

**WINDSOR GARDENS INC. HOMEOWNERS ASSOCIATION**  
**5402 E WINDSOR AVE PHOENIX, AZ 85008**

**RULES & REGULATIONS - REVISED October 2025**  
(Effective December 2025)

**PREFACE**

Living in a condominium can be a rewarding experience, both joyous and profitable, especially in ours, which we consider to be one of the finest. With this in mind, these Rules & Regulations have been compiled by your Association, pursuant to the Homeowners Association By-Laws and Covenants, Conditions, and Restrictions (CC&R's), which come with ownership of property, its value, and making this a more pleasant place to live. Your cooperation is essential. We do not have a rule for every situation, so we must always be considerate of our neighbors. The rules of common sense, good citizenship, and morality shall apply at all times.

Homeowners have been provided with copies of the CC&R's and By-Laws of the Association. We urge you to read both of these documents since they set forth, in complete and detailed form, the rights, duties, and obligations of each Homeowner. The following rules define and supplement with consistency portions of the CC&R's and By-Laws more clearly. If you no longer have your copy of the CC&R's and By-Laws, they are available for purchase at the Property Manager's office. Please read and become familiar with the Rules and Regulations carefully, and be sure you understand them fully.

Homeowners will be held financially responsible for any misuse and/or damage of property, and noncompliance with the Rules and Regulations for themselves and their guests, agents, and/or tenants.

The Board of Directors is a duly elected governing body empowered to represent the Association and enforce its governing documents in accordance with the CC&Rs, By-Laws, and applicable Arizona law. Decisions of the Board shall be made in good faith, in the best interest of the community, and respecting statutory protections and due process rights afforded to homeowners.

**PLEASE NOTE:**

**The Board of Directors and the Management Company will enforce all rules according to this revised version. All previous Rules and Regulations are now superseded and replaced by this version.**

**Please remember homeowners are obligated and responsible for ensuring their guests, agents, and/or tenants' compliance with the CC&R's, By-Laws, and Rules and Regulations set forth.**

Windsor Gardens Homeowners Association Rules and Regulations  
Revised October 2025

**Revision History**

| Page #  | Section                          | Description                                                                                                                                                                                                                                              | Revision Date |
|---------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Page 2  |                                  | Added Revision History page                                                                                                                                                                                                                              | April 2025    |
| All     | Header                           | Updated Header from March 2012 to April 2025                                                                                                                                                                                                             | April 2025    |
| Page 4  | Capital Improvement Contribution | Removed - Capital Improvement Contribution section                                                                                                                                                                                                       | April 2025    |
| Page 4  | Dumpster Overage Fee             | Added Dumpster Overage Fee section                                                                                                                                                                                                                       | April 2025    |
| Page 4  | Bulk Items/Dumpster              | Added Bulk Items section                                                                                                                                                                                                                                 | April 2025    |
|         | Decorations                      | Added <i>New Years, Easter, St. Patrick's Day</i>                                                                                                                                                                                                        | April 2025    |
| Page 5  | Homeowners Association Fee       | Removed – from line item #3, In addition, the Unit will be subject to the Water Restriction Policy as outlined on page 10 of these Rules.                                                                                                                | April 2025    |
| Page 5  | Leasing                          | Added – Short Term Rentals in Leasing title.                                                                                                                                                                                                             | April 2025    |
| Page 6  | Mailbox Area                     | Removed - Mailbox Area: Next to the mailboxes is a trash container for all unwanted mail. All other trash must be placed in the main dumpsters. Please note that items placed in the trash container are not recycled. Please help keep this area clean. | April 2025    |
| Page 7  | Water Restriction Policy         | Removed – Section, Water Restriction Policy: The Board of Directors has adopted a water-restriction policy as outlined on Page 10 of these Rules and Regulations.                                                                                        | April 2025    |
| Page 8  | Windows, #2 Muntins              | Removed “must” with “is suggested to”                                                                                                                                                                                                                    | April 2025    |
| Page 10 | Water Restriction Policy         | Removed – Section was removed; no longer valid. Each unit pays its own water bill.                                                                                                                                                                       | April 2025    |
| Page 11 | Pet Registration Form            | Removed – Section was removed and is a stand-alone document.                                                                                                                                                                                             | April 2025    |
| Page 12 | Assessment Collection Policy     | Removed – Section was removed and is a stand-alone document.                                                                                                                                                                                             | April 2025    |
|         |                                  |                                                                                                                                                                                                                                                          |               |

**Architectural Control:** Owners and residents are prohibited from making any structural or non-structural additions, alterations, improvements, or changes to or visible from the exterior of the condominium/property unless approved by the Board. Request forms can be obtained from the Property Management Office.

**Assessment Collection Policy:** The Board of Directors has adopted an assessment collection policy that is a stand-alone document.

**Business:** No person shall operate a commercial or retail enterprise from any unit or space at Windsor Gardens that is detected by sight, smell, and/or noise.

**Garbage and Refuse:** All landings and stairways shall be maintained free and clear of refuse. All garbage must be in individual plastic bags and then placed in dumpsters. All large cartons/boxes must be broken-down before placing them in the dumpster. The waste service company will not remove anything that is outside the dumpster. Furniture and appliance items must be removed from the premises by the owner and not placed in or around the dumpster.

- 1. Dumpster Overage Fee:** If the dumpster lid cannot fully close, the Association may incur fines from its waste provider. In such cases, a fee of up to \$250.00 may be assessed to the responsible unit. Residents are encourage to contact Management for bulk pickup alternatives.
- 2. Bulk Items/Dumpster:** In most cases, these are a safety hazard. Bulky items including windows, doors, couches, etc. when lifted into the truck may fall out of the bin and there is a possibility for it to crash through the windshield or cause damage to truck and/or workers. Please do not place any bulk items in the dumpster.

**Guest Actions and Activities:** Owners are fully responsible and liable for the actions of guests, visitors, and/or lessees, and will be held accountable for any/all actions of their guests. Fines can/will be assessed to the Owners for their guest's non-compliance of Windsor Gardens rules and regulations.

**Holiday Decorations:** Holiday decorations, including light strings, are permitted without approval starting 30 days before the holiday and must be taken down within 30 days after the holiday. Decorations shall remain subject to review by the Board and may be disapproved for any reason. *Holiday shall mean, but is not limited to, traditional decoration-adorning holidays such as: New Years, Easter, St. Patrick's Day, Christmas, Hanukah, Thanksgiving, and Halloween.* Should you wish to put up any decorations and/or holiday lights for any holiday not indicated, you must submit an architectural application to the Architectural Committee for approval prior to installing.

## **Suspensions of Voting Rights and Use of Common Elements for Nonpayment or Violations:**

1. Fees are due on the first day of each month and payable to Windsor Gardens, Inc.
2. **Please see separate Assessment Collection Policy regarding the collection steps the Association will take if assessments are delinquent.**
5. The Board may suspend the right to use of the GENERAL COMMON ELEMENTS (i.e. pool/spa) of a MEMBER during any period in which such MEMBER shall be in default in the payment of any assessment or other amounts due under the terms of the CONDOMINIUM DOCUMENTS for a period of at least thirty (30) days, until the account is brought current. The Board may also suspend use of the pool/spa for a period not to exceed sixty (60) days for any infraction of the CONDOMINIUM DOCUMENTS (i.e., violations, not related to assessment nonpayment), provided that written notice and opportunity to cure or be heard is provided at least fifteen (15) days before the suspension,
4. For those Owners who are interested, the Association fees can be automatically deducted from a designated account. Contact the Property Management Company for the necessary paperwork, for this type of payment arrangement. Your Association account must be current.

**Insurance Requirement:** Windsor Gardens carries "General Liability" insurance for the Association. Homeowners are highly encouraged to carry their own insurance to cover their personal belongings. Ask your agent about an "H06" policy. **Homeowners must notify the Board prior to filing a claim on the Association's policy and are responsible for any deductibles.**

**Key Policy:** Homeowners are responsible for their copy of the key that services the community pool and pedestrian gate on 54th Street. Replacement and/or additional keys are available for a fee of \$25.00.

**Landscape:** Any homeowner, lessee, or guest interfering with vendors, irrigation timers, or anything which has to do with the maintenance of Windsor Gardens can and will be sent a violation/fine. If there is damage, the homeowner will be charged.

## **Leasing and Short Term Rentals:**

1. Owners are responsible for the action of the leasing agents and their tenants.
2. Owners must supply a copy of all Association documents to their tenants.
3. Lessees may not sublet.
4. In accordance with the CC&R's, no owner or agent may lease less than a complete unit.
5. **Section 13.7 of the CC&Rs prohibits leasing of Units for a period of less than 30 days.** Homeowners may not advertise or lease any Unit for a term shorter than thirty (30) days. Violations will result in enforcement action, including fines and possible legal action seeking

Windsor Gardens Homeowners Association Rules and Regulations  
Revised October 2025

injunctive relief, together with an award of the Association's attorneys' fees and costs. Please see the separate **Violation Enforcement and Fine Policy**.

6. All leases should be in writing and shall provide that the terms of the lease shall be subject in all respects to the provisions of the CONDOMINIUM DOCUMENTS and Windsor Gardens Homeowners Association and any failure by any lessee to comply with the terms of such documents shall be a default under the lease.
7. A **Rental Registration Form** shall be delivered to the Management Company before any new tenancy or renewal commences and shall be kept up to date. It is important that the Management Company know who is living in the property for safety reasons (emergencies, water leaks, etc). There is a \$25.00 fee for any new tenancy.

**Noise/Nuisance:** Out of consideration for your neighbors, and in compliance with the City of Phoenix Noise Ordinance, any loud noise annoying and/or disturbing to other residents should be avoided. This includes loud music coming from cars and/or individual units, screaming/yelling of any person (children and adults), etc. If there are any questions as to what is considered "loud noise", the Board of Directors has the authority to make the final decision as to what is "loud".

**Parking:** There is one designated covered parking space for each unit. If more parking is needed, the uncovered parking spaces are available on a first come first serve basis. Parking is not permitted in front of dumpsters or the fire lanes.

**Patios/Balconies:**

1. Clothing, beach towels, etc. cannot be hung outside where it will be visible from the common area, any other residence, or the streets for an extended period of time.
2. Individual patio areas should be kept clean and not used for storage.
3. No wood is to be stored outside your unit. This includes front and back patios and grounds. Fireplaces and chimneys are to be cleaned as needed.
4. Outdoor clotheslines are prohibited.
5. Homeowners are responsible for the yard maintenance and tree trimming located inside the patio wall.

**Pets:** Domestic animals are welcome at Windsor Gardens.

1. No animals other than a reasonable number of domestic house pets may be maintained in the CONDOMINIUM.
2. All dogs must be on a leash at all times when outside the unit or enclosed front or back patios.
3. **Owners are required to pick up after their pets at all times.**
4. All pets that are permitted outside must be registered with the Management Company. (See **Pet Registration Form** on website or contact Management Company).
5. Pets are not allowed in the pool/spa area.

Windsor Gardens Homeowners Association Rules and Regulations  
Revised October 2025

6. Each violation of Article IV, Section 4.6 of the CC&R's reported to the Board will result in a fine of \$75.00 assessed to the homeowner.
7. Per Article IV, Section 4.6 of the CC&R's, any pet with repeated violations of the rules may be designated by the Board to be a nuisance. Owners of a nuisance pet will be notified of the decision of the Board, and must remove the pet from the property within 10 days, but the Owners can seek a hearing within that 10 days. Failure to remove a nuisance pet from the property will result in a fine of \$25.00 per day until the pet is removed
8. All pet owners must comply with the CC&R's, Section 4.6. These rules also apply to pets belonging to guests and tenants of the Owners.

**Pool/Spa: Posted rules must be obeyed, since there are no lifeguards on duty**

1. Persons using the pool/spa area should clean up after themselves and keep the pool/spa area clean for others to enjoy.
2. No persons under the age of 14 permitted without adult supervision.
3. No glass allowed in the pool/spa area.
4. The pool/spa gates must be kept closed and locked at all times, in compliance with the City of Phoenix Codes. If the Health or Fire Department finds the pool/spa gate blocked open, they can close down the pool/spa as a public nuisance.
5. No roller skates, skateboards, roller blades, bicycles, or pedal toys are permitted within the pool/spa area.
6. No running or horseplay permitted in the pool area.
7. All persons shall refrain from being loud or boisterous. All music shall be played at an appropriate volume or with headphones.
8. All persons using the pool/spa shall wear proper swimming attire; no cut-offs or diapers are permitted.
9. Only children or incontinent adults with approved leak proof swimming suits are permitted in the pool.
10. Pets are not allowed in the pool/spa area.
11. Jumping the fence or the gate to gain entrance to the pool area is not permitted.
12. Non-Residents are not allowed use of the pool on a daily basis.

**Satellite Dishes:**

1. As of January 2024, new installations of satellite dishes/cables/wires/etc., are not permitted on or attached to the Association general common elements. This includes but is not limited to roofs, exterior walls, parapets, etc. Satellite dishes of the size allowed by

Windsor Gardens Homeowners Association Rules and Regulations  
Revised October 2025

federal law/FCC OTARD Rule (one meter or less) may be installed only in the Unit's exclusive use areas under the owner's or resident's control, i.e., inside the Unit, or on the balcony or in an enclosed patio area. No prior approval is required. Architectural approval is required for any mounting hardware or visible cabling on the common elements prior to installation.

2. Existing satellite dishes/cables/wires on general common elements are allowed to remain until a transfer in title. Prior to transfer of ownership the satellite dish/cables/wires must be removed from the common elements. All holes or other damage must be repaired at the time of transfer.
3. Units installing satellite dishes/cable/wires in violation of the rules will be subject to the **Violation Enforcement and Fine Policy** in addition to any and all costs related to the repair of the common elements.

**Signs:** All signs, if allowed on the general common area (including "For Rent" or "For Sale" and "Open House") must be placed on the Southeast side of the Community along Windsor Ave. An approved Notification of Architectural Change by the Board of Directors is required prior to placement of any sign on the common area. For Sale, For Rent signs must be professionally manufactured and not more than 18" x 24", plus a 6" x 24" rider. Although placement on the common area with Board approval is preferred, owners can instead place a sign inside a window or in the owner's exclusive-use area (balcony or enclosed patio area, but not on top of a wall or fence).

Political signs, as allowed by law, can be placed indoor or outdoor on limited common elements including doors, walls or patios/balconies. The Association does not allow political signs in general common element ground. Any political signs, consistent with Phoenix ordinances and Arizona law, cannot exceed 32 square feet, can be posted no earlier than 71 days before a primary election, and must be removed within 15 days after the general election.

**Vehicles:**

1. The following vehicles are not allowed on Windsor Gardens premises including but not limited to vehicles that are inoperable or abandoned. Also included are vehicles with no license plates, cobwebs, flat and/or missing tires, dripping fluids, or expired tags (more than one month).
2. The following vehicles are not allowed on Windsor Gardens premises without prior notification to the Management Company in writing with the intended length of stay: motor home, mobile home, recreational vehicle, trailer of any kind, or campers. Once the Management Company has been notified, the approved vehicle can park by the pool or on the north side of the property where the vehicle will be able to parallel park.
3. All repair work is prohibited to be performed on vehicles while parked on the property.
4. Car washing is not permitted anywhere in the Community. Cleaning solvents can ruin the asphalt and splashing other cars can be a nuisance to other residents.
5. Expired tags in open spots are enforced.

## **Violations and Enforcement:**

***Please see the separate Violation and Enforcement Policy.***

### **Windows:**

1. No reflective materials, including, but without limitation, aluminum foil, reflective screens or glass, mirrors or similar type of items, shall be installed or placed upon the outside or inside of any window of a unit without the prior written approval of the Architectural Committee.
2. Muntins (*A strip of wood or metal separating and holding panes of glass in a window*) is suggested to be on ALL windows unless you have prior written approval from the Board of Directors.
3. Nothing contained in Section 4.16 of the Association CC&R's shall be construed to prohibit the installation or use of a solar energy device as defined in Arizona Revised statutes§ 43-1074.

**Yard Sales:** Yard sales are not permitted in the Community at any time.

Adopted by the Board of Directors at a meeting by majority vote on October 27, 2025.