

HIGHLAND VILLAGE ASSOCIATION, INC.

General Rules and Regulations Revised April 1, 2000

TO: All Homeowners and Residents

The following is extracted from the Covenants, Conditions and Restrictions for Highland Village and from policies set by the Board of Directors and previously distributed to all homeowners and residents through minutes or special notices. This list is presented as a capsule reference for the convenience of all at Highland Village and as a guide to the courtesies required in a complex of this nature for the benefit and enjoyment of all. All residents and their guests are expected to adhere to and follow these courtesies. **Please keep as a reference.** Refer to your copy of the CC&Rs for a comprehensive listing.

POOL AND SPA:

1. YOU ARE HEREBY GIVEN WRITTEN NOTICE:

THERE IS NO LIFEGUARD ON DUTY. The Association, Board of Directors and/or the management company are **not** responsible for accidents or injuries that may occur to any and all persons.

2. Pool and spa hours must be strictly observed by all:

CLOSING TIME - ABSOLUTE: Sunday thru Thursday 10:30 p.m.
Friday and Saturday 12 midnight

Following the above hours, quiet must be maintained by each person in the complex. Therefore, **INFORM ALL GUESTS** of this requirement.

QUIET use of the pool and spa is required BEFORE 10:00 a.m. and AFTER 9:00 p.m. every day. Use of the pool and spa is not permitted before 9:00 a.m.

Pool hours for guests of residents are 12:00 noon - 4:00 p.m. daily. Residents are responsible for advising their guests of guest hours and pool rules.

- 3. The *POOL GATE MUST BE KEPT CLOSED AND LOCKED AT ALL TIMES* for insurance purposes and to protect children. *DO NOT LEAVE GATE UNLOCKED OR PROPPED OPEN.* If you notice it is open, please pull the gate closed until locked.**
- 4. SHALLOW POOL - absolutely no diving permitted.**
- 5. Swimming alone is not permitted.**
- 6. LOUD MUSIC IS NOT PERMITTED AT ANY TIME.** Music levels must not disturb others in the pool area or elsewhere in the complex. Keep music level low for your personal listening only. Many find earphones helpful.

7. Children 14 years of age and under ***must*** be supervised by a parent or designated person who knows how to swim and is 18 years of age or over. (Parents are responsible for their children's behavior and well-being at all times in all common areas of the complex, including the pool area.) Parents need to ensure at all times others in pool area and residing in complex are not disturbed. *Children must not be left unsupervised at any time in any common area of the complex.*
8. **No running, pushing, shouting, jumping, disruptive, loud or abusive behavior is permitted at any time in the pool area or common area by anyone of any age.**
9. **No pets** are permitted in the pool or in the pool area at any time.
10. **Climbing** over pool area walls, fences or the gate is not permitted. Call the management company if your pool gate key needs to be replaced.
11. Each resident is responsible for his/her cleanup after use of food or drinks. Use trash receptacle provided. Ensure all cans and discards are **in the trash receptacle** before leaving pool area. Residents are responsible for ensuring guests comply.
12. Plastic utensils **only** may be used in the pool area - **NO GLASS**. Please wipe off table as a courtesy for the next person.
13. **NO COOKING OF ANY KIND IS ALLOWED IN OR AROUND THE POOL AREA NOR IN ANY PART OF THE COMMON AREA OF THE COMPLEX.**
14. Appropriate swimming attire is required - NO CUTOFFS, T-SHIRTS, ETC., as fibers clog filters and dyes affect chemical balance of water.
15. Raft users must show consideration to swimmers.
16. **It is each resident's responsibility to inform guests of closing times and rule requirements.**
17. **NOTE:** Schedule use of pool area for private gatherings (4 or more guests) with the management company (Management Support Services, 602-978-2090). There is a \$50.00 cleaning deposit required prior to the function, which is refundable when the pool area has been cleaned. Avoid requesting reservations during weekend prime time. All pool rules apply.
18. **Consideration of all other residents in the complex must be given at all times in using the pool or spa.**
19. **The Board of Directors and/or management company reserves the right to:**
 - a. **Close the pool if it is deemed necessary for any reason.**
 - b. **Reasonably limit the number of guests or residents using recreational facilities.**
 - c. **Charge a reasonable admission or other fee for use of recreational facilities.**

THE ABOVE RULES ARE TO ENSURE THE SAFETY AND ENJOYMENT OF THE POOL FACILITY FOR ALL RESIDENTS AND THEIR GUESTS. PLEASE BE ADVISED THAT THEY WILL BE ENFORCED AS NECESSARY.

NOISE:

Residents are expected to be considerate of all neighbors at all times and to inform guests of courtesies required. **Due to the design of the complex, noise is significantly amplified.** Therefore, consideration of others must be given prime importance.

From CC&Rs: "No noxious or offensive activity may be carried on or permitted on the premises, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood;"

1. Keep stereo and TV sounds at reasonable levels. Bass levels especially can be heard and felt in lower and upper units. All residents need to be aware of this and be considerate of others.
2. **When windows are open**, be especially sensitive to noise levels of TVs and stereos as noise carries very easily into other units and across the complex.
3. In the pool area, keep music levels low for your personal listening only. Using earphones may be helpful. Refrain from loud talking or disruptive noise while in the pool enclosure as this is easily heard inside the units.
4. Refrain from loud talking, noises, etc. in all parts of the common areas especially before 9:00 a.m. and after 9:00 p.m. as these carry into the units disturbing residents.

TRASH BINS:

1. **Place all trash *INSIDE THE METAL TRASH BINS*.** The bins are for trash; the pavement surrounding the trash bins is not. Any trash left outside the bins **will not be picked up by the trash removal trucks.** For the health and safety of everyone, ensure the trash you dispose of is placed *inside* the trash bin each and every time.
2. Seal or tie trash bags before depositing in bins.
3. Close lids - they are designed to contain odors and control flies.
4. Close and secure outer doors of enclosure after disposing of trash.
5. Break down large boxes before placing in bins to conserve space for others to use. Do not leave boxes beside bins as they will not be picked up for disposal by the trucks.
6. **Do not leave large items, such as furniture, mattresses, carpeting, appliances, etc., beside the trash bins, in the bins, inside or outside the trash enclosures. This deprives others from use of the bins and results in overflows. Call the Salvation Army or other services providing free pick-up. Anyone in violation will be subject to cleanup costs and/or fees.**
7. Do not park in front of trash enclosure doors; this blocks trash removal service; vehicles will be subject to towing and costs incurred.

PARKING:

1. Each unit is assigned one covered space. Park in assigned space only; make sure guests park in uncovered, non-assigned spaces, unless parking in your own assigned space.
2. Parking in someone else's assigned space is not permitted, unless permission to do so is *registered* with the management company by the owner of the space being used.
3. For units with more than two vehicles, park extra vehicle on side street (15th St.) or elsewhere to allow room for resident, service and guest vehicles. (This assumes one vehicle is being parked in an assigned space and the second in an uncovered space.)
4. Vehicles **must be in running condition and may not be stored. Vehicles with expired license plates are considered to be stored vehicles.** Any stored vehicle is subject to towing at resident's expense.
5. Storage or parking of trailers, boats, campers, motor homes, truck cabs or any towed or non-motorized vehicle is not permitted at any time.

6. Car repairs for **any** reason, other than minor emergencies, are **not** permitted. This includes draining radiators, changing oil or transmission fluid or any other maintenance.
7. **Washing vehicles is not permitted at any time.**
8. Do not back vehicles into parking spaces.

COMMON AREAS:

1. Barbecuing or any other type of cooking is not permitted; barbecues may not be stored in common areas.
2. All residents are asked to participate in picking up and disposing of litter from the lawn, parking lot and other common areas in order to maintain a high level of pride and beauty in the appearance of our complex.
3. Do **not** walk on the lawn or grass of any common area inside the courtyard area of the complex or surrounding the exterior of the complex. Much effort, time and money are spent in keeping the lawn and landscaping attractive. Walking by anyone on the grass jeopardizes this by creating footpaths, causing irreparable damage. **Do not take shortcuts across the lawn; use sidewalks and stepping stones provided.**
4. **No bicycling, skateboarding, roller skating, ball playing, running, tree-climbing, chasing, digging, shouting or any other activity that could disturb residents or cause harm is permitted inside the complex, on the sidewalks, on the lawn or in any other area of the common property.**
5. Any work inside a unit requiring temporary use of common property for storage of material, equipment, etc. must have prior approval from the Board.

PETS:

1. **All pets must be on leashes in the common areas - no exceptions. Owners will be responsible for any damage to property or injuries to other pets.**
2. **PET OWNERS MUST PICK UP WASTE IMMEDIATELY - NO EXCEPTIONS.** This is required by law (City of Phoenix Ordinance, Chapter 27, Article 18) and is mandatory. It goes without saying, not to do so not only breaks the law but violates health considerations, subjecting all others to disease, is unsightly and inflicts a lack of courtesy and consideration on all residents and guests. **Non-compliance will not be tolerated.**
3. Residents are asked to take pets outside of the courtyard and avoid allowing pets to use the lawn for any waste, liquid or solid, as it burns the grass and leaves yellow patches that remain.
4. Residents are asked to control barking of dogs in the early and late hours.

BUILDING EXTERIORS - It is required that all building exteriors look neat and uniform at all times:

1. Plain window treatments of **neutral** colors are to be used on all windows. Curtains with designs or patterns are not permitted. Window treatment must fully cover window.
2. **Bamboo shades or curtains are not allowed on the outside of windows.** For sun protection, consider installing a shade from inside. Home improvement stores carry "blockout" shades.
3. Screen doors are not allowed other than the specific type approved by the Board. *Submit a request to the Board for architectural approval when considering installation of a screen door.*
4. Aluminum foil is not allowed on either the interior or exterior of any window.
5. **No towels, bathing suits, rugs or any other items may be placed over patio/balcony walls. All patio/balcony walls must be completely free of extraneous items at all times.**

6. No clotheslines may be strung on patios/balconies; no clothing or other items may be hung showing from patios or balconies.
7. **Nothing stored on patios/balconies may show above top of patio/balcony walls at any time. All stored items must be kept low and out of view from street level.**
8. Except for decorative plants and the following exception in #9 for the west building only, **nothing may be affixed or hung from patio/balcony/walkway crossbeams or ceilings.** This includes the front and back of all units.
9. A single, neutral-colored bamboo shade the length of the patio or balcony may be hung on patios or balconies of units in the west building for protection from the afternoon sun. **Only the following shade or its equivalent in either length found at home improvement stores (such as Home Depot) is permitted:**
Lewis Hyman Rollup Blind
Woodgrain Finish
96"x72" Model No. 0322086 Natural Bamboo (\$14 at time of this revision)
120"x72" Model No. 0322106 Natural Bamboo (\$17 at time of this revision)
Any shade not in compliance or in poor condition will require replacement or removal. Compliance must be maintained to continue this exception.
10. Any additions, alterations, etc. to the exterior of a unit must be submitted in writing to the Board for prior *architectural approval*. The exterior is defined as anything outside the interior space of each unit; the exterior, therefore, includes all patios/balconies, walkways, and flower beds outside of each unit in addition to remaining common areas.
11. Do not leave bags, boxes, trash or any other items in front of unit's door or sidewalk or place these items over the patio wall for later removal.
12. Nothing may be stored in common area outside patio wall behind unit; this includes water hoses, which belong inside the patio.
13. Owners are responsible to ensure any broken window is replaced immediately.

RENTALS, FOR SALE/RENT SIGNS:

1. Owners may not rent units on a transient basis or for less than a 30 day period.
2. Owners are responsible for informing renters of general rules and regulations and pool rules.
3. Owners are responsible for each renter's conduct and any damage to common area.
4. **Owners are urged to inform management company of renter's name and phone number as a safety measure for contact in the event of emergency.**
5. For sale or rent signs may only be displayed in front window of units and may be no larger than 16"x24". Real estate companies and owners will be asked to remove signs larger than allowed by our CC&R's. Stand-alone signs on lawns are not permitted at any time.

MAINTENANCE FEES:

1. Monthly assessments are due the first of each month and payment is considered delinquent after the last day of the month.
2. Delinquent assessment fees require a \$15 late charge plus 1% per each month late.
3. An automatic lien is placed on any unit reaching two months in arrears.
4. **Note:** It is every owner's responsibility and obligation to ensure timely payment of monthly maintenance fees. Not to do so places unfair burden on fellow owners and neighbors. Timely payments ensure avoidance of penalties and legal action.

MANAGEMENT SUPPORT SERVICES:

To report problems or to ask questions, call Linda or Wes Corbin at 602-978-2090.

NOTICE - VIOLATIONS:

For most homeowners and residents, the guidelines listed above are already second nature. Your cooperation and consideration are appreciated by all who live here. In the interest of a cohesive community, each should be supported and enforced by all residents. For more specific details, refer to the Covenants, Conditions & Restrictions and to the Bylaws.

None of the above guidelines is without reason nor so limited as to single out any resident. All are intended to provide *all* residents with a pleasant, serene environment and enjoyable place to live. However, there are instances when violations jeopardize this enjoyment. Therefore, as of April 1, 1999, a new policy became effective which assesses fines for violation of these rules established by our CC&Rs and Bylaws or policies established by the Board and any future rules or policies as follows:

Violation - Warning letter to both homeowner and resident, if rented; no fine if violation corrected and compliance met within time specified in letter not to exceed 30 days.

Non-compliance after deadline - \$25 assessed to homeowner plus \$25 each month thereafter until violation is corrected and compliance is met.

Homeowners receiving a violation notification have the right to appeal. The appeal must be in writing addressed to the management company within twelve calendar (12) days of receipt of the original notification. The Board of Directors will consider the appeal at the next regularly scheduled Board meeting. A written decision will be sent to the homeowner within two weeks of the Board meeting. The decision of the Board will be final.

The Board of Directors has the following specific powers as stated in the Bylaws:

BYLAWS, Article VIII, Section 1(a):

"The Board of Directors shall have power to: (a) Adopt and publish rules and regulations governing the use of Common Areas and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;"

4/1/00