

Dear Resident.....

The Villas at Sin Vacas Homeowners Association is governed by Covenants, Conditions and Restrictions (CC&Rs) and managed by a Board of Directors, elected by homeowners at the Annual Meeting of the Members.

The Board of Directors is responsible for conducting the business of the Association, enforcing the CC&Rs and maintaining the common elements, which include the Clubhouse, pool, and the common landscaped area. The Board is assisted by various committees who report to the Board at their meetings, which are regularly held at the Clubhouse.

If you are interested in joining a committee or wish to attend a Board Meeting, please contact **Stratford Management** for more information at **795-6500**.

We encourage your participation and suggestions. It is also a wonderful way to meet your neighbors.

This document is also available on our website – please check there to make sure you have the most recent copy.

We look forward to meeting you!

Sincerely,

Board of Directors

For the Villas at Sin Vacas HOA

Villas at Rancho Sin Vacas **Rules & Regulations**

ADVERTISING SIGNS

FOR SALE signs are permitted on the owner's property, not to exceed 18 inches x 24 inches. FOR SALE signs are not permitted on common area. The Association has the right to regulate FOR RENT signs and OPEN HOUSE signs on owner's property and common area. A 3 x 5 inch notice advertising a unit FOR SALE or FOR RENT may be posted on community bulletin boards. Please see BULLETIN BOARDS for posting instructions.

ANTENNAS AND SATELLITE DISHES

An antenna one meter or less in diameter or diagonal measurement that is designed to receive signals from direct broadcast satellites (DBS) or designed to receive video programming services from multi-channel multi-point distribution (wireless cable) providers (MMDS), or an antenna that is designed to receive television broadcast signals (TVBS) may be placed, installed or kept on owner's property.

Dishes must be installed on the flat roof of your unit and NOT on the tile roof. Any exposed wires must be painted to match the exterior stucco walls.

BIRD FEEDERS

Birdfeeders of any kind are not allowed in the common area. If you use a feeder within the confines of the property line, it should be the type that does not allow seed to spill on the ground, such as hummingbird or finch feeders. Seed spill encourages ground feeding birds, snakes, packrats and other rodents and may attract javelinas and bobcats.

BULLETIN BOARDS

Bulletin Boards are located on the east side of the mailbox structure and in the Clubhouse for homeowners. All notices must be on 3 x 5 inch cards and dated. Send all notices to the Management Company for posting on the bulletin board. Notices will be removed after 30 days.

CABLE

Cable is available to homeowners at their own cost. Homeowners must ensure that the installers bury cables and wires underground and that any exposed wires or cables on the building exterior are painted to match the stucco walls. The cable company will be liable for any landscape or building damage.

CLOTHESLINES

Clotheslines are not permitted. Clothing, towels, etc., may be hung outside to dry on a drying rack or other drying device as long as items are not visible from a neighboring property or surrounding areas.

CLUBHOUSE REGULATIONS

The Clubhouse is available to residents for private functions. The pool, spa, fitness room, and office will remain available to owners during the Clubhouse reservation period. A \$100 cleaning deposit is required at the time of application. The deposit will be refunded after the Clubhouse and pool area is inspected to ensure it has been cleaned and left in an orderly fashion. All functions must terminate by 11:00 PM. Reservation applications must be submitted and approved prior to holding an event. The Clubhouse is not available for commercial enterprises. Forms are in the Clubhouse office, or you may contact the Management Company for a reservation application. A \$25 replacement fee will be charged for lost Clubhouse keys.

DELIVERIES AND PICKUPS

Delivery personnel will not be permitted to enter the community without homeowner authorization. The Association reserves the right to reasonably control and limit entry to the community by trade, delivery and sales personnel. Donations to charities must be made only at individual's residence door. Deliveries may not be allowed after 6:00 pm; please contact the gate attendants to confirm deliveries scheduled after this time.

ENFORCEMENT PROCEDURES

If there is a violation of any or the Rules and Regulations and/or the Covenants, Conditions and Restrictions, the following enforcement procedures will be followed:

1. Demand: Written demand to cease and desist from any alleged violation of the Association's Rules & Regulations or of the Declaration of Covenants, Conditions, and Restrictions (CCRs) shall be served upon the Owner of the involved Dwelling Unit, specifying: (a) the alleged violation (b) the action required to abate the violation in a time period of not less than ten (10) days, if the violation is a continuing one, or a statement that any further violation of the same rule may result in the imposition of sanctions after notice and hearing if violation continues.
2. Continuing Violations: Each day a violation continues after notice to cease has been given to the Owner by the Board of Directors shall constitute a separate violation.
3. Notice: If the violation continues past the period allowed in the notice of abatement without penalty, or if the same rule is subsequently violated, the Board shall serve the Lot Owner with written notice of a hearing to be held by the Board in an Executive Session within one month of such notice. The notice shall contain: (a) the nature of the alleged violation; (b) the time and place of the hearing, which time shall not be less than ten (10) days from the giving of the notice; (c) an invitation to attend the hearing and produce any statement, evidence and witnesses on his or her behalf to dispute the alleged violation; and (d) the proposed sanction to be imposed, which may include the imposition of a penalty of not more than \$150.00 for any one violation.
4. Hearing: The hearing shall be held in Executive Session pursuant to the notice given thereby affording the Member a reasonable opportunity to be heard. Prior to the imposition of any sanction, proof of notice and invitation to be heard shall be placed in

the minutes of the meeting. Such proof shall be deemed adequate if the officer or director who delivered such notice enters a copy of the notice together with a statement of the date and manner of delivery into the minutes. The notice requirement shall be deemed satisfied if the Owner or owner's designated representative appears at the meeting. If the Owner does not appear, the hearing shall be terminated after the Board establishes the penalty as provided below. The minutes of the meeting shall contain a written statement of the notice given to the Lot Owner, the results of the hearing and the sanctions, if any, imposed.

5. Imposition of Penalty: Upon conclusion of the hearing, the Board of Directors shall determine the amount of penalty to be imposed, if any, based on the seriousness of the violation, whether the type of offense poses a danger to property or any person, and whether the violator agrees to abate the violation within the time specified by the Board of Directors. If the Owner chooses not to attend the hearing, the Board shall proceed to levy a penalty against the Owner for the violation. After the amount of the penalty is determined, the Board shall determine the due date for the payment of such penalty.
6. Collection: Collection of any penalty may be enforced against any Owner in accordance with A.R.S. 33-1255 and A.R.S. 33-1256 including applicable attorney fees, costs, late charges and interest for non-payment.

EXTERIOR CHANGES AND THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

No addition, alteration, or improvement within a unit or on a lot that would be visible from a neighboring property shall be made without prior written consent of the Architectural Review Committee and/or the Board of Directors. You may obtain an ARC Submittal Form from the Management Company, on-line at the Sin Vacas website (www.villassinvacas.org) or in the Clubhouse office. The ARC has developed guidelines for all exterior changes and the committee must review all requests prior to any work being started.

No exterior changes of any kind including, but not limited to doors, door hardware, windows, interior window blinds, porch lights, patios and privacy walls, and sun screens are allowed without prior approval of the Architectural Review Committee and/or Board of Directors.

There are approved Design Guidelines for paint colors and materials for some common upgrades and improvements. Contact the Management Company for this list before submitting an ARC form for your project.

If the proposed modifications are deemed to be minimal and unobtrusive, no comments from neighbors need to be solicited. If the modifications are substantial in nature (causing noise, dust or disruption) or are highly visible to neighbors, comments will be solicited.

Written notification must be given to the adjacent owner(s) along with 30 days for their written response. A decision by the ARC will be rendered within 30 days of receipt of comments. If no protests are received, a decision can be made immediately after the 30 day comment period.

BEFORE any permanent modifications to a property are initiated, the homeowner must submit a written description and drawing to the ARC, as part of their submittal package. If the changes

include new walls, demolition of existing walls, new footings, a new roof or new windows, there must be an architectural drawing by a certified architect.

FITNESS ROOM

The fitness room is available to homeowners and tenants 24 hours a day on a first-come, first-served basis. Please follow the instructions for use of the equipment and the courtesy guidelines posted in the fitness room. Do not remove equipment off the mats or out of the fitness room. Report any problems with the equipment to the Management Company.

- A parent or legal guardian must accompany persons under 18.
- No food or beverage, except water, is allowed in the fitness room.
- No glass is allowed in the fitness room.
- Use equipment at your own risk. The HOA assumes no liability for injuries or accidents that may occur.
- Please wipe down the equipment after use. Paper towels and spray cleaner/antiseptic wet wipes are available in the exercise area.

FLAMMABLE MATERIALS

Fire department regulations stipulate that explosive and flammable materials cannot be stored in residential units. These materials include paint thinner and gasoline.

Please note there are fire extinguishers located in the Clubhouse kitchen area.

GARDEN HOSES

Garden hoses should be stored in clay hose pots. Hose spools, reels or hooks mounted on an outside wall are not permitted.

INSURANCE

Each unit owner must provide their own personal insurance to cover any interior damage to their condo. While the HOA provides insurance to cover damages to the structure of the unit (less exclusions) that policy does not cover any interior damages.

Each owner should review their Condo HO-6 policy to be sure they have sufficient coverage for personal effects (Coverage C of the policy) and coverage for any upgrades (Coverage A) to the interior for upgrades such as cabinets, flooring, walls, etc. Your Condo HO-6 policy and our HOA policy do not cover any personal effects of tenants in the unit. If you have insufficient coverage or no coverage then you will be “self-insuring” any losses incurred.

LANDSCAPE MAINTENANCE

The Association provides landscape maintenance including trimming, fertilization, weed control, raking, blowing out debris and irrigation maintenance in the common areas and exterior areas of the Villas. Homeowners may not modify any irrigation system, adjust irrigation time clocks or install their own irrigation system.

Homeowners may plant vegetation on their property within the boundary of their property line in the back patio area. All in-ground plants must be drought tolerant. For more information on the types of plants that are drought tolerant, contact the University of Arizona's Extension Office or this website: http://www.amwua.org/landscape/landscape_plants.html

Removal of any plants from the common area is prohibited.

LANDSCAPE SERVICE REQUESTS

The Board must approve all owner-initiated requests for plants beyond the property lines in front or back of their villas (in the common areas adjacent to their homes) prior to any plants being planted. Only drought tolerant plants may be planted in common areas.

If homeowners would like to replace a plant that has died in the common area in front or behind their unit, or plant a new plant in these areas, they must submit a Landscape Service Request to the Management Company who will contact the Landscape Committee. The Landscape Committee will review the request and will forward the request to the Board. The Board will evaluate the request and determine any next steps. A member of the Landscape Committee will contact the homeowner.

Please fax or e-mail a Landscape Service Request Form to the Management Company. Forms are available in the Clubhouse office, on the website (www.villassinvacas.org) or from the Management Company.

LEASING REQUIREMENTS

The owner shall make available to the tenant a copy of the Association's Rules & Regulations.

Prior to the commencement of tenancy, the owner shall provide to the Management Company, the names, phone numbers, and license plate numbers of all occupants of the unit.

MOTORIZED TOYS, SKATEBOARDS AND BIKES

Motorized toys, skateboards and bikes are prohibited at all times on sidewalks and parking lots.

NOISE AND DISTURBANCES

Quiet should be observed after 11:00 PM in all common areas. No radio, stereos, amplifiers, loudspeakers or other broadcast units of any kind shall be allowed outside of an owner's residence at any time. Excessive noise or disturbances in the common areas or coming from

inside of a unit should be reported to the Pima County Sheriff. (Non-emergency number is 741-4900).

OFFICE ROOM

The office is available to residents on a first come, first served basis. A fax/phone/copier is available in the office. Please report any problems with the equipment to the Management Company. Wifi is also available in the Clubhouse. The Wifi name and password are listed in the Office Room.

PARKING

All vehicles must be parked in parking spaces so that emergency vehicles or fire trucks have clear access. Please park in your assigned covered parking space and ask your guests to park in the unassigned, uncovered parking spaces. **Curbside parking is not allowed.**

PETS

No more than two household pets are allowed in a residence. Pet owners must abide by the provisions of the CC&Rs and all local, county and state animal laws. Animals must be leashed when outside the unit and must not create a nuisance in the community. A maximum six-foot (6') leash is allowed. All animal waste must be picked up and disposed of immediately and properly.

POOL AND SPA

- Pool and spa hours are 8:00 AM until 11:00 PM.
- The pool gate must be closed and locked at all times.
- Children under fourteen (14) years of age are not allowed in the pool area without adult supervision.
- No glass of any kind, including drinks in glass bottles, is allowed in the pool area.
- No pets are allowed in the pool area, except assistance dogs.
- No diving is allowed in the pool.
- Pool furniture must remain in the pool area.
- Proper swimwear must be worn in the pool.
- No running, boisterous play or excessive noise is allowed in the pool area.
- A \$25 replacement fee will be charged for lost pool keys.
- As a safety precaution, please close all pool umbrellas when you leave and/or if it becomes windy.

RECYCLING

Recycling is available in Bin #2 **ONLY** (between Units 21 and 22).

WHAT TO RECYCLE

The following items may be placed in this bin (please rinse any items that had food in them prior to recycling):

Paper, paper board (toilet or paper towel rolls) paper cardboard, dairy and juice containers, junk mail, phone books, card board boxes (MUST BE BROKEN DOWN), glass bottles and jars, plastic bottles and containers (#1-7), aluminum, tin and steel cans. (see Waste Management's web site for details at wm.com)

DO NOT INCLUDE:

Food waste, films, plastic wrap, plastic bags, foam cups or containers, or yard waste. (Yard waste should be gathered up and placed in either the front or back of your unit for the landscape crew to dispose of).

SAFETY

Community lighting is provided for safety and security. Please report all burned out bulbs to the Management Company.

Any unusual or suspicious activities should be reported to the Pima County Sheriff's Department at 791-4900 and to the Management Company.

The Sin Vacas Gatehouse must be notified of any visitors, guests or trade people who you authorize to visit or they may not be allowed entry. You may list frequent visitors on a Permanent List maintained by the Gatehouse. The Gatehouse number is 297-9054.

SAFETY TIPS FOR HOMEOWNERS

To protect your unit, please observe the following safety tips:

- Turn off MAIN water supply outside of unit when unit is unoccupied.
- Have AC and furnaces checked and cleaned periodically.
- Clean exhaust fans in bathrooms yearly.
- Dryer vents and fireplaces should be cleaned periodically.
- Test your smoke alarm at least twice per year.

SCREEN DOORS AND SECURITY DOORS

The Architectural Review Committee (ARC) must approve the installation of any screen door or security door. Contract the Management Company for a list of approved doors and paint colors before applying to the ARC for approval. Send your application to the Management Company and it will be forwarded to the ARC for prompt consideration.

SEASONAL DECORATIONS

Seasonal decorations must be removed within ten (10) days after a holiday.

STORAGE

Storage outside a homeowner's unit and storage closet, temporary or permanent, is not allowed. Storage includes, but is not limited to hammocks, bikes, strollers, sheds, boxes, shelves, ladders, tools, building materials, miscellaneous parts, appliances, furniture, and toys. Storage is not allowed in carport or parking areas.

TENANTS

A statement must be included in the tenant's lease that they are required to follow the Rules & Regulations of the community, and a copy of the Rules & Regulations must be attached to the tenant's lease. Homeowners are responsible for their tenants and their guests' behavior as well as for fees, fines or attorney costs that may be imposed or incurred due to the tenant's noncompliance with the Rules & Regulations.

TRASH DISPOSAL

Trash must be bagged and disposed of in Dumpster #1 and #3 only. Do not leave the dumpster lid open. If the dumpster is full, place your trash in another dumpster. Trash placed outside of a dumpster will not be collected. Do not put batteries, tires, oil, transmission fluid, hazardous waste, furniture, yard waste or mattresses in the dumpster. You may call Waste Management at 744-2600 for large item disposal. The Association does not provide for disposal of these items.

VEHICLES

- Guest Parking: Guest must park in designated guest parking spaces or in the homeowner's assigned parking space. Parking at the curb is not allowed. Please inform your guests of parking rules.
- Towing: Any car illegally parked is subject to towing. All towing charges and costs incurred due to towing will be the responsibility of the homeowner and/or the owner of the towed vehicle. If someone is parked in your space, call the Management Company.
- Disabled Vehicles: Vehicles that are disabled, have flat tires, are inoperable or wrecked are not allowed on the property for an extended time. Vehicles not repaired after two (2) weeks will be considered abandoned and subject to towing at the owner's expense. Vehicles must be properly licensed.

- **Prohibited Vehicles:** Boats, trailers, motor homes, recreational vehicles, golf carts, commercial vehicles, or trucks with a carrying capacity over three quarter tons are not allowed to be parked on the property.
- **Mechanical Repairs:** Only minor repairs and temporary emergency repairs will be allowed in parking areas. Such repairs must be completed in twelve (12) hours. Parking area surfaces must be kept clean of grease and oil. Homeowners will be assessed for any cleaning or repairs to the parking areas caused by minor repairs or maintenance. Changing oil or other fluids and overhauling engines are not permitted.
- **Washing Vehicles:** Washing is not permitted in the parking areas or driveways, as this erodes the asphalt and violates ground contamination EPA laws.
- **Motor Oil:** Owners must not allow oil or other vehicle fluids to drip on or contaminate the asphalt and are responsible for keeping their parking space clean and free of contaminants. Do not dispose of motor oil or other hydrocarbons anywhere on the property.

WINDOWS, DOORS AND RAMADAS

The maintenance of windows, screens, front and back doors and ramadas (patio covers) is the responsibility of the homeowner. Contact the Management Company for approved paint and stain colors for doors and ramadas.

WINDOW COVERING/WINDOW SUN SCREENS

Window coverings visible from the street, common areas or neighboring units must be the white blinds originally installed in the unit, or replacement window covering approved by the ARC and/or the Board of Directors.

No aluminum foil, sheets, newspaper, window film, tablecloths, or other materials shall be used for window coverings that are visible from the exterior of the residence.

Sunscreens, also known as sunshades, are dark screens mounted to the exterior of the window that block light and heat. Contact the Management Company for the approved color.

DESIGN GUIDELINES

The following paint colors and materials have been approved for condo maintenance and improvements. **Reminder:** you must submit an Architectural Review Committee Submittal Form to the Management Company for review by the ARC before beginning any work on your unit.

PATIOS

Approved construction materials must be of earth-tone colors. Reddish brick and colors consistent with the tile roofs and the brown/pink gravel are appropriate. For example, flagstone, brick, concrete and saltillo tile have been used for back patios. Remember to submit a request to the ARC before beginning any work on your patio.

FRONT DOORS

If replacing a front door, it must conform to the already existing front doors in the community. Metal kick plates are not permitted. Contact the Management Company for information on replacing front doors.

For refinishing an already existing front door, please purchase the paint or stain from Dunn Edwards. Ask the Paint Department to look it up under “Villas of Sin Vacas.”

Paint Color: Russet

Stain Color: Russet

(seal with satin sheen polyurethane)

SCREEN DOORS

Security screen doors are approved for front and back doors and wood framed screens are approved for back doors only. Metal door and wood door color must match the doorway trim color.

Paint Color: “Trim” Dunn Edwards

PRIVACY WALLS

Stucco in a stepped design painted to match the existing stucco color.

Paint Color: “Stucco” Dunn Edwards

SUN SCREENS

Sunscreens may be installed but must conform to the standards outlined by the Architectural Guidelines. Contact the Management Company for further details.

INTERIOR BLINDS

White, two inch, horizontal blinds in wood, faux wood or metal or white fabric are standard. Remember to submit a request to the ARC prior to proceeding with any replacement of interior blinds.

PORCH LIGHTS

If your front or back porch lights cannot be repaired and must be replaced, please contact the Management Company. Use only 60- watt bulbs in your porch light, preferably energy efficient types.

USEFUL PHONE NUMBERS

The Villas at Sin Vacas Homeowners Association and Stratford Management can assist residents with many issues that arise. However, there are some issues that the Association and Stratford have no jurisdiction over. Here are some numbers that may be helpful: (local area code is 520)

All Emergencies	911
Animal Control	243-5900
Gatehouse	297-9054
Household Hazardous Waste	888-6947
Pima County Clean Air Program	740-3947
Pima County Sheriff	741-4900
Poison Control	800-222-1222
Rural Metro Fire Department	297-3600
Southwest Gas	800-428-7324
Southwest Gas Emergency	800-722-4277
Stratford Management	795-6500
Tucson Electric Power	623-7711
Tucson Power Emergency	623-3451
Tucson Water	791-3242
Tucson Water Emergency	791-4133