

COTTONWOOD RANCH HOMEOWNERS ASSOCIATION



Rules and Regulations Policies and Procedures

Adopted by the Board of Directors January 2021

Effective March 1, 2021, revised September, 2021

Cottonwood Ranch Homeowners Association

Rules and Regulations – Policies and Procedures

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Introduction

Every resident of Cottonwood Ranch in Chandler, Arizona is a member of the Cottonwood Ranch Homeowners Association (the “Association”), the entity responsible for the management of all common areas as well as the administration of the affairs of the community.

The Association is governed by an Amended and Restated Declaration of Covenants, Conditions and Restrictions (the “CC&Rs”).

The CC&Rs provide the Board of Directors (the “Board”) with the authority to adopt, amend and repeal rules and regulations pertaining to the use of the common areas as well as regulate the use of the Lots. The Board hereby adopts these rules and regulations (“Rules and Regulations” or “Rules”).

Pursuant to Section 2.4 of the CC&Rs, the Board has the authority to appoint and remove members of the Architectural Committee. A member of the Board shall serve as the chairperson of the Architectural Committee, along with any other Architectural Committee members appointed by the Board. The Architectural Committee is authorized to adopt, amend and repeal architectural guidelines (“Design Guidelines”).

The Design Guidelines are intended to help residents better understand the requirements relating to modifications, additions, or alterations that may be made to existing structures or lots and how to request approval for those changes. The Rules provided in this Document will help homeowners better understand what is allowed within the community per the governing documents such as the CC&Rs and Bylaws.

These Rules and Regulations also contain the process relating to delinquencies and enforcement matters. It also provides an outline on how delinquent assessments are collected as well as how monetary fines are administered and managed. In addition, these Rules outlines the minimum requirements and expectations the Board deems necessary for specific contractor activities to be performed within the Association.

All residents within the Association, homeowners and tenants, and their guests must observe and abide by these Rules and Regulations. The homeowner is responsible to ensure that their tenants have a copy of these Rules and Regulations and CC&Rs. Homeowners will also be held responsible for ensuring children residing in or visiting their home conform to these rules at all times.

Architectural Review Process

In accordance with the Declaration of the CC&R’s for Cottonwood Ranch, the Board of Directors has adopted the following guidelines for architectural improvements which shall apply to all lots within Cottonwood Ranch. These documents are intended to enhance the property values and the high standard of development that exists within Cottonwood Ranch. The guidelines are established to assist residents in understanding what types of landscape or structural changes require an Architectural Application and that the application must be approved before any work requested on the application can be initiated.

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Prior to the commencement of construction or installation all plans must be submitted to the Architectural Committee. The Architectural Committee will review all requests and advise the homeowner whether their request is approved, conditionally approved, or denied. The homeowner is responsible to ensure they are in compliance with any applicable city and state codes.

Application Procedure

Submittal: Applications and plans (which will be kept on file with the Association) should be mailed, faxed, or submitted online to the management company. The application for design review is attached to this document as Exhibit C.

The following information should be included:

1. **Application Form:** A completed application form (copies of which can be obtained from the management company).
2. **Plot Plan:** A site plan showing dimensions, relation to existing dwelling and property lines (setbacks). Measurements must be written on the plans.
3. **Elevation Plans:** Plans showing finished appearance of additions in relation to existing dwelling. An accompanying photograph of the proposed location would be helpful.
4. **Specification:** Detailed description of material to be used.

Review – Approval and/or Disapproval: The Architectural Committee shall have 30 days after receipt of all necessary information and plans to approve/ disapprove plans. If the Committee does not respond within the 30-days, the application is denied and must be resubmitted for review.

Review and approval or disapproval will include, but not limited to, consideration of material, workmanship, colors, consistency with the external design and color of existing structures of the lot and on neighboring lots. The location of the improvement with respect to topography and finished grade elevation will also be considered.

Neither the Architectural Committee, nor the Board shall have any liability in connection with or related to approval plans, specification or improvements. The approval of the plans does not mean the judgment is passed on the structural soundness of the addition nor its effects upon existing or future drainage; the review of the plans is for aesthetic purpose only.

Approval Expiration: Construction must be started within 90 days of the approval date. If no work is started within this time period, the application must be resubmitted for review and approval.

Construction Period: Approved projects must be completed within 120 days from initiation.

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Landscape Guidelines

Front Yard Landscape:

1. No Plantings or landscaping shall be done, and no fences, hedges, or walls shall be erected or maintained on any lot without the prior written approval of the Architectural Committee. Annual flowers may be installed without architectural approval.
2. Landscape must be kept free of weeds, leaves, trash, debris, and animal waste.
3. Plants and trees must be trimmed on a regular basis. Trees need to be trimmed at least 8' up from ground to ensure that the tree canopy does not prevent normal passage along the sidewalk or encroach into adjacent lots. Trees must not create a significant adverse impact on neighboring properties or the common areas.
4. All dead plant or tree material must be trimmed and removed.
5. Turf: Grass must be mowed and watered. Artificial turf installation is recommended as an alternative to grass as well as low water use plants and trees.

All landscape must be kept in a neat and tidy appearance. **Rear Yard Landscape:**

1. Organic or inorganic ground cover required, no exposed dirt areas allowed on the lots without approval.
2. Overgrown bushes/trees must be trimmed. Trees need to be trimmed so they do not encroach on adjacent lots or into the common areas.

Hardscape: The Architectural Committee must approve any hardscape items proposed for front yard installation. Only hardscape items that will be visible from the ground level of the neighboring property in the rear yard will require approval. Materials included in hardscape are concrete, brick, tile, wood, etc. Example of hardscape items are planters, pavers, walkways, retaining walls, and decorative walls.

Fine Grading and Mounding: The grading is a critical aspect of landscaping. Each lot has been graded such that all storm water will drain way from the house. It is important that this drainage pattern is maintained when preparing the landscape design, especially if mounding or berms are proposed. In all cases, the installation must comply with the city grading and drainage plan. Every effort should be made to make mounding appear natural. Any changes to the lot grading and mounding will require approval from the Architectural Committee prior to any work starting.

Water Features, Statuary Etc.: Items such as fountains, statuary, etc. are permissible within the rear yard and must be less than 5 feet in height. Water features and statuary do not require submittal to the Architectural Committee if in the rear yard and less than 5 feet in height . The Committee must approve such items installed in the front yard. It is recommended that water features be chlorinated. The homeowner is responsible for ensuring the water does not become stagnant or a source for mosquito breeding. The Committee reserves the right to limit the size and quantity of water features and statuary. If water features are not properly maintained or have stagnant water that is a source for mosquito breeding, the Board reserves the right to enforce the removal of the water feature from the yard and also report it to the Maricopa County Vector Control department.

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Lighting: The Architectural Committee must approve lighting modifications that are visible from the exterior of the lot. The following outlines the minimum standards for lighting.

- A. Lighting shall be shielded such that the light shines primarily on the lot on which it is installed. Lights that create glare visible from other lots are prohibited. Homeowners will be requested to adjust the light position or remove the light if it creates an issue for adjacent lots.
- B. Exterior ground lights should be screened whenever possible with walls, plant materials, or internal shielding.

Rock Ground Cover: If decomposed granite or other landscape rock is used, it must be of an “earth tone” color and not white, green, blue or other bright colors. Lava rock and/or cinder rock is prohibited.

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Satellite Dishes

Installation of small satellite dishes (such as Direct TV or Dish) do not require approval prior to installation. All other roof mounted equipment needs to be submitted to the Architectural Committee for approval.

Basketball Goals

Permanent Basketball hoops are allowed within the community with prior approval from the Architectural Committee. All basketball hoops must be in operational condition and not in disrepair. A portable basketball hoop does not require prior approval and may be in view as long as it is in an upright position and functional when in use. If a basketball hoop is non-functional or in disrepair, it must be removed until repaired. Portable basketball hoops must be placed out of sight from the front yard when not in use. All basketball goals permanent and portable are to be placed so that shots are thrown into the owner’s lot, not into the neighboring lot.

Play Structures

Plans for children’s play structures that extends above the fence line must be submitted for approval.

1. The maximum height that will be considered for approval for pool ladders, swing sets and jungle gym equipment shall be eight feet.
2. Minimum setbacks from the side and rear wall shall be ten feet.
3. The structure must be maintained and kept in a high quality condition and not allowed to deteriorate. Any structures that are in a deteriorated state, as determined in the Board’s sole discretion, must be removed.

Seasonal and Decorative Flags

Seasonal and decorative flags that are house mounted below the roofline do not require approval. Seasonal flags must be removed within thirty days after the date of the holiday. Flags must be maintained in good condition at all times. Torn, ripped and faded flags are not allowed

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and must be removed. Offensive flags are not permitted as determined solely by the Board of Directors.

Common Areas

The Common Area is intended for exclusive and personal use of the residents of the Association. Use of the common areas by non-residents, unless an invitee or guest of a resident, is prohibited. Any commercial use of the Common Area is prohibited. The Common Areas may not be used for any private functions or events. Examples of private functions and activities that are prohibited in the Common Area include but are not limited to: Coaching or holding any type of organized sporting or training event such as football, baseball, softball, soccer, golf, etc. or holding any type of party or reception that involves a large group of people such that it prevents other homeowners from utilizing the Common Areas for their personal use and enjoyment. Consumption of alcohol or the smoking of marijuana is prohibited in the Common Areas. Residents are requested to report any commercial or private function use to the property management company.

Driveway/Sidewalks

All changes to the sidewalks or driveways require prior approval from the Architectural Committee.

Driveway extensions will be reviewed on an individual basis with stringent consideration of the architectural features of the neighborhood.

Any additions, removal, or replacement to driveway and sidewalks (i.e. concrete, exposed aggregate, stamped concrete, pavers, etc.) must be submitted on landscaping plans with color specification for approval.

Driveways must be kept clean and free of oil or any other stains. Vehicles leaking excessive oil are not allowed and must be repaired or removed so they do not leak oil on the parked surface.

Motor Vehicles and Trailers

Vehicles may only be parked on a finished surface (i.e. concrete driveway or driveway with paver extension). Trailers of any type or size are not allowed to be stored on the front yard driveway or on the street.

No motor vehicle classified by manufacturer rating as exceeding 3/4 ton, recreational vehicle, commercial truck, commercial van, mobile home, box trailer, travel trailer, tent trailer, flatbed trailer, camper shell, detached camper, boat, boat trailer or other similar equipment or vehicle may be parked or stored on any lot or on any street within the Association.

Vehicles parked on the driveway must be maintained in proper and good mechanical working order and physical condition. Vehicles that do not meet these conditions are not allowed and must be removed or repaired to meet this criteria. Examples of mechanical or physical conditions that are not allowed include but are not limited to the following: Vehicles leaking oil or other fluids, flat tires, missing tires or missing wheels, vehicles on jackstands, broken windows, torn or ripped convertible tops, exterior body damage or missing doors or other body panels, excessive paint peeling or rusting. The Board of Directors reserves the right to identify,

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notify, and enforce monetary penalties to the homeowner for any vehicles, trailers, etc that are not in compliance with this rule.

Fence and Walls (including decorative walls)

Plans for new fences or walls or additions to existing structures must be submitted to the Architectural Committee for approval prior to construction. Walls must match the existing dwelling or wall in texture and color. Exceptions will be considered on a case by case basis and are at the discretion of the Board of Directors.

Gates

All Gate Replacements require prior written approval from the Architectural Committee. Double gates may be installed where available based on the lot configuration in the original design or similar construction to allow wider access to rear yard. All gates must be properly maintained and remained closed when not in use. Installation of gates at side yards of corner lots is prohibited.

Gutters and Downspouts

Installation of gutters and downspouts requires prior written approval from the Architectural Committee. Plans must include the proposed location for the gutters and downspouts, the color, and type of material to be used.

HVAC

Heating, Ventilation, and Air Conditioning units may not be roof mounted and must be installed on the ground in the original or similar location from when the house was constructed. Any exceptions require written approval from the Architectural Committee.

Machinery and Equipment

No machinery or equipment of any kind shall be placed or stored upon any lot except for equipment that is normally required to maintain the lot.

Paint Colors

The approved paint colors are attached to this document as Exhibit A and are also located on the property management website at www.wearevision.com and www.dunnedwards.com

Homeowners must submit an architectural request with the paint colors for the body, trim, and pop outs and select the color from the approved paint color list. The Architectural Committee must approve the request prior to painting the home. Homeowners that use colors that are not on the approved list will be required repaint the home with an approved color at their expense.

Garage doors can be painted to match the body or trim color of the home. Exceptions to this policy are if the garage door is powder coated or has a special paint application from the manufacturer that ensures color longevity and prevents fading or discoloration.

Custom or replacement garage doors must be submitted to the Architectural Committee for review and approval prior to installation. The application must indicate the color, style, manufacturer, material and warranty.

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Patio Covers

Plans for patio covers must be submitted to the Architectural Committee for review and approval prior to installation. The following minimum standards are suggested.

1. Roofing material should match what was installed by the builder within the subdivision. Tiles must match the tiles on the existing home.
2. Color of supports and material must match the color of the body or trim of the home.
3. Roof shall be flat or match pitch of the roof of the home.

Pools and Spas

Pool and/or spa installation must be submitted to the Architectural Committee for review and approval prior to any construction commencing.

Perimeter walls on lots bordering Common Area and shared Association walls may not be torn down to allow access to rear yard. Access must be gained by removing a portion of the front wall on the side of the home. Repairs to the wall must be completed within 30 days after access needed for the pool or spa installation is completed. The repaired wall must match the texture and color of the remaining wall and home.

All pool and spa equipment must be screened from view of the neighboring property. Pool ladders, slides, or other features shall not exceed eight feet in height.

Pool Fencing

The specification for pool fencing shall meet all city, county, state and federal requirements.

Screen Doors/Security Doors

Screen doors/security doors need to be submitted to the Architectural Committee for review and approval. Applications must indicate the color and style that will be installed. A drawing or brochure of the door should be submitted with the application for approval.

Signs

No signs whatsoever shall be erected anywhere on the property except for those signs needed for legal proceedings, political signs as allowed by state statute, or to sell or rent the home. For sale or rent signs must be removed within 15 days of the final sale or rental agreement.

Storage Sheds

Storage sheds require written approval prior to installing and are subject to the following guidelines:

1. Storage sheds under 120 square feet are not subject to rear setback from walls.
2. Sheds may not be visible above the top of the block wall without prior written approval. The maximum permitted height of sheds shall be 8'. Permitted shed size will vary based on the size of a lot. In general, though, no shed shall exceed 100 sq ft (10 ft x 10ft) in size.
3. Quality materials and construction are required, and the shed must be properly maintained and not allowed to fall into disrepair. Sheds that are rusting or otherwise in

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disrepair must be painted and repaired or they will be subject for removal based on the Board of Directors' review and in the Board's sole discretion.

4. In general, sheds should have the same or similar color as the home and are required to be maintained to the same standard as the home.
5. Approval/Acceptance by the Design Review Committee will be on a case-by-case basis.

Solar Panels

Solar panels are allowed to be installed, but an Architectural Application must be submitted prior to installation. The Association requests the homeowner to provide the name of the contractor, warranty, energy generation capacity, and installation position. The electrical conduit and equipment mounted on the side of the house should be painted to match the color of the home where possible. Damaged or broken solar panels must be repaired, replaced or removed.

Clothes Drying Facilities

Outside clotheslines or other outside facilities for drying or airing clothes shall not be erected, placed or maintained on any lot so as to be visible from neighboring property.

Trash and Recycling Containers and Collection

No garbage or trash shall be placed or kept on any lot except in covered containers of a type, size and style which are issued by the city. Trash and recycling containers must be stored out of view from the front yard other than on collection days. Homeowners are required to follow the City of Chandler container placement guidelines as listed on the city's website. All rubbish, trash, garbage, and recycling material shall be removed from the front and rear yard of the lot and shall not be allowed to accumulate thereon. No incinerators shall be kept or maintained on any lot.

Sanitation

No rubbish or debris of any kind shall be placed or permitted to accumulate upon or adjacent to any lot, and no odors from pet waste, paints, solvents, oils, or any other chemicals shall be permitted to arise therefrom, so as to render any such lot or any portion thereof unsanitary, unsightly, offensive or detrimental to any other lot in the vicinity thereof or to its occupants.

Renting of Residence

Any owner who leases or rents the home must complete and submit a Rental Registration Form. The Rental Registration Form is shown under "Exhibit D". All renters and guests are required to be informed and abide by the CC&Rs, Bylaws, and Rules and Regulations for the Cottonwood Ranch HOA. The homeowner is responsible and accountable for all monetary penalties and violations for any rental property. Any home rented or leased must also be properly registered with the Maricopa County Assessor and the City of Chandler and abide by their rental registration policies and pay the appropriate city, county, state taxes for the rental property.

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Animals

Generally recognized house or small yard pets are allowed such that the total number does not exceed a total of four (4). Homeowners are responsible for picking up and disposing of any pet waste on a weekly basis and ensure that pet waste does not become a nuisance to any neighboring properties due to the smell or accumulation within their yard. Breeding of any animals for commercial sale or similar uses is not allowed. Homeowners are responsible to ensure their animal(s) do not make an unreasonable amount of noise such as barking, or become a nuisance to any neighboring properties. No structure for the care, housing, or confinement of any animal shall be maintained so as to be visible from neighboring property. The Board shall determine whether, for the purposes of this section, a particular animal is a generally recognized house or yard pet, or nuisance, or whether the number of animals on any such property is excessive and in violation of this rule. The Board's decision shall be final.

Enforcement Policy

Attached as Exhibit B is the enforcement policy for the community.

Exhibit A

Cottonwood Ranch Homeowners Association Approved Paint Colors

Body Options

DE 6127 Finest Silk

DEC 721 Slopes

DE 6149 Cream Washed

DEC 717 Baked Potato

DEC 748 Oyster

DE 6075 Wood Lake

DE 6122 Dry Creek

DEC 760 Desert Gray

DEC 766 Steveareno Beige

DEC 718 Mesa Tan

DEC 722 Baja White

Trim Options

DEW 313 Early Snow

DE 6123 Trail Dust

DE 6135 Verona Beach

DE 6214 Pigeon Gray

DE 6074 Frontier Land

DE 6208 Tuscan Mosaic

DE 6060 Twilight Taupe

DE 6068 Cobblestone Path

DE 6291 Casting Shadow

DE 6285 Linden Spear

DE 6207 Egyptian Sand

DEC 776 Courtyard Green

Accents/Pop-outs

DEC 752 Birchwood

DE 6207 Egyptian Sand

DEC 768 Apache Tan

DEC 720 Cliff's View

DEC 757 Rincon Cove

Note: Colors were updated and matched to the nearest Dunn- Edwards Perfect Palette color and may not be an exact match. Not recommended for touch-up purposes.

Exhibit B

Cottonwood Ranch Homeowners Association

Rules and Regulations, CC&R Violation and Enforcement Policy

Cottonwood Ranch Homeowners Association has established the following Enforcement Policy for Covenants, Conditions and Restrictions (CC&R's) violations enforcement, and any applicable monetary fines for continuing violations. This Policy will be deemed part of the Association Rules and is subject to amendment or modification at any time by majority vote of the Board. This Enforcement Policy for non-monetary violations is adopted in accordance with Arizona's Planned Communities Act, Arizona Revised Statutes 33-1801 through 33-1807 (Supp. 1997) and the provisions of the CC&R's and Project Documents, as currently in force and effect.

First Notice:

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

Second Notice and Assessment of Initial Monetary Penalty:

The Association will issue a second Notice if, after not less than ten (10) business days from the issuance of the first Notice, the Owner has not corrected or removed (or has chosen not to correct or remove) the violation or the violation has repeated or returned. The second Notice will inform the Owner that the Maximum Initial Monetary Penalty has been imposed for the violation as the violation is repeated or has not been corrected after ten (10) business days from the date of the Second Notice. You will also be responsible for any certified letter processing fees.

Third Notice and Assessment of Additional Monetary Penalty:

The Association will assess an Additional Monetary Penalty if the Owner has not corrected or removed (or has chosen not to correct or remove) the violation or the violation has repeated or returned as stated in the time frames in the first and second Notice. You will also be responsible for any certified letter processing fees.

Additional Monetary Penalties:

After the imposition of the Maximum Initial Monetary Penalty, the full amount of the Additional Monetary Penalty may be imposed upon subsequent inspections if the Owner has not corrected or removed (or has chosen not to correct or remove) the violation or the violation is repeated or has returned. Inspections will be conducted to coincide with the terms of the notices. You will also be responsible for any certified letter processing fees.

Should a period of time of at least 90 days' lapse between violation letters of the same offense, the next letter will be a First Notice again.

Exhibit B

Exception to Notice Procedure

Violations posing a threat to the health, safety, and welfare of the community as a whole or any one or more other Owners may require immediate action and thus create exceptions to the foregoing notice provisions. Examples of health, safety, and welfare violations include, but are not limited to, the following: accumulation of trash and/or other materials that may attract pests; threat of flood or fire damage to neighboring properties; an escaped pet; or a collapsed structure or tree blocking the road or drivers' lines of vision.

Right of Self-Help

The Association has the right (but not the obligation) to enter the Owner's property and to provide all maintenance and repairs that are necessary to remove the violation. Entry by the Association and any of its agents is not an actionable trespass. The Association may assess the Owner for the costs of all maintenance and repairs performed by the Association.

Opportunity to be Heard

The Association recognizes each Owner's right to explain the reasons why there is a violation of the CC&R's or the other Project Documents, particularly if the violation results in a monetary penalty. Before any monetary penalty is assessed, an Owner has the opportunity to request a hearing before the Board of Directors. The Owner must provide timely written request for a hearing. If the hearing is scheduled, the Owner is bound by the decision of a majority of the Board.

Schedule of Monetary Penalties

Violation	Maximum Initial Monetary Penalty	Additional Monetary Penalties
Trash Containers	\$25.00	\$50.00
Vehicle Parking	\$50.00	\$100.00
Commercial / Recreational Vehicles	\$50.00	\$100.00
Vehicle Repair	\$50.00	\$100.00
Signs / Holiday Lights	\$50.00	\$100.00
Design Construction	\$100.00	\$200.00
Items in View	\$50.00	\$100.00
Animals	\$25.00	\$50.00
Basketball Structures	\$50.00	\$100.00
Nuisances	\$50.00	\$100.00
Landscape Maintenance	\$50.00	\$100.00
Other Monetary Penalties	Set by the Board of Directors	Set by the Board of Directors

Exhibit C

COTTONWOOD RANCH HOMEOWNERS ASSOCIATION APPLICATION FOR DESIGN REVIEW

All applications for changes to the exterior of your residence and/or landscaping must be submitted to the Cottonwood Ranch Homeowners Association's Architectural Design Review Committee/Board of Directors. The Cottonwood Ranch Homeowners Association's Covenants, Conditions and Restrictions (CC&R's) require that a homeowner obtain the prior written approval for any landscaping change, exterior alteration or addition to property within the Cottonwood Ranch Homeowners Association.

Please note that approved applications must be completed in a timely manner. A project completion date is required on the Application. If additional time is required for you to finish your project, an extension request is listed on the second page of these forms.

To comply with the CC&R's, please submit this application with all the required attachments to:

Cottonwood Ranch Homeowners Association
C/O Vision Community Management
16625 S. Desert Foothills Parkway · Phoenix, AZ 85048
Phone: (480) 759-4945 Fax: (480) 759-8683
EMAIL: cottonwoodranch@wearevision.com WEBSITE: www.wearevision.com

If you have not received any form of communication from the Committee or the Association after (30) days, please contact Vision Community Management for an update.

Homeowner's Name _____

Homeowner's Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Lot # or Lot Address _____

The undersigned hereby submits its Application for Design Review to the Architectural Committee or the Board of Directors of Cottonwood Ranch Homeowners Association for review and approval of the following item(s):

_____ Painting of residence _____ Outer building _____ Walls/fences

_____ Installation of landscaping _____ revamping of landscaping

_____ Addition of _____ to/on the residence (building)

_____ Addition of _____ to/on the lot (property/land)

_____ Installation of a pool/spa

_____ Other _____

Exhibit D

Vision Community Management
16625 S. Desert Foothills Pkwy, Phoenix, AZ 85048
Office: (480) 759-4945 Fax: (480) 759-8683
Email: CottonwoodRanch@WeAreVision.com

RENTAL REGISTRATION FORM

Pursuant to Arizona state law §33-1806.01 / §33-1260.01, completion of this form is required if you rent out your home. Each time a new tenant moves into your home, a new form must be completed and a \$25.00 fee paid. If the form is not fully completed or not returned within 10 days from the lease start or renewal date, a \$15.00 late fee will be charged.

Owner Name(s): _____ Phone: _____

Property Address: _____ Email: _____

If this home is no longer a rental, please check here and return the form to the address below:

Name(s) of Adult(s) Tenants and Contact Information (Required):

- | | | |
|----------|--------------|--------------|
| 1. _____ | Phone: _____ | Email: _____ |
| 2. _____ | Phone: _____ | Email: _____ |
| 3. _____ | Phone: _____ | Email: _____ |
| 4. _____ | Phone: _____ | Email: _____ |

Lease Term (Required):

Start Date: _____ End Date: _____ New Registration (\$25.00 Enclosed)
 Renewal – Previously Paid

Resident Vehicles (Required):

- | | | | |
|---------------|-------------|-------------|-------------|
| 1. Make _____ | Model _____ | Color _____ | Plate _____ |
| 2. Make _____ | Model _____ | Color _____ | Plate _____ |
| 3. Make _____ | Model _____ | Color _____ | Plate _____ |
| 4. Make _____ | Model _____ | Color _____ | Plate _____ |

Return this completed form each time you have a new tenant OR a lease renewal to the address listed below. For New Tenants: Include a check or money order in the amount of \$25.00. If mailing this form more than 10 days after the request for information, include the \$15.00 late fee. Make checks payable to:

Vision Community Management
16625 S. Desert Foothills Pkwy, Phoenix, AZ 85048