
Saguaro Woods Homeowners Association

TO: ALL OWNERS
FROM: TRACY SCHOFIELD, CMCA ~ COMMUNITY MANAGER
SUBJECT: UPDATED TO THE RULES & REGULATION
DATE: 27 AUGUST 2021

Included please find the updated rules and regulations. These were reviewed and voted upon by the Board of Directors at their last meeting. Please take the time to thoroughly read these rules. I have marked changes in bold, however, it is important that you read and follow all of them.

Most notably is the change to what is allowed outside of the enclosed patios. The Board has unanimously voted to NOT allow any personal items to be kept in Common Area. This includes, but isn't limited to chairs, tables, potted plants, decorative items, garden decorations, or the like. All personal property needs to be contained within your unit and/or your private patio. However, this does not mean your private patio can be used for storage; it must be kept in a neat manner.

Owners are responsible to make sure your tenants, guests and invitees are aware of and follow these rules (as well as all documents governing the use of the property). Owners are responsible for the violations and any assessed monetary fines.

All owners will have thirty (30) days to clean up their areas (outside of the personal patio and patios) to adhere to these rules. Items left in the Common Areas after the expiration of thirty (30) days may be removed without further notice. Notices will begin after and will follow the fine policy at the end of these rules.

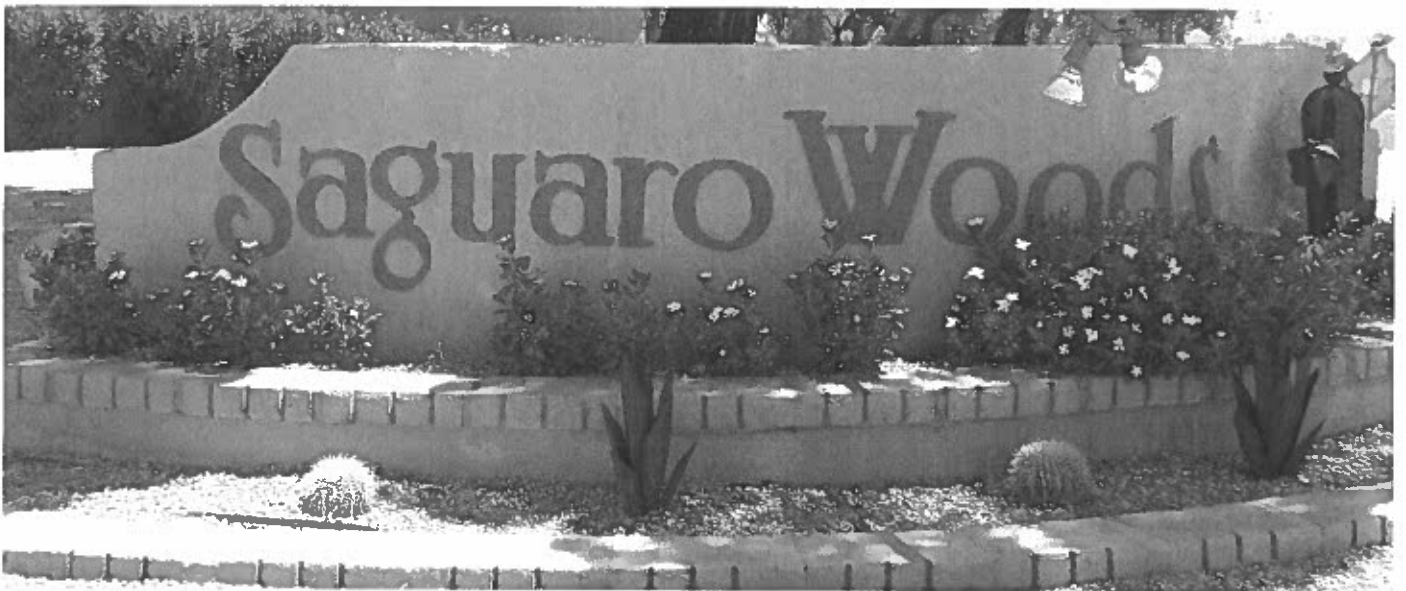
Please do not hesitate to contact me with questions/concerns.

Tracy Schofield, CMCA
Community Manager
(480) 967-7182 ext. 104
tracy@metropsaz.com

Saguaro Woods Homeowners Association

Rules and Regulations

Revised August 2021



Saguaro Woods Homeowners Association

c/o Metro Property Services

150 E. Alamo Dr. #3, Chandler AZ 85225

Rules and Regulations

Attention all owners and residents and guests

It is the responsibility of all homeowners in Saguaro Woods to be familiar with and abide by these rules and regulations. It is each homeowner's responsibility to inform tenants and guests, as well as rental agencies handling a Saguaro Woods property, of these Rules and Regulations. Owners are responsible for the actions of their tenants, guests and invitees.

ANIMALS

DOGS AND CATS:

Article VII, section 2, Animals (revised), dated November 20, 2006, of our CC&R's recorded as part of the ordinance of Maricopa County Government Seal, stated cats or dogs shall be permitted from this day November 20, 2006 (including those owned as of this amendment).

INSTRUMENT FOR AMENDMENT OF DECLARATION OF HORIZONTAL PROPERTY REGIME TOGETHER WITH COVENANTS, CONDITIONS AND RESTRICTIONS FOR SAGUARO WOODS HOMEOWNERS ASSOCIATION

Article VII, Sections 2. No animal, bird, fowl, poultry, or livestock, other than a reasonable number of common household pets such as dogs, cats, fish, and birds in cages shall be maintained on the premises. This is only if they are kept solely as domestic pets and not for commercial purposes. **No bird or animal shall be allowed to make an unreasonable amount of noise or to become a nuisance to other owners or residents.** No structure for the care, housing or confinement of any animal or bird shall be maintained so as to be visible from neighboring properties.

The board shall conclusively determine, in its sole and absolute discretion, whether, for the purposes of this paragraph, a household pet is creating a nuisance, or whether the number of animals or birds maintained in any apartment is reasonable. As used in this declaration, the term "reasonable number" with the respect to dogs, cats, and birds, shall be deemed to be a maximum of two (2) each. Dogs must be on a leash when not confined in the condos, enclosed yard or patio areas. Owners or residents are responsible for cleaning up after the pets and they shall not allow such pet(s) to create unsanitary conditions anywhere on the property.

From this day forward all pets except fish shall be registered with Property Management pursuant to rules and regulations brought forth by the Board of Directors. A \$100.00 security deposit per dog must be paid to the Association for all dogs, or any other animal the board deems to warrant a security deposit. New animals must be registered with the association and the security deposit paid within thirty (30) days of moving onto the property of Saguaro Woods. A \$50.00 fine will be fined monthly until these deposits are paid. Any fines or monetary penalties imposed by the Association upon an

owner or resident will be applied first to the security deposit. **There is a 50lb. weight limit for any pet.** No animal deemed vicious by the Maricopa County Animal Care and Control shall be permitted in the Association at any time. No aggressive dog as defined in A.R.S. 11-1014.014(D)(1) shall be permitted in the Association at any time. All Animals allowed out of their condos must have proof of updated vaccinations. Fines will be issued to all people not cleaning up after their animal as follows: 1. Notice, 2. \$50.00, 3. \$100.00, 4. \$200.00. If you receive 3 fines your animal will be removed from the premises. If the animal is still not removed a \$200.00 a month fine will continue until the animal is removed. Your animal must be on a leash if it is not in your condo, or patio area. **There will be no pets in Pool area at anytime.**

ARCHITECTURAL

Absolutely no additions, modifications or changes may be made to the exterior of the unit/building without Board approval. Examples include, but are not limited to, satellite dishes, front doors, security and screen doors, patio covers, shade screens, and windows. When in doubt please contact the management company.

ALL EXTERIOR CHANGES REQUIRE APPROVAL PRIOR TO INSTALLATION.

BUILDING EXTERIORS (added 8/2021)

1. Bird feeders, including hummingbird feeders, are not allowed.
2. Please do not feed the wildlife.
3. No more than two (2) wind chimes per unit and they must be attached to the patio cover; they cannot be attached to the exterior of the building.
4. Decorative Items cannot be attached to the building walls.
5. Artificial plants, potted or otherwise, are not allowed.
6. No more than four (4) visible potted live plants are allowed on the patio walls. No pots, decorative or with plant life, are allowed to be placed on the outside wall of the patio, outside the front door or anywhere on the common area.
7. Flags are allowed to be attached to your personal patio walls and cannot hang over walkways, sidewalks or otherwise interfere with the ability to safely walk around the building. Only flags approved by the state of Arizona are allowed. Acceptable flags are the American, state of Arizona, all military (including coast guard), POW/MIA and the Gadsden. No more than two (2) flags per unit.

CARPORTS

8. The owner is responsible for clean up and damage to their assigned carport caused by resident of their unit.
9. By Fire Code, carports must be kept clear of all articles other than garbage receptacles, car or cycles, all to be kept in your assigned places.
10. Electricity from carports and laundry rooms are not to be used for any private use.
11. There are two (2) trash containers to each building and one container shall be placed on each side of the carport.
12. On collection days the cans are to be placed at the respective end of the building so not to interfere with vehicular traffic in the community or access to a carport, or another mutually agreed upon location by the residents of the building.

CONTACT INFORMATION

1. Management and HOA Secretary are to have all current addresses and phone numbers of current owners, as well as phone numbers of tenants of the unit. Please notify the management company of these numbers within 30 days of new ownership or new tenants.
2. In case of emergencies we would like day time numbers of residents of each unit. This is a good time to also tell management of all pets residing at this address.
3. Owners who are renting are obligated to inform management of Renter information/contact numbers. The owners are also responsible for updating this information.

GARBAGE

1. Garbage collection is provided by the Association.
2. There is no recycling services for the Association.
3. There is one container to be shared by two residents, per each carport provided under contract with Republic Services.
4. Garbage must be in tied plastic bags and kept in containers.
5. Garbage containers must be kept in carports and placed out no earlier than the eve before trash pickup. They shall be taken back in the night of pickup.

INSURANCE

The Association carries insurance coverage for the community. Unit owners should carry personal property insurance and coverage for the Association's deductible. The Association has a \$10,000 deductible for property damage and a \$20,000 deductible for water damages. Owners are responsible for this deductible if the cause of damage originates in their unit and/or is caused by their (including but not limited to their tenants, guests and invitees) actions. Owners are responsible for any and all damages to Common Area caused by themselves, their tenants, guests or invitees.

LANDSCAPING

1. The Association is responsible for maintaining all landscaping on the property with the exception of inside the patio areas. Please do not plant, remove or alter any of the landscaping, sprinkler heads or drip lines. Please report any issues to Management.
2. No climbing in trees.
3. **Residents are responsible for all landscaping inside a private patio area.**
 - a. No plant material may be attached to the building.
 - b. All plant material must be properly maintained, trimmed.
 - c. Plants/trees cannot rub against the building.
 - d. Weeds must be removed in a timely fashion.

LAUNDRY ROOMS

1. Doors are to be kept closed and LOCKED when not in use.
2. Please turn off the lights when not in the room.
3. No overloading of machines with clothes so that the machine is not in balance, thus causing damage to the machine and a service call is required. The homeowner will be responsible for this cost, not the HOA.

4. No water hose or any other item is to be used to fill washing machines. If there is a problem please let management know and a service order will be issued. If you are caught filling your machine this way, you will be fined.
5. Please use the machines in your building, not your neighbors. If yours needs repaired, please report, then ask neighbor if you can use.
6. Do not leave your clothes in machines for extended lengths of time. This ties up machines and your neighbors can not use machines. **PLEASE BE CONSIDERATE!!!**
7. Residents are responsible for keeping the laundry room clean.
8. **Replacement laundry room keys are \$5.**
9. Only items used for the purposes of washing and drying clothes are allowed to be stored in the laundry room.
10. For washer or dryer problems CALL 480-967-7182 ext 104.

MAILBOXES

1. The Association is responsible for the mailbox parcel as a whole but is not responsible for the individually assigned boxes.
2. The Association does not have mailbox keys.
3. Lost keys or new locks are the owner's responsibility and may be obtained from the post office or a qualified locksmith.

NOISE RESTRICTIONS

After 11:00 pm. loud noises (loud music, automobiles and motorcycles engines carelessly being revved) are not permitted. People coming on to the property must visit inside the condos and not gather in the common area unless pre-approved by the Board of Directors. **Please think of your neighbors!**

ABSOLUTELY NO FIREWORKS ARE ALLOWED TO BE DISCHARGED ON THE PROPERTY.

NON-MOTORIZED VEHICLES

1. Motorized Scooters are not allowed on any part of our complex. This is also a Town of Fountain Hills ordinance.
2. Skateboards are not allowed in complex due to hazard risks to both skateboarders and pedestrians.
3. Bikes are not to be ridden on common areas.

OUTSIDE LIGHTING

1. No colored porch lights allowed except white or yellow bug lights. Holiday lights are exception to this rule. But these must be taken down within 2 weeks after the holiday.
2. String lights are not allowed to be hung on the patio covers or around windows and doors, except during the normal recognized holidays.
3. The Town of Fountain Hills Dark Sky Ordinance must be adhered to. No lights may shine on neighboring properties. All outdoor lighting must be 3000K (Kelvin) or less.
4. **No landscape lighting is allowed in the common areas - this is defined as outside of the private patio area.**

PATIO AND BALCONIES

1. No clotheslines are to be placed so that they are visible by anyone from the outside of the unit.
2. No clothing, dog beds, towels, or other items are to be draped over railings, walls, or fences that can be seen from by anyone on the outside.
3. Only typical outdoor items may be kept on the patios. Outdoor items include outdoor furniture, grill, and bicycles. No fitness equipment, indoor furniture, appliances, ladders or the like are allowed to be stored on the patio.
4. Security doors are regulated as followed:
 - a. Security doors are to be wrought iron.
 - b. Approved security door colors are to be almond, dark brown, black or the exterior trim color of the building.
 - c. Metal screen doors can remain as is.
5. Gates are to be wrought iron, no wood. The color is to be same as outside stair railings or the same color as the buildings.
 - a. No trash bags, sheets or blankets may cover the gate.
 - b. Wood slats may be installed but painted to match the iron color.
6. Front door entry is either to be wood or painted the same color as building.
7. There will be no gas or charcoal grills on the balconies of the "D" units per the Fountain Hills Fire Codes. All grills are to be 3 feet from any structure while in use.
8. Grills, charcoal or gas, are not allowed to be used within 10 feet of the building or under a patio cover; as per the Town of Fountain Hills Fire Code.
9. There is to be no water mist systems installed on or near units.
10. **Personal items may not be stored or kept outside of the private patios; this includes tables, chairs, fire pits, children's toys, etc.**
11. **No construction materials allowed to be stored outside of the unit.**
12. **No more than two (2) umbrellas are allowed on the private patio, fabric/design must be the same if there are two umbrellas. Umbrellas must be kept in good condition.**

PATIO COVERS

1. Must have board approval before installation, if not you will be asked to remove the cover, at the owner's expense. Please call the management company for the patio design guidelines.
2. The patio cover is to match the exterior color of the buildings.
3. All patio covers must be properly maintained. Any cover in poor condition must be removed and/or repaired promptly.

PATIO SHADES

1. Roll shades are allowed within the patio area only.
2. All shades must be roll up kind.
3. All shades must be neutral in color – tan or natural.
4. Owner is responsible to maintain shades. In the event a shade becomes damaged or worn it is the owner's responsibility to remove and/or replace at their expense.
5. Owner is responsible for any and all damages to the building.
6. If the shade is removed and not replaced the owner is responsible to restore the building to its previous condition.

7. Requests for patio shades must be in writing on an Architectural Request form and must be approved by the Board of Directors prior to installation.

POOL KEYS

For owners who have rental units it will be the owner's responsibility to furnish a key to the tenant. There is a \$50 charge to the owner to replace or obtain an additional key.

RENTAL UNITS

1. All Rules and Regulations are to be followed by renters as well as owners.
2. Owners are responsible for the actions of their tenants.
3. Any fines accumulated by the renters are the owners' responsibility. The owner has the right to address the Board of Directors concerning these fines.
4. All renters must give their name and day and night time phone numbers in case of emergency and management needs to reach them. If not given a fine of \$15.00 may be assessed to the owner's account.
5. The owner of unit will give all renters a copy of rules and regulations. If they do not have any available, they will be provided by Management Company at owner's expense. All owners are required to return the signed acknowledgment form provided by management.
6. Renters are subject to the same pet deposits of \$100.00 per dog. No dog over 50lbs. No more than two (2) dogs per units. No vicious animals as deemed by Maricopa County Animal Care & Control or aggressive dogs as defined in ARS 11-1014.01(D)(1) are allowed.
7. Any damage done to common areas of complex that is a result of a renter, the homeowner of said unit would be held responsible for the monetary amount for repair. The owner will have 45 days to pay for damages before fines will accumulate.

SATELLITE DISHES / CABLE TV

1. Notify management before installing dishes or cables. There are certain guidelines to follow, and a waiver to fill out.
2. Dish is not to be installed where it will be obtrusive to people viewing from ground. Dishes and antennas cannot be mounted on walls or patio walls or fencing.
3. Dish cannot be attached to the roof; a sled must be used to secure the dish.
4. **Cables must be attached to the building and painted to match the color at the point of attachment. Failure to do so may result in the wires being removed by the Association and at the cost of the unit owner.**
5. Residents are responsible for removing the dishes when the service is terminated.

SELLING UNITS

1. Upon sale of unit, all new owners are to be given by management, a copy of CC&R's as well as the Rules and Regulations and By-laws.
2. Keys to pool, mailboxes, storage units, laundry rooms, as well as the doors are to be provided by the previous owners. If they do not have them, the previous owner is responsible for the \$50.00 fee.
3. Management Company will collect \$100.00 pet deposit for each dog residing in the unit.

4. New owners must show proof of homeowners insurance within thirty (30) days of closing, to the management company either by fax or emailing proof of coverage.
5. New owners must sign acknowledging declaration of By-laws, Rules and Regulations which then constitutes a contract between the association and the purchaser within thirty (30) days of closing. If this is not done within thirty (30) days of closing, fines will be issued every week in the amount of \$25.00 until signed.

SIGNS

1. Realtor signs offering property for rent or sale are permitted on fences, balconies or may be displayed in the windows from inside the units only.
2. No posts and signs are to be installed anywhere in the common area.
3. Signs can not be larger than the industry standard size of 24" x 36".
4. Open House signs are permitted on the property during the hours of the open house only.
5. Personal commercial signs are prohibited.

SKYLIGHTS

1. Skylights or similar products are not permitted to any unit, due to damage to roof and difficulty of maintaining.
2. The few that are already installed are required to sign a waiver stating the HOA is not responsible for any damage from these lights.
3. The home owner is also responsible for any upkeep, any damages and/or leaks due to these skylights.

SWIMMING POOL

Rules for the pool are posted in the pool area and must be strictly adhered to. Fines will be administered if caught.

1. Restroom door is to be kept locked at all times. Your pool key opens door.
2. No glass of any kind (bottles, drinking glasses) in the entire pool area.
3. **NO LIFEGUARD ON DUTY**
4. All guests **MUST** be accompanied by an owner or tenant of Saguaro Woods.
5. All persons who are not able to proficiently swim must be accompanied by a person who is proficient in swimming.
6. **ALWAYS WATCH CHILDREN AROUND WATER.**
7. Pool use for Saguaro Woods residents and 2 guests. If you want more guests, Property Management must be notified.
8. Property Management must be notified for any party or gathering at the pool area. There is a form to be filled out and \$50.00 refundable deposit is required. Pool will still be available to residents at this time.
9. **POOL HOURS**
Summer hours are 7:00 am to 11:00 pm.
Winter hours are 9:00 am to 7:00 pm.
10. No smoking inside pool area.
11. **NO PETS AT ANYTIME IN THE POOL AREA** as per the Maricopa County Health Code.
12. No skateboards or bikes in the pool area. If riding a bike to pool area, please lock up outside of pool area.

13. Proper swimming attire must be worn in pool. No cut offs or frayed material, because this clogs pool motor. NO DIAPERS EXCEPT SWIMMING DIAPERS UNDER SWIMMING SUITS.
14. No one with an infectious disease allowed in pool due the spread of infectious diseases.
15. Keep gates locked at all times to prevent small children from getting in un-chaperoned.
16. Radios will not be loud or obtrusive to those at pool or neighboring units.
17. No loud or offensive language will be tolerated.
18. Trespassers will be prosecuted to the full extent of the law.
19. Violations of these rules could result in the facility being cited by the county and possibly being shut down.

Your pool privileges will be taken away and you could receive fines for any infractions of the above rules, or vandalism.

VEHICLES

1. Only emergency vehicle repairs are allowed (i.e. flat tire, dead battery).
2. Each unit is allotted one carport and one additional uncovered parking space. Please be considerate of your neighbors.
3. No more than three passenger (3) vehicles may be parked on the property unless otherwise approved by the Board of Directors.
4. Please park in your assigned location and do not park vehicle(s) across more than one space.
5. All vehicles have to be registered and current license tags. Expired registration is deemed an inoperable vehicle by MVD and may be towed at the owner's expense.
6. There will not be any commercial vehicles (except for repairs to the units), trailers, RV's, boats, motor homes, campers, and/or ATV's parked on premises.
7. Any resident with more than the allotted vehicles, vehicles with expired registration, vehicles which are inoperable (flat tires and the like), vehicles improperly parked and/or trailers parked in the community are subject to towing, without notice and at the vehicle owner's expense.
8. The Association is not responsible for vehicles that are towed; owners will need to contact the tow company directly for impound costs and location of the impound yard. Proper identification and ownership may be required to retrieve the vehicle.
9. Vehicles with excessive noise will not be tolerated.
10. No dumping of car fluids is allowed in the trash containers.
11. Leaks on asphalt and inside carports are the owner's responsibility to correct and will not be tolerated.

WASHER AND DRYERS (IN UNIT)

1. Requests for personal washers and dryers in the unit must be approved by the Board of Directors prior to installation. Failure to do so will result in the removal of machines at the owner's expense.
2. Appliances must be vent less **or vent through a vent already present in the unit.** This means you can not vent through the structure (roof or wall) of the buildings.
3. A professional licensed and bonded contractor must be obtained and approved by the Board of Directors before installing washer and dryer.
4. The Homeowners Association is not responsible for any mold development due to washer and dryer.

5. The individual home owner's insurance company needs to be informed of the improvement and an increase in coverage must be obtained for the washer and dryer. **THIS IS NOT THE ASSOCIATIONS' RESPONSIBILITY!!!!**
6. All washer and dryers installed are the responsibility of individual home owners and have to sign a waiver with property management.
7. Any damage resulting from washer and dryers to any resident's unit is the responsibility of the owner of washer and dryer.
8. Proper required permits must be obtained from the Town of Fountain Hills and included with application request.

WATER USAGE

1. The washing of vehicles is not permitted in the community.
2. No owner or tenant shall tamper with or re-adjust lawn sprinklers. Any malfunctioning sprinklers should be reported to Management Company.
3. Please do not hose down the sidewalks, carports, driveways or roadways.

WINDOWS

1. Acceptable window frame colors are black, bronze/brown, almond and tan. All new window installations must be approved by the Board of Directors prior to installation.
2. **All window coverings must be in good condition when visible from the outside. No blankets, sheets or similar products, cardboard, etc. are allowed to be visible. Tinted windows are allowed with approval from the Board of Directors. Reflective or colored tint is not allowed.**
3. **Sunscreens are allowed on the windows but must be of black screen material.**

ASSOCIATION FINE POLICY

Unless otherwise indicated the following fine policy is in effect:

1. Courtesy Notice: first letter indicating the breach of covenant, the date witnessed, and the opportunity to cure.
2. First Notice of Violation: second letter for the same violation and includes a fine of \$50. The owner may request the opportunity to be heard before the Board of Directors.
3. Second Notice of Violation: third letter for the same violation and includes a fine of \$100. The owner may request the opportunity to be heard before the Board of Directors.
4. Third Notice of Continuing Violation: fourth letter for the same violation and includes a fine of \$200. The owner may request the opportunity to be heard before the Board of Directors.
5. If the Board feels the owner is unwilling to correct the violation they may elect to send the file to the attorney for legal enforcement. Owners are responsible for all costs associated with the enforcement of the governing documents.

IMPORTANT PHONE NUMBERS

Emergencies (Police, Fire, Ambulance)	911
Sheriff's Department Non Emergency	(602) 252-7840
Animal Control	(602) 506-7387
Poison Control Hotline	(800) 222-1222
Snake Removal	(480) 945-6311

Metro Property Services

Tracy Schofield (480) 967-7182 ext. 104 tracy@metropsaz.com

24 Hour Emergency (480) 967-7182 ext. 1

Metro Property Services

150 E. Alamo Dr. #3

Chandler, AZ 85225

Phone: (480) 967-7182

Fax: (480) 921-9031

www.metropropertyservicesaz.com