

## Greater Granville HOA Rules & Regulations

Updated: 2024

### Townhomes & all HOA Shared Common Areas rules and Regulations (2024)

The homeowner, hereafter referred to as “Owner” or “Member,” is responsible to know the Consolidated and Restated Declaration of the Covenants, Conditions, and Restrictions for Greater Granville, commonly referred to as CCRs. CCRs are recorded with the deed to each property within the Greater Granville Development and must be adhered to. The Board of Directors sets forth the following Rules & Regulations under the authority given to the Board through the CCRs. The owners are responsible for informing and ensuring that occupants and guests follow all established CCRs and Community Rules and Regulations. Contact information, including a valid email address, phone number, and physical and mailing addresses, must be kept current with Vision Management. Owners shall distribute these materials to occupants.

#### I. Board Meetings:

##### A. The Board of Directors

- i. The Board of Directors is made up of volunteer Owners elected by the Members.
  1. There are five Board of Director positions consisting of staggered three-year terms.
- ii. The Board meets bi-monthly and may call additional meetings as needed.
  1. Board Meetings are open to the Members. Some topics are discussed in executive sessions and are closed to the Members. Those topic categories include:
    - a. Legal advice from an attorney.
    - b. Pending or contemplated litigation.
    - c. Personal, health, or financial information about any Member.
    - d. Matters about an employee's job performance or
    - e. Discussions relating to a Member's appeal of any violation.
  2. Location, dates, and times are posted on the Community Management Company's website and in Common Areas.
  3. The agenda for the meeting will be available on the Community Management website.
  4. Owners attending are requested to sign in at the door or in the virtual waiting room to be documented in the official meeting minutes.
    - a. Owners attending are asked to be quiet during the meeting so the volunteer Board of Directors can conduct business in an orderly and timely manner.
    - b. The Board will follow parliamentary procedures.
    - c. There is a time for member comment after a motion and a second. Members will be recognized to speak about that motion at the appropriate time.
    - d. Owner Forum will be a routine agenda item.

- e. Owners in attendance will be recognized for speaking in an orderly fashion. Members will be given up to two minutes when addressing the Board. If more time is needed, the Board may request the item be added to a future meeting agenda.

II. Reporting Complaints and Violations:

- A. All complaints and violations must be in writing to the Greater Granville HOA, care of the Community Management Company. Complaints and violations can be by email or by postal service. Each complaint must have complete and detailed information:
  - i. Date of the violation.
  - ii. Time of the violation.
  - iii. Location of the violation.
  - iv. Reason for complaint or violation, stating which provision(s) of the CCRs or community guidelines is being violated.
  - v. Photo(s) or video of the person(s) or pet(s) committing the violation.
  - vi. The correct address of the person(s) or pets(s) committing the violation.
  - vii. Name, address, or lot number of the person submitting the complaint.
  - viii. Names and contact information for other witnesses.
- B. If the reporter requests to remain anonymous, management will use the information received to attempt to verify the complaint when visiting the property. However, if management cannot independently verify the violation, no enforcement action will be taken.
- C. Notify the police immediately if the violation is illegal or endangering person(s) or property and follow up with the Management Company following section II.A.
  - i. The HOA does not intervene in personal civil disputes; the police or courts must handle those matters.
- D. Vendors and Contractors Noise Guidelines
  - i. Vendors and Contractors must follow the City of Phoenix construction noise regulations.
  - ii. Vendors or contractors may not start work before 6 am from May 1 to September 30.
  - iii. Vendors or contractors may not start work before 7 am from October 1 to April 30.
  - iv. Vendors or contractors must complete work by 7 pm.
  - v. Excessive noise complaints will be addressed on a case-by-case basis.
  - vi. Vendor complaints must be handled as any other complaint. See Section II.A.
- E. Owners and residents will not interfere with the Owner Association's vendors and contractors working in the Greater Granville community.
  - i. Contact the Association's Community Manager to discuss any issues with the vendor or contractor. The Manager will need documentation per section II.A of these guidelines to take any further action on a complaint against a vendor or contractor.

III. Fines and Procedures (Adopted by the Board of Directors December 3, 2018)

- A. Owners are responsible for responding to a violation notice received and to:
  - i. Notify the Community Manager if unsure of a violation or believe it is a mistake.
  - ii. Notify the Community Manager that additional time is needed to make the corrections.
- B. The procedure of fines is as follows for violations of the Rules and Regulations or Community Covenants and Restrictions (CC&Rs) per A.R.S. 833-1803:
  - i. First Notice - A Violation Warning notice stating which provision(s) of the CCRs have been violated and the person noting the violation will be sent to the Owner.
    - 1. A violation notice may be mailed to the occupants at the discretion of the Board of Directors.
    - 2. The Owner has twenty-one (21) days to provide a written request for an extension to correct the violation.
    - 3. The Owner is responsible for immediately notifying tenants of violations.
    - 4. The Owner is responsible for correcting the violation.
    - 5. The Owner is responsible for any fines from a tenant's lack of corrective action
  - ii. Second Notice - If the Owner has yet to take action or dispute the matter, a second notice is issued twenty-one days after the written warning.
    - 1. The second notice will have a monetary penalty of \$75.00.
  - iii. Third Notice - If the violation has not been corrected or disputed, the third notice will be issued after an additional fourteen (14) days from the second notice.
    - 1. This violation process will continue until the matter is resolved.
  - iv. The matter may be forwarded for legal action. The violation procedure is referred to in Section II.A and II.B are intended for first-time minor violations. All other types of violations may be deemed separate and distinct and may be enforced according to the severity of the violation, e.g., repair costs, legal fees, etc. The Board reserves the right to send an account directly to an attorney at its discretion, depending on the type and severity of the violation.
    - 1. The Owner will be responsible for the legal fees and costs incurred in compelling the Owner's compliance with the CC&Rs.
      - a. Only the Board of Directors can vote to waive any fees.
  - v. There may be processing fees in addition to any monetary penalty.
    - a. \$15.00 will be added per certified letter sent, or the exact cost of mailing will be added if more than \$15.00.
  - vi. If no repeat violations have occurred for the same violation for one hundred and eighty (180) days, any subsequent violations of the same will be considered new, and the violation procedure will restart.

IV. Pets

- A. No Owners or tenants shall have more than two commonly accepted household pets at any one time without prior written consent of the Board<sup>1</sup>. Owners and occupants with pets must adhere to the following community guidelines.
  - i. Pet owners must pick up pet waste immediately and dispose of it at the provided Fido stations or dumpsters throughout the community.
  - ii. Reference Section VIII. Garbage.
- B. Owners and tenants must not allow excessive barking, other related noises, or foul odors from pets.
- C. The Owner is responsible for damage to other people's property, exterior damage to the units, and damage to common elements caused by a pet.
- D. Without exception, all dogs must be leashed when in the community common areas per these guidelines and the City of Phoenix Municipal Code.
  - i. Pet handlers must always maintain control of the leashed pet.
- E. The pet handler and Owner are responsible for being aware of and adhering to the Maricopa County laws.
  - i. All dogs running loose within the Greater Granville property are subject to pickup by the Maricopa County Animal Care and Control.
  - ii. Owners must follow Section II.A., i-viii. to report witnessed violations with pets.
    - 1. An immediate fifty-dollar (\$50) monetary penalty will be imposed for all pet waste or leash violations.

V. Community Pool

- A. All occupants must possess their own electronic card key to enter and exit the private community pool area.
  - i. There is no lifeguard on duty. All persons entering the pool area do so at their own risk; the Association and Management assume no responsibility.
  - ii. The Greater Granville Community is required to comply with all Maricopa County Rules for pool safety.
    - 1. All pool users must latch the gate securely upon entering and exiting. The gate may not be propped open or left unlatched.
    - 2. No one shall let anyone in the pool area who does not have their own key. The community pool is private, not a public pool. Trespassers will be reported to the Phoenix Police Department.
    - 3. Pool Use
      - a. No children under fourteen (14) years of age may use the pool unless accompanied by a responsible adult at least eighteen (18) years old.
      - b. No glass items are allowed in the fenced pool area.
      - c. No barbeques or grills are allowed in the fenced pool area.

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<sup>1</sup> Consolidated and Restated Declaration of Covenants, Conditions and Restrictions, Article XIII Use and Occupancy Restrictions.

- d. No pets are allowed in the fenced pool area.
- e. No improper use of pool furniture. Pool furniture is specifically for sitting or lying on.
- f. No climbing on any structure(s): storage shed, pool equipment room, or fence.
- g. No bikes, skateboards, rollerblades, etc., are allowed in the fenced pool area.
- h. No Private Pool Parties are permitted.
  - i. A maximum of four (4) guests per household are allowed.
  - ii. The occupant must always be present with the guests within the fenced pool area.
- i. All persons are responsible for cleaning up trash or personal items in the fenced pool area.
- j. Personal belongings brought into the pool area are the full responsibility of the Owner who brought them.
- k. Music and any other noises must be kept at a low volume.
- l. No obnoxious or offensive behavior will be permitted.
- m. Police should be called for persons who are dangerous to themselves or others.
- n. Anyone refusing to obey the pool rules and safety regulations is subject to the removal of pool privileges.
- o. Proper swimming clothing must be worn in the pool. Cut-offs, street, and work clothes are not considered appropriate swim clothes.
- p. Incontinent swimmers must wear waterproof diapers.
- q. Diving is not permitted.

## VI. Vehicles and Speed Limit

- A. Vehicles violating these community rules are subject to tow at the Owner's expense.
  - i. Vehicles must display a license plate with current registration, even when parked in a covered assigned parking spot.
  - ii. No inoperable vehicles are permitted upon the premises except within an enclosed garage.
  - iii. No stored or abandoned vehicles are permitted.
    - a. This includes vehicles sitting in the same spot for periods of time (i.e., accumulating debris, cobwebs, leaking oil, or other).
  - iv. Any motor vehicle creating loud or annoying noises within the property is prohibited.
  - v. Primary vehicle repairs are not permissible anywhere in the complex.
  - vi. Minor repairs must be completed by dusk and worked on only within the

occupant's assigned covered parking area or garage.

1. No repairs of any kind will be allowed on the streets or in guest parking within the complex.
  2. Occupants are responsible for ALL cleanup after minor repair work is complete (e.g., oil spills, discarded parts, tools, etc.).
- vii. Boats, trailers, and RVs are not to be on the premises except in an enclosed garage.
- viii. The speed limit within the Greater Granville community does not exceed 10 miles per hour at any time.

## VII. Parking

- A. The parking areas are for the use of operable motor vehicles only that display current Arizona registration.
- i. No storage of inoperable vehicles, materials, or items is permitted in the parking areas.
  - ii. There is no parking along designated red curbs, fire lanes, common areas, dumpster entrances, or blocking of walkways.
- B. All vehicles must be parked within their designated carport area, driveway, or garage.
- i. Townhomes are assigned one covered parking space and the use of unrestricted parking spaces.
    1. Unrestricted parking spaces are designated for Townhome use only according to the City of Phoenix planning guidelines, which were applied to the approval of the Greater Granville community at the time of construction.
  - ii. Patio homes are allotted two parking spaces within the garage and two spaces on the driveway.
  - iii. Townhomes and Patio homes may use on-street parking, except for those areas listed in VII.B.
  - iv. Vehicles must fit within the lines of the parking space.
    1. Vehicles that do not fit within the lines are considered too large and should not be parked within the Greater Granville community.
    2. No vehicle shall hang over landscaping areas or sidewalks. The sidewalk is a common area, and parked vehicles may not block pedestrian access to it.
    3. Driving on or parking in the landscape common areas of sidewalks is not allowed for any type of motorized vehicle for any length of time except for mobility scooters, wheelchairs, or utility companies doing work in the utility easement(s).
  - v. Violations of Section VII may result in the vehicle being towed at the Owner's expense.
    1. The Board will not consider reimbursement of expenses associated with towing vehicles in violation of Section VI or VII.

### VIII. Garbage

- A. No resident shall allow, keep, or store unsightly objects, materials, or common refuse upon the property's exterior.
  - i. No belongings should cause or permit unsanitary conditions in the backyard or patio areas.
  - ii. All exterior garbage must be removed and placed in garbage dumpsters daily.
- B. No refuse of any kind shall be left anywhere in the complex.
  - i. Fido pet waste bags are to be neatly tied and disposed of in Fido stations provided by the Association or community dumpsters.
  - ii. Overfilling a trash dumpster above the top of the bin is not permitted.
  - iii. It is not permitted to leave trash or "goodwill" items beside or in front of trash bins and dumpsters or on the enclosure wall.
  - iv. Dumpster lids should be kept closed.
- C. No construction materials, including hazardous chemicals, paint, windows, glass, doors and frames, concrete, drywall, plumbing, electrical, cabinets, carpet, flooring, or insulation, are to be placed in dumpsters. Owners are responsible for their own disposal of any construction-related materials.
  - i. Large bulk trash items such as furniture, appliances, tires, and mattresses are the Owner's responsibility and shall not be left in common areas (e.g. surrounding the dumpsters or inside the dumpster enclosures.)
  - ii. Do not obstruct the front of the dumpster trash bin.
- D. Cat litter shall be placed in a sealed bag and into the dumpster.
  - i. Cat litter shall not be placed in Fido Station Dog Waste receptacles.
- E. Littering, including cigarette butts, cups, straws, mail, etc., in the common areas is not allowed.

### IX. Common Ground

- A. No climbing on walls, fences, or trees is permitted in the community.
- B. No defacing of trees or other plant materials is allowed.
- C. This includes debarking of trees, carving, writing, etc.
- D. No graffiti is allowed in any part of the Greater Granville Community.
  - i. This includes buildings, fences, walls, patio furniture for the pool area, park area tables and chairs, etc.
- E. No one is allowed on the roofs of the townhomes or carports unless expressly authorized.

### X. Architectural Review Committee (ARC)

- A. Membership
  - i. There may be a minimum of two and a maximum of five ARC members.
  - ii. Members can volunteer to be appointed by the Board of Directors to serve on the ARC by submitting a letter of request to the Board for consideration.

- iii. Only one Director is required to be on the ARC.
  - 1. A Director is required to chair the ARC meetings.
- B. Regularly scheduled ARC meetings are subject to the open meeting laws, A.R.S. § 33-1804(A).
- C. The ARC will meet as needed to formulate policies or discuss and act on applications submitted by Members for review.
- D. The following exterior alterations shall be submitted to ARC, utilizing the form provided on the management website, for review and approval before commencing work on any townhome or patio home. All improvements, alterations, repairs, landscaping, or other work that alters the exterior appearance, including the exterior color scheme, of any property shall be completed with the prior written approval of the ARC.
  - i. The ARC must approve anything visible above the townhome fence line in writing before installation.
    - 1. Remove unused items, such as internet cables attached to the HOA common buildings.
  - ii. The ARC must approve patio covers.
    - 1. Patio covers may be required to be removed for building maintenance access.
    - 2. Removal for maintenance access and reinstallation will be the sole responsibility of the Owner.
    - 3. Patio covers must be properly maintained or removed.
    - 4. Patio covers must not be neglected or show wear and tear.
      - a. The trim must be painted DE6127 Finest Silk paint color.
      - b. Bare wood is not an approved color.
      - c. Metal flashings must also be painted.
  - iii. The ARC must approve window changes and upgrades.
    - 1. No items are to be attached to the HOA buildings. Window flanges must sit underneath the building trim boards and not be attached to them.
  - iv. The homeowner must properly maintain Windows and frames.
- E. Owner Responsibility
  - i. The Owner is required to submit an application and documents needed for ARC review.
  - ii. The Owner is responsible for maintaining the record of ARC approval.
  - iii. The Owner may not deviate from the plans the Architectural Review Committee approved.
  - iv. The Owner is liable for HOA costs resulting from unauthorized property changes. If the HOA must perform a repair after the removal, the Owner will be billed for the expenses incurred. Unauthorized property changes include:
    - 1. Unused cable cords.



2. Landscaping of trees or bushes that results in the tree or bush leaning on, hanging on, or growing over any of the HOA common property or neighboring property.
    - a. Bushes/trees in the rear patio must be potted and not grow above the fence line.
  3. The installation of any palm tree or fruit-bearing tree.
  4. Items visible above the fence line or attached to HOA-maintained structures, including fencing and townhome siding, such as but not limited to:
    - b. Decorations, shelves, windchimes, wind sails, satellites, antennas, security cameras, and string lights.
    - c. Items hanging over or leaning against a fence or building, including but not limited to ladders, pipes, furniture, boards, carpets, or other related items visible above the fence line.
      1. Personal items must fit in the storage shed or garage and must not be visible above the fence line.
      2. Boxes, bags, or loose items that are considered a fire hazard separately or collectively, should not be stacked, scattered, or stored in the backyard.
- F. ARC must approve front and back doors or security screen doors.
- i. Security screens and all unit doors must be properly maintained.
  - ii. Only one approved color, DET442 Rocky Mountain Red, is for the front and back doors and security screens.
  - iii. Changing any door style must be submitted to the ARC for approval.
  - iv. Approved screen door styles are published on the management company website.
- G. No items are approved to be stored or permanently displayed in the HOA common area landscaping. These areas must be kept free of personal items for maintenance, liability, pest control, and safety reasons.

XI. Miscellaneous:

- A. SATELLITE DISHES, and ANTENNAS (adopted at the March 23, 2020, meeting, effective April 2020).
- i. Satellite dish or antenna brackets may only be installed in the fascia boards of the shed/storage room.
    1. Installation in the siding or shingled roof voids the contractor's leak warranty.
      - a. The Owner will be responsible for any leak-related damages to the HOA common area.
      - b. HOA will repair the damages, and the Owner will be responsible for the cost of correcting them.
  - ii. If there are signal quality issues, the Owner must submit them for HOA Architectural Committee approval.

- 1. Approval must be obtained before installation in any other location.
  - iii. Inoperable satellite dishes must be removed.
  - iv. Satellite dishes must be removed before owner transfer or sale.
  - v. Proper removal is required. The Owner will be responsible for damages to HOA buildings and the cost of repairs to improperly located brackets.
- B. Personal PATIO UMBRELLAS or PORTABLE CANOPIES may be used under the following conditions:
- i. Umbrellas or canopies must be contained within the rear patio and may not lean on or over any fencing, shed, or building.
  - ii. The umbrella or canopy material must be properly maintained, the frame must not be broken or bent, and the material must properly function without holes and/or torn material.
- C. Security Cameras
- i. Camera requests may be approved through the ARC to monitor the Owner's backyard only.
  - ii. No more than two cameras will be approved.
    - 1. Cameras may not be mounted on the side or front of any part of the HOA buildings, including townhomes.
    - 2. No cables may be strung into the HOA common area.
  - iii. Cameras may not be mounted on roofing shingles or building siding on any part of the HOA building or fencing.
  - iv. The Owner is responsible for removing, patching, and painting when cameras are no longer used.
- D. Real Estate Signs
- i. No Real Estate sign of any sort may be placed in the Common Areas.
  - ii. Real Estate signs may only be placed in the window of the townhome.
  - iii. Only a maximum sign size of four-square feet is allowed in the window.

XII. Federal Flag Policy:

- A. No flags of any sort may be placed on the Common HOA grounds.
- B. Homeowners may have up to two flag brackets placed in the trim board only, between four feet and six feet in height, near the front door.
  - i. The maximum flag size allowed is three feet by five feet.
- C. Residents are required to follow the proper Federal Guidelines for the Federal Flag Policy and State guidelines. Per A.R.S. § 33-1808.
- D. No other flags are approved other than those allowed by Arizona law.
  - i. Owners may submit for ARC approval by filling out the required form on the management company's website per Section X.

XIII. Security

- A. Report any suspicious or unusual activities to the Phoenix Police Department Crime Stop at 602-262-6151
- B. If you witness any immediate harm to a person(s) or property, call Emergency 911.

Patio Home Rules and Regulations (Updated 2024)

Unless otherwise stated, Lots 1-56, the patio homes within the Greater Granville Community, shall comply with all applicable requirements of the Community Guidelines. In addition, Patio Homes shall adhere to the following standards:

I. Architectural Review Committee (ARC):

- A. ARC applications are required for any changes to the home's exterior, fencing, or front landscaping per Section X of the Community Guidelines. Owners must maintain proof of their ARC approval for any changes to the exterior of the home.

II. Pets:

- A. All rules under Section IV Pets of the Community Guidelines apply to the patio homes.
- B. Patio Homeowners are required to pick up pet waste throughout the community and in their backyards so as not to emit unpleasant smells to neighboring properties.

III. Parking:

- A. Reference Section VII Parking of the Community Guidelines for all parking regulations.
- B. Vehicles may only be parked in designated spaces on the driveway or in the garage, not in landscaped areas of the front yard.
- C. Patio home residents and guests are not permitted to park in the unassigned parking for townhomes.

IV. General:

- A. Garage doors must be fully closed when not in use.
- B. Fire pits are only permitted for backyard use and must be ten (10) feet from fences, buildings, sheds, and similar structures.
- C. No pools are permitted in front yards or driveways.
- D. Waste/recycle bins must be shielded from view when not out for pickup. The ARC must approve any walls or enclosures visible from the street.

V. Landscaping:

- A. All front yard landscaping must be reviewed and approved by the ARC.
- B. No fruit-bearing trees or palm trees are permitted.
- C. Trees must be kept to a maximum of twenty-five (25) feet in height and must be kept trim. No tree shall encroach onto a neighboring home yard or community space.

- D. Yards must be neatly kept. Excessive leaves or piles of leaves are not permitted, and weeds, trash, and other debris are also not permitted.
- E. Rock areas must be maintained not to show bare dirt areas or weeds.

VI. Maintenance:

- A. Street numbers must be displayed on the front of the home closest to the street. These numbers must be permanent, metal numbers with matching size and style.
- B. Where applicable, the mailbox stand must be properly functioning, and the box must be permanently secured to its stand.
- C. Mailboxes must be painted and must not show dents or scratches.
- D. All exterior doors must function properly, and garage and service doors must not be warped or damaged.
- E. No permanent furniture of any kind is allowed in the front yard areas without the ARC's approval. All temporary furniture must be removed immediately after use.
- F. No inoperable or inactive satellite dishes are permitted.
- G. Homeowners must keep backyards clean, including removing weeds, debris, dead plants, and dog waste.
- H. Brickwork on homes must be properly maintained where applicable. Missing or severely damaged bricks must be immediately replaced.

VII. Painting:

- A. ARC approval is required for any change to the exterior of a patio home or fence.
- B. Bare wood and white garage doors are not approved. They must be painted regularly and undergo regular maintenance prior to showing bare wood, dry rot, or damage to bricks or stucco.
- C. Patio homes are required to be painted every ten years or sooner if the paint is in obvious disrepair (e.g., cracking, peeling, or significant fading), as determined by the Board.
- D. Garage doors must be painted to match the main color scheme of the home.
- E. Homes must be painted in earth tones; however, the ARC may approve other accent colors for the doors and window shutters.

CERTIFICATION FOR THE ADOPTION OF RULES

I, Stephanie Wilson, IN MY CAPACITY AS President OF THE Association, hereby certify that the above Rules were adopted by a majority of the Board at a duly noticed meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

THE GREATER GRANVILLE HOA

BY:

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Stephanie Wilson, Board President