

## **Villa de Cortez Homeowners Association**

### **Rules and Regulations (Revised 1/2/2018)**

The following Rules and Regulations have been adopted by the Board of Directors to provide for the pleasure, comfort and security of all Homeowners, their guests, and tenants.

The Rules and Regulations are a clarification of the portions of the Covenants, Conditions and Restrictions (CC&Rs), which continue to apply as full-bodied deed restrictions to all Villa de Cortez properties.

The Board may, from time to time, and subject to the provisions of the Declaration, adopt, amend, and repeal Rules & Regulations pertaining to: (i) the management, operation, and use of the Areas of Association Responsibility including, but not limited to, any recreational facilities situated upon the Areas of Association Responsibility; (ii) minimum standards for any maintenance of Lots; (iii) the quality, aesthetics, and value of the properties and community as a whole; or (iv) the health, safety, or welfare of the Owners and Residents. In the event of any conflict or inconsistency between the provisions of the Declaration and the Association Rules, the provisions of the Declaration shall prevail. The Association Rules shall be enforceable in the same manner and to the extent as the CC&Rs set forth in the Declarations.

Infractions of the Rules may be punishable by fines and legal action after a warning has been issued. The first violation notice will serve as the warning to correct the violation. The second notice for the same violation shall serve as notice to correct and notice of fine if not corrected. The third notice for the same violation shall serve as notice of a hearing to be held for the purpose of assessing a fine; fines will vary based on the severity of the violation. Fines can start at \$25.00 and may increase for continued or any future violation of the same rule. The Homeowner has the right to be heard by the Board of Directors; a request for a meeting must be submitted in writing within seven (7) days of the date of the violation. Any owner/tenant reporting a violation must do so in writing to the Management Company.

**If you have any questions regarding the Rules and Regulations of the Villa de Cortez Homeowners Association, please contact your Property Manager at Vision Community Management, 480-759-4945.**

**PLEASE FOLLOW THE RULES.  
DO NOT MAKE SOMEONE ENFORCE THEM.**

## **GENERAL**

1. Any resident residing at Villa de Cortez, shall be bound and must abide by these Rules and Regulations whether they be owner, guest, or tenant.
2. Residents are responsible for their own actions and actions of their pets, children, guests, and tenants and agree to reimburse other owners or the Association for any vandalism or damage caused by these parties.
3. Any owner who leases his/her lot shall provide a copy of the lease to the Association within ten (10) days of its execution. A copy of the Rules and Regulations must be given to the lessee and each lease agreement must require that the lessee agrees to abide by the Rules and Regulations and the CC&Rs of the Villa de Cortez Homeowner's Association.
4. Homeowners with an outstanding balance on the assessment account relinquish all rights to use any Association amenities, until such time as the debt has been satisfied. (as defined in the Villa de Cortez Articles of Incorporation, Article V, pg. 4, first sentence: ownership entitles the owner to membership in the corporation; also defined in the Articles of Incorporation, Article IV, pg. 3, item (h): the Board may determine to expel or suspend members of non-payment of assessments.
5. Each unit shall be used as a single family dwelling for residential purposes only and no trade or business shall be conducted.
6. No resident shall make, or permit to be made, any disturbing noise that would in any manner interfere with the quiet and peaceful use of any Lot or Common Area by another resident.
7. No signs are permitted except as authorized by applicable law.
8. Holiday decorations must be removed within two (2) weeks of any holiday.
9. All refuse containers must be removed within from the exterior of a Lot and stored within the garage or backyard within twenty-four (24) hours of trash pick-up. (as defined in the Villa de Cortez CC&Rs p. 1, item 5)
10. Garage doors must be kept closed except when necessary for entering or exiting.
11. It is the Homeowner's responsibility to maintain their lot, including but not limited to the exterior of the building. The Association has the right and obligation to forward violation notices of non-compliance for necessary maintenance items left unattended.

12. It is the Homeowner's responsibility to ensure that the Management Company has accurate and up-to-date information regarding the correct telephone number and mailing address. Any change in this information should be submitted immediately.
13. If you are notified that there is a problem with your assessment account, please immediately contact the Management Company to correct the situation. Many times the situation can easily be corrected with communication between the Homeowner and Management..
14. No basketball goal or backboard, whether temporary or permanent, shall be permitted on any or common area without the prior written approval of the Board of Directors.
15. Personal belongings are not to be left in front of any property or in common areas or drives, including but not limited to tools, toys, sports equipment, sports or transportation vehicles, etc.
16. Item not designated for bulk pick-up, but designated for pick up by business vendor services or charitable organizations are not to be left in front of the property or in open carport areas for pick up more than 48 hours before the scheduled pick up. Such items include but are not limited to furniture, clothing, any miscellaneous household items, toys, sports equipment, etc.

### **ARCHITECTURAL CHANGES**

1. No Homeowner or tenant shall make an exterior change without prior written approval from the Board of Directors. All requests must be in writing with pictures, plans, and specifications, showing the nature, kind, shape, height, width, color, materials, and location of the requested change.
2. Homeowner or tenant, prior to the commencement of any approved exterior change, must obtain the proper permit from the City, and provide the Board of Directors a copy of the permit before any work begins.
3. Placement of satellite dishes, related antennas and wiring must be placed in an inconspicuous place location that is suitable, desirable, and in harmony with the surroundings. Board approval is required before any such installation is done. (reference CC&Rs pg. 2, item 9 for plan submission and Board consideration timelines).

### **POOL**

1. All persons use the pool at their own risk; no lifeguard is on duty. Children under the age of fourteen (14) are not allowed in the pool area unless accompanied by

- an adult. Babies in diapers are not allowed in the pool without tight-fitting plastic pants.
2. The pool is for the exclusive use of the residents and the residents' guests. The number of pool guests is limited to four (4). A \$50 non-refundable fee is required for parties of greater than 4 guests, but not to exceed 20 guests. If a party is to be held at the pool, the Board of Directors must be notified 3 weeks in advance and the \$50 non-refundable fee is due at that time. The fee is paid at the property management office. See a Board member for details.
  3. The gates to the pool area must be closed and latched at all times and not left ajar or propped open. This is a Maricopa County Ordinance and the pool is subject to closure if this is not rigidly controlled.
  4. No pets or animals are allowed in the pool areas (Health Department Regulations).
  5. No glass containers shall be brought into the pool area. Cigarettes and cigars are to be placed in the proper receptacles. Clean-up and proper arrangement of chairs and loungers are the individual user's responsibility.
  6. There will be no running, undue splashing, horseplay, or obscene language.
  7. Please do not create excessive noise that disturbs other residents.
  8. Residents will be responsible for the expense incurred by damages caused by the homeowner, their children or guests.
  9. Only persons dressed in swimming suits are allowed in the pool. No street wear (cut-offs or similar attire) is allowed.
  10. No personal belongings are to be left at the pool area, including but not limited to towels, swim wear, swim gear, floaties, noodles, float water boards, water or other toys, etc.
  11. Homeowners and tenants cannot provide pool keys to anyone who is not staying with or visiting them.

## **PETS**

1. Two (2) domestic dogs or cats are permitted in each home.
2. Only domestic dogs, cats, fish, and birds inside cages may be kept as household pets. No exotic animals, such as monkeys, reptiles, wild animals, etc., shall be permitted on the premises.

3. All pets must be on a leash, not to exceed six (6) feet, when outside your home (per the Arizona Leash Law). **Pet owners are required to immediately clean up after their pet.** All pets shall be directly under the owner's control at all times. Pets shall not be tied up or allowed to run loose in common areas (grass, pool, drives, etc.). No pets are allowed in the pool area (Maricopa County Health Regulation).
4. A fine may be imposed on a pet owner if the pet makes unreasonable noise or becomes a nuisance. Please keep pets on a leash and immediately pick up after them.
5. No structure for the care of, housing, or confinement of any animal shall be maintained so as to be visible from the street or neighboring property.
6. If any animal is found loose in the Community, Animal Control may be called to collect the animal at the owner's expense.

#### **VEHICLE RESTRICTIONS, OPERATION, AND PARKING**

1. No on-street resident parking or resident parking in the guest parking area. Resident parking is limited to garages/car ports; residents may **temporarily** park in the designated guest parking area around the swimming pool when necessary provided they receive Board approval. Resident means an individual occupying or residing in any Residence, including Lessees and the family members of Residents and Lessees (as defined in the Villa de Cortez CC&Rs , pg. 1, item 4, last sentence).
2. Temporary parking (maximum of 30 minutes) is allowed on the street providing the vehicle is not prohibiting another Resident from entering or exiting their property or traveling on the street.
3. No vehicle, boat, or trailer of any type or kind including, but not limited to, may be constructed, reconstructed, or repaired upon a Lot or any other property within the HOA Community except for emergency repairs, and repairs within a garage provided the garage door is closed.
4. Only passenger vehicles, in proper working order and with current registration, are permitted on streets or in parking spaces and car ports. Permanent parking or storage of any type of vehicle is prohibited, unless concealed within the garage.
5. The Association shall have the right to have any vehicle or other equipment in violation towed at the sole expense of the owner of said vehicle or equipment.

NOTE: In reference to the management of the common areas titled “Tracts A, B, C, D, E, F”, the CC&Rs state on pg. 5, item 16, (last sentence): “The Board shall have the exclusive right and power to establish and empower rules and regulations governing the use, maintenance, and development of said tracts, and any person using said lots, parcels, and tracts shall abide by such rules and regulations.