

CASA REQUENA I
RULES AND REGULATIONS

APRIL 2008

INTRODUCTION

These Rules and Regulations have been established by the Casa Requena I Homeowners Association.

They are guidelines for good community relations and to maintain the integrity of our complex.

Living in a condominium can be a rewarding experience, both joyous and profitable. With this in mind, these Rules and Regulations were compiled by your Association, for purpose of protecting your property, its value, and making this a more pleasant place to live. Your cooperation is essential, however; we do not have a rule for every situation so we must always be considerate of our neighbors. The rules of good citizenship and morality shall apply at all times.

Homeowners have been provided with copies of the Covenants, Conditions, and Restrictions (C.C.&R.'s) and By-Laws of the Homeowners Association. We urge you to read both of these documents since they set forth in a complete and detailed form the rights, duties, and obligations of each Homeowner. The following Rules and Regulations supplement and/or more clearly define portions of the C.C.&R.'s, and each member of the Association is held responsible for adherence to them.

ADVERTISING

No resident of the project shall post any advertisements or posters of any kind in or on the project, except as authorized by the Association, except a sign of business card size advertising the unit for sale.

CHANGES ALLOWED

The following is a list of changes that will be permitted by the Board of Directors without prior approval of the Board. These should reflect good taste and planning and are still subject to the approval of the Board if they detract from the general appearance of the community.

1. The name of the resident may be placed on the mailbox. It must not be wider than the mailbox. Vivid colors are not permitted.
2. Holiday lights and seasonal decorations may be placed on the exterior doors and windows of a unit, provided they do not damage or destroy the existing trim or surface. These decorations must be removed within four weeks of putting them up.
3. Proper window dressing is allowed, but NO items such as foil or newspapers are permitted in windows.

NOTE: Broken windows must be replaced within 10 days, or action will be taken by the management company at the owner's expense.

CHANGES - EXTERIOR

No planting or gardening will be done in the common areas by the occupant. No fences, hedges, or walls will be erected or maintained except as are installed with the initial construction, or approved by the Board of Directors. All exterior colors (stucco, doors, fences and trim) shall remain the same as the original unless approved by the Board of Directors.

No owner or resident may construct or install any modifications, alterations or additions to any walls, doors, fences or any other part or portion of the common areas or to private areas that may be viewed from the common areas of the project except as approved in writing by the Association

Battery operated, wireless door bells are authorized, but may not exceed 2 inches by 4 inches in dimension.

Wiring for electrical, or other purposes of any kind, may not be installed on the exterior of any building for any reason at any time unless previously approved in writing by the Association.

CHANGES - INTERIOR

Patios and balconies may be decorated and furnished in the same manner as the adjacent living area of the apartment. When patios and balconies are used to store items not normally considered household furnishings, such as bicycles or other vehicles, exercise

or sports equipment, drying racks, crates, barrels or boxes, etc., no part of such materials may extend above a line parallel to the top of the patio or balcony parapet.

Any objects that could be dislodged by earthquake, wind or accidental human or animal contact may not be located on the top of the parapet. Bird feeders, hanging plants, and other decorations suspended from patio or balcony ceilings must be placed back sufficiently within the enclosure that damage to other units from drainage, spillage or dislocation will be avoided. Live or artificial plants and shrubs should be placed so as to cause neither damage nor discoloration of the patio or balcony walls or ceilings.

Towels, blankets, clothing or other materials are not permitted to hang over the edge of the balcony or patio parapet. No clotheslines may be used within the patio or balcony, nor may lines be extended from any point in or on the balcony or patio to any tree or other exterior point.

No exterior clotheslines shall be erected or maintained, nor should laundry of any kind be dried on the balconies, porches or patios.

No balconies or patios may be painted any color than that of the building exterior. If the exterior of the building is repainted, the contract for such repainting will provide for the repainting of all balcony or patio walls in the exterior color at Association expense. Any owner denying access to balconies or patios for this purpose must, at his own expense, repaint the balcony or patio in the same color as the building exterior. Failure of an owner to repaint after denying access, will result in entry and enforcement under court order at owners expense.

COMMON AREAS

Common areas are groomed by personnel on the property a couple of times a week. To keep the area neat, residents must HELP! Balconies, patios and front steps must be maintained in a neat and clean manner.

No motorcycle, motor scooter, minibike, moped, roller skating, or skateboard riding or parking of such items is permitted in the common areas or walkways. No one shall be permitted on the roof of any building.

COMPLAINTS - HOMEOWNER

Any Homeowner who needs to file a complaint should do so in writing and should direct correspondence to the management company. The management company will investigate the complaint with the Board and follow through with a letter to the Homeowner in question. If a situation arises that would require immediate attention, please contact the management company by phone.

DAMAGE CLAIMS

Damage to the interior of units is normally the owner's responsibility. If damage is an Association responsibility and has been repaired at the owner's cost, a claim for reimbursement may be filed with the management company. To be recognized, claims must be accompanied by documentary evidence (paid invoices, etc.).

FENCES

Fences are common property and, therefore, all owners are required to prevent damage by children, dogs, trees, shrubs, etc. Gates should be kept closed at all times. Repair costs for damages will be billed to the owner.

LEASING

No condominium owner shall be permitted to lease his/her unit for transient or hotel purposes. Only entire condominium units may be rented. Any lease agreement between a condominium owner and a tenant shall provide that the terms of the lease shall be subject in all respects to the constituent documents (Declaration, By-Laws, Rules and Regulations) of the Association. All leases shall be in writing.

Tenants, like owners are expected to observe all policies governing living at Casa Requena I. It is required that a statement of this nature be included in the tenant's lease. Landlords are responsible to see that tenants receive a copy of the Covenants, Conditions and Restrictions, By-Laws, and a copy of the Rules and Regulations. Individual property owners will be held financially responsible for misuse or damage of property by themselves, guests or tenants. Minimum lease period is one (1) month.

Where an owner allows occupancy of his/her unit for any period of time by family, friends, or any other persons, the management company must be supplied with the name(s) of the occupant(s) and the length of the stay.

CCR 6.02: Each unit shall be occupied by a single family

CCR 6.06: No owner shall be permitted to lease his unit for transient or hotel purposes. All leases must be in writing.

You must notify the management company with names of the Tenant and Length of the lease.

MECHANICAL REPAIRS

No mechanical repairs or overhauls will be allowed in any parking space at Casa Requena. The surface of the parking lot will be kept clean and free from grease, oil or fluids. There is to be no draining of oil on the premises. Owners will be assessed for any cleaning or repairs.

MISCHIEVOUS ACTS

Any person observed damaging property at Casa Requena will be billed for expenses to cover repairs or replacements. In addition, a fine will be assessed. Adult residents are responsible for damage incurred because of guests, or children of guests.

Casa Requena property belongs to you, the Homeowner. All residents are responsible to report mischievous acts to the police promptly. To help protect yourself from damages and inconvenience, please lock your car when it is not being used, and padlock your storage areas.

NOISE CONTROL

Noise that is a nuisance to other residents shall be avoided. No music is allowed at the swimming pool before 9:00 AM or after 10:00 PM.

NUISANCE

No unit shall be used in any manner that obstructs or interferes with the enjoyment of other units, or is a nuisance to other units or residents. No unit shall be used for immoral or illegal activities.

PARKING

Each unit is assigned one (1) covered parking space, which is reserved for the exclusive use of apartment unit owner. Boats, trailers, or campers are not allowed in the spaces. Any vehicle parked improperly will be subject to tow-away at the owner's expense. Any person experiencing repeated parking problems with unauthorized vehicles, such as one unit using more than one parking space, should contact the management company.

One parking space has been set aside for use of handicapped persons. Only vehicles properly identified as those of a handicapped person may park in this spot. Since there are a number of physically handicapped individuals in the complex, use of this space should be for limited times only for load and unload and other short term access.

One space is labeled "Load and Unload 90 Minute Limit." This spot may be used only for the indicated purpose and for the minimum time needed for loading and unloading.

Vehicles in violation of the time or use limits of the above restricted spaces will be subject to towing and impoundment at the owner's expense.

Uncovered parking spaces are intended for the use of visitors and guests of apartment owners. Owners having more than one vehicle should park such vehicle(s) in the space between Casa Requena I and II that has been designated for exclusive use of Casa Requena I, or on adjacent city streets outside the gated complex.

Owners with more than one vehicle must not pre-empt visitor parking places adjacent to the southeast or northeast entrances to the complex. Such extra vehicles must be parked in the area between Casa Requena I and Casa Requena II that has been designated for exclusive use of Casa Requena I vehicles.

PETS

Dogs and cats and other household pets may be kept, however, no breeding of such animals is allowed in the project. No unit owner shall permit animal feces to be deposited upon or remain upon the condominium property or any part thereof. The Board may establish the number, size and kind of pets allowable in any unit.

Dogs, cats and other household pets may be kept *by owners*, provided they are not kept, bred, or maintained for any commercial purpose. The "Leash Law" is in effect in Scottsdale and also here at Casa Requena. You are not permitted to allow your dog/cat to roam free, regardless of the time of day. Residents are required to carry a container and clean up after their pet when walked on the property. Our surrounding neighbors would

appreciate the same courtesy. Any damage incurred to the exterior of any unit due to a pet will be repaired and charged to the owner. **ONLY ONE (1) ANIMAL MAY BE KEPT PER UNIT, LIMITED TO 20 LBS, OR LESS. *Subsequent to May 1, 1997, the units may not be leased to renters bringing pets into the condominium units.***

PLAY

There will be no playing in the streets or parking lots of Casa Requena. The common area is for the use of all residents and restricted to such personal equipment that will not constitute a hazard or inconvenience to others. Specifically, baseball, football, soccer, archery, or similar sports are not allowed at any time in the common area. These should be pursued in the surrounding park areas.

After 10:00 P.M., no loud noise or shouting is permitted in the common area.

POOL AND RECREATION AREA

Hours: Pool and Jacuzzi

Daily 6:00 A.M. to 11:00 P.M.

Our pool and Jacuzzi are designed and maintained primarily for the use of resident homeowners and their occasional guests. Repeated and/or heavy use by non-resident relatives, guests, etc., is not permitted.

No owner may request or use the recreation areas or clubhouse for private use more than once in a 30 day period. A separate security deposit will be required for each use.

Children under 12 must be accompanied by an adult and obey the posted rules.

- Breakable items, especially (but not limited to) beverage bottles and glass containers, are prohibited in the pool, Jacuzzi and patio area.
- Radios or TV's may be used on a limited basis. Please keep the volume low so that you do not inflict your audio preferences on others and if requested to reduce the volume, please do so. No music is allowed prior to 9:00 A.M. or after 10:00 P.M.
- Patio furniture is for use in the recreation area and shall not be removed. Check that the gate you use is shut when you leave the area. Help police the area. Take your trash with you and clean dirty ashtrays before you leave. Do not throw cigarette butts in the shrubbery beds.
- No running, pushing, scuffling or horseplay is permitted in the recreation area.
- Bathing suits must be worn at all times when using the pools. No cut-offs allowed – the threads clog the filter.
- To prevent damage or clogging of the filters, please remove all hairpins or any such items.
- Anyone having skin disease, open sores, nasal or ear discharge, etc. must stay out of pool and Jacuzzi.
- Persons using pool, Jacuzzi, or recreation area do so at their own risk. (There is no lifeguard on the premises).

- The use of live bands or entertainment is NOT allowed.
- The Board of Directors reserves the right to deny use of pool, Jacuzzi, and recreation area for cause to anyone at any time.
- PLEASE USE COMMON SENSE WHEN OUT BY THE POOL AREA. BE CONSIDERATE.
- NO pets in pool enclosure.

POOL AND RECREATION AREA - SPECIAL USE

The recreation building may be reserved for use by a Homeowner by a request to the management company or any Board member available, accompanied by a damage deposit. All requests must be made at least 14 days in advance, and arrangements must be made for a clean-up inspection by any Board member. Cost of any extra clean-up and/or damages will be deducted from the security deposit; the homeowner shall be held responsible for damages in excess of the damage deposit. The owner reserving the clubhouse must be present and responsible for his/her group at all times. All parties must terminate by 1:00 A.M. The pool area cannot be reserved at any time.

Reserve deposits - \$25.00 for homeowner with \$10.00 reserved for a fund to pay utilities and a fund for carpet and appliance replacement.

SECURITY DOORS

A security door may be installed at an owner's discretion. All security doors must be black in color.

SIGNS – SALE OR RENT

No signs are permitted on the common areas of Casa Requena, nor can they be visible to anyone standing on the common area of Casa Requena. A regular size business card may be put in the window. Notice may be posted on the bulletin board.

STORAGE

No storage is permitted in any parking area. All garbage cans, boxes, cleaning equipment, ladders, or miscellaneous parts of any kind must be kept in the storage area above your covered parking place. This unit is made to have a 300 pound limit; and the Association will not pay for repairs due to misuse or abuse to the unit.

VEHICLES

Washing of vehicles is prohibited. Running water seriously erodes our streets. Water costs are also expensive.

No owner or resident shall park, store, repair or maintain on the project, any boats, trailers, campers, recreational vehicles, or other vehicles not customarily used for general legal, licensed transportation for periods longer than 4 hours within any 48 hour period.

Any resident leaving a vehicle in his assigned space for a prolonged period should call the management company and report the make and model of the vehicle and the license number. Vehicles left in visitor spaces not moved semi-monthly will be considered “inoperable” and will be subject to towing away and impoundment.

VIOLATIONS

To insure these Rules and Regulations are carried out (including the CC&R’s) the Board has the authority to assess special charges for non-compliance. These charges will be added to the owner’s monthly financial obligations and will appear on the financial statements.

TRASH DISPOSAL

A dumpster is located at the north side of the condominium for disposal of household refuse. Garbage should be contained in plastic or other suitable containers that have been securely tied. The dumpster lid should be kept closed after disposal of garbage. Newspapers may be deposited in the recycling bin located between Casa Requena 1 and Casa Requena 2. Aluminum cans may be deposited in a container provided for that purpose in the pool complex for recycling. All boxes should be broken down before deposited into the dumpster. Large items such as appliances, mattresses or furniture may not be placed in the dumpster, nor left outside the dumpster. Owners must arrange for disposal of such items through thrift shops, private haulers or by other means. Monetary penalties will be levied for violation of garbage disposal rules.

WATER

If apartment units are to be vacant for a period of one week or more, owners must assure that the valve controlling the water supply to the apartment is fully closed. Failure to close the supply valve will be evidence of negligence in the event of water damage to other apartments. Owners are responsible for advising renters or other users of this requirement.