

**SUNLAND VILLAGE EAST
GARDEN CONDOMINIUM III ASSOCIATION**

POLICY MANUAL

Prepared and Approved by Your Association Board of Directors

December 2017

This Policy Manual replaces all prior Manuals, including those dated December 1994, March 1998, February 1999, February 2000, November 2001, and December 2006.

**SUNLAND VILLAGE EAST
GARDEN CONDOMINIUM III ASSOCIATION**

December 2017

Dear Fellow Condominium Owners,

Your Association Board of Directors is again pleased to provide you with a revised Garden Condominium III Policy manual, December 19, 2017. This Manual replaces all prior Policy Manuals, including those dated December 1994, March 1998, February 1999, February 2000 revisions, November 2001, and revisions December 2006

This document contains clarifications to the Garden Condominium III Rules and Regulations, modifications to the Golf Cart Storage Contract, and updated Vital Phone Numbers, Addresses and Architectural Changes pages. We urge you to thoroughly review the entire Manual to become familiar with its contents, and to ensure compliance with the Association's Rules and Regulations.

Arizona statutes mandate that the Association Board of Directors, and each member thereof, enforces, or causes to be enforced, all of the Covenants, Conditions, Restrictions, and Rules and Regulations contained in the Condominium Declarations and this Policy Manual. This must be done on a consistent and non-selective basis, per the Association's legal documents and the State of Arizona statutes. Your Board of Directors will continue to enforce every one of the above currently in effect.

If a violation occurs, and is not corrected within the time specified, penalties may be invoked against the violator's property, as defined in the Violations/Penalties section of the Manual. Any pre-existing conditions not conforming to this new Policy Manual are not grandfathered and will not be permitted.

In addition to the legal requirements to do so, the intended enforcement procedures are to protect and maintain the pride of ownership and enhance the property values for all SVE Garden Condominium III owners and residents. Your cooperation and your contribution to the Association do much to ensure pleasant, high quality living in our community.

Garden Condominium III Association
Board of Directors

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INTRODUCTION

The SVE Garden III Condominium Association Board of Directors welcomes you to Condominium living. It is a significantly different type of living than owning your own house. Condominium in a general sense refers to a plan where you are responsible for the care and maintenance of the interior of your residence. The Condominium Association owns, and is responsible for, the care and maintenance of the exterior, with a few exceptions. The exterior front, rear, and side yards areas are legally classified as common areas, as are the parking areas and private drives (the streets belonging to the Association rather than the City of Mesa). The front and rear patios and rear patio planter areas are classified as limited common areas over which the Association has jurisdiction, and which must be maintained and repaired, if necessary, by the unit owner. The driveways, although common area, are repaired by the Association. General cleaning and care of the driveway are the responsibility of the homeowner. The common areas are to be enjoyed by all residents, and must be controlled in a manner consistent throughout all of Garden Condominium III, and gives consideration to all residents' needs and welfare.

Thus, the necessity of a legally formed Association with Articles of Incorporation, By-Laws, Condominium Declarations, and Rules and Regulations. You have received these documents when you purchased your Condominium unit. They are most important in defining the various controls and restrictions that accompany this type of property ownership. If you do not have any of these documents, please contact the Association Property Manager (see page VI). Also, see page 19 for document charges.

Your Association is governed by a Board of Directors. This established with a minimum of three (3) members and a maximum of nine (9), and always an odd number. They must be unit owners in good standing and willing to serve. The members of the Board are elected by the Community unit owners. They elect their own officers, serve on a voluntary basis, and receive no compensation. The Board of Directors has a fiduciary and legal responsibility to manage the Association in accordance with various Arizona statutes, and in conformity with the Condominium Declarations and Rules and Regulations. The Association holds Board meetings on a regular basis, with date, time and place posted on the bulletin boards (near the Condominium mailboxes). The Board seeks your assistance and support, and encourages you to attend these meetings.

The Board provides and/or contracts for such services as are necessary to implement policy adopted by the Board. This includes, but is not limited to, maintenance, accounting, property inspections, complaint handling, and enforcement of the Condominium Declarations and Rules and Regulations. This may be accomplished via Self-Management, a Managing Agent, a Property Management Company, a CPA firm, or a combination thereof.

We hope that you find Garden Condominium III provides a pleasant living environment designed for adult lifestyles, with an accent on sharing, caring and concern for your neighbors and all of the Garden Condominium III Community.

SVE Garden Condominium III Association
Board of Directors

GENERAL INFORMATION

YOUR MONTHLY MAINTENANCE FEE INCLUDES:

Water City of Mesa

This includes Condominium use and common area landscape irrigation.

Sewer City of Mesa

Trash City of Mesa

Garbage must be in tied plastic bags to help prevent flies and minimize odors. Please be considerate of others by flattening large boxes to save space in dumpsters.

Exterior Security Lighting

Front patio globe lights on masonry posts and rear walkway lights. **These fixtures and bulbs are cared for by authorized Association personnel only.**

Association Insurance

The Association maintains a property insurance “Master Policy” on the Common Elements and the Condominium Units, on a guaranteed replacement cost basis. This coverage includes a deductible provision per occurrence, which applies to any loss and for which the Association is responsible. Insurance is maintained with Directors and Officers liability coverage, including volunteers and committee members acting on behalf of the Board. This policy does not cover personal property of unit owners or tenants. The policy does cover any betterments or improvements made by the unit owner(s) after the original construction and purchase from the Developer (Farnsworth) within the deductible amounts stated in the policy. An Individual Condominium Owner’s Policy is required, which should conform to the insurance specifications contained in the Condominium Declarations. Individual insurance policies covering personal property, betterments and improvements, deductibles, glass breakage, and personal liability are available from any number of insurance carriers at reasonable costs. Unit owners are urged to contact their agent for their own required coverage.

Building Maintenance

The Association maintains exterior building repair, exterior painting, exterior pest control, exterior termite control, and roof repair. **AIR CONDITIONER AND HEATING MAINTENANCE OR REPAIR ARE NOT INCLUDED; THESE ARE THE RESPONSIBILITY OF THE UNIT OWNER.** Screens and all exterior doors are limited common areas and are the responsibility of the unit owner to maintain and repair.

Landscape Maintenance

Includes upkeep of all common areas, which is the exclusive responsibility of the landscape management company. Unit owners are not authorized to plant, replant, or disturb existing landscaping in any common area. This service excludes the approved flowerpots on the front patio wall, and the approved plantings inside of the back patio area, which are the unit owner’s responsibility.

MORE GENERAL INFORMATION

Management of SVE Garden Condominium III Association

Property Management and maintenance is directed by the Association Board of Directors. See page VI for name and phone number of the Property Manager. You may call that number with inquiries, requests, problems (termites, etc.). Complaints, if not of an urgent nature, should be in writing and addressed to SVE Garden Condominium III Association, at the address on page VI.

Monthly Maintenance Fees (Dues)

All fees, dues, assessment charges and/or any amounts due and payable to SVE Garden Condominium III Association are due and payable on the first (1st) business day of the month. Such payables become delinquent if not received on or before the fifteenth (15th) day of the month. A late payment penalty of \$10.00 will be assessed. In the case of a returned check, a charge of \$25.00 will be assessed. If the Association must initiate action to collect, the unit owner is responsible for all costs of collection.

Monthly fees (dues) should be made payable to Garden Condominium III Association, and mailed, with the appropriate payment coupon(s), to the address shown on your coupons (address is also on page VI). Please include your **Condominium number** on your check. Post-dated checks will not be accepted. You may pay your monthly fees (dues) in advance for as many months as you wish in the current calendar year. You may not pay beyond the current calendar/fiscal year ending December 31, as these fees (dues) may change.

Forms may be obtained at the office of Management to authorize direct withdrawal from your bank.

Legal Documents

Copies of the Condominium Declarations, Articles of Incorporation, By-Laws, and Rules and Regulations are provided all unit owners when purchasing a Condominium. **It is imperative that each Condominium owner become familiar with the contents of these documents.** If replacement documents are needed, please request them from the Association Property Manager (page VI). There will be a charge for all requested copies (See page 19).

Association Board Meetings

Board meetings are scheduled regularly, generally from October to April. Notices of these meetings are posted on the bulletin boards (by the Condominium mailboxes) and listed in the SVE Outlook newspaper. Unit owners are encouraged to attend and stay informed.

Common Areas

All common area additions, deletions, and maintenance are handled by the Board of Directors or its Designee(s). Unit owners/residents are prohibited from making any alterations of any kind to any common area within Garden Condominium III.

Golf Cart Storage

If you wish to rent Golf Cart Storage space, please contact the Golf Cart Storage Coordinator. In the absence of a Golf Cart Storage Coordinator, the Association's Management Company is to be contacted for space rental. See Golf Cart Storage documents on pages 17 and 18.

Sunland Village East Community Association ("Master Association")

As owners of Garden III Condominiums, you are also members of the "Master Association". You may use all of the amenities provided, such as the swimming pools, tennis courts, various activities, etc. You are also required to pay their annual membership dues, which will be invoiced to you separately by the Master Association, and are to be paid to them, **not** to Garden Condominium III. In addition, you are required to adhere to the RCC&R's of the Master Association, as well as their Rules and Regulations. You should have received the various Master Association documents at the time of your Condominium purchase. If you do not have these documents, you may request them at the Master Association office, on-site at 2145 S. Farnsworth Drive.

SUNLAND VILLAGE EAST GARDEN CONDOMINIUM III ASSOCIATION

VITAL PHONE NUMBERS & ADDRESSES

POLICE, FIRE, MEDICAL / AMBULANCE (EMERGENCY)	911
POLICE DEPARTMENT (NON-EMERGENCY)	480-644-2211
SVE OFFICE	480-380-0106
SVE SECURITY PATROL	480-430-5043
MANAGEMENT: CORNERSTONE PROPERTY MANAGEMENT BARBARA TEDROW P. O Box 62073 Phoenix, AZ 85082	602-433-0331

MAIL MONTHLY MAINTENANCE FEES (dues) with appropriate payment coupons to:
SVE GARDEN CONDOMINIUM III ASSOCIATION

ARCHITECTURAL PERMITS: contact:
GARDEN III ARCHITECTURAL CHAIRMAN

SALT RIVER PROJECT – in case of power outage 602-236-8888

IMPORTANT INFORMATION

FIRE EXTINGUISHERS – Located on the back exterior Condominium walls
PLEASE NOTE AND REMEMBER THEIR LOCATIONS.

ELECTRICAL BREAKER BOX – Located inside your Condominium garage. In addition, note that the main electric disconnect and your electric meter are located on the exterior walls between the Condominiums.

WATER – Note the location of your shut-off valve outside in front of your unit.

GARDEN CONDOMINIUM III RULES AND REGULATIONS

1. ARCHITECTURAL CHANGES

(a) It is the responsibility of each Condominium owner to request authorization from the Garden Condo III Architectural Coordinator prior to making any exterior alterations. If applicable, a proper building permit from the City of Mesa is required and all work completed by a licensed, insured contractor. **EXCEPTION:** A Condominium owner may do his own work, but he must obtain a building permit from the City of Mesa and when completed, all finished work must be approved by the City of Mesa Inspector. A time limit of 45 days shall be set to have the work completed. The GCIII Architectural Coordinator has authority to stop all work being performed either by the Condominium owner or his contractor for which an application has not been approved, or which is deemed unsuitable, undesirable, or in violation of the Condominium Documents, or when the unit owner has failed to obtain a City of Mesa building permit where applicable. **Architectural Change Forms may be obtained from either the Condominium III Architectural Coordinator, or online at WWW.SVE-GC3.COM, and the completed form submitted to the Architectural Coordinator for consideration.**

(b) When installing an Arizona Room to the back of the Condominium, the outside walls must be of masonry block or brick and must be a minimum of 2 feet high off the ground. Painting must be compatible with the rest of the Condominium.

(c) Unit owners are responsible for any damage to the common areas, including private drives, caused by either themselves or their contractor, and will be held financially liable to restore such areas to their prior condition should such damage occur. This includes, but is not limited to, damage to lawn areas, shrubs, trees, granite disruption, rear service sidewalks and staining of garage driveways or private drives (streets). No contractor's vehicle may either drive or park on granite areas.

(d) Unit owners are further responsible for any damage to the exterior of their units caused by either their own negligence or that of their guests or tenants, i.e. driving a vehicle into a closed garage door, breakage of porch light glass, breakage of the front patio wall light globe, oil drippings or other unsightly staining of garage driveways, etc. Such damage must be repaired at the unit owner's expense within fourteen (14) days of occurrence. **NOTE: The porch light fixture is not intended for use as a device from which to hang wreaths or other decorations, or as a plug-in for electrical cord extensions. Damage from such misuse will be construed as owner/resident negligence.**

(e) Unit owners are responsible for replacement of any broken window glass, including the glass in the sliding arcadia doors, unless it can be conclusively established that such breakage was a direct result of negligence caused by a contractor employed by the Association. The unit owner is responsible for any damage caused to a betterment, such as wind turbines, solar lights, Arizona Room additions, etc., that are not part of the original construction.

2. STRUCTURAL REPAIRS

- (a) Unit owners are responsible for repair costs to any unit for damage caused by them or their tenants. Repairs to the unit may be ordered by either the Property Manager or the Board. Unauthorized repairs will not be paid for by the Association.

3. PATIO PROTECTIVE SCREENS AND SUNSHADES

(a) Architectural approval must be obtained for the installation of protective screens around the rear patio area or sunscreens on exterior windows. Rear patio screens or shades must be installed within the inside of the patio roof, except for exterior windows, but cannot be affixed to the soffit.

(b) The color of protective screens installed on the front of units must be black only; rear and side screens may be either black or bronze in color. Plastic or bamboo roll-up shades are permitted on the rear patio only. They must be neutral, beige or white in color, with such shades to be maintained in good condition. Plastic or bamboo exterior roll-up shades are NOT permitted to be installed on the outside of any window.

(c) Metal security rollups are permitted only with Board approval. They may be installed on rear doors, rear windows, and two side windows only. They are NOT permitted on the front window. They may be called shades, shutters, screens, shields, etc., but are made of metal and are slatted, insulated and permanently attached to the exterior of the unit. Architectural permits are required.

4. FRONT AND REAR SECURITY DOORS

(a) Architectural approval must be obtained prior to installing either a front or rear security screen door. The color of front security screen doors must be black. Rear security screen doors may be black or bronze, provided bronze matches the color of the metal window screens.

(b) Architectural approval is required to replace the existing main front door. The door is to be either a solid 6-panel door or a 4-panel door with an arched glass section above. The color and style are to match the existing door.

5. ROOFS

(a) Board-authorized personnel only are permitted on any Condominium roof. The Association accepts no liability whatsoever for any resident/owner injured while illegally ascending, occupying, or descending any Condominium roof.

(c) Authorization to access any Condominium roof is automatically extended to licensed contractors engaged in the repair or servicing of the roof-mounted HVAC units, or engaged in the installation of such items as skylights, solar tubes, vents, etc., provided the unit owner has obtained architectural approval for their installation.

(d) Locating any satellite television or internet dish antenna or structure for this purpose on any roof surface or condominium walls is not allowed. Installation must be mounted on the side fascia, or preferably the under mount bracket method at the edge of the unit. No other locating options whatsoever will be permitted.

6. LIGHT BULBS AND LIGHTING FIXTURES

(a) **Only Association-authorized personnel are permitted to change light bulbs in the globe fixtures located on the front patio wall**, and the fixtures used to illuminate the rear service sidewalks, with such replacement made at the Association's expense. Unit owners or residents are responsible for replacing burned-out porch light bulbs at their own expense. Such replacements may be with either a 60-watt regular frosted light bulb or 60-watt yellow bug-light bulb. Under no circumstances are replacement bulbs to exceed 60 watts, to avoid either a fire hazard or unnecessary damage to the porch light fixture. (Also, see rule 1.e). The porch light fixtures must be replaced with black units that are consistent with the existing style.

7. LEASING

(a) The names of all adults residing in the unit, their phone number, and the current address and phone number of the owner must be provided to the GCIII Board and Management. Owner is to provide to the tenant a copy of the Policy Manual and indicate the tenants' requirement to comply with its provisions.

8. DECORATIVE ARTICLES, WIND CHIMES OR OTHER HANGING ITEMS

FRONT PATIO AND SIDES OF UNIT

(a) Decorative articles, which include, but are not limited to, statues of any size, shape, form, material or subject matter, water fountains, water displays, bird baths, lawn ornaments, silhouette cut-outs from any type material, clay-fired pots, rocks, boulders, driftwood, petrified wood, hanging items of any type, other than the United States and Arizona state flags (see rule 12-Flags, etc.) are prohibited from being placed, displayed, or hung in or on the front or sides of Condominium units, including all common areas and garage driveways. The use of fire pits or chimera is not permitted in the front patio area.

REAR PATIO AND PLANTER AREA

(a) Decorative articles are not to be placed on exterior windowsills, rear service sidewalks, common areas, the top of perimeter walls, or on top of the unroofed common wall extension that exists between some units.

(b) The use or placement of fueled, torch-type lights is prohibited. This also includes the use of fire pits or chimeraas. Walkway lights, not to exceed 12" in height or eight (8) in numbers, may be placed in the rear patio planter area only.

(c) Hanging baskets may be hung within the inside of the rear patio roof only, provided any such item does not overhang the rear service sidewalk. Wind chimes, bird feeders, and birdhouses are prohibited.

9. DECORATIVE PLAQUES, WREATHS & WALL COVERINGS

FRONT PATIO AND SIDES OF UNITS

(a) A Single "welcome" or decorative plaque, wreath or artificial floral arrangement of medium or smaller size (not to exceed 36" in height, width or diameter, or protrude more than 8" from the wall), to be well maintained, may be affixed to the wall within the covered entryway.

REAR PATIO

(a) No wall decoration, wall covering, decorative article or other item of any size, shape or form may be affixed to the exterior wall of a rear patio enclosure such as an Arizona Room.

10. NAME AND NUMBER SIGNS

(a) Signs measuring no more than 6" high and 15" long, displaying the unit number only, may be centered and attached to the wooden beam above the garage door. The numbers must be black, and cannot exceed 6" in height. The background color of the sign may only be off-white or white.

(b) A name sign, not to exceed 6" high and 18" long, of wood construction, color compatible, may be centered and attached to the wooden beam above the garage door. If both number and name signs are used, the name sign is to be affixed directly to the right side of the number sign.

OR

(c) A small nameplate may be attached near the front door, but not on the front pillar. However, only one nameplate of any kind or location per unit is allowed.

(d) Any other signs are prohibited except as provided for in rule 35.

11. LEAVE-A-NOTE PADS

(a) Leave-a-note pads are permitted either next to or on the front screen or security door in the entryway, but must not exceed 6" wide x 8" high in size.

12. FLAGS, BANNERS & WINDSOCKS

(a) United States and State of Arizona flags may be displayed on Condominiums. The flag displayed is to measure no larger than 4' x 6'. Any flags on display must also conform to state and/or federal flag display regulations. Flag brackets may be attached to the front and/or rear of units. Permanent flagpoles are prohibited. Flags are not to be displayed on portable stands.

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(c) The display of any foreign, holiday, festive or religious flag, or any type of banner or decorative windsock on the front or sides of units is prohibited.

(d) Whenever displaying the flag of the United States or State of Arizona, it must be clean and free from fraying, tears or rips. Display of soiled, shabby or torn flags is prohibited.

13. FLOWER POTS and/or PLANTERS

(a) Flower pots and/or planters either placed on the front patio or on the adjacent wall are limited to four (4) in aggregate. Pots are not to exceed 18" in diameter and 24" in height. Rectangular planters are limited to 24" long x 14" wide x 12" high. No flowerpot or planter is to be placed on the granite in the common area. Nursery type flower containers are prohibited (plastic pots that are meant to be transplanted).

(b) No tree, whether a dwarf variety or otherwise, or vegetable plant, is to be grown in a pot or planter placed on the front patio or adjacent wall.

(c) Flower pots and/or planters placed on either the rear patio or adjacent patio planter area must be well maintained and dead or dying plants must be removed immediately.

(d) Artificial flowers, if used, must be fade proof and well maintained.

(e) No flowerpot or planter is to be placed on the common lawn area for any purpose. The placement of window boxes on any exterior Condominium window is prohibited.

14. HOLIDAY DECORATIONS

(a) Residents may decorate the front and rear exterior of their units, in addition to interior windows, during the Christmas season. One (1) front exterior wreath and one (1) front interior window wreath may be displayed simultaneously. In addition, it is permissible to place a small wreath or garland around the base of the globe light on the front patio wall.

(b) No regular size light bulbs or party light bulbs, whether clear, white or colored, or spotlights, regardless of size, are permitted for use in the front or along the sides of Condominium units.

(c) No electrical lights, wires or any other holiday decorations are permitted to be hung or placed either on or in the front palm trees, sour orange trees, trees along the sides or in the rear of the Condominium units, front or side shrubbery, or decorative/granite rock. Residents may place lights, of the type permitted, on top of the front patio wall or hanging from the fascia board, NOT the shingles.

(d) The use of single strands of tinsel anywhere outdoors is prohibited.

(e) Christmas decorations of any kind are not to be displayed prior to Thanksgiving Day, and must be removed no later than 14 days after the holiday. All supporting wires, hooks, extension cords, etc. must also be removed by that date.

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(f) Decorations for other holidays are permitted provided they are in good taste and in keeping with the holiday, and must be removed within three (3) days following the holiday. Holiday flags and/or banners are subject to the restrictive provision stipulated in rule 12(c).

15. DRIVING OR PARKING IN COMMON AREAS

(a) The driving or parking of a golf cart, motor vehicle, motor home, truck, van or any other type of vehicle, including those described under rule 17, in **or on any granite/rock or greenbelt common area is prohibited**. Anyone engaged in such activities that cause damage to the lawns, shrubs, trees, plastic weed barrier, irrigation and/or domestic water system would be held liable.

(b) A unit owner who engages the services of an outside contractor for any approved construction project [see rule 1(a)] is required to inform and prevent the contractor from violating the provisions of rule 15 (a). The contractor must further be informed that he is not permitted to either store construction materials or deposit dirt or other debris in or on the granite/rock, private drives (streets) or greenbelt common areas. Damage or removal resulting from a contractor's failure to comply with this provision is considered the owner's liability.

16. DRIVEWAYS

(a) Although the driveway is classified as a limited common area, the unit owner or resident is responsible for keeping the driveway clean and free of oil or other stains. The application of a sealant, coating, paint or other covering to the driveway surface is prohibited.

(b) Electric golf carts and motor homes are not to be washed on Condominium driveways. They may, however, be washed on the street in front of the owner's unit.

(c) The overnight parking of a golf cart, motor vehicle, motor home, truck, van, etc. in or on the driveway is prohibited.

17. BICYCLES, TRICYCLES, MOTORBIKES, MOTORCYCLES, ATVs, MOTOR SCOOTERS

(a) Bicycles, tricycles, motorbikes, motorcycles, ATVs, and/or motor scooters are to be kept garaged when not in use. **Overnight parking or storage of such vehicles on either driveways or front or rear patio area (including adjacent rear patio planter area) is prohibited.**

(b) The driving, riding or storage of the above listed vehicles on any common area, which includes, but is not limited to, lawn and granite areas and the rear service sidewalk, is prohibited.

18. RESIDENT PARKING

(a) All cars are to be garaged overnight. **Overnight parking in driveways or on private drives owned by the Association is prohibited.** (Refer to Condominium Declarations page 20, Article 4.14) Also, see rule 19(a) for exception.

(b) Unit owners with a single car garage, and owning two vehicles, must park the second vehicle in a general parking lot. **No vehicle is to be parked in the driveway overnight.**

19. PARKING LOTS

- (a) The general parking areas are for the use of visitors. A resident may park one (1) personal vehicle in this area, provided such vehicle exhibits current registration and is regularly used.
- (b) It is prohibited to park any motor home or trailer overnight in the general parking areas, which are intended for use by residents or their guests for their personal motor vehicles only.

20. MOTORHOMES AND TRAILERS

- (a) Motor homes and trailers are not allowed to be parked longer than 48 hours on a city street or private drive. This is a City of Mesa ordinance. **It is prohibited to park any motor home, camper or trailer overnight in the driveway.**

21. GARAGE DOORS

- (a) It is recommended that garage doors be kept closed at all times, especially during hours of darkness, unless exiting or entering the garage, to avoid unlawful entry, theft of personal articles, and to avoid entry of unwanted animal.
- (b) It is further recommended that whenever a vehicle is being repaired or serviced inside, care be taken to properly ventilate the garage area to minimize harmful fumes.
- (c) Exterior keypad openers for garage doors are permitted to be mounted on the exterior garage doorframe.
- (d) Replacement of a garage door requires an Architectural Permit. The replacement door must match, as closely as possible, the existing door in style and color. No windows are allowed in garage doors.

22. LANDSCAPING – GENERAL

- (a) Granite areas, grass, shrubs and trees are all part of the common area, and as such are subject to the maintenance policy established by the Board. Residents are not permitted in any way to interfere with this policy, nor are they permitted to direct, coerce, verbally abuse or otherwise attempt to influence landscape contractor personnel. Complaints regarding landscaping should be in writing and sent to the Association's Property Management Co. (address on page VI). The Property Manager is to be called in circumstances involving an emergency situation.

(b) **No resident is permitted to plant any flowers, vegetables, shrubs, cactus or trees in the various common areas.**

(c) Tampering with the Association's irrigation system, which includes controllers and valves, is strictly prohibited, and may be construed as vandalism, depending upon the circumstances involved. (See VIOLATIONS/PENALTIES, Page 16, 5.0).

(d) The rear patio and adjacent rear planter area must be maintained by the unit owner and/or resident. Such areas, including the expansion joints of the patio itself, must be kept weed free. Plants are to be maintained in good condition. Residents leaving the area for extended periods are required to remove any dead plants or any expected to die during the time, and make arrangements to keep the patio and planter area free of weeds as stipulated in this rule. If this is not done, your Board of Directors may have the area taken care of on your behalf. The bill will be sent to you and debited to your account to cover the cost of this service. No empty pots are to be stored on the rear or front patio.

(e) The unit owner is responsible for any expense associated with either the maintenance or repair of the irrigation drip system within the rear patio planter area.

(f) Climbing vines, such as bougainvillea, pyracantha, cat's claw, etc. and climbing roses, are not permitted to be grown in the rear patio planter area. The placement of any trellis within the planter area is also prohibited.

(g) Residents may plant flowers and/or vegetables of their choice in the planter area. Shrubs, cactus and dwarf trees, not to exceed 84" in height, are also permitted to be grown in the planter area. No vegetables can be grown on front patio.

23. LANDSCAPING – TREE REPLACEMENT POLICY

(a) Trees subject to consideration for replacement within the framework of this policy must be either dead, diseased without hope of recovery, severely deformed, severely wind- or storm-damaged or pose a safety hazard to adjacent structures or nearby residences. A wind-blown tree that can be salvaged by re-staking will not be considered for replacement. Under certain circumstances, a tree may be removed because it has outgrown its environment, and will only be replaced within the provisions of this policy. **No tree will be removed and subsequently replaced solely because it is aesthetically unappealing to any resident.**

(b) Trees within the greenbelt areas will be ideally spaced at intervals of approximately 28 feet, but may be less than this where already planted, or if a replacement is indicated with the parameters detailed in the provisions of this policy.

(c) Replacement trees within the greenbelt areas will only be planted if the space between existing trees measures 44 feet or more, with such plantings to be made equidistant between existing trees, whether such existing trees are planted in a straight line or a staggered line.

(d) Trees in the granite areas alongside units subject to replacement will only be planted provided that existing trees are still of a reasonable size to avoid interference with such plantings.

(e) Trees in the granite areas at the end of the private drives on a north/south axis will be replaced under this policy as required on a one-for-one basis.

(f) The specie of tree(s) selected as replacement will be solely at the Board of Directors' discretion, or at the discretion of the Board's designee.

(g) **Any tree replacements will be determined by the Board of Directors.** Some trees will not be replaced for the betterment of irrigation and/or grass growth.

24. STORAGE

(a) The front or back patios of Condominium units may not be used for storage purposes. This includes, but is not limited to, the placement of garbage containers of any size, fiber, metal or plastic drums, cardboard boxes – flattened or set up, pails or cleaning devices such as brooms, mops, etc.

(b) One (1) barbecue grill may be stored on the back patio only.

25. PATIO FURNITURE

(a) Outdoor furniture is to be of appropriate commercial design. Furniture designed for indoor or camping use is not permitted.

(b) A maximum of four (4) chairs, one (1) table having a maximum diameter of 41", and two (2) small end-type tables not to exceed 16" x 18", are permitted on the front patio. Either a single two-seat glider, single two-seat park-type bench, or chaise lounge may be substituted for two (2) chairs. Umbrellas are permitted on the front patio when in use. They cannot be left out overnight.

(c) The quantity of furniture placed on the rear patio must be in keeping with the overall dimensions of the patio. For example, placing a 41" diameter or larger table, along with eight (8) chairs on a 10' x 14' patio will be considered excessive. The size and style of such furniture must be in keeping with appropriate commercial design. Your Association Board of Directors requests that residents exercise discretion and good taste in this matter at all times.

(d) No furniture is to be placed in any common area.

26. PATIO FLOOR COVERINGS

(a) Synthetic floor coverings, i.e. carpeting, tile, concrete coatings, may be used as a covering on either the front or rear patio floor. These must be resistant to fading, waterproof and mold proof. Architectural approval must be obtained prior to installing any of the foregoing. The Board of Directors may order the removal of any synthetic covering that has deteriorated or has not obtained architectural approval. The fiberboard at the patio/wall edges is to be maintained by the homeowner.

27. PATIO CEILINGS

(a) Patio ceilings and soffits are not to be hosed or washed down. This may cause damage to the drywall (sheetrock) material. The unit owner will be responsible for any such damage.

28. OUTDOOR CLOCKS, THERMOMETERS, RAIN GAUGES

(a) Attaching an outdoor clock, thermometer and/or rain gauge to the exterior front or side of a Condominium unit, or placing a rain gauge in any common area, is prohibited.

(b) A clock and/or thermometer may be attached to the wall within the rear patio area, with the hanging of such item(s) considered exclusive of any restriction on the number of hanging items permitted as stipulated in rule 9 (c). Rain gauges may be placed within the rear patio or rear patio planter areas only.

29. BIRD FEEDERS AND BIRD HOUSES

(a) No animal or seed-type bird feeders are to be hung or placed in the front, rear or sides of Condominium units or their adjacent common areas. Hand feeding or spreading of bird seed/food is prohibited, including all common areas and private patio areas.

(b) A single liquid-type hummingbird feeder may be hung in the rear patio area only, and must be placed not to overlap the service walkway. It is prohibited to hang such a feeder anywhere outside of the rear patio area, including the trees located in the common areas.

(c) It is prohibited to hang or place a bird house, other than a decorative bird house as permitted under rule 8(a) where there is no entry hole or the entry hole is either plugged or screened, anywhere in or on the front or rear of the Condominium unit or common areas.

30. CLOTHING, LAUNDRY OR UNSIGHTLY OBJECTS

(a) Hanging clothing, laundry or unsightly objects is prohibited in any area of the unit visible to the public.

31. HOSES

(a) It is prohibited to mount a hose reel or any other hose-holding device to the front, sides or rear of any Condominium unit.

(b) A single stationary hose reel, clay or terra cotta colored plastic hose container maybe placed on the cement portion of the front or rear patio.

(c) Loose hose is permitted to be stored on the front patio provided it is tightly coiled and kept directly behind the patio wall out of sight from the sidewalk or street.

32. POLES

- (a) No poles, stakes, posts or similar projections, including seasonal decorations, are to be driven or planted in any Condominium common area.

33. PICTURES, POSTERS, ORNAMENTS, ETC.

- (a) No picture or poster is to be displayed on the inside of any window visible to the outside.
- (b) Christmas ornaments and Christmas cards may be displayed as part of the Christmas seasonal decoration; they are subject to the same period for display and removal of such holiday decorations.

34. WINDOW COVERINGS

- (a) Window blinds, drapes, curtains, shutters or roll-down shades are the only coverings permitted on the inside of the windows. Styrofoam, cardboard, bed sheets, aluminum foil and any reflective type coverings are not to be used in any window or door that is visible to the outside.
- (b) Architectural approval must be obtained for the application of window tinting or the installation of sunscreens, which must be made by a professional contractor. Also, see rules 3(a) and 3(b). Such installations must be maintained free from rips, tears or other damage at the unit owner's expense.

35. SIGNS

- (a) One (1) only "For Sale", "For Rent" or "For Lease" sign may be displayed on the inside of the front window only, with such sign not to exceed approximately 2' x 2' in size. No owner, realtor or any other party is permitted to erect or have erected a sign of any kind and placed in or on the granite common area of any unit.
- (b) An "Open House" lead-in sign, measuring no larger than approximately 2' x 2' and mounted on runners, may be placed on the granite alongside the driveway on the day of an open house. Such sign may only be displayed on the day of the open house and no longer than 30 minutes following the open house, at which time it must be removed. It is prohibited to display any "Open House" lead-in sign on any vehicle, including golf carts, motorcycles, etc., parked in the vicinity of the actual open house.
- (c) A single "Block Watch" decal or small "Security System" warning type decal may be displayed on the inside of any front, side or rear Condominium window. No other sign(s) of any type or description (except name and address and/or number signs (rule 10)) are allowed unless special permission has been obtained beforehand from the Association Board.

36. PET SECTION

(a) All dogs must be leashed when outside, with such leash not to exceed 6 feet. Cats must also be leashed while outside or kept indoors at all times.

(b) Pet owners are required to IMMEDIATELY pick up any and all droppings left by their animals. Pets must not be permitted to urinate on common area shrubbery.

37. NON-PET SECTIONS

- (a) No owner or resident in the non-pet section may have a pet of any kind, at any time. This includes guests of the owners or residents. Visitors of the owners or residents must kennel their pets whenever visiting Condominium units in the non-pet section. **All units, other than Nos. 300-329 and 338-349 inclusive, are classified as non-pet sections.**

38. NUISANCES AND OFFENSIVE ACTIVITY

(a) No resident is permitted to engage in any activity which is offensive or an annoyance to any other resident. Such activity may include, but is not limited to: loud radio, stereo or television playing, outdoor partying after 10:00 p.m., excessively noisy hobby equipment, or any other activities that infringe upon the quiet enjoyment of other residents.

(b) Rollerblading, skateboarding or bicycle riding on the rear service sidewalks are prohibited. Any activity considered damaging to the greenbelts is prohibited.

39. TOWING AND PARKING VIOLATIONS

See Enforcement Policy Resolution (Copy Attached)

If there is a conflict between this resolution and policy and the rules and regulations of the Association, this resolution and policy shall prevail.

VIOLATIONS/PENALTIES

Violations of Covenants, Conditions, Restrictions, Rules & Regulations Penalty Schedule

- 1.0 A determination of whether a violation exists shall be made by the Board of Directors, or its Designee, or any Committee created by the Board of Directors and charged with determining said violations throughout the entire Condominium complex.
- 1.1 The first violation(s) of any provision contained within the Condominium Documents, including the Condominium Declaration and the Policy Manual, shall result in Management or a member of the Board of Directors making personal contact with the unit owner/tenant or the use of a door hanger showing the nature of the violation and time allowed for correction.
- 1.2 If a violation is not corrected within a reasonable time, written notice of the violation will be mailed. Said letter will reference the specific nature of the violation and set a reasonable time limitation for corrective action to take place. Each single individual violation will be treated as a separate occurrence. **Unit owners are urged to cooperate in correcting violations in the spirit of achieving our goals of making and maintaining a safe, peaceful, attractive, comfortable, harmonious community and protecting property values.**
- 1.3 Upon a third violation under Article 4, Section 4.14 of the Condominium Declarations, the vehicle(s) in question will be towed pursuant to Article 4, Section 4.16 of the Condominium Declarations. Any subsequent violations thereafter may be handled in the same manner.
- 3.0 If the violations do not become corrected as stipulated on page 15, the Board may invoke any or all of the following sanctions, pursuant to the Arizona Revised Statute Planned Community Act and Section 7.4 and its Sub-sections of the Condominium Declarations.
- 3.01 Cause the violation to be corrected and charge the costs thereof to such Owner.
- 3.02 Obtain injunctive relief against the continuation of such violation.
- 3.03 Failure to take the proper corrective action(s) within five (5) days following a Board hearing, involving either a second or a third violation, will result in the issue passed to the Association legal representative for resolution. Interest, legal costs and any other costs associated with said recovery and/or injunctive action, pursuant to Arizona State statute.
- 4.0 Irrigation Systems Tampering**
- 4.01 Any person found guilty of violating rule 23(c) of this Policy Manual, which states, "Tampering with the Association's irrigation system, which includes controllers and valves, is strictly prohibited, and may be construed as vandalism" and subject to criminal prosecution depending upon the circumstances involved.

**Sunland Village East
Garden Condominium III Association
Golf Cart Storage Rental Agreement**

EFFECTIVE JANUARY 1, 2017

Presently we have two buildings for the purpose of renting as a storage area for Golf Carts. One building has twelve (12) spaces, and the other has twenty-four (24) spaces. In this regard, following are the revised Guidelines, Rules and Regulations that govern the management of these facilities, as approved by the Board of Directors on December 19, 2006.

1. Space should be rented to owners or tenants of Garden III Condominiums, hereinafter also known as Golf Cart Storage Renters, on a first-come, first-served basis. If there are spaces available and no Garden III owners or tenants are on the waiting list, the spaces may be rented to other home-owners/tenants of SVE. Space is rented with the understanding that if a Garden III resident needs a space, the last non-Garden III resident will give up their space.
2. Payment of \$100.00 will be paid annually, in advance, due on January 1st, and delinquent on January 31st of each calendar year, and is subject to change by the Board of Directors. Annual fees will not be pro-rated for first-time renters or renters who sell their unit, move out of SVE, or sell their stored item.
3. Upon such time that additional space is available, renters may choose to move from one storage area to another, which is permissible, upon approval of the Board or its designee, and providing there is no waiting list for the space being requested.
4. If a Condominium owner has a golf cart space and sells the Condominium, and does not move to another Garden III Condominium, he/she forfeits the Golf Cart Storage space. The new owner must apply for a storage space, if needed, and will be assigned a space as soon as one is available with no waiting list.
5. Unless payment is received when due, it will be assumed that the renter no longer desires to keep the space. They will however, be given a reminder notice of the non-payment for which they will have ten (10) days to respond.
6. Golf cart spaces are rented and occupied only by SVE Garden Condominium III owners or tenants, who have carts and can provide proof of ownership via Bill of Sale or Cart Make and Serial Number I.D., at the time of executing the Rental Agreement.
7. Owners or tenants without carts may have their names placed on the waiting list and considered for a parking space on a first, second and sequentially listed basis, as space becomes available. This regulation applies to existing and new Condominium owners and renters alike. Space may not be passed on from one owner or renter to the next owner/renter.

SUNLAND VILLAGE EAST GARDEN CONDOMINIUM III ASSOCIATION

8. All spaces will be rented only to cart owners as specified above, and sub-letting is not permitted. Each Condominium owner or renter, (golf cart storage renter), shall provide his or her own insurance coverage to repair or replace any damage that may occur to any golf cart that may be stored permanently or temporarily within or near the golf cart storage buildings. Renters of golf cart storage space understand and agree that no Bailment is established under this or any other agreement with respect to storing golf carts, or any other personal items, within or near the golf cart storage buildings. Additionally, golf cart storage renters understand and agree that they are solely responsible for any damage that may occur to their golf cart or any other golf carts, due to their activities or the activities of any Condominium owner, renter or invitee to the fullest extent provided for by Arizona law. (The insurance should be from the golf cart storage renter's homeowner's liability and vehicle liability up to \$100,000. (The owner will have 10 days to produce such documents.)

10. Condominium owner or renter, (golf cart storage renter), agrees to fully indemnify and hold harmless, Sunland Village East, Garden Condominium III Association and its Board of Directors, for any injuries, death, property or other damages suffered by, or caused by, any Condominium owner, renter or invitee, (golf cart storage renter), to the fullest extent provided for by Arizona law.

11. Condominium owner or renter (golf cart storage renter), agrees and acknowledges that use of the golf cart storage building is a privilege which can be revoked at any time by the Board of Directors. Moreover, the Board of Directors makes no warranty, express, implied or otherwise, as to the safety or security of the golf cart storage buildings.

12. Other motorized vehicles are permitted in the golf shed with the same insurance provisions as the golf carts. Again, golf carts have first preference.

AGREED AND ACCEPTED

PRINTED NAME

SIGNATURE

DATE

GOLF CART/VEHICLE SERIAL/LICENSE #

CONDOMINIUM #

PARKING SPACE #

SUMMER PARKING LOCATION

DELINQUENCY POLICY

All fees, assessments, charges and/or amounts payable to SVE Garden Condominium III Association are due and payable on the first (1st) business day of the month, unless any invoice/billing notes otherwise. Such payables become delinquent if not **received** on or before the fifteenth (15th) day of the month in which it is due. A late payment penalty of ten dollars (\$10.00) will be assessed for that month and every month thereafter for which the payment remains delinquent. Any unpaid late-payment fee only will also be subject to an added ten dollar (\$10.00) penalty for each additional month payment remains delinquent. Late payment fees will be applicable to any unpaid balances regardless of amounts. Special penalties will be applied to any late payment involving a violation fine. If action to collect becomes necessary, the SVE Garden Condominium III Association must be reimbursed for all costs, legal or otherwise, associated with the collection, with such charges added to the amount to be collected.

MISDIRECTED CHECK CHARGE

Checks misdirected, either by mail or personal delivery, **to other than** SVE GARDEN CONDOMINIUM III ASSOCIATION, are subject to a \$3.00 special handling charge.

DOCUMENT CHARGES

Copies of any of the following documents listed may be obtained by writing to: **SVE Garden Condominium III Association (address on page VI)** and enclosing a check to cover the copying, mailing and handling cost.

Articles of Incorporation,	
Condominium Declaration (CC&R's),	
Association By-Laws and Policy Manual	\$10.00
Policy Manual Only	\$ 5.00
Certificate of Insurance	\$ 1.00
Latest year-end Financial Summary, Current year Line-Item Budget, Latest Association Balance Sheet and Expense Statement	
Reserve Study	\$ 7.50
Copies of Minutes, Treasurer's Report	
Or other documents which Unit owners are entitled to request	\$1.00, 1 st page
Each additional page.....	\$.15

REAL ESTATE/TRANSFER FEES DISCLOSURE

Garden Condominium III Association has appointed its Property Management Company (see Page VI) as its Agent for the processing of all real estate transactions involving the resale of existing units. Any charges, fees, etc. associated with and required for the completion of such transactions are established by the Management Company. No portion of any fee collected for this purpose reverts to the Garden Condominium III Association.