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GENERAL INFORMATION

MEETINGS OF THE BOARD MEMBERS

The Regular Meetings of the Board of Directors are currently held on the second Wednesday of every month 7:00pm at the community clubhouse, but are subject to change. Postcards will be sent to all owners and updated on the Association's website, please call the management office or check the website for exact times. All owners are encouraged to attend the Association's Board of Directors Meeting to be kept informed of the Association's business.

The Annual Meeting of the Members is held in October every year due notice will be given to all owner's. Only owners and their representatives are allowed to vote at these meetings, but all residents are encouraged to attend.

Tempe Villages Management

Tempe Villages is being managed by Vision Community Management. The community manager for Tempe Villages oversees Tempe Villages' day-to-day operations, as well as handles emergencies. If you have any concerns or problems, please contact the management company at the following address and/or numbers:

Tempe Villages Homeowners Association
3941 E. CHANDLER BLVD. #106-117
PHOENIX, ARIZONA 85048
480-759-4945 Monday-Friday - 9:00AM - 4:30pm
FAX: 480-759-8683
Email: tempevillages@wearevision.com Website: www.wearevision.com
AFTER HOURS EMERGENCY PAGER: 480-759-4945

Please follow instructions dictated by answering service. For additional information, refer to the next section, "Who to call". Non-emergency calls should go to the 480-759-4945 phone number during regular business hours. Please note that no association dues and or violations will be addressed by the emergency attendant.

MONTHLY ASSOCIATION DUES PAYMENTS

All payments should be made payable to Tempe Villages Condominium Association. The monthly assessments are due on the first of each month and are considered late if received after the 15th of each month. A \$20.00 late fee is automatically charged to past due accounts. A \$35.00 fee is charged for returned checks. Payments should be mailed to the address on the coupons. If you do not have a payment coupon, please mail payments to the address below.

Tempe Villages Condominiums
3941 E. Chandler Blvd. #106-117
Phoenix, AZ 85048

WHO TO CALL

Typically, interior items are the responsibility of the unit owners. This includes doors and windows. The building exteriors and "common areas" are the responsibility of the Association. If in doubt, contact the Association.

EMERGENCIES REQUIRING FIRE/POLICE ASSISTANCE

Dial 911

WATER PROBLEMS

HOT and COLD: The Association provides the water in common areas only such as sprinklers and the pool and spa each owner is responsible for the water into the units. Please contact the City of Tempe.

LEAKS: Any leaks that originate in the walls are the Association's responsibility. Please do not ignore indications of leaks, such as damp walls and/or floors, dripping sounds, or a mildew odor. If water is running, contact the Association's management company immediately to avoid further damage. Be prepared to provide entry.

Leaky faucets, shut-off valves, Hot Water Heaters Bath Tubs Showers and running toilets are the owner's responsibility and the owner should contact a repairman of their choice. Owners who experience water damage to their units and neighboring units due to circumstances deemed to be their responsibility are liable for the costs of repairs. Please be sure to perform the necessary periodic plumbing maintenance within your unit to avoid costly repairs. Leaky faucets are also a problem, costing the Association unnecessary expense.

SEWER BACKUPS:

Individual clogged toilets and sinks that are the result of toys, too much toilet paper, grease, and other misuse are the owners/tenants responsibility and must be repaired as soon as possible. Owners should contact their own repairmen.

Sewer blockages and backups of the main lines (usually the entire unit and other units are involved) should be handled by the Association. Individual owners/tenants who are found responsible for the main line backups will be billed for the repairs.

ROOF LEAKS

Roof leaks come from two water sources: rain or the Air Conditioning Units, which is located on the roof. If it hasn't rained in awhile, chances are the Air Conditioning Unit has sprung a leak. Residents should contact the Association's management company with a roof leak due to rain immediately to avoid further damage. After dark, it may not be feasible for a repairman to investigate the problem. The Association can assist in determining the source of the leak, and in

deciding whether a repairman is to be called.

COMPLAINTS ABOUT OTHER RESIDENTS

Call the Tempe police to report vandalism, curfew problems, excessive noise, etc. Please contact the Association's management company during office hours to report complaints you made to the police or if you have observed another resident whose actions are disruptive to other residents or damaging to the property. Residents who are observed damaging the property will be billed for repairs.

The Board has been working to enhance a sense community at Tempe Villages. We encourage you to speak to your neighbors first regarding any problems you are experiencing. Be friendly and open to problem solving. Please be aware of how your activities may be affecting your neighbors.

LOST KEYS

POOL: Call the Association's management company. The charge for a replacement key is \$50.00. Homeowners are charged for the keys as an incentive to be diligent with their key. We do not want to have extra keys floating around because of any liability we might face if children get hold of them, and we want to be sure that only residents and their guest are using the pool.

MAILBOX: The mailbox lock is the owner's responsibility. If you lose your key, you can request that the mailman open the box for you and you can replace the lock. Mailboxes are to be properly maintained at all times.

UNIT: Lockouts are the resident's responsibility. You will need to contact a locksmith if you get locked out of your unit.

OWNERS/RENTERS INSURANCE

The Association maintains limited insurance for liability and the common areas. It is the responsibility of owners and renters to carry insurance for their personal property and the interior of their unit. The Board strongly suggests that you contact your insurance agent to be sure that you are adequately covered, either as an owner or renter. It is the Board's policy that any expense not covered by the HOA policy is the individual owner's responsibility. The recommended policy for condominiums is called a HO-6 policy. The need for additional coverage is particularly necessary in the following situation:

Problems that render the unit temporarily uninhabitable. The Association's coverage does not provide for temporary lodging and it is the owner's responsibility. The Association recommends that owners who rent their units require their renters to purchase renter's insurance to cover their personal property and temporary lodging.

AIR CONDITIONERS/HEATERS

Air conditioners/heaters/Water Heaters are the homeowner's responsibility. Contact a licensed

and bonded heating and air conditioning company for service and repair. Anyone who will be working on a roof is required to contact the HOA Management Office. These individuals will be responsible for cleaning up any debris and removing any excess materials from the roof.

ARCHITECTURAL CONTROL

The intent of restrictions placed on owners and tenants regarding the exterior of Tempe Villages are to ensure a neat, uniform appearance. Please familiarize yourself with the CC&R's concerning the architectural controls of the property. The following are rules adopted by the Board and a portion of the restrictions listed in the CC&R's that are violated most often.

ALTERATIONS, ADDITIONS AND IMPROVEMENTS

Alterations, additions, and improvements to the exterior of any unit must have prior written Board or Architectural Committee approval. Any work performed without prior approval may be removed and restored to the original condition at the expense of the owner.

PATIOS, ENTRYWAYS, AND DOORS

Patios, Entryways and Front Door areas must be kept clean and free of trash, storage items, and leaves. Do not hang any bedding, towels, or laundry outside the unit.

Only lawn furniture, plants, *gas/electric barbecues, are allowed to be kept on the patios. Children's toys and weight equipment may not be stored on them. Pets may not be housed, tethered, kept, or confined on any porch or patio area.

Roll up shades may be installed on the outside of the unit if the homeowner has received architectural approval. No lattice work or bamboo is allowed to be attached to any roof, patio, and balcony or terrace area. No covers or enclosures are allowed without architectural approval on any unit. Owners will be responsible for damage caused by the installation or removal of items not approved by the architectural committee.

Only approved steel security door may be installed. Screen doors may not be installed. Homeowners are required to submit an Architectural Design Review form prior to installation of security door.

****No charcoal grills, open fires or unattended barbecues are allowed on patios, balcony, or common areas.***

GATES/FENCES

Gates are allowed only after an Architectural Design Review form has been submitted and approved by the Architectural Committee or Board of Directors.

WINDOW COVERINGS

Only the standard grey/silver screens or colors that have been pre-approved by the Architectural

Committee may be installed on existing windows. Contact the Association's management company to get a complete list of approved colors.

All draperies that are visible from the exterior of any building shall be lined blinds are permitted as long as they are in good condition and free of damage.

Window air conditioner units are not allowed.

SIGNS

Only one FOR SALE/RENT sign is allowed per unit. These signs are not to exceed 3 feet by 3 feet and should be placed in a unit window. No other sign shall be permitted without prior written consent of the Board. Please contact the Association for signs that are approved by the Board.

RULES & REGULATIONS

Following are the rules and regulations of the Tempe Villages Condominium Association. The Board of Directors compiled this list to address the most common problems that arise at Tempe Villages. In addition to these, all residents are subject to the CC&R's from the Association when they purchased their unit. Each owner should also have a copy of the Amended Articles of Incorporation and Amended Bylaws. If you do not have copies of these, the Association will provide them for a fee. They are also available on the Tempe Villages website. Please read them completely.

BICYCLES, SKATEBOARDS, SKATES, ROLLERBLADES, & MOTORIZED VEHICLES AND OR SCOOTERS

Do not ride or skate on sidewalks. Do not play in the parking lot. Do not secure bicycles to trees, stairs, or fences. They may be stored on patios and balconies. All non-licensed and or motorized vehicles including scooters/Goff Cars and ATV's are not permitted to be used anywhere at Tempe Villages.

CHILDREN

Children under 8 may not play on the grounds without adult supervision. Children are not allowed to play in the carport or driveways at any time. Tempe Villages was designed originally as an adults-only community. Parents of unattended children are responsible for damage to plants and property. The Board requests that residents report children they see who are continually allowed to play unsupervised.

NOISE

Any noise that detracts from other residents' enjoyment of their property is prohibited. Radios, stereos, and speakers may not be placed outside. Loud noise after 10:00 PM is prohibited by city ordinance. Please contact the Chandler Police Department to report any noise disturbances within your community.

PARKING LOTS

The parking lots will be monitored and nonconforming, non operable and or unlicensed vehicles will be towed at the owner's expense. An accurate, up-to-date list of vehicles is necessary to prevent any vehicle from being towed inadvertently. It is the residents' responsibility to register their cars with the Association.

NO PARKING IN HATCHED OR RED ZONES IS ALLOWED OWNERS WILL BE REMOVED AT THEIR EXPENSE.

WASHING OF VEHICLES

Absolutely no washing of any vehicle(s) (including non motorized) is not allowed within The Tempe Villages Homeowners Association owners caught in violation will be responsible for damages to the asphalt and billed for repair.

Speed limit is 5 miles per hour. Be alert for pedestrians!!

No repairing or changing fluids of vehicles on the property.

Not only does this take away from the appearance of the complex, but is also very destructive to the asphalt, causing additional expense to all owners.

Residents must adhere to assigned parking. Vehicles parked in guest or another's reserved space or parked anywhere other than a clearly marked parking space may be towed. Please note, if a resident requests, in error, the removal of another resident's vehicle that is legally parked, the requesting resident will be billed for the towing charges.

Vehicles without current registration, in disrepair including flat tires, or those not moved for a week will be towed. Moving the vehicle to another space, including a reserved space, will not prevent the vehicle from being towed without further notice.

No motorcycle parking on or encroaching on walkways. No Vehicles are allowed to protrude past the enclosed parking areas (no double parking).

No trailers, boats, or recreational vehicles are allowed in parking lot. Temporary parking, up to seven days, may be granted to visitors by the Board if requested ahead of time. No commercial or oversized vehicles must be parked in the oversized vehicle section only.

PETS

No more than two pets less than 35lbs each will be permitted per unit. Some dog's breeds may be restricted.

Cats must be kept inside unit at all times. Cat traps will be set out periodically to catch any strays causing problems. Used cat litter must be placed in a plastic bag and placed in the dumpster.

Dogs must be leashed when on the property. Dog areas are not provided for your pet. Pets are not allowed to use the patio areas as a bathroom. Owners must immediately remove the accidental defecations their pets leave in the common areas. **No Exceptions!**

Pets may not be confined, housed, kept, or tethered for an extended amount of time (exceeding 2 hours) on patios and terraces. Pets are not allowed in the pool area or in the ponds.

Owners may be required to get rid of a dog that the Board deems to be a nuisance to other residents. Examples of a dog being a nuisance are excessive barking, roaming freely, and aggressiveness.

POOL, SPA, AND CLUBHOUSE

There is no life guard on duty. All persons swim in and use the pool at their own risk.

Children under the age of 14 years may use the pool area only when accompanied by a resident over 18 years of age.

Children under the age of 8 may not use the Jacuzzi at any time.

Gates to pool area must remain closed and locked at all times pursuant to Arizona State Law. A key is required for admittance to the pool area.

No glass containers, bottles, or other glass objects will be allowed in the pool area pursuant to Arizona State Law.

No alcohol allowed in the pool area. Persons under the influence of alcohol should not be in the pool area for their own safety. Intoxicated people and those acting in a disorderly manner will be asked to leave.

Pets are not allowed in the pool area, pursuant to Arizona State Law.

Pool hours are listed in the pool area. Disturbing residents by the pool area after 10:00 p.m. will not be tolerated. The rules are posted in the immediate area and must be observed at all times. No loud music or noise at any time. No music in the pool area before 9:00 a.m. or after 10:00 p.m.

Only residents and their guests may use the pool. Only four guests per unit allowed and they must be accompanied by the resident.

Only bathing suits are allowed in the pool and spa. No diapered babies in water.

No horseplay, running, pushing, or shoving.

Bikes, skates, roller blades, skate boards, etc. are not allowed in the pool area.

Violations of the pool, spa and clubhouse rules could result in pool closure or a fine. The Association reserves the right to refuse use of the pool to anyone.

REFUSE

Do not leave trash on porches or patios. Refuse removal is provided by the Association via large dumpsters located on the two sides of the property. **Do not pile refuse outside dumpsters.** If you do, you are forcing others to pick up after you. Large items should not be placed in the dumpsters. The City of Tempe does not allow for bulk items to be removed from the property. If you wish to dispose of large items, contact your local charities or take to your local dump location. Anyone caught dumping large items without permission will be subject to a \$200.00 fine.

USE RESTRICTIONS

Any business that causes a nuisance, traffic, or otherwise disturbs the peaceful enjoyment of any resident are not allowed. This especially applies to day care operations. Our community is not set up for children.

ENFORCEMENT POLICIES

FINES

Fines may be assessed to individual units as defined on the Enforcement Policy and Fine Schedule set by the Board of Directors. The assessment of any fine shall not be the sole or exclusive remedy of the Association pursuant to the Declaration, or as otherwise provided by law.

ENTRY BY THE ASSOCIATION

The Board may enter a unit to correct a violation/maintenance issue at the expense of the owner.

VOTING RIGHTS

Voting rights of owners who are delinquent in payment of their monthly assessments at the time of voting shall be automatically suspended without notice.

VEHICLE TOWING

Vehicles that are in violation of the Legal Documents and the Rules and Regulations shall be towed by an independent towing company. The owner of the vehicle must contact the towing company directly and pay the fee to recover the vehicle.

Please contact the Association to see if you qualify for a waiver under special circumstances such as moving.

Warning notices will not be placed on vehicles prior to towing for a vehicle violation. Please note, only the Board of Directors or a representative assigned by the Board, can authorize the towing company to remove a vehicle from the property.

HOLIDAY LIGHTS & DECORATIONS

The Board has adopted a time period where Christmas Lights and decorations are allowed to be put up and displayed during the year. Lights and decorations for the December holiday season may be installed starting the day after Thanksgiving and are required to be taken down no later than January 5th.

Other holiday decorations displayed during different times of the year may be put up 14 days prior to any holiday and shall be removed within 14 days after the holiday has passed.

ANTENNAS/SATELLITE DISHES

To the extent permitted by applicable law, the installation of antennas, satellite dishes or other devices for the transmission or reception of television or radio signals or any other form of electromagnetic radiation shall be subject to the prior written approval of the Design Review Committee unless applicable law prohibits the Design Review Committee from requiring such approval. If the applicable law prohibits the Design Review Committee from requiring prior approval for the installation of certain antennas, any such antennas are to be installed as follows:

The preferred installation locations are as follows in descending order of preference:

1. A location on your patio not attached to the building. With all wires concealed from view from the common areas. If this location does not provide an adequate signal, then the homeowner may utilize the second option.
2. Any antenna or satellite dish that is placed on the roof must be placed on the roof without having anything penetrating the roofs surface. The wires cannot come through the roof, but must come down the side of the building using the least amount of wire and placing the wire in the least visible location on the building that gets the wires to the unit. This means going no further than the second floor for the units on the second floor and running wires so they are least visible for the bottom units.

Wires must be securely attached to the dwelling and painted to match where attached.