

Los Olivos Hermoso Townhome Association

Rules and Regulations

Effective: September 2022

**LOS OLIVOS TOWNHOME ASSOCIATION
RULES AND REGULATIONS**

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LOS OLIVOS HERMOSO – TOWNHOME ASSOCIATION

ASSOCIATION RULES AND REGULATIONS

GENERAL INFORMATION

These Rules and Regulations have been revised as of August 2021 and supersede any Rules and Regulations prior to this time. All Owners of units in Los Olivos Hermoso are obliged to comply with these Rules and Regulations as part of the Community Documents of the Association and they are a part of the legal governing documents of the Association. (CC&Rs Article 8) Any questions regarding these Rules and Regulations should be referred to the Board of Directors through Los Olivos Hermoso's management company.

Each Owner of a unit which is rented or leased is responsible to see that the tenants of the unit have a copy of this document and that these tenants understand that the Owner is responsible for any breach or violation of these Rules and Regulations and any fines or penalties imposed as a result of any breach or violation of these Rules and Regulations. The use of the term "Owner" implies the Owner as the responsible party when a unit has a legitimate non-Owner in residence.

REFERENCES:

- CC&RS:
<https://www.visioncommunitymanagement.com/media/vcmdocs/368757.pdf?613114a890eb7>
- Arizona Revised Statutes (ARS): www.azleg.gov/arstitle/
- Phoenix Municipal Codes: <https://phoenix.municipal.codes/CC>
- Maricopa County: <https://www.maricopa.gov/DocumentCenter/View/5461/Chapter-6-Section-1--General-Provisions-PDF?bidId=>

ASSOCIATION FEE

The Homeowner Association assesses a monthly fee for the payment of Association obligations, including, but not limited to the following: water, sewer, trash removal, maintenance of the common and shared areas, maintenance of the swimming pools and tennis court, some painting of the exterior of the buildings, maintenance of streets, common area plantings, administrative expenses, and insurance (unit structure only). The Association is not responsible for roof repairs, taxes, insurance for personal contents, and liability of Owners, residents or tenants. The monthly fee may vary from year to year, as determined by the Association budget requirements. (CC&Rs Article 5)

The Association Fee is due the first day of each month and is considered late if not received by the 15th of the month. A late charge is assessed if the fee is not received by the 15th of the month. Association fees may be paid in one of the following ways:

- Via Mail: Make check payable to Los Olivos Hermoso and reference your account number on the check. Mail to:

LOS OLIVOS HERMOSO
C/O VISION COMMUNITY MANAGEMENT
PO BOX 65422
PHOENIX, AZ 85082-5422

- Online: Pay by either eCheck or credit card through Vision under Payment Options at <https://www.visioncommunitymanagement.com/current-homeowners/community?name=Los+Olivos+Hermoso>
From there, you will be linked to a third-party banking service.
- Auto-pay: Sign up on Vision's website under Payment Options at <https://www.visioncommunitymanagement.com/current-homeowners/community?name=Los+Olivos+Hermoso>
If the assessment amount changes, the new amount will automatically be deducted.
- Bill Payment Service: Set up through a banking institution. Be certain your Vision account number is correct to insure proper posting. If the assessment fee changes, you must update the amount through your bill-pay service.

HOA MANAGEMENT

The Los Olivos Hermoso Board of Directors has contracted Vision Community Management to execute the maintenance of the Association's property and business affairs. Vision's contact information is below.

Vision Community Management
16625 S Desert Foothills Pkwy
Phoenix, AZ 85048
Phone: (480) 759-4945
Fax: (480) 759-8683
Email: LosOlivosHermoso@WeAreVision.com
Website: www.wearevision.com

Vision's website offers convenient access to the following information:

- Homeowner Account Information
- [Upcoming Meetings](#)
- [Community Documents](#)
- Required Forms
- [Escrow / Resale Fees](#)
- [Community Map](#)

INSURANCE

Los Olivos Hermoso Townhome Association is insured by the policy of Community Association Underwriters. The Los Olivos Hermoso Townhome Association's Certificate of Liability Insurance is available on the Los Olivos Hermoso community management company's website under Community Documents. The following guidelines provide an overview of the coverages and exclusions. Please contact the Los Olivos Hermoso community management company for additional information. (CC&Rs Article 7)

Items Insured - The Association's buildings, commonly owned contents, and business liability are covered. Building coverage includes improvements, betterments, or additional installations (within designated limits) such as wall coverings, flooring, carpeting, fixtures, and permanently installed appliances. The policy does not cover personal contents of the unit Owner, resident, or tenant.

Events Insured- "Special Form" including fire, lightning, windstorm, hail, explosion, riot, aircraft or vehicle damage, smoke, vandalism, falling objects, collapse, sudden rapid water escape, overflow from plumbing or appliances, frozen pipes, convector units, etc., are covered.

Events Not Insured - Wear and tear, deterioration, mechanical breakdown, mold, damage by insects or animals, settling, cracking, etc. are not covered. There is no coverage for damage caused by repeated leaking or seeping from appliances or plumbing including from around a toilet or sink. These events are properly classified as maintenance items. The policy contains full details of coverages, limitations, and exclusions.

Improvements/betterments/upgrades to a unit are capped at \$10,000 under the current policy.

PROPERTY MAINTENANCE

The responsibility for the maintenance of the physical features and structures in the Property are defined in the Community Documents and specified in more detail by the ongoing decisions of the Association. (CC&Rs Article 6)

Common Area - The Association is designated to maintain all the common area features and facilities, such as swimming pools, landscape, tennis court, streets, and parking areas. Through reserve funds, the Association provides for long term repair and replacement needs of the common areas of the complex. Insurance carried by the Association covers the emergency need for repair and replacement of the Association assets damaged or destroyed by chance events.

Townhomes - Units Each townhome Owner has the sole obligation and expense for all the maintenance and repair of the individual townhome except to the extent the exterior maintenance and repair is provided by the Association. (CC&Rs Articles 6) The maintenance boundary line between the townhome Owners' responsibilities and the Association's responsibilities, has been defined as follows: (CC&Rs Article 3.11, 3.12)

The Association maintains all property up to the walls enclosing the rear yards and up to the front and side exterior building lines and the patio walls. This includes the sidewalk to the patio wall and the sloping concrete driveway from the street to the concrete floor of the carport.

The Owner maintains the front courtyard/patio inside the walls between the front and side exterior building lines, the firewalls, and the patio walls.

The Owner is responsible for maintaining the individual walls enclosing the front and rear patios.

The Association is responsible for painting and repair of stucco on the front of the townhomes including the front courtyard/patio inside the front and side building lines, the patio wall, and the carport. This painting and stucco repair responsibility does not include the back of the townhomes, security doors, gates, window coverings, front doors, screen doors, storage room doors, shutters, awnings, blinds, etc., all of which remain the sole responsibility of the Owner.

The Association has taken responsibility for painting the wood trim, fascia, siding, and posts in the front of each unit only.

Therefore, in the regularly scheduled maintenance of the townhomes, the Association will not repair or replace the following:

Wood siding, fascia boards, beams, roof plywood, rafters, braces, or roof covering (tiles, shingles, or foam).

Damage created by insect infestation; prolonged moisture, mildew, mold, dry rot, or other forms of deferred maintenance, except in areas expressly covered by the Association,

Damage to the property created by the Owners, their tenants, or guests.

If an emergency or neglect by an Owner requires that the Association act to make necessary repairs to maintain the safety, security, and/or quality standards expected by the Association, the cost of such action shall be charged to the Owner of the property.

Utilities - The Association provides street lights, water service, sewer service, and trash removal. Details of recycle and bulk pickup are specified under HOMEOWNER GUIDELINES – Trash.

ARCHITECTURAL and LANDSCAPING GUIDELINES

Any modification of a unit that alters its appearance or structure requires prior written consent of the Board of Directors. (CC&Rs Article 3) For specific information, see the following sections under Architectural or Landscaping Guidelines.

ARCHITECTURAL

The HOA is responsible for maintaining the integrity of the appearance and structure of the units of Los Olivos Hermoso. The change to or addition of any item that affects the appearance of the front or rear of a unit above the enclosing wall must be approved by the Board of Directors, even though colors, styles, etc. may have been designated for specific items. Changes include, but are not limited to, the following: fences, walls, gates, doors (screen/security), wrought iron, windows, awnings, color

changes, hedges, walkways, etc. Comprehensive details may be found under individual headings in the Homeowner Guidelines.

Architectural Application - Change requests should be submitted on the Los Olivos Hermoso community management company's website one week in advance of the next scheduled Board meeting in order to be added to the agenda. Work is not to begin until approval from the Board is given. The Architectural Application form is available on the Los Olivos Hermoso community management company's website.

Emergency Requests – In an emergency situation please contact the Los Olivos Hermoso community management company. The Board may give permission for a temporary change necessary to prevent damage to the unit or eliminate a safety hazard. This is a temporary approval only. If the Homeowner wants to make the emergency change permanent, the change must be submitted through the regular submission process on the Architectural Application form for approval.

LANDSCAPING

The Association takes responsibility for planting and maintaining all permanent plants in the common areas of the complex including up to the masonry walls of the individual townhome units. Pruning of shrubs between driveways and other common areas is to be done only by the designated landscape company at the direction of the Board. (CC&Rs Article 3.24) Do not give the Association's contracted landscape service personnel instructions, as it may conflict with those of the Board. Contact the Los Olivos Hermoso community management company regarding any landscaping concerns.

Homeowners are responsible for all plantings behind the masonry walls, in the carports, entryways, front patios and rear patios. Trellises are permitted in the front or the back of a unit, as long as they are not visible above the walls enclosing the front and back patios. Residents are responsible for the proper containment and disposal of debris from plants in these areas.

Overgrown plantings and trees in individual townhome areas that become unsightly, threaten walls or any foundation or townhome, or that intrude upon neighbors, or upon common areas must receive remedial action from the homeowner. This includes possible removal. If the Board believes that the plantings pose such problems, it will ask the townhome Owner to remedy the situation, or the Association will remedy the situation and assess the townhome Owner for the cost.

Landscape Requests - The change to or addition of any item that affects the plantings or grounds of the common areas must be submitted to the Board on a Landscape Request form, even if those plants have been pre-approved. Requests are to be submitted one week prior to the meeting to be in order to be added to the agenda. Approval by the Board is required prior to execution of the change or addition. The form may be found at the Los Olivos Hermoso community management company's website.

Emergency Requests - In an emergency situation, a Board may give permission for a temporary change necessary to prevent damage to the unit or to eliminate a safety hazard. This is a temporary approval only. If the Owner wants to make the emergency change permanent, the change must be submitted through the regular submission process on a Landscape Change Request form.

HOMEOWNER GUIDELINES

ACTIVITIES – Small group activities may be held at the pools or in the grassy areas by the tennis court. Noise is to be maintained at a level that will not disturb neighboring residents. Paper or plastic are to be used for food and drinks; no glass is permitted. The event organizer is responsible to clean up all trash, including food scraps, after any activity and must provide their own trash containers. Violation of these guidelines may result in a fine to the Owner(s).

Each December, the Board of Directors traditionally awards prizes for individual homeowner holiday decorations. A volunteer is required to organize the event, notify Owners of the contest details and collect votes for the winners, so the Board can award prizes. A request for volunteers to organize and promote the contest is in the Fall Newsletter.

AWNINGS - Awnings used to shade windows may be canvas, metal, or wood. Rear coverings may include roll-up blinds. Awnings are to be kept clean and must be removed when faded, or repaired when damaged or in need of paint. Pre-approved styles, suggested colors and additional criteria are available on the Los Olivos Hermoso community management company's website. Window treatments of a sun-screen or sun-shield film type may also be used. No aluminum foil covering is allowed. Any change or addition of window covering must be approved by the Board prior to installation by submitting an Architectural Application form, available at the Los Olivos Hermoso community management company's website.

CARPORTS and FRONT PATIOS - Woodpiles, equipment, tools, trash containers, grills and any other items stored in the front patio area are not to be visible from neighboring townhouses and streets. Furniture, toys and other items are to be removed from the carport when not in active use.

DOORS – Any change to front doors, security doors, windows or wrought iron gates, must be first approved by the Board by submitting an Architectural Application form. Submit the request online at the Los Olivos Hermoso community management company's website.

Front Doors - The style of front doors is to be plain and may be any one of the approved colors below:

- Natural Wood
- Dunn Edwards Los Olivos White
- Dunn Edwards Los Olivos Green
- Dunn Edwards Los Olivos Red
- Dunn Edwards Los Olivos Orange

Security Doors - Security, wrought iron, screen or sliding doors are to be plain and the same color as the stucco on which they are installed. The approved style of a wrought iron security door may be seen on the Los Olivos Hermoso community management company's website.

All approved exterior paint colors are available only at the Dunn Edwards location listed below, where the color formulas are on file.

Dunn Edwards Paint
233 E. Camelback Road
Phoenix, AZ 85012
602-263-9132

ELECTRICAL BOXES - Electric boxes are to be clean and painted the color of the wall on which they are mounted.

EVAPORATIVE COOLERS - Evaporative coolers require the approval of the Board prior to installation. Submit request on the Architectural Application form, available at the Los Olivos Hermoso community management company's website.

FLAGS - Celebratory flags may be flown during holiday periods, including 10 days before recognized federal or local holidays and five (5) days after.

FORMS – All forms required by the Board are available online at the Los Olivos Hermoso community management company's website.

GATES – All gates are to be painted the color Los Olivos White. (See PAINT) Patio Gates are to be maintained by the homeowner. Wrought Iron front entry gates are to be plain in style and painted Los Olivos White. They must be approved by the Board before being installed. Submit plan on an Architectural Application form, available online at the Los Olivos Hermoso community management company's website.

HOLIDAY DECORATIONS - Homeowners may use seasonal decorations on their individual units. Electrical decorations must be UL (or otherwise) approved for outdoor use. The acceptable time frame for winter holiday decorations is November 1 until January 15. All other holiday decorations should be displayed no more than ten (10) days prior to the day of the Holiday and removed within five (5) days after the holiday.

HOUSE NUMBERS - House numbers must be installed on each unit, are not to exceed six inches in height and are to be placed in the original column location or in the center of the front of the carport. They are to be a color which contrasts with the surface on which they are mounted so as to be visible for emergency personnel. The color and design of the house numbers are to be approved by the Board. Please submit details on an Architectural Application form, available at the Los Olivos Hermoso community management company's website.

KEYS – Swimming Pools and Tennis Court - Locks are installed at the swimming pools, swimming pool bathrooms and the tennis court. One key fits all locks, including bathrooms and showers. If a townhouse is sold, it is the seller's responsibility to transfer the key to the new Owner at the close of escrow. If an Owner extends a key to a non-tenant, the Owner is responsible for the key. If there is a tenant turnover, it is the townhome Owner's responsibility to recover the key. Owners are to safeguard the keys for the benefit of all residents and the integrity of security.

These policies are applicable to everyone residing in the complex and to everyone authorized a key, including but not limited to guests, renters, lessees, landscapers, pool service personnel, maintenance workers, and contractors.

Replacement keys can be obtained by completing the Pool Tennis Key form on the Los Olivos Hermoso community management company's website.

MAIL BOXES - Mail boxes are to remain the same type and color as provided by the Association and remain the color designated by the Association. If a mailbox is in need of repair or replacement, please contact the Los Olivos Hermoso community management company.

NUISANCES - Nuisances shall not be permitted on any premise nor shall a premise or its occupants, human or otherwise, endanger the health of another townhouse resident or unreasonably disturb another townhouse resident. Nuisances include, but are not limited to the following: noise which is audible to a neighboring residence, odors from animal excrement, and operation of machinery or tools, etc. (City Code Sec 23-3; 23-11 through 14) (A.R.S. 13-2904)

PAINT – All stucco walls and all wood trim are to be painted the colors approved by the Board. The exterior paint must be the colors listed below:

- Stucco walls: Los Olivos White (exterior)
- Wood trim: Los Olivos Green (exterior)

All approved exterior paint colors are available *only* at the Dunn Edwards location listed below, where the color formulas are on file:

Dunn Edwards Paints

233 E Camelback Road, Phoenix, AZ 85012
(602) 263-9132.

PARKING - No on-street parking is allowed as it could block emergency service vehicles.

Resident Parking – Each unit is provided space for two automobiles to be parked in the carport of the unit. Any Owner who allows a third vehicle to be parked in a manner other than designated by the CC&Rs is in violation of the Property Documents. Owners are responsible for the behavior of their guests and tenants regarding this matter. (CC&Rs Article 3.28)

Guest Parking – Use of guest parking areas is limited to short term guest parking. Guest vehicles may not be parked in guest parking for more than seven (7) consecutive days nor more than fourteen (14) days in a month without the written permission of the Board of Directors.

Additional Parking – Extra parking is available, by permit only, for homeowners who need an additional space on a temporary basis. A temporary permit may be obtained by submitting a Vehicle Registration form, which is on the Los Olivos Hermoso community management company's website. The form requires registration of the proposed vehicle with the Association. The permit will be issued for one three-month period and is renewable.

PATIOS – Storage sheds or clotheslines (on rear patios only) must not extend higher than the top of the wall enclosing the patio area in which they are contained. Umbrellas are acceptable on patios.

PETS – Residents must be in control of all animals at all times. Any animals capable of rabies must be current on shots and vaccinations and leashed at all times when outside of their Owner's townhouse and within the confines of the Los Olivos Hermoso complex. Animals are not allowed to roam freely outside of their residence. (City Code Sec 8-14)

Owners are responsible for immediately removing any excrement left by their animals. Pets are not allowed to use the lawns and shrubs of other Owners. Excrement is unsightly and is detrimental to

grass and shrubs when allowed to be in contact with plantings. Please carry proper means of collecting excrement when walking any animal on a leash. (City Code Sec 27-12)

PLANTERS - Containers may be placed on patio or carport walls or owner's sidewalks and are to have healthy, living plants. Containers without plants are to be removed. No artificial plants are acceptable. Trees and shrubs behind all patio walls are to be kept pruned and removed when not living or when their growth threatens structures or utilities.

PLANTS – See LANDSCAPING GUIDELINES - page 7

ROOFS - Repairs or New Materials – Any change to existing roofing must receive prior approval from the Board. Submit proposed changes on an Architectural Application form, available on the Los Olivos Hermoso community management company's website. All visible roofing material is to be red terra cotta in color. Tile portions are to be replaced with red tile and shingled portions replaced with red terra cotta color shingles, the color of the red tile. Flat roofing surfaces which are not visible from ground level may be of any color. Any roofing material that extends up the fire-wall must be painted the original stucco color, Los Olivos White. (See PAINT – Exterior)

SATELLITE DISHES / ANTENNAS - Satellite dishes and antennas may be attached to roof structures in a position to minimize their visibility from neighbors, surrounding streets and recreation areas. They must be approved in writing by the Board prior to installation. Submit requests on an Architectural Application form, at least one week in advance of the next Board meeting in order to be included on the agenda. The form is available online at the Los Olivos Hermoso community management company's website.

SECURITY - It is suggested to keep the areas around entryways and carports clear and well lighted to deter intruders or theft. During an absence of an unusual length, homeowners are encouraged to notify their neighbors and cancel all deliveries or have them collected by a neighbor. Security cameras, lights or television/music noise on timers inside the unit may also assist with security.

Owners should report any suspicious activity to the police at the Mountain View Precinct 602-495-5007 or Crime Stop 602-262-6151. Give a description of the person seen, vehicle type and color, and license number, etc. Call 911 only if an emergency is involved.

SIDELIGHTS – The glass inset beside the front door may be clear, colored but clear, opaque or stained glass and must be approved by the Board before installed. Submit request on an Architectural Application form, available at the Los Olivos Hermoso community management company's website.

SIGNS - Signage is permitted on the Owner's property or the common area immediately in front of the Owner's property according to the following guidelines. No Owner shall place any signage, whether temporary or permanent on or near any glass surface that is directed toward the exterior of the building or that is visible from any unit.

Alarm Company – One alarm company sign may be placed within the front building lines of the unit.

For Sale, Rent, Lease and Open House – One sign of not more than five square feet is allowed to be placed within the building lines of unit.

Political - Political signs may only be placed on the Owners' property or on the common area immediately in front of the Owner's property, within the lot lines of the unit. They shall not exceed the maximum number and size limitations for residential property imposed by the ordinances of the City of Phoenix and/or applicable Arizona statutes. Political signs may be **displayed no more than 71 days before the relevant Election Day and no more than three (3) days after the relevant Election Day. (ARS 33-1261)** (phoenix.municipal.codes/ZO/705)

SOLAR PANELS - Each installation of solar panels must be approved in writing by the Board, Solar panels should be mounted so as to minimize their visibility from other property owners' views, and surrounding streets and recreation areas. Submit requests on an Architectural Application form, available at the Los Olivos Hermoso community management company's website.

SWIMMING POOLS – Maricopa County has strict codes regarding safety precautions of swimming pools. (Maricopa County, Chap VI, Sec 1, Reg 1(49) and Reg 4)

All swimmers are to be Owners, residents, or guests of residents. A responsible adult, homeowner, or resident, is required to be present if a person under 12 years of age, or a person who cannot swim, is to use either of the swimming pools.

Note: The bathroom doors lock automatically when closed.

Use oils and lotions with discretion as they affect the functioning of the filter and accumulate on the pool tiles. Please help keep the pool areas clean by wiping off soiled furniture and placing garbage in trash containers. Music may be played in the pool area at a low volume, provided it does not disturb pool occupants or nearby residents.

After using the pool furniture, return it to the shaded area of the ramada to help prevent its deterioration from the sun.

SWIMMING POOL RULES

Pool Hours - 6 AM to 10 PM Daily

NO DIVING!

No smoking in the pool area

No glass objects, bottles, glasses, etc

No animals in the fenced pool area except certified Service Animals

No drinks, candy, tobacco, popcorn, gum, alcohol, or food of any kind shall be permitted in the pool or within the required walkways of the pool

Keep gates closed – do not prop open

Shower and use the toilet before entering the pool

If incontinent, wear tight fitting rubber or plastic pants or a swim diaper

No apparel other than that designated for swimming in the pool

No running or rough play, throwing of objects, balls, Frisbees, etc

Observe all safety regulations

No rafts, toys, or other items are to be left in the pool areas

Pool furniture is to be placed in shaded ramada area before leaving

**IT IS IMPORTANT TO SECURE THE SWIMMING POOLS FROM ALL CHILDREN BY
KEEPING THE POOL GATE LOCKED AT ALL TIMES.**

Replacement keys can be obtained by completing the Pool Tennis Key form on the Los Olivos Hermoso community management company's website.

TENNIS COURT -The tennis court is to be used by tennis players, for tennis only. Tennis players may be Owners tenants, or guests of tenants. Owners are responsible for the conduct of their guests and tenants.

TENNIS COURT RULES

Children under 12 years of age are to be accompanied by a responsible adult.

Tennis players are free to use the court for as long as they wish if no other player is waiting to use the court. If someone is waiting, please limit play to one and one-half hours for singles and two hours for doubles.

Appropriate footwear must be worn at all times to avoid damage to the court surface.

Players must remove all trash when leaving the court.

No lawn chairs are allowed inside the fenced area.

No toys, such as roller skates, bicycles, skateboards, soccer balls, etc. are allowed inside the fence.

No animals, except certified Service Animals, are allowed in the fenced area.

The tennis court gate is to remain locked at all times. Do not prop the gate open for any reason.

Make sure the gate is locked when leaving the tennis court.

Replacement keys can be obtained by completing the Pool Tennis Key form on the Los Olivos Hermoso community management company's website.

TRAFFIC SAFETY - The speed limit within the complex is 15 miles per hour. Due to the narrow streets used for both pedestrian and emergency traffic, automobiles are to be parked only in carports or designated parking areas. No on-street parking is allowed. This is to allow room for traffic and emergency vehicles.

TRASH and RECYCLE - Trash and recycle containers are to be placed at the curb in front of each unit on the days of collection before 6:00 AM and not before 6:00 PM the day prior to collection. It is the resident's responsibility to retrieve containers as soon as possible after the trash pickup. Pickups include holidays.

All trash, garbage, and prunings are to be contained in a trash bag or container or bound in bundles capable of being removed by Republic personnel. Trash and prunings are to be stored out-of-sight within the Owner's own premises until collected by Republic Services on the assigned days. There is a limit of four bags, boxes, or containers of not more than 30 gallons or 60 pounds each collection day.

PICKUP DAYS:

- Trash Monday
- Recycle Wednesday

Republic Services: www.republicservices.com

602-237-2078 – phone number for Los Olivos Hermoso complex

TRESPASSING - Los Olivos Hermoso is registered with the City of Phoenix as a complex of “No Trespassing.” Solicitors and hand-bill deliverers are automatically considered trespassers. (City Code 3-5; 23-143) Call the Phoenix Police Department, Mountain View Precinct, 602-495-5007, with any questions.

NOTES: