

INTRODUCTION,
RULES
&
REGULATIONS
for

HIGHLAND PARK MANOR
HOMEOWNERS
ASSOCIATION

FIRST EDITION
November 1, 1996

INTRODUCTION

These Association Rules have been adopted by the Board of Directors of HIGHLAND PARK MANOR HOMEOWNERS ASSOCIATION pursuant to Article VI, Section 6.1.3., of the Bylaws which provides as follows:

Power and Duties. To adopt and publish rules and regulations governing the use of the Common Area and facilities and the personal conduct of the Members and their guests thereon and to establish procedures and penalties for the infraction thereof, subject to approval of the Members as provided in Sub-article 9.1. hereof.

HIGHLAND PARK MANOR HOA is a community of 67 homes. It is important that we be responsible homeowners so that our community consistently maintains a high aesthetic value as well as a strong financial value. The purpose of these rules and regulations is to describe policy set forth by the Board of Directors and to summarize the other "Governing Documents"; Covenants, Restrictions and Conditions (CC&R's), Articles of Incorporation, and Bylaws which by Arizona revised statutes have been accepted by each owner as a part of owning a home within HIGHLAND PARK MANOR HOA. All Rules and Regulations stated herein are in full compliance with City Ordinances, State and County Codes.

BOARD OF DIRECTORS

The Board of Directors have five (5) members which were elected at the Annual Meeting of the Homeowners held in May. Only an owner, current with their dues is eligible to become a Board member. The purpose of the Board of Directors is to set policy for the Association and to act in the best interest of the total membership. The Directors meet once a month to resolve problems as they arise, and they receive no compensation for their services. Should you receive a letter from the Management company, we ask that you respond to them and not individual Board Members. According to the Insurance carried on the Directors and Officers, they cannot act on their own and must conduct the business and affairs of the Association at their regular Board Meetings.

MANAGEMENT COMPANY

ARIZONA HOA MANAGEMENT is the contractual administrator for the Association. The management company carries out the day-to-day business of the Association including, but not limited to, all accounting functions, homeowner inquiries, overseeing maintenance of all common property, and they are charged with enforcement of these Rules and Regulations and the other Governing Documents of the Association. The telephone number for their office is 602-780-2628. The Management company retains all the files and information for the property and will be more than happy to answer any

questions.

ASSOCIATION FEES

Association fees are the means by which the Association meets financial obligations for all common expenses and funding of an adequate reserve account. All reserve funds are held for the benefit of the Association as a whole, and are used exclusively to repair, replace, or improve common property.

Assessments are due on the first of each month and should be mailed to the management company's office at P. O. Box 41730, Phoenix, Arizona 85080-1730. Any homeowner who has an unpaid balance on their account by the 15th of the month, will be charged a late fee of \$10.00 each month until all amounts owing are paid in full. The Association may take legal action to collect any unpaid balances. All legal and collection costs are the responsibility of the homeowners. It is therefore very important that all homeowners work closely with the management company should there be a dispute with an account.

ARCHITECTURAL CONTROL

The community was planned by architects, and it seeks to carry out a uniform appearance. It is clearly stated that no alterations or additions are to be made without prior written approval from the Board of Directors. This includes external design and location in relation to surrounding improvements and topography, all improvements, alterations such as painting, redecorating, excavations, landscaping, and all other work which in any way improves or alters the exterior appearance of any unit or improvements located on any portion of the property. Call ARIZONA HOA MANAGEMENT for an architectural form. This form must be filled out and returned for review by the Board of Directors.

ASSESSMENTS OF FINES AND/OR PENALTIES

In accordance with the governing documents, the Board of Directors has authorized ARIZONA HOA MANAGEMENT, on behalf of the Association, to assess fines and/or penalties for any violations of the Rules and Regulations, CC&R's or Bylaws. Such fines and/or penalties will be imposed after written notice for a specific violation has been mailed to the homeowner. Such notice is considered having been received when mailed. This notice will contain the conditions necessary for abatement of the fines or penalties.

The minimum fine or penalty set by the Board of Directors is \$25.00 for each violation if not corrected. Any reoccurrences will be assessed \$50.00 from then on.

RULES & REGULATIONS

These Rules & Regulations are for all Association members, their guests, their renters, and their renter's guests. They are set up to benefit our residents by promoting harmony, safeguarding each member's investment, and increasing the aesthetics of the common areas.

1. ANIMALS

Only household pets such as dogs, cats and household birds may be kept but will not create a nuisance or disturb the health, safety, welfare or quiet enjoyment of other Owners. No breeding will be allowed. All animals must be kept on a leash no longer than 6' when in the common area and all animal wastes must be promptly disposed of. No pit bulls will be allowed.

2. ASSESSMENTS

In the event any assessment is not paid when due (the first 15 days of the first month of each quarter, January, April, July, October), or there is a balance owing, a late charge of \$10.00 shall be imposed on the 15th of each month. A lien shall be filed, and court action will be initiated against the Unit after 90 days. In the event the Board retains an attorney to foreclose on the home, the Owner shall be responsible for all costs and attorneys fees in addition to accrued late charges.

3. BUSINESSES

Each dwelling shall be used as a residence for a single family. No industry, business, trade, occupation or profession of any kind, whatsoever, shall be conducted, maintained or permitted on any part of the property without the specific written authorization by the Board of Directors. *as long as there is no traffic or outside, visible advertisement.*

4. CHILDREN

Minor children are subject to the same Rules and Regulations as their parents or guardians, who will be held totally responsible for any damages, either directly or indirectly, caused by said children (and/or their friends/guests). *Children should be reminded not to climb or play on common ground gates.*

5. CLOTHES DRYING *walls, planters etc. (over?)*
No items of clothing or linens are allowed to be hung outside of any Unit so as to be seen from the common area.

6. DISEASES AND INSECTS

No owner shall permit anything or any condition to exist upon any property within Highland Park Manor, which shall induce, breed, or harbor infections plant disease or noxious insects.

7. GARAGES

No garage may be converted to living space without the prior written consent of the Board of Directors. Owners shall keep their garages neat, clean and free from clutter, debris or unsightly objects and shall at all times keep garage doors closed, except as reasonably necessary for ingress and egress or if visible activity is taking place in the garage. Police will warn, that if garages are left open frequently, it draws break-ins. to the area. Please heed this rule.

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8. HAZARDOUS MATERIAL

No resident or any of their visitors shall at any time, bring into or keep any flammable, combustible or explosive fluid, material or chemical substance in their Unit.

9. IMPROVEMENTS OR ALTERATIONS

Nothing shall be done to any Unit, on or to the common elements, which will impair the structural integrity of any building or which would structurally change or modify the external appearance of the buildings without an Architectural form being approved. This includes painting as certain color codes must be adhered to. ~~Requests for architectural changes~~ *will be reviewed and answered with in a week of the next board meeting.*

10. ITEMS

Garbage cans, clotheslines, woodpiles and areas for the storage of equipment and unsightly items shall be kept screened by adequate fencing or other esthetically pleasing materials acceptable to the Committee so as to conceal same from the view of adjacent Lots and streets. Garbage cans may be in view only on collection days and thereafter they must be promptly stored out of sight as provided herein.

11. LIGHTING

No spotlights, flood lights or other high intensity lighting shall be placed or utilized upon any Lot or any structure erected thereon which in any manner will allow light to be directed or reflected on any other Lot or adjacent street, or any part thereof, except as approved by the Committee.

12. NOISE AND NUISANCE

No noxious or offensive activity shall be carried on in any Unit or in the common elements, nor shall anything be done therein, either willfully or negligently which may be or become an annoyance or nuisance to other residents. No vocal practice shall be conducted or any musical instrument, recorder, TV set, radio or stereo phonograph played on the premises if the same shall disturb or annoy other residents.

13. ROOFS AND STRUCTURES

The roofs and structures are the responsibility of the homeowners. The Board of Directors have the right to enforce the maintenance of any home should a homeowner become relaxed in their duty to keep up the appearance.

14. SCREENING MATERIALS

All screening areas, whether fences, hedges or walls, shall be maintained and replaced from time to time in accordance with the original construction or landscaping. Approval must be obtained first for any changes. All house numbers must be readily seen from the street.

15. SINGLE FAMILY OCCUPANCY

A Unit cannot be occupied by more than three (3) persons not related by blood, marriage or legal adoption.

(5)

16. SOLAR COLLECTORS/ANTENNAS/SATELLITE DISHES

Solar collectors and related equipment may not be installed on roofs of houses but may be located elsewhere on the Lots not visible from other Lots, the Common Area or the street. Written permission must be obtained before installation.

17. SOLICITING

Soliciting (seeking contributions or trade) is prohibited within the Highland Park Manor without the expressed written permission of the Board of Directors. Solicitors should be informed of the rule and asked to leave the premises. (NOTE: "Soliciting" is often used as a cover to case residences for burglary at a later time.)

18. STORAGE SHEDS AND SWINGS

No storage sheds or similar or related type objects shall be located on any Lot if the height of such object is greater than the height of the fence on or adjoining said Lot or if such object is visible from the front of the Lot. All swings and slides shall be a least seven (7) feet from all fences. The foregoing improvements shall also be subject to the prior approval of the Committee.

19. TRASH

Accumulation of rubbish, debris and foul smelling items are prohibited. Trash and garbage must be contained in plastic bags for disposal in trash containers. *and may not exceed 7' from where the structure begins. and may not exceed 7' in height* *See rule 10.*

20. UNIT RENTALS

All Owners that lease their Units(s) must provide the Association with a completed and signed Landlord/Tenant Agreement within (10) days after tenant occupancy. Any Owner who has not complied with this Rule and presently has tenants in a Unit must provide the Association with a completed Agreement immediately. Call the management company and request a form to be sent to you. It is recommended that you make additional copies for future tenants.

21. VANDALISM

Any person or persons observed damaging Highland Park Manor property will be billed for restoration and repairs. Adults are responsible for damages caused directly or indirectly by their children and guests. Owners are responsible for the damages caused by their tenants.

A \$250.00 REWARD will be paid to the homeowner or renter turning information in to the management company, which would result in a conviction against the perpetrator for damages done to the property. All witness identification will be kept confidential. The Owner of the Unit will be held responsible for any damages and the reward.

NOTE: Damage caused to the landscaping and signage at the front entrance is tempting to children waiting for a school bus. Please warn your children not to disturb the property in anyway as this is the most frequent abuse of vandalism we have and the reward will apply.

22. VEHICLES

No vehicle shall be parked along any street or curb within the subdivision. All driveways are designated fire lanes. All streets must maintain clear access to all residences and lots. No vehicles, Recreational vehicles, or other mechanical equipment may be dismantled or repaired (except for ordinary maintenance and repair of such vehicles, Recreational vehicles and equipment inside an enclosed garage, and emergency repairs elsewhere on the private driveway for a time period not exceeding forty-eight hours). No vehicle which is inoperative shall be stored or kept on any Lot. No Recreational vehicles, trailers, boats, ~~commercial vehicles~~ of any nature, campers, mechanical equipment, shall be parked in front of any Lot or in front of any driveway or allowed to accumulate on any Lot or in front of any Lot. Any vehicle in violation will receive a warning ticket ~~and after 72 hours~~ if found again, will be towed from the property *at the owners expense unless loading & unloading 4hr. limit.*

VIOLATIONS OF THE LAW

PLEASE report all suspicious or criminal activity that you directly observe to the ~~Phoenix~~ Police Department. *Mesa*

9-1-1

Emergencies only! Fire or Police

Mesa # 262-6151

Crime Stop- to report suspicious activity or report non-emergency info

Mesa # 261-8600

Silent Witness - allows you to remain anonymous - 644-2274

Any police reports should be called into the Management company so that a record can be kept and reported to the homeowners from time to time.

25. WINDOW COVERINGS

All such window coverings facing the street must show white, beige, earth tone or pastel colors unless otherwise approved in writing by the Committee. Interior window covering, curtain draperies and shades that are visible to the exterior of the buildings will be maintained in good condition. Unsightly, ragged or torn curtains, draperies, shades or sheets are not permitted.

No aluminum foil, cardboard, or other paper, cloth or elastic material is allowed to be applied directly to the interior or exterior glass surface, or placed in such a manner that is visible from the exterior. Addition or modification of all exterior window screening or the addition of security bars and grates is subject to review and approval by the Committee.

NOTICE: The Board of Directors may pass new Rules, and/or make changes to existing Rules from time to time. Homeowners will be notified of any new Rules or changes to Rules as they occur. Your adherence to the provisions of the Articles of Incorporation, Covenants, Conditions & Restrictions, By-Laws, and these Rules & Regulations of the Association is appreciated by all residents of Highland Park Manor Homeowners Association.

THE BOARD OF DIRECTORS
HIGHLAND PARK MANOR HOA

> #23. Speed Limit

The speed limit is 10 mph.

Use caution when proceeding in our neighbor hood, especially while driving through the corners.