on the inside of any window visible to the outside on the day of a recognized national holiday only, and not on a permanent basis.

Poles

No poles, stakes, posts or similar projections, including seasonal decorations, are to be driven or implanted in any common area.

Roofs

Board authorized personnel only are permitted on any condominium roofs. Such authorization is automatically extended to licensed contractors engaged in the repair or servicing of the roof mounted HVAC units; or engaged in the installation of such items as skylights, solar tubes, vents, etc., providing they have been pre-approved by the Architectural Committee.

Signs

For Sale signs can be displayed only in the front of the unit, limited to one and limited in size not to exceed 5 sq. ft.

An **Open House** sign, measuring no greater than 2' X 2', and mounted on runners may be placed on the granite alongside the driveway on the day of an open house. Such sign 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. In addition, two directional signs may be placed in the community, but not at the main entrance.

Sold signs and **Sale Pending** signs must be removed 15 days after being erected.

For Rent or **For Lease** signs are limited to one not to exceed 5 sq. ft., and may be displayed only inside a window of the unit.

Security stickers on windows are permitted if less than 3" x 5" in size.

Permission must be obtained from the Board for the display of any other sign.

Storage

The front and back patios cannot be used for storage. Large hose reels and hose carts are to be confined to the rear patio area. A single stationary hose reel, flush with the cement patio surface, measuring no larger than 20" X 20" X 20" is allowed on the front patio or a clay (terra cotta) hose storage container, not to exceed 18" in overall diameter with a 12" or less diameter opening not to exceed 9" in height is also allowed.

Structural Repairs

Owners and/or occupants are responsible for repair costs of any unit damage caused by them.

The Community Association Manager and/or the Board must order unit repairs. The Association will not pay for unauthorized repairs.

Window blinds, drapes with white backing, shutters and roll down shades are the only coverings permitted on the inside of windows. Styrofoam, cardboard, bedsheets 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 and tears and other damage at the unit owner's expense. Window screen frame must match the color of the window frame, and the color of the screen must be black.

Yard and Garage Sales

The Sunland Springs Village Activities Office sponsors semi-annual community wide garage sales. All residents who wish to hold a yard or garage sale are encouraged to participate in the community wide events and forego independent yard sales. Any homeowner wishing to deviate from this policy must obtain a waiver from the Architecture Committee.

**SUNLAND SPRINGS VILLAGE
GARDEN CONDOMINIUM HOMEOWNERS ASSOCIATION
MONETARY PENALTY SCHEDULE**

**ADOPTED: November 1, 2001
EFFECTIVE: January 1, 2002
REVISED: November 15, 2003**

Monetary penalties for violations of the CC&R's and rules of the Association shall be imposed according to the procedures set forth as follows:

Written notice will be sent to the homeowner at the mailing address as it appears on the records of the Association at the time of notice. The **FIRST NOTICE** shall be a violation letter with **no fine** imposed and shall give the owner 14 days to comply. The notice shall include:

- 1) The nature and date of the violation.
- 2) A date for correction of the violation.
- 3) A simple notice that the action is a violation of the Sunland Springs Village approved policy guidelines.

If the violation is not corrected before the time period specified in the first letter, a second notice will be sent. The **SECOND NOTICE** shall be a violation letter with **no fine** imposed and shall again give the owner 14 days to comply. The second notice shall include:

- 1) The nature and date of the violation and the date of first notice to owner.
- 2) A date for correction of the violation.
- 3) The fact that a monetary penalty will be imposed for failure to correct the violation or for repeat violations of the same rule as determined by the Board.

If the violation is not corrected within the given date or if the same violation reoccurs within a six (6) month period of the previously written notice, a **THIRD NOTICE** will be sent. The third notice shall include:

- 1) The nature and date of the violation and the dates of the first and second notices to owner.
- 2) The fact that a monetary penalty **will be imposed** at the next Board Meeting if not appealed. The amount of the monetary penalty will be given.
- 3) The manner in which the owner will be provided with an opportunity to be heard with respect to the violation and/or the monetary penalty.

The owner will be provided an opportunity to appeal the violation and the fine in the following way:

Within fourteen (14) calendar days following the date of the third notice, the owner must appeal the fine in writing to the Board and/or appear in person before the Board at the next Board Meeting.

- 1) Appeal shall demonstrate extenuating circumstances, which require deviation from the CC&R's and/or guidelines.
 - 2) Appeal shall include all pertinent backup information to support the existence of the extenuating circumstances.
- A fine of \$25.00 will be assessed for an uncorrected violation of the same article of CC&R's and/or rules of the Association.
 - Subsequent violations of the same rule occurring within a six (6) month period, will be assessed a \$50.00 fine for the second violation, and \$75 for subsequent violations.
 - The period for corrective action will in all cases be fourteen (14) days.

- If at any time the Board determines that the homeowner has no intention of complying with the rules, then the Board may exercise the option to pursue corrective action through legal means.
- Monetary penalties imposed shall be enforceable in the same manner as unpaid assessments.
- All decisions of the Board are final and may not be further appealed.

Sunland Springs Village Golf Condominium Association Architectural Change Form

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

Date: _____ Condo Unit Number: _____

Condo Owner Name: _____

Signature: _____

Address: _____ 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.

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.