

Water Works Condominiums

Rules and Regulations

Approved by the Board of Directors 2013

Revised June 2019, June 2020 and July 2021



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APPENDIX

GENERAL INFORMATION

MEETINGS OF THE BOARD MEMBERS

The Regular Meetings of the Board of Directors are currently held on the fourth Monday of every month, but are subject to change. Meetings will be posted at the mailboxes and on the Association's website, please call the management office or check the website for exact times. All residents 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 on the fourth Monday of April every year at 7:00 P.M., after due notice is given. Only owners and their representatives are allowed to vote at these meetings, but all residents are encouraged to attend.

SUGGESTION BOX

All suggestions placed in the locked suggestion box will be read by the Board. Unsigned suggestions and complaint letters are not given the full weight of signed letters, as they cannot be investigated properly. Continuing problems and/or serious problems need to be brought to the Board meetings.

DOBSON RANCH – MASTER COMMUNITY

Water Works is a sub-association of Dobson Ranch, and is therefore controlled by their Covenants, Conditions, and Restrictions, Articles of Incorporation, Bylaws, and Rules and Regulations, **as well as our own**. Water Works residents have access to the many recreational facilities at Dobson Ranch and may participate in the programs and organizations. All owners of Water Works pay a monthly association fee to Dobson Ranch **as well as to Water Works**. Please contact the Dobson Ranch Office to receive a copy to the information booklet, payment coupons, or recreation facility keys if you have not yet received them.

**Dobson Ranch Association Office
2719 S. Reyes
Mesa, AZ 85202
480-831-8314**

WATER WORKS MANAGEMENT

At the time of approval of this document, Waterworks is being managed by Vision Community Management. The community manager for Water Works oversees Water Works' 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:

WATERWORKS CONDOMINIUM ASSOCIATION INC.

c/o Vision Community Management

16625 S Desert Foothills Pkwy

Phoenix, AZ 85048

Office: (480)-759-4945

Monday-Friday - 9:00a.m- 5:00p.m

FAX: 480-759-8683

Email: waterworks@wearevision.com Website: www.wearevision.com

AFTER HOURS EMERGENCY PAGER: 480-759-4945 Option 5

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.

MONTHLY ASSOCIATION DUES PAYMENTS

All payments should be made payable to Water Works 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 enclose payment coupon, please mail payments to the address below.

Preferably, payments can be made via eCheck or automatic payments can be set up on the website. However, payment coupons can also be used and mailed to the address below.

<http://www.wearevision.com>

**Water Works Condominiums
c/o Vision Community Management
PO Box 60516
Phoenix, AZ 85082**

WHO TO CALL

Within these documents, there is a difference between what is referenced as a “unit” versus a “common element.” Common elements are items that concern more than one homeowner. 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: The Association provides the water, hot and cold, to the units. Each building is serviced by one boiler located on the roof. If hot water is not available, and it is dark, the repairmen may not safely investigate the problem. Please call the Association first thing in the morning (after 9:00 a.m.) Monday through Friday. **Homeowners are not to turn off the water on their own.** This can cause serious damage to the building's boilers. Any damage caused by a resident or residents' vendor to Association's property will be held responsible for the cost of repairs and/or replacement.

COLD: Each building has one shut off valve. If your water is shut off (all faucets are affected) please call the Association. No tenant or workman may shut off the water to a building without first contacting the Association's management company. If any homeowner shuts off water to the building, they will be responsible for all costs incurred for the HOA to have the water turned back on and the boilers restarted/repared.

LEAKS: 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. The plumber and manager must determine where the leak is coming from in order to fix the leak. If it is determined the leak comes from a community-served pipe, the HOA absorbs the repair costs. If the leak comes from a pipe that serves limited units, most likely the homeowners in which the pipe serves will be expected to pay for the repair costs.

Leaky faucets, shut-off valves, and running toilets are the owner's responsibility. 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. Please contact the Association's management company for assistance with performing plumbing repairs, so that water to the building may be shut off.

SEWER BACKUPS:

Individual clogged toilets and sinks that are the result of debris/misuse (i.e. toys, too much toilet paper, grease) are the owner/tenant's 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 boiler, which is located on the roof. If it hasn't rained in a while, chances are the boiler has sprung a leak. Residents should contact the Association's management company 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 Mesa police at (480) 644-2211 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 of community at Waterworks. 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 \$25.00. 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:

- 1) 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.
- 2) Damages that are deemed to be the responsibility of individual owners.** The Association's insurance deductible, currently \$25,000.00 for water damage and \$10,000.00 for other damage, is charged to the responsible owner(s). Some examples of where individual owners have been charged are running/overflowing toilets, leaking washing machine, and dishwasher connections, and leaking faucet valves. It is critical for residents to keep their plumbing in good condition.

PEST CONTROL

The Association contracts with an exterminator on a monthly basis to spray the exterior of the buildings.

AIR CONDITIONERS/HEATERS

Air conditioners/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 regarding the exterior of Water Works is 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 and STAIRS:

Patios, terraces, lighting and surrounding stairwells must be kept clean and free of trash, storage items, and leaves. Do not hang any bedding, towels, or laundry outside.

Only lawn furniture, plants, electric barbecues, and bicycles are allowed to be kept on the patios and terraces. Children's toys, appliances, tools, weight equipment, coolers, cardboard boxes and trash bags may not be stored on them. ****No charcoal grills, open fires or unattended barbecues are allowed on patios, balcony, or common areas.***

Roll up shades are acceptable with architectural approval and must be maintained. Shades should be rolled when not in use and are not allowed to hang over the patio walls. No lattice work is allowed in the patio area.

TERRACES: Owners of the lower units are responsible for tiered planting areas. All tier planters must be maintained in a neat appearance. No plants shall exceed six feet in height from upper tiers without written Board approval and planters must be kept free of weeds. Each tier must have a minimum of 3 shrubs (annuals are not considered shrubs).

DOORS: Only the approved style (New Orleans) and color (Chateau Brown – SW7510) 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. <http://www.wearevision.com>

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 screen frames 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. An Architectural Design Review form must be submitted ***prior*** to installation of screens.

All draperies that are visible from the exterior of any building shall be lined with an opaque white material and no individual window treatments which are visible from the exterior of any building are permitted without prior written consent of the Board.

Window air conditioner units are not allowed.

WINDOW FRAMES: Architectural Approval from the Architectural Committee or Board of Directors is required prior to the installation or change of any window frame and window to the unit. The window frame material must be vinyl and one of the following three colors (in the order that the Board prefers): 1) Sandstone 2) Sand/Tan 3) White **Please note that no other colors will be approved.**

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

The following are the rules and regulations of the Waterworks Condominium Association. The Board of Directors compiled this list to address the most common problems that arise at Water Works. 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 Water Works website. Please read them completely.

BICYCLES, SKATEBOARDS, SKATES, ROLLERBLADES, & MOTORIZED SCOOTERS

These items may be stored on patios and balconies. However, do not secure bicycles to trees, stairs, or fences. Please do not ride or skate on sidewalks. Do not play in the parking lot. All non-licensed motorized vehicles or scooters are not permitted to be used anywhere at Water Works.

PATIO UMBRELLAS

Any and all umbrellas on the patio shall be securely anchored/weighted so as not to blow away and cause damage during a monsoon storm. Also, the umbrella must be positioned so that it is contained within the unit's property and not hang over walls or fences. Furthermore, the umbrella needs to remain in good condition (free from rips and tatters).

CHILDREN

Children under 8 may not play on the grounds without adult supervision. Water Works was designed originally as an adults-only community. The ponds are a hazard for unattended children as they are deep and the sides can be slippery. 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.

OCCUPANCY RESTRICTIONS

The following are the maximum occupants allowed per unit:

Model **A**: (751 sq. feet): **2 People**

Model **B**: (942 sq. feet) and **B2**: (996 sq. feet): **3 People**

Model **C & D**: (991 sq. feet), and **E**: (1165 sq. feet): **4 People**

PARKING LOT/VEHICLE RESTRICTIONS

The parking lots will be monitored and nonconforming 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.

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

No repairing, washing, 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.

No vehicle storage on the property. Vehicles will be towed after one week's notice. An owner who will be out of town for more than one week may get a waiver from the Association prior to leaving.

Adhere to assigned parking. Owners may agree to switch assigned spaces, but must notify the Association in writing to avoid any misunderstandings. Vehicles parked in 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 after three days notice. 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 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 vehicles other than service vendors coming in and out of the complex for repairs may be parked in the lots, unless parked at the designated parking spaces located at the unassigned/numbered spots at the south east or south west parking along the block wall. All vehicles must remain debris free and in operable condition. Pick-ups stacked with construction materials or tools of the trade are considered commercial vehicles. These vehicles will be towed. Waivers for residents who are moving may be obtained by calling the Association.

PETS

No more than two pets per unit. 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.

Cats must be kept inside unit at all times. Used cat litter must be placed in a plastic bag and placed in the dumpster.

Dogs must be leashed when on the property, a City of Mesa Ordinance. Dog areas are provided for your pet on the south side of the property, near the dumpsters, for the purposes of bathroom duty. Please restrict the use of other common areas for your pet to defecate. Waste bags are provided at some locations. Please use these to pick up waste and ensure these are put into a trash bin. Not following these directions will result in excess costs to the community and possible fines to you, the homeowner. 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!

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.

GOODMAN LAW OFFICE

ATTORNEYS & COUNSELORS AT LAW

May 17, 2012

VIA US MAIL

Homeowners

Water Works Condominium Owners Associations

RE: Dogs in Community

Dear Members,

This Firm represents Water Works Condominium Owners Association. Recently, there have been complaints regarding members who have allowed their dogs to run loose on the Association's common areas, and there have been a few incidents where unleashed dogs have attempted to bite other members of the community. The Association is committed to taking all reasonable efforts to protect Association members and their families.

The CC&R's for the community also allow the Association to file suit in the Maricopa County Superior Court to enforce the provisions of the governing documents. Relevant, portions of the CC&Rs and Mesa City Code are appended to the end of this letter. Please be advised that the Association will take all appropriate enforcement action against any owner who harbors a vicious dog or otherwise allows their dog to become a nuisance to the community. In addition to seeking an order to have any vicious dog removed from the property, the Association will also seek the costs of suit, including any attorneys' fees incurred to obtain the order.

This letter will serve as a FINAL NOTICE to those homeowners who fail to control their pets. Thank you for your understanding and cooperation in this matter.

Section 17 of the CC&Rs states in part:

No Owner shall keep or maintain anything or shall suffer any condition to exist: in his Unit or cause any other condition on the Property or the Common Elements which materially impairs any easement or right of any other Owner or otherwise materially impairs or interferes with the use and enjoyment by other Owners of their Units and the Common Elements. Subject to the foregoing, commonly accepted household pets may be kept in a Unit, but no such pets shall be bred or allowed loose or unsupervised on any part of the Property or the Common Areas, Walking of pets shall be prohibited except at such times and subject to such rules, regulations and fines as the Board may, from time to time establish.

Further, Mesa City Code 6-44 states in part:

VICIOUS DOG: Any dog, except one assisting a peace officer engaged in law enforcement duties, which:

(A) When unprovoked, in a vicious or terrorizing manner approaches any person or domestic animal in an apparent attitude of attack upon the streets, sidewalks, or any public or private grounds or places; or

(B) The owner thereof knows, or should reasonably know, possesses a propensity, tendency, or disposition to attack unprovoked, to cause injury, or to otherwise endanger the safety of human beings or domestic animals; or

(C) Bites, inflicts injury, assaults, or otherwise attacks a human being or domestic animal without provocation on public or private property; or

(D) Is owned or harbored primarily or in part for the purpose of dog fighting; or any dog trained for dog fighting.

Code Section 6-4-7 states in part:

DOGS NOT PERMITTED AT LARGE; WEARING LICENSES:

(A) In a rabies quarantine area, no dog shall be permitted at large. Each dog shall be confined within an enclosure on the owner's property or secured so that the dog is confined entirely to the owner's property or on a leash not to exceed six feet (6') in length and directly under the owner's control when not on the owner's property.

(B) Any dog over the age of four (4) months running at large shall wear a collar or harness to which is attached a valid license tag. Dogs used for the control of livestock or while being used or trained for hunting, dogs while being exhibited or trained at kennel club events, or dogs while engaged in races approved by the Arizona Racing Commission, and such dogs while being transported to and from such events, need not wear a collar or harness with a valid license attached provided that they are properly vaccinated, licensed, and controlled.

(C) If any dog is at large on the public streets, public parks, or public property, then said dog's owner or custodian is in violation of this Chapter.

POOL, AND CLUBHOUSE:

The restrictions listed below are for the safety of community members and guests. Please adhere accordingly.

- **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.
- 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 is 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 6:00 am to midnight daily. 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 am or after 10:00 pm.
- 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. No diapered babies in water.
- No cooking in fire pit.
- No horseplay, running, pushing, or shoving.
- Bikes, skates, roller blades, skate boards, etc. are not allowed in the pool area.

Violations of the pool, 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 patios. Refuse removal is provided by the Association via large dumpsters located on the four 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 Mesa charges Waterworks for large item removal. If you wish to dispose of large items, contact the Association. Anyone caught dumping large items without permission will be subject to a \$100.00 fine in addition to the city charge.

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

Section 24 of the CC&R's gives the Board the power to enforce the rules and regulations and the legal documents. The following enforcement policies will be followed.

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

According to Section 17 and 20 of the CC&R's, after reasonable notice, unless an emergency exists, 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 (See section on Parking Lots/Vehicle Restrictions). 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 15th. 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. Such antennas/ satellite dishes 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. A location on the roof, but concealed from view from the common areas. Any antenna or satellite dish that is placed on the roof must be placed on the roof without having anything penetrating the roof's 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 third 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.

3. Satellite dishes are required to have a protective mat installed under the dish prior to installing on the roof.

Should at any time a satellite dish be cancelled for use, the satellite dish must be removed properly. Whether the satellite dish is in use or not, the unit Owner still owns that satellite dish and will be held responsible for any potential damages to the common areas and the cost of repairs. New Owners, please make sure you are checking to see if there are any unused satellite dishes on the roof or patio when taking over so that they can be removed if necessary.

WATER WORKS CONDOMINIUM ASSOCIATION RULES, REGULATIONS AND CC&R VIOLATION ENFORCEMENT POLICY

Effective Date: July 1, 2004

The Board of Directors of the Water Works Condominium Association has established the following enforcement policy for Rules, Regulations, and Covenant, Conditions and Restrictions (CC&R's) violations, and any applicable monetary fines for continuing violations. This policy was formed following the established law of the State of Arizona, Section 1, Title 33, Arizona Revised Statute, Chapter 17, Planned Communities. The goal of this policy is to protect all of the Members of the Association from excessive costs in enforcing the CC&R's as outlined in the ARTICLES of the legal documents, and to safeguard the value of the Members' properties. The Board may choose to modify this policy on specific cases that require special handling.

FIRST NOTICE:

A letter will be sent to the Homeowner of the property outlining the violation. In the event that the Homeowner of the property can be identified as an absentee Homeowner, a copy of the violation letter will also be sent to the tenant at the property address. The Homeowner will be given at least fourteen (14) calendar days to bring the violation into compliance.

SECOND NOTICE:

The second letter will again define the violation and notify the Homeowner that in the event the property is not brought into compliance within at least seven (7) calendar days, a fine may be assessed to their association account. This fine is collectable just as it is for any other assessment amount. See fine schedule attached to this document. The notification letter will offer an opportunity for a Hearing with the Board of Directors.

THIRD NOTICE:

The third letter notifies the Homeowner that a fine has been assessed against them, and that if the violation continues for an additional time period of at least seven (7) calendar days, an additional fine will be assessed. The letter will offer an opportunity for a Hearing with the Board of Directors.

FOURTH NOTICE:

The fourth letter and any subsequent letter notifies the Homeowner that an additional fine has been assessed to their account. Continued violations will result in additional fines (which may include the doubling of the fine each letter to the maximum of \$3,200) Legal action and legal costs may be assessed against the Homeowner at the discretion of the Board of Directors. The letter will offer an opportunity to the homeowner for a Hearing with the Board of Directors.

HEALTH, SAFETY, AND WELFARE: Immediate action will be required on any violation that affects the health, safety, and welfare of the Association or Association Members. **OPPORTUNITY TO BE HEARD:** Grievances (Statement of Defenses) arising from, or an appeal of, any enforcement Action and/or Assessment must be addressed in writing to the Board of Directors of the Association, dated and signed by an Owner, and forwarded to the Association with fourteen (14) calendar days of receipt of the formal notice of violation. Upon receipt of a request for a hearing, the Board shall set a date and time to hear the Owner's grievance, and the Board will provide notice to the Owner at least fourteen (14) calendar days prior to the date of the hearing. Decisions of the Board are final in all cases.

** An exception to the above enforcement policy applies to vehicle violations. See the fine schedule for clarification.*

*** Before any fines are levied against anyone, all violations will be verified. The Board has also provided all Homeowners with the right to appeal any infraction that they may receive.*

Managed by: VISION COMMUNITY MANAGEMENT SERVICES, LLC

Waterworks Condominiums Rules and Regulations: Board approval date: