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CAPTION HEADING:

Greater Granville HOA Rules & Regulations

DO NOT REMOVE

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GREATER GRANVILLE HOA RULES & REGULATIONS

Townhomes & all HOA Shared Common Areas August 24, 2020

It is the responsibility of the owner to know the CCRs and Rules & Regulations set forth by the Board of Directors. It is the owner's responsibility to inform the current occupants. Please keep contact information up to date. Please distribute these materials to occupants.

I. MEETINGS:

A. The Board of Directors meets monthly.

1. The Board of Directors are volunteer homeowners elected by the Members.
 - a. There are five Board of Director positions, consisting of staggered three-year terms.
2. These meetings are open to the members/homeowners. Some topics are discussed in executive session and are not open to the Members. Those categories are: (i) legal advice from an attorney; (ii) pending or contemplated litigation; (iii) personal, health or financial information about any Member; (iv) matters pertaining to the job performance of an employee; or (v) discussions relating to a Member's appeal of any violation.
3. Location, dates and times are posted on the Community Management Company's website and/or posted in the Common Areas.
 - a. Meeting agenda/information will be available on the Community Management website.
4. Owners attending are requested to sign in at the door for the HOA records.
 - a. Owners attending are asked to be quiet during the meeting so the volunteer Board of Directors is able to conduct business in an orderly and timely manner.
 - b. The board will follow parliamentary procedures.
 - c. There is a time for member comment after there is a motion and a second. Members will be recognized to speak at the appropriate time, pertaining to that motion only.
 - d. Homeowner Forum will be on the agenda.
 - 1). Those attending will be recognized to speak in an orderly fashion.
 - e. Members will be given no more than two minutes when addressing the board.
 - 1). If more time is needed, the board may request that it become an agenda item at a future meeting.

II. REPORTING COMPLAINTS/VIOLATIONS:

- A. All complaints and/or violations must be in writing to the Greater Granville HOA, c/o the Community Management Company. This can be by email or by letter. Each complaint must have complete & detailed information:
 1. Date
 2. Time
 3. Location
 4. Reason for complaint or violation, stating which provision(s) of the CCRs is/are being violated
 5. Photo(s) or video of person(s) or pet(s) committing act
 6. Correct Address of person(s) or pet(s) committing act
 7. Your name, address or lot number, and any other witnesses
- B. Complaints received from an anonymous source are not able to be addressed
 1. If the reporter requests to remain anonymous, the information received will be used by management to attempt to verify the complaint when visiting the property, but if the violation cannot be independently verified by management, no enforcement action will be taken.
- C. If the violation is against the law, or endangerment of any person(s) or property, notify the Police immediately and then follow above procedure in section IIA.
 1. The HOA does not get involved with personal civil disputes, those matters must be handled by the Police and/or the Courts.

D. Vendors must follow the City of Phoenix construction noise regulations.

1. Vendors may not start before 6am from May 1st to September 30th.
2. Vendors may not start before 7am from October 1st to April 30th.
3. Vendors must complete work by 7pm.
4. Excessive noise complaints would have to be addressed on a

case-by-case basis.

- a. Vendor complaints must be handled as any other complaint, (see II-A).

III. FINES & PROCEDURES (Adopted by the Board of Directors on December 3rd, 2018)

A. Do not ignore a violation notice if you receive one.

1. Notify the Community Manager if not sure of violation, or believe it is a mistake.
2. Notify the Community Manager if you need additional time to make the corrections.

B. The procedure of fines will be as follows for violations of the Rules & Regulations or CCRs, as instructed by A.R.S. § 33-1803:

1. 1st Notice-Initial violation/warning notice stating which provision(s) of the CCRs have been violated, and the person noting the violation, will be sent to the homeowner.

- a. Homeowner has twenty-one (21) days to correct or request extension in writing.
- b. Violation notice may be mailed to the occupants, if different than owner, but that is not a requirement of the HOA.
- c. The Homeowner is responsible to immediately notify tenants of violations.
- d. Homeowner is responsible for correcting the violation.
- e. Homeowner is responsible for any fines that occur from lack of corrective action by a tenant.

2. Acknowledge receipt, do not ignore, the second notice will be a monetary penalty.

3. 2nd notice-If violation is not corrected within the initial twenty-one (21) days and no letter of dispute has been received:

a. The second notice will include a monetary penalty of \$75.00, and an additional fourteen (14) day extension is granted.

4. 3rd notice-if violation is not corrected within the next fourteen (14) days, an additional monetary penalty of \$125.00 will be imposed, with an additional fourteen (14) day extension granted.

a. This violation process will continue until the matter is resolved.

b. The matter may be sent to attorney for legal action.

1) The homeowner will be responsible for legal fees and costs incurred in compelling an Owner's compliance with the CC&Rs.

2) Only the Board of Directors can vote to waive any fees.

5. If no repeat violations have occurred for the same violation for 180 days, the violation procedure restarts.

6. There may be processing fees in addition to any monetary penalty(ies).

a. Currently, \$15.00 will be added per certified letter sent. This amount is subject to change.

C. The violation procedure(s) referred to above, are intended for first time minor violations.

1. All other types of violations may be deemed separate and distinct and may be enforced according to the severity of the violation, i.e. repair costs, legal fees, etc. The Board reserves the right to send an account directly to an attorney in its discretion depending on the type and severity of the violation.

IV. PETS

- A. Homeowner(s) and/or tenant(s) who have pets are responsible for:
 - 1. Picking up pet waste immediately and disposing of it at Fido Station or dumpster.
 - a. Pet waste can be hazardous to the health of children playing and also to other pets.
 - 2. Keeping pets quiet.
 - 3. Damage to other's property, any exterior damage to units, and any common element damage.
 - 4. Keeping dogs on a leash at all times when in the community common areas.
 - a. Pet handler must be able to control the leashed pet at all times.
- B. It is the responsibility of the pet handler & owner to be aware of the Maricopa County laws.
 - 1. All dogs running loose within Greater Granville property are subject to pick-up by the Maricopa County Animal Control.
- C. Follow the procedure above, (Section II.A.1-7), to report witnessed violations with pets.
 - 1. An immediate fifty dollar (\$50.00) monetary penalty will be imposed for all pet waste or pet leash violations.
- D. No more than two pets per household are allowed.
 - 1. No resident(s) shall have more commonly accepted household pets than can be safely and sanitarily maintained.
 - 2. Board has the ability to grant an exception for extenuating circumstances.

V. COMMUNITY POOL

- A. To enter and/or exit the private community pool area, all residents must have their own electronic card key in his or her possession.
 - 1. There is no lifeguard on duty.
 - 2. All persons enter the pool area at their own risk with no responsibility to the Association or Management.
 - 3. Latch the gate securely upon entering, do not prop open, or leave unlatched. This violates county rules for safety.
- B. No one shall let anyone in the pool area who does not have their own key. This is a private community pool, not a public pool. Call the police against trespassers.
- C. No children under fourteen (14) years of age may use the pool, unless accompanied by a responsible adult at least eighteen (18) years of age.
- D. NO GLASS items allowed in the fenced pool area. This violates Maricopa County rules for safety.
- E. No barbeques or grills of any kind allowed in the fenced pool area.
- F. No pets allowed in the fenced pool area.
- G. No improper use of pool furniture. Pool furniture is specifically for sitting or lying on.
- H. No climbing on any structure(s): storage shed, pool equipment room or fence.
- I. No bikes, skateboards, roller blades, etc. allowed in the fenced pool area.
- J. No Private Pool Parties
 - 1. Maximum of four (4) guests per household.
 - 2. The resident must be present with the guests within the fenced pool area at all times.
- K. All persons are responsible for cleaning up trash or personal items brought into the fenced pool area.
 - 1. Personal belongings brought into the pool area are the full responsibility of the owner who brought them.
- L. Music and any other noises must be kept at a low volume. Be considerate of others.

- M. No obnoxious or offensive behavior will be permitted.
 - 1. Police should be called for persons who are dangerous to themselves or others.
- N. Observe all safety regulations. Anyone refusing to obey the pool rules is subject to removal of pool privileges.
- O. Proper swim clothing must be worn in the pool. Cut-offs, street clothes, or work clothes are not considered proper swim clothes.
- P. For all incontinent swimmers, only swim (waterproof) diapers are permitted. Diving is not permitted.

VI. CARS & VEHICLES

- A. No inoperable vehicle(s) are permitted upon the premises, except within an enclosed garage.
 - 1. Vehicles must display a license plate with current registration, even if parked in a covered assigned parking spot.
 - 2. No stored or abandoned vehicles are allowed.
 - a. This includes vehicles sitting in the same spot for periods of time, (ie: accumulating debris, cobwebs, oil), which in the board's opinion detract from the property.
 - 3. Violating vehicles are subject to be towed at owner's expense.
 - 4. Any motor vehicle that is creating loud or annoying noises within the property is prohibited.
- B. Major vehicle repairs are not permissible anywhere upon the complex.
- C. Minor repairs must be completed by dusk and worked on only within the resident's assigned covered parking area or garage.
 - 1. No repairs of any kind will be allowed upon the streets or guest parking within the complex.
- D. Residents are responsible for ALL cleanup after minor repair work is complete, (ie: oil spills, discarded parts, tools, etc.).
- E. Boats, trailers, and RVs are not to be on the premises except for periods of loading and unloading, which shall not exceed twenty-four (24) hours.
 - 1. No storage of such vehicles will be allowed except in an enclosed garage.
- F. Violations may result in the vehicle being towed at owner's expense.

VII. PARKING

- A. The parking areas are for the use of operable motor vehicles only.
 - 1. No storage of inoperable vehicle(s), material(s) or item(s) is permitted in the parking areas.
- B. No parking along designated red curbs, fire lanes, common areas, entrance to dumpsters, or blocking walkways.
 - 1. These areas must be kept clear at all times.
 - 2. Violations will result in vehicle being towed at owner's expense.
- C. All vehicles must be parked within their designated carport area, driveway, or garage.
 - 1. Vehicles must fit within the lines of the parking space.
 - a. Vehicles that do not fit within the lines, are considered too large, and should not be parked at the complex.
 - b. Vehicle must not hang over into landscaping areas.
- D. Guest parking is for residents and guest to use temporarily.
 - 1. No storage of vehicles of any kind will be allowed
- E. No parking or driving upon any of the landscaping areas will be allowed.
- F. Violations may result in vehicle being towed at owner's expense.

VIII. GARBAGE

- A. No resident shall allow, keep or store unsightly objects, materials, or common refuse upon the exterior of the property.
 - 1. This includes the back yard areas, no belongings should cause or permit any unsanitary conditions to exist.
 - 2. All garbage must be removed and placed in garbage dumpsters daily.
- B. No refuse of any kind shall be left anywhere in the complex.
 - 1. This includes the neatly tied, used Fido dog waste bags.
- C. Do not overfill a trash bin/dumpster above the top of the bin.
 - 1. If the dumpster is full, (trash to the top of the bin), take additional refuse to another dumpster.
 - 2. Do not leave trash on the ground beside or in front of trash bins/dumpsters.
 - 3. Dumpster lids should be kept closed.
- D. Large bulk trash items such as furniture, appliances, etc., are not to be placed inside of any dumpsters.
 - 1. Large bulk trash items should be placed beside/next to the dumpster enclosure.
 - 2. Do not obstruct the front of the dumpster trash bin.
 - a. The dumpster must have clearance in front to facilitate trash collection.

IX. COMMON GROUND

- A. No climbing on walls, fences, or trees is permitted in the community.
- B. No defacing of trees or other plant materials is allowed.
 - 1. This includes debarking, carving, writing, etc.
- C. No graffiti of any kind is allowed in any part of the Greater Granville Community.
 - 1. This includes buildings, fences, walls, pool area patio furniture, park area tables and chairs, etc.
- D. No one is allowed on the roofs of the townhomes or carports unless specifically authorized.

X. ARCHITECTURAL REVIEW COMMITTEE (ARC)

- A. There may be a minimum of two and a maximum of five ARC members.
- B. Members can volunteer to be appointed by the Board of Directors to serve on the ARC.
 - 1. Only one board of director is required to be on the ARC.
 - a. A Board of Director is required to chair the ARC meetings.
 - b. Regularly scheduled ARC meetings are subject to the open meeting laws, ARS § 33-1804(A).
 - c. Occasionally, the ARC will get together to work on policies or discuss applications, which will be incorporated into the next board of director meeting.
 - d. Members/Homeowners who are interested in being on the ARC are encouraged to submit a letter of interest to the Board of Directors.

XI. WHAT MUST BE SUBMITTED FOR ARCHITECTURAL REVIEW COMMITTEE (ARC) APPROVAL:

- A. Anything visible above the townhome fence line must be approved by the ARC, in writing, prior to installation.
1. The ARC application is available on the community management website.
 2. No improvements, alterations, repairs, landscaping or other work which in any way alters the exterior appearance, including the exterior color scheme, of any property shall be made or done without the prior written approval of the Architectural Review Committee.
 - a. Owner must keep their letter of approval for their own records.
 - b. Owner may not deviate from the plans as approved by the Architectural Review Committee.
 - c. Homeowner is liable for HOA costs resulting from unauthorized property changes.
 - d. This includes landscaping of trees or bushes, no landscaping should be leaning on, hanging on, or growing over any of the HOA common property.
 - 1) Bushes/trees in rear patio should be potted and not grow above the fence line.
 - 2) No type of fruit-bearing trees will be approved.
 - a.) These trees attract pests.
 - 3) No type of palm tree variety will be approved.
 - a.) These trees have aggressive roots, attract pests, and are high maintenance, thus creating a lot of litter.
 - e. This also includes ladders, pipes, furniture, boards, carpets, or any personal item should not be hanging over, or leaning against a fence or building.
 - 1) Personal items need to fit in the storage shed or garage and must not be in view above the fence line.
 - 2) No boxes, bags, or any loose items should be stacked, scattered, or stored in the backyard.
 - f. Outdoor furniture is allowed inside of the back yard area only, no furniture is allowed in the HOA common area landscaping.
 - g. String lights, and wind sails are not to be hung or attached on the HOA building.
 - 1) The ARC must approve anything visible above the fence line.
 - h. Personal items may not be in the HOA landscaping.
 3. No decorations, shelves, windchimes, wind sails, satellites, antennas, security cameras or any other attached object in view above the fence line, or along any part of the exterior of HOA buildings or fences is allowed without prior written approval.
 - a. It is a violation if the items are not approved through ARC.
 - b. If the HOA must perform or repair after the removal, the owner will be billed for the expenses incurred.
- B. Front and back doors, or security screen doors must be approved by ARC.
1. Security screens and all unit doors must be properly maintained.
 2. There is only one approved color DET442 Rocky Mountain Red, for the front and back doors and security screens.
 3. Changing the style of any door must be submitted to the ARC for approval.
- C. Applications to request review and approval by the Architectural Review Committee are needed for exterior changes, and anything above the fence line in the backyard.
1. No items are approved to be in the HOA common area landscaping.
 - a. Do not leave any furniture, or any personal belongings, in the common landscaping areas.
 - b. Common areas must be kept free of personal items for maintenance, liability, pest control, and safety reasons.

- D. Patio covers must be approved by the ARC.
 - 1. Patio covers may be required to be removed for building maintenance access.
 - a. Removal for maintenance access and reinstallation will be the sole responsibility of the owner.
 - 2. Patio covers must be properly maintained, or removed.
 - a. Patio covers must not be neglected, or show wear and tear.
 - b. There is only one color for trim, approved in March 2019, must be painted DE6127 Finest Silk paint color.
 - 1) Bare wood is not an approved color.
 - 2) Metal flashings must also be painted.
- E. Window changes/upgrades must be approved by the ARC.
 - 1. Windows and frames must be properly maintained by the homeowner.
- F. No items are approved to be attached to the HOA buildings.
 - 1. Damage from hooks, unused utility cables, brackets, etc. eventually cause damage.
 - a. Remove unused items attached to the HOA common buildings.
 - b. Owner is responsible for repairs caused by items attached to their unit.

XII. MISCELLANEOUS:

- A. SATELLITE DISHES, and ANTENNAS, (adopted at the March 23rd, 2020 meeting, effective April 2020).
 - 1. Satellite dish or antenna brackets may only be installed in the fascia boards of the shed/storage room.
 - a. Installation in the siding or shingled roof voids the contractor's leak warranty.
 - 1) Owner will be responsible for any leak related damages to the HOA common area.
 - 2) HOA will repair the damages, and owner will be responsible for the cost to correct.
 - 2. If there are signal quality issues, owner must submit for HOA Architectural committee approval.
 - a. Approval must be obtained prior to installation in any other location.
 - 3. Inoperable satellite dishes must be removed.
 - 4. Satellite dishes must be removed prior to owner transfer, or sale.
 - 5. Proper removal is required, owner will be responsible for damages to HOA buildings, and cost for repairs of improperly located brackets.
- B. Personal PATIO UMBRELLAS or PORTABLE CANOPIES may be used with the following conditions.
 - 1. Umbrellas or canopies must be contained within the rear patio, may not lean on or over any fencing, shed or building.
 - 2. Umbrella or canopy material must be properly maintained, frame not broken or bent, must be properly functioning with no holes and/or torn material.
- C. SECURITY CAMERAS
 - 1. Camera request may be approved through the ARC for personal use to monitor private, personal back yard only.
 - 2. No more than two cameras will be approved.
 - a. No cameras may be mounted on the side or front of any part of the HOA buildings or fencing.
 - b. No cables may be strung into the HOA common area.
 - 3. Camera may not be mounted on roofing shingles or building siding on any part of the HOA building or fencing.
 - 4. Owner is responsible to remove, patch, paint when cameras are no longer in use.

D. Real Estate Signs

- 1.No Real Estate sign of any sort may be placed in the Common Areas.
- 2.Real Estate signs of any sort may be placed in the window of the townhome only.
- 3.Maximum sign size of four-square feet is allowed in window only.

XIII FEDERAL FLAG POLICY

- A. No flags of any sort may be placed on the common HOA grounds.
- B. May have no more than two flag brackets placed in the trim board only, between four feet and six feet in height, in close proximity to the front door.
 1. Maximum flag size allowed is three feet by five feet.
- C. Residents are required to follow the proper Federal Guidelines for the Federal Flag Policy and State guidelines per ARS § 33-1808.
- D. No other flags are approved.
 1. May submit for ARC (Architectural Review Committee) approval by filling out the form on the website.

XIV SECURITY

- A. Report any suspicious or unusual activities to the Phoenix Police Department Crime Stop at 602-262-6151.
 1. If you witness any immediate harm to person(s) or property, call Emergency 911.
 - a. Be a good witness, describe persons/clothing/colors, autos/make/model/color, get license plates, take photos if safe to do so, get as many details as safely possible.

CERTIFICATION OF ADOPTION OF RULES

I, Moira Huss, in my capacity as HOA Board President of the Association, hereby certify that the above Rules were adopted by a majority of the Board at a duly noticed meeting held on the 24th day of August, 2020.

THE GREATER GRANVILLE HOA

BY: Moira Huss



Its: President, Greater Granville HOA