

# **The Springs at Santa Rita Homeowners Association**



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# **The Springs at Santa Rita Homeowners Association, Inc.**

## **MISSION STATEMENT**

The mission of The Springs at Santa Rita Homeowners Association, Inc. (the "Association") is to promote a friendly and enjoyable community where property values are enhanced by maintaining Common Areas and upholding community standards.

## **VISION STATEMENT**

The Association's Board of Directors envisions a community in which:

1. Friendliness, respectfulness and caring for one another are primary characteristics.
2. Owners meet or exceed the requirements of the Covenants, Conditions and Restrictions (CC&Rs) and policies of the Association.
3. A spirit of volunteerism is promoted to encourage pride in and commitment to the community.
4. Owners maintain their properties to meet or exceed community standards.
5. A variety of events and programs are planned and implemented to provide social and service opportunities to residents and their guests.
6. Common Areas are well maintained and comply with the Master Landscape Plan. Association streets, buildings, and utilities are well maintained.
7. The security and well-being of all are enhanced through neighborly awareness and activities such as Emergency Response planning.
8. Sound stewardship of community resources is ensured by following established operating and capital financial practices.
9. Participation in community life is encouraged by the Board through transparent conduct and timely communications to Members about Association operations.
10. Noncompliance with community standards is addressed by following documented processes that are timely, fair, reasonable and objective.

## **GUIDING VALUES**

In fulfilling our mission and achieving our vision we value honesty, fairness, consistency, equity, efficiency, effectiveness, transparency, common sense, participation, respect, cooperation and neighborliness in all our actions.

# TABLE OF CONTENTS

<b>I. GENERAL INFORMATION</b> .....	4
1.1. What are the Community Documents and Why Do They Matter?..	4
1.2. What is the purpose of the Homeowners Association? .....	5
1.3. How do Owners address concerns to the Board of Directors?.....	5
1.4. What is the Architectural Review Committee (ARC)? .....	5
<b>II. GENERAL RULES AND REGULATIONS</b> .....	5
2.1. Age of Occupants .....	5
2.2. Bells and Wind Chimes .....	5
2.3. Business Activities .....	5
2.4. Entrance Gates .....	5
2.5. Exterior Maintenance .....	6
2.6. Owners' Responsibility for Lots .....	6
2.7. Tree Encroachment .....	6
2.8. Trees, Shrubs, Plants & Ground Cover Policy .....	6
2.9. Flag Display Policy .....	6
2.10. Garage Doors .....	7
2.11. House Number Lighting .....	7
2.12. Parking .....	7
2.13. Pets .....	7
2.14. Political Signs .....	8
2.15. Real Estate Signs & Open Houses .....	8
2.16. Renting .....	8
2.17. Streets and Sidewalks .....	9
2.18. Tanks .....	9
2.19. Trash and Garbage .....	9
2.20. Wildlife Feeding .....	10
<b>III. ARCHITECTURAL DESIGN RULES AND REGULATIONS</b> .....	10
3.1. Architectural Review Committee .....	10
3.2. Antennas, Satellite Dishes and Phone Wires .....	10
3.3. Building Additions .....	10
3.4. Doors, Metal Gates, & Wood Beams .....	10
3.5. Exterior Lighting .....	11
3.6. Landscaping .....	11
3.7. Outdoor Decorations .....	11
3.8. Painting .....	11
3.9. Sun/Solar Screens (Awnings) .....	11
HOW TO SUBMIT REQUESTS TO THE ARC .....	11

<b>IV. COMMON AREAS RULES AND REGULATIONS .....</b>	<b>12</b>
4.1. Determination of Boundaries between Common Areas & Lots ..	12
4.2. Common Area Tree Removal .....	12
4.3. Common Area Tree Trimming .....	12
4.4. Common Area Tree Request .....	12
<b>V. ENFORCEMENT POLICY &amp; PROCEDURE .....</b>	<b>12</b>
5.1. Enforcement Procedure .....	13
5.2. Monetary Penalties .....	15
5.3. Recorded Notice of Violation .....	16
5.4. Cumulative Rights and Remedies .....	16
<b>VI. ADMINISTRATIVE POLICIES .....</b>	<b>16</b>
6.1. Administrative Reimbursement Policy .....	16
6.2. Board Monthly Meetings and Annual Meeting .....	17
6.3. Budget Control Policy.....	17
6.4. Correspondence.....	17
6.5. Disclosure/Transfer Fee .....	17
6.6. Annual Assessments .....	17
6.7. Committees .....	17
6.8. Owner Contact Information .....	17
6.9. Website .....	17
<b>TIPS FOR HOMEOWNERS.....</b>	<b>18</b>
Home Maintenance Tips .....	18
Tips for When You Are Gone .....	19
Tips for Yard Care .....	20
<b>LOCAL PHONE NUMBERS .....</b>	<b>21</b>

# THE SPRINGS AT SANTA RITA OWNER'S HANDBOOK

This Handbook is a compilation of pertinent provisions of the Community Documents, which are discussed in the next Section<sup>1</sup>. References to particular Community Document provisions are shown in parentheses. It is incumbent on each Owner to insure compliance with the Community Documents by all occupants of his/her Dwelling Unit, including renters and guests.

This Handbook was approved by the Association's Board of Directors on February 21, 2017 and therefore is effective as of that date. The most current version of this Handbook, reflecting subsequent actions of the Board, is available on The Springs website (<http://www.thespringshoa.org>), along with other documents related to the functioning of the Association

## I. GENERAL INFORMATION

### 1.1. What are the Community Documents and Why Do They Matter?

The Declaration of Covenants, Conditions, Restrictions and Easements for The Springs at Santa Rita (CC&Rs) is a legal document recorded with Pima County that establishes the obligations and responsibilities of Owners and of the Association and also contains restrictions that apply to use of property in The Springs. The applicable provisions of the CC&Rs, along with the Bylaws and actions of the Board, establish the "Community-Wide Standards" for The Springs. "Community-Wide Standards" means the standard of conduct or maintenance generally prevailing throughout all of Santa Rita Springs. Each new Owner signs a statement that acknowledges that the Owner's acceptance of the CC&Rs, Bylaws, policies and rules of the Association constitutes a contract between the Association and Owner. Noncompliance can lead to activation of enforcement action.

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<sup>1</sup> This Handbook is not intended to replace any of the Community Documents except as specifically stated. If there is a conflict between the CC&Rs and this Handbook, the CC&Rs prevail. The Rules and Enforcement Policy set forth in this Handbook are the latest versions and in case of conflict with earlier rules or policies, the provisions in this Handbook will prevail.

## **1.2. What is the purpose of the Homeowners Association?**

The Association is a non-profit Arizona corporation whose purpose is to transact any and all lawful business on behalf of The Springs community. The Board of Directors shall conduct the affairs of the Association in accordance with the Community Documents.

## **1.3. How do Owners address concerns to the Board of Directors?**

Owners and residents are encouraged to attend monthly Board meetings. Owners can also communicate with the Board of Directors by mail, phone, fax, or email through the Association office or website. All concerns or complaints must be in writing and signed. Do not contact Board members directly by phone, mail or email.

## **1.4. What is the Architectural Review Committee (ARC)?**

The Architectural Review Committee is responsible for the administration of the Architectural Design Guidelines and reviews all applications for construction or other exterior modifications on a Lot, as well as enforcing non-architectural violations of the community-wide standards.

# **II. GENERAL RULES AND REGULATIONS**

**2.1. Age of Occupants.** No minor less than 18 years of age shall reside in any Dwelling Unit for more than three months during any 12-month period. All Dwelling Units, including rentals must have one person in occupancy aged 55 years of age or older (CC&Rs 2.4).

**2.2. Bells & Wind Chimes.** Bells, wind chimes, and other yard decorations that make noise are not allowed (CC&Rs 10.16.2).

**2.3. Business Activities.** Generally, no trade or business may be conducted in or from any property in The Springs. Business activity is prohibited if its existence or operation is apparent or detectable by sight, sound, or smell from outside the Dwelling Unit. Determination of prohibited business activity is at the sole discretion of the Board. For additional details, see Section 10.5 of the CC&Rs.

**2.4. Entrance Gates.** The entrance gates are closed from 10:00 p.m. - 5:00 a.m. The gate code is 1234. The entrance height clearance is 13'7". Please alert moving companies and/or delivery services about this restriction. A smaller truck may be required to shuttle the furniture from a larger truck outside the front gate.

**2.5. Exterior Maintenance.** Yards must be kept free of weeds year-round. It is suggested that a pre-emergent treatment be applied twice a year. If a Dwelling Unit is unoccupied for substantial periods of time (as in the case of seasonal residents and absentee Owners), a designated representative should oversee property maintenance, including weed control, during those periods.

**2.6. Owners' Responsibility for Lots.** All Owners, even if absent, are responsible to see that their Lot is appropriately maintained. This includes but is not limited to regular weeding, trimming shrubs and trees, staining of the wood beams and posts, and exterior house painting. (CC&Rs 9.1)

**2.7. Tree Encroachment.** Owners shall remove any trees or shrubs from their Lot which cause damage to or heave Association sidewalks or any other property. Owners are also responsible for any costs to repair such damage.

**2.8. Trees, Shrubs, Plants & Ground-Cover Policy.**

- A. The community sidewalk must be clear of any debris, rocks, or plants beyond the inner edge, providing a clear area up to a height of seven feet. Shrubs and trees shall be pruned to avoid an overgrown appearance.
- B. Ground cover shall be kept in good health, with any dead or dying plants trimmed or removed. (CC&Rs 10.8)
- C. Some properties require maintenance behind their back wall and this is the responsibility of the Owner. (CC&Rs 5.5).
- D. Owners shall remove plant material that has over grown its space or requires severe, constant pruning.
- E. Lot line and other landscaping issues between neighboring properties need to be resolved between Owners.
- F. By Arizona law the retention of views is not guaranteed unless explicitly stated in the CC&Rs. Since the CC&Rs of The Springs at Santa Rita do not explicitly provide for the right of retention of views, views are not guaranteed. Neighbors are encouraged to work together to resolve differences.

**2.9. Flag Display Policy.** The following flags are permitted as long as they are displayed in accordance with the federal flag codes: American flag; the official flag (or replica) of the U.S. Air Force, Army, Navy, Marine Corp or Coast Guard; the POW/MIA flag; the Arizona state flag; or an Arizona Indian nation's flag. (Arizona Planned Communities Act: §33-1818)

Flag poles may be displayed in the front yard or backyard of a Lot but cannot exceed the height of the Dwelling Unit by more than one foot. (Board Action 10/06/2012)

**2.10. Garage Doors.** Garage doors shall remain closed at all times except when entering and exiting the garage unless a project requires it to be opened for access to the garage or residence (CC&Rs 10.11).

**2.11. House Number Lighting.** Address fixtures are to be illuminated and free of obstruction to be easily visible from the street. Association volunteers check for burned out bulbs and replace them. Contact the Association office if an exterior light bulb is burned out. Defective light fixtures and sensors are the responsibility of the Owners and must be promptly repaired by the Owner. (Board Action 12/07/2010)

**2.12. Parking.**

- A. The general rule is that vehicles may be parked in garages or driveways of a lot only and not on public or private streets. When parked, vehicles shall not obstruct the sidewalk. Short-term parking is allowed on the street in front of the residence for visitors. Overnight parking is prohibited with the exception of overnight guests, and then only when the driveway and garage are fully occupied Long term street parking of vehicles is prohibited. There shall be no operation of motorized vehicles of any type on pathways or trails in Common Areas. (CC&Rs 10.26)
- B. Recreational vehicles (motor homes, trailers, fifth wheels) are allowed to be parked on the street or in the driveway only when being loaded or unloaded or for guest parking for a maximum of 72 hours in any 30-day period. In no event may RV generators be operated within The Springs at any time, nor can there be electric or water “hook ups” connected. (CC&Rs 10.26.3)
- C. Other recreational vehicles (golf carts, ATVs, motorcycles, etc.) may not be parked in the driveway, street, or on the exterior property but must be parked/stored in the garage at all times when not in use.
- D. Residents are not allowed to use their driveways for storage. Vehicles parked in the driveway must be driven on a regular (weekly) basis.

**2.13. Pets.**

- A. All Pima County leash laws apply in The Springs. These require that, when away from the residence, dogs must be leashed. At the residence, dogs must be confined to a completely enclosed area, but cannot be chained or tied up in the yard.
- B. Penalties for violation of the Pima County regulations include up to \$750 in fines, four months in jail, and two years of probation. Violation of the County leash law is a criminal offense. Citations are issued only when an officer witnesses the violation, or if a witness provides a photo or video of the offense along with the address of the pet owner, or if two witnesses from different households verify the offense.



- C. Owners are to clean up after their pets anywhere in The Springs, including the Nature Trail. Failure to do so will result in a fine from the Association if a witness provides a photo or video of the offense along with the address of the pertinent Owner, or if two witnesses from different households verify the offense. (CC&Rs 10.3.4)
- D. Pets must be controlled to prevent excessive noise. Failure to do so will result in a fine from the Association if three witnesses from different households verify the offense.
- E. No more than two dogs per household will be allowed. (CC&Rs 10.3.3)
- F. Pets are not allowed in Perry Park, which is a designated picnic park, located between Cefiro St. and Avenida de Los Solmos. (CC&Rs 10.3.3)

**2.14. Political Signs.** Posting of political signs must conform to applicable Pima County regulations. Currently signs may not be posted earlier than 71 days before an election and must be removed no later than 3 days after the election. The maximum aggregate total dimensions of all political signs on a resident's property shall not exceed nine square feet. (Board Action 10/06/2012)

**2.15. Real Estate Signs & Open Houses.** "For Sale" or "For Rent" signs are allowed either indoors or outdoors on the Owner's property only. The sign cannot exceed 18 inches x 24 inches and one sign rider may be used that cannot exceed 6 inches x 24 inches. All signs must be commercially produced. "Open House" signs are allowed on the front of the property only. Directional signs are allowed on the Common Area only during an Open House. The Association has directional Open House signs that may be borrowed. A deposit is required to ensure that the signs are returned in the condition they were loaned. "Open House" hours must be between 8:00 am and 6:00 pm.

**2.16. Renting.** (CC&Rs 10.17 & Arizona Planned Communities Act §33-1806.01)

- A. An Owner is responsible for all violations of the Community-Wide Standards by his/her tenants. Only the entire Dwelling Unit may be rented and at least one occupant must be 55 years of age or older. Minimum rental term is 30 days.
- B. Tenant must be provided with a copy of this Handbook and informed of access to other Community Documents via the website ([www.thespringshoa.org](http://www.thespringshoa.org)).
- C. The Board may adopt additional requirements for rental properties in accordance with ARS §33-1806.01.

**2.17. Streets and Sidewalks.** The structural integrity of common area streets and sidewalks is maintained by the Association for use of residents and guests under the supervision of the Streets and Building Committee. Residents must take care not to damage, dirty, or misuse streets and sidewalks so as not to incur unnecessary expense or cause dangerous conditions. (Board Action 12/07/2010)

- A. Do not drain the rusty water and sediment from hot water heaters into the street.
- B. Whenever landscaping, remodeling, or any other activity requires use of street or sidewalk space for temporary storage of gravel, rocks, dirt or any other material, care must be exercised to protect the surface from cracking and other damage. Long-term (two weeks or more) use of street or sidewalk space for material storage is not allowed.
- C. It is each Owner's responsibility to protect streets and sidewalks from damage by first placing, or causing to be placed, tarps or similar protection on the surface before engaging in any activity that dumps dirt, rocks, gravel or any other material on the streets for the Owner's convenience. Dumping large rocks or other material that can actually damage the surface is forbidden even if tarps are used. After use, or removal of all such material, it is the Owner's responsibility to clean up or cause to be cleaned any remaining evidence of use that may still remain. Street and sidewalk surfaces should look no different after use than before. Traffic cones are required for safety while any materials block any part of a street or sidewalk.
- D. Heavy trucks or equipment can crack sidewalks and curbs. If such damage occurs, it must be repaired to Association specifications and at the Owner's expense.
- E. Sweeping or otherwise depositing debris onto streets is forbidden.
- F. It is the homeowner's responsibility to keep the sidewalks in front of their property free of debris.

Each Owner is responsible for compliance with the above requirements even if the services of a contractor are used. It is recommended that the owner imposes and enforces these requirements upon the contractor as part of any agreement for work. Failure of the contractor to comply becomes the Owner's failure to comply.

**2.18. Tanks.** No tanks exceeding 20 pounds or 5 gallons, either elevated or buried, shall be erected, placed, or permitted upon any Lot. (Board Action: 03/21/2016)

**2.19. Trash and Garbage.** The following practices are not permitted: Outside burning, except that untreated wood may be burned in outdoor fireplaces or fire pits; dumping of grass clippings, leaves, potentially hazardous or toxic substances, or other debris on Common Area or on Owner's property. (CC&Rs

10.25) Garbage and trash containers must not be visible except on the dates of regular garbage pickups. Currently garbage collection is on Monday and Thursday and recycle pickup is on Thursday. If there is a holiday on the scheduled collection day, the pickup day is moved to the next day (Tuesday and/or Friday) of that week. Garbage should be placed clear of the sidewalk but not in the street. (CC&Rs 10.12, 25)

**2.20. Wildlife Feeding.** There shall be no feeding of any wildlife except humming birds. (CC&Rs 10.3.7)

### **III. ARCHITECTURAL DESIGN RULES AND REGULATIONS**

**3.1. Architectural Review Committee.** The purpose of the Architectural Review Committee (ARC) is to ensure the maintenance of Community Wide Standards as provided in the CC&Rs for the benefit of the Owner and the community. The following Architectural Design Rules are intended to have The Springs homes reflect an architectural quality and style consistent with the natural beauty of the Sonora Desert and Green Valley. (CC&Rs 4.3)

**3.2. Antennas, Satellite Dishes, Solar Panels, and Phone Wires.** Placement of antennas, solar panels, and satellite dishes should be coordinated with the ARC so that they are not visible from the street or neighbors' houses. All visible wires (antennas, dishes, phone, etc.) must be painted to match the color of the stucco (CC&Rs Article 10.2).

**3.3. Building Additions.** Any construction, erection or placement of anything permanent or temporary on the outside portion of any Dwelling Unit is not permitted without prior approval by the ARC. The following items are prohibited: basketball hoops, swing sets and similar sports and play equipment, clothes lines, animal pens, fences of any kind, gazebos or porches. (CC&Rs 4.1. and Article 10)

**3.4. Doors, Metal Gates and Wood Beams.** All houses to be painted must provide a paint sample to ARC before painting if using other than pre-approved paint formulas issued by the ARC. Garage doors and house must be painted with flat paint. Coloring of the driveway is not permitted. Wood beams, posts and trim need to be sealed every two years or sooner. You may not change the stain color at any time. (CC&Rs 4.2 and 9.1)

**3.5. Exterior Lighting.** All exterior lighting is to be approved by the ARC prior to installation. It shall be indirect and shielded to prevent spillover onto adjacent lots and streets. Exposed bulbs, spotlights and reflectors are prohibited. (CC&Rs 4.1)

**3.6. Landscaping.** No trees, bushes, shrubs, plants or other landscaping may be planted or placed on any Lot without the prior review and written approval of the ARC. The planting plan shall include the type of tree, bush, shrub, plant or other landscaping to be installed, the size at full growth, and the proposed location. (CC&Rs 4.1.3).

**3.7. Outdoor Decorations.** All outdoor decorations must be tasteful, preferably in a Southwest motif and not excessive. If you have any doubts before installation, submit a request to ARC for approval.

**3.8. Painting.** Only paints and stains from approved suppliers may be used on the exterior of Dwelling Units in The Springs. Use of any other paint or stain requires submitting a sample and getting prior written approval from the ARC for its use. A complete listing of the approved supplier's paints and stains for exterior use in The Springs, and the formulas when required, can be obtained by request to the ARC, from The Springs website ([www.thespringshoa.org](http://www.thespringshoa.org)), or from the Association office in the document entitled "**Exterior Paint and Stain Policies**". This document also provides helpful information about the unique challenges of and remedies for maintaining home exteriors in Southern Arizona.

**Failure to adhere to ARC Paint rules will result in enforcement action by the Association with potentially significant expense and inconvenience to the Owner. Please be sure that you and/or your painting contractor comply with the Association's paint color requirements. If uncertain, you are encouraged to consult with the ARC before proceeding.** (CC&Rs 4.1.2 and Board Action 04/23/2015)

**3.9. Sun/Solar Screens (Awnings).** Fixed sun/solar screens and frames or roll down screens on patios can be a light or dark shade of brown, black, beige or match the color of the exterior of the house. No mirrored finishes or reflective material that is visible from the outside is permitted. Sunscreens need to be

### **How to Submit Requests to the Architectural Review Committee**

Three copies of requests, including copies of plans and samples, shall be submitted to the Architectural Committee for review. Samples of colors and materials are required. ARC request forms can be obtained on the website: <http://www.thespringshoa.org> or by contacting the office. Submit the requests to the ARC Committee by either dropping them off or mailing them to the office.

hidden behind wood beams or covered with cornice painted the same color as the beam. Window screens can only be off-white or colors matching the exterior. Bamboo is not approved. (Board Action 12/07/2010)

## **IV: COMMON AREA RULES AND REGULATIONS**

(CC&Rs 5.5; Board Action 12/07/2010)

**4.1. Determination of Boundaries between Common Areas & Lots.** The Grounds Committee has the authority to make a reasonable determination of the obvious boundary between a Lot and Common Area for the purpose of, but not limited to, landscaping activities.

**4.2. Common Area Tree Removal.** Trees in the Common Areas and natural park areas will only be removed if they are diseased beyond survival, in danger of falling over, creating a safety hazard to our community or if they are unduly crowding other desirable plants. Any trees or plants removed from the Common Areas or natural park areas may be replaced with some other plant or tree deemed appropriate by the Grounds Committee. The Grounds Committee uses the Master Landscaping Plan of all the parks as a guide for plant replacement and maintenance.

**4.3. Common Area Tree Trimming.** Trees in the Common Areas other than the natural park area will be professionally pruned by the landscaping contractor throughout the year as determined by the Grounds Committee. Proper professional guidelines will be followed when trimming any tree in the Common Areas. Under no circumstances are Owners or their contractors permitted to remove, cut, trim or plant trees or other vegetation on Common Area. This is the exclusive responsibility of the Grounds Committee.

**4.4. Common Area Tree Request.** Any Owner may request that the Grounds Committee look at any tree the individual considers to be in poor health or to be creating a possible hazard to the community. Please fill out the Grounds Committee Request form and return it to the Association Office. The forms can be found on the web at: <http://www.thespringshoa.org> or by contacting the Office.

## **V. ENFORCEMENT POLICY & PROCEDURE**

(Arizona Planned Communities Act: §33-1803 & CC&Rs Article 12)

The responsibilities of The Springs Owners are described in the CC&Rs, By-laws, and Policy Manual that are provided in every purchase package. Purchase of any Lot in The Springs binds the Owner to these documents that establish Community-Wide Standards.

Owners who believe another Owner or resident is out of compliance with an Association Restriction or Rule are encouraged to address the concern directly with the pertinent neighbor in a friendly, constructive manner. Resolution at the personal level, if possible, maintains the standards of the community, while at the same time promotes long-term positive relationships within the community. If resolution at the personal level is unsuccessful, the following enforcement procedure can be initiated.

## **5.1. Enforcement Procedure**

- A. Notice of Violation. When a violation of the CC&Rs or an Association Rule is noted by or reported in a signed written communication to the Association Office and verified by the Association, a first notice of violation will be sent to the Owner of record (via first class mail) by the Association's representative with a timetable for corrective action, which will be at least 21 calendar days from the date of the notice..
- B. Contents of Notice of Violation. The first notice of violation from the Association's representative shall provide at least the following information:
  - 1). The rule or restriction that allegedly has been violated.
  - 2). Action(s) required to cure the violation.
  - 3). The date of the violation or the date the violation was observed.
  - 4). The first and last name of the person(s) who observed the violation.
  - 5). Referral to this Enforcement Policy in the Handbook to assure the Owner is aware of the process he or she must follow to contest the notice.
  - 6). Notice of the Owner's option to petition for an administrative hearing on the matter in the Arizona Department of Real Estate pursuant to Arizona Revised Statutes §41-2198.01.
- C. Contesting the Notice of Violation. If the Owner wishes to contest the notice of violation, he or she shall provide the Board a written response by certified mail within 21 calendar days after the date of the Association's first notice of violation, which shall include a request for any additional information he or she requires. This response shall be sent to the Association's office at the address shown on the notice of violation.
- D. Response by Association to Owner. Within 10 business days after receipt of the Owner's response, the Association's representative shall respond to the Owner by certified mail with a written explanation regarding the notice of violation, and shall provide any additional information the Owner reasonably requires.
- E. Self-Help or Referral to Attorney. A follow-up inspection will be conducted on or after the deadline date in the notice of violation. If the non-compliance still has not been cured and the Owner has not communicated with the Association, the Association may elect to follow the procedures

set forth in Section 9.4 of the CC&Rs and exercise “self-help.” Alternatively, the Association may refer the matter directly to the Association’s attorney for further action. If the Association elects to exercise self-help or refer the matter to the Association’s attorney at this point, Paragraphs F-L below do not apply.

- F. Owner’s Right to a Hearing. If an Owner has not addressed the notice of violation and the Association has not chosen the procedures in Paragraph E above, the Association may send the Owner a “Notice of Hearing” via certified mail, return receipt requested and first class mail, wherein the Owner will be invited to attend a Board Meeting and have an opportunity to be heard. The date, time and location of the hearing shall be stated in the Notice of Hearing.
- G. Designated Representative. An Owner may present to the Board (prior to or at the Hearing) written notification that another person is the Owner’s designated representative. A designated representative may speak on behalf of the Owner.
- H. Hearing Procedure. A quorum of the Board of Directors shall act as the Hearing Panel at a regularly-scheduled or special meeting of the Board. The Hearing will be held in executive session unless the affected Owner requests that the Hearing be held in an open session.
- I. Procedure for Hearing. Procedure for the Hearing will be set by the Board of Directors. The Owner and his/her designated representative will be informed of the procedure before the Hearing begins. The Owner and/or his/her designated representative will be given an opportunity to present supporting documentation and testimony to show cause why further enforcement action should not be authorized by the Board, which could include the levy of a monetary penalty and/or referral of the matter to the Association’s attorney.
- J. Proof of Delivery of Notice. Proof of delivery to the Owner of the Notice of Hearing shall be deemed adequate if a copy of the Notice, together with a statement of the date and manner of delivery is entered into the minutes of the meeting, by the officer, director, or agent who mailed or delivered the Notice.
- K. Procedure if Owner or Representative Does Not Appear. If the Owner or his/her designated representative does not appear at the hearing, the Board may levy a monetary penalty and/or refer the matter to the Association’s attorney for further action.
- L. Hearing Panel’s Decision. Notice shall be sent to the Owner by the Board or its designated agent, within 15 days after the date of the Hearing, stating the Hearing Panel’s decision, including the amount of any monetary penalty that may have been imposed by the Board, and its due date.

## 5.2. Monetary Penalties.

- A. Imposition of Monetary Penalty. After notice and an opportunity to be heard, the Board may impose a reasonable monetary penalty on an Owner who is in violation of the Community Documents.
- B. Delinquency of Penalty. Any monetary penalty imposed which has not been paid within 30 days after its stated due date shall be delinquent, and a late charge of \$15.00 shall be added to the penalty.
- C. Repeat Violations. A monetary penalty for repeated violation of an Association Rule or restriction may be imposed by the Board for each issue of noncompliance of the same Rule or restriction. Daily penalties for violation of a Rule or restriction may accrue for ongoing issues of noncompliance until each such violation is corrected.
- D. Collection of Penalties. The Association has a lien for penalties and associated late charges, attorney fees and costs, imposed for violation of a rule or restriction, after the entry of a judgment in a civil suit for penalties, late charges and associated attorney fees and costs, by a court of competent jurisdiction, and the recording of that judgment in the office of the Pima County Recorder. This lien is effective on conveyance of any interest in the subject Lot. The Association may collect the amounts due under the judgment prior to conveyance of the Lot, by any lawful means.
- E. Enhanced Enforcement of Persistent or Flagrant Violations of Community Standards. The Board has identified specific categories of violations of the Associations CC&R's and HH that at the conclusion of due process will result in a fine \$500 the first month in which the violation is not corrected. (See specific categories below.) Each subsequent month of violation or a repeat of the violation within any twelve month period will result in the fine being doubled until compliance is obtained or a maximum of \$2000 per month is levied. The fine will be capped at \$2000 per month until the violation is remedied. For any violations of the same CC&R/HH rule within a 12 month period the fine may be reactivated as though there had been no break in the assessment(s); as such the fine will continue without any requirement to re-issue letters of warning for the violation(s). The Board and/or ARC may add additional categories of violations to this list from time to time as deemed necessary.

The purpose of EE is to cause any homeowner that is in violation of specific community standards that are egregious, causing a condition that creates a hazard or impairs neighbors or community at large from enjoying their property or HOA properties, to cease and desist immediately.



Use of EE does not preclude the HOA from applying any and all other methods available jointly and/or severally to achieve the desired compliance with these or any community standards and documents.

Persistent and /or Flagrant violation categories of CC&R and HH subject to accelerated fines are:

CC&R 10.26: Vehicle Use, Parking & Storage; HH 2.12

CC&R 10.5: Business Activities especially as it pertains to CC&R 10.16, 10.10, 10.16; HH 2.3

CC&R Article 2: Age Restrictions, Covenants, and Conditions; HH 2.1, 2.16

**5.3. Recorded Notice of Violation.** In addition to the levy of a monetary penalty, the Board may choose to have the Association's attorney record a "Notice of Violation" with the office of the County Recorder of Pima County, Arizona, stating the name of the Owner, the Lot and the nature of the violation, and the Association's intent not to waive any of its rights of enforcement. The Notice shall remain of record until the violation is cured.

**5.4. Cumulative Rights and Remedies.** All rights and remedies of the Association under the Community Documents or at law or in equity are cumulative, and the exercise of one right or remedy shall not waive the Association's right to exercise another right or remedy. This means that the Association's Board can decide to bring a lawsuit against an Owner to enforce an applicable rule, restriction or statute in addition to or instead of imposing a monetary penalty. This also means that all pertinent provisions of the CC&Rs also apply, including (but not limited to) the self-help provisions in Section 9.4 of the CC&Rs.

## **VI. ADMINISTRATIVE POLICIES**

(Supersedes Prior Policies Covering the Same Topic)

**6.1. Administrative Reimbursement Policy.** The Springs hereby establishes the following monetary reimbursement schedule to cover the costs of providing information to members and/or their designated agent:

Photocopying charges: \$ 0.15 per side

Postage as incurred

Miscellaneous charges as incurred

**6.2. Board Monthly Meetings and Annual Meeting.** All Owners are invited and encouraged to attend the Annual Meeting of members and monthly Board meetings. Owners are invited to share remarks, questions and concerns to the Board. Check the website for current dates and times.

**6.3. Budget Control Policy.** It shall be Association policy that no individual or committee shall exceed a previously-approved budget amount, nor expend or obligate funds that have not been budgeted without the prior approval of the Board of Directors at a regular or special meeting.

**6.4. Correspondence.** All correspondence issued on The Springs letterhead shall include a signature and the name and title of the author of the letter. If not included, the contents are not considered Board approved.

**6.5. Disclosure/Transfer Fee** is charged in accordance with A.R.S. §33-1806 for all services associated with a change in ownership of a Lot. The Board shall set this fee from time to time.

**6.6. Annual Assessments.** Statements for Annual Assessments are sent out the last week of November. Annual Assessments are due on the first of each year (1/1). If payment is not received by 2/10, a 10% late fee will be levied. If payment is not received by 3/1, the Association will turn the account over to the Association's collection attorney for collection action. The delinquent Owner shall be responsible for the Association's reasonable attorney fees and costs.

**6.7. Committees.** A number of committees, composed entirely of volunteers, are responsible for ensuring that The Springs continues to thrive as a community. Every Owner in The Springs is encouraged to join a committee/team that reflects their interests and talents. A complete listing with detailed information is available on the website or from the Association office.

**6.8. Owner Contact Information** – It is advisable for the Association to have contact information from every Owner for EMERGENCY PURPOSES. It is highly recommended that you provide the Association office with the name and phone number of the person(s) or company that will be looking after your home while you are gone. Please inform the Association office of any changes in mailing address or contact information.

**6.9. Website & Directory.** The Springs website ([www.thespringshoa.org](http://www.thespringshoa.org)) is intended to provide helpful information for present and potential Owners and residents, as well as specific meeting and social activity schedules. It is not meant to contain all information relating to Association business activities.

Any Owner or resident may submit up to 25 digital photographs per quarter for possible publication on the web site. These must be provided to the Association office no later than the following dates for consideration for the next quarterly posting: January 15; April 15; July 15; October 15. The Association retains full discretion as to which photographs are to be used.

The Association's Community Directory is updated bi-annually, in January and July, unless it is deemed necessary to update it more frequently by the Board of Directors.

All submissions to the website must include the date a photo was taken or a document was created to ensure timely information.

Portions of the website dedicated to meeting minutes, financial statements, committee reports, and newsletters will include all data for the current year plus the entire prior year's records. Archived data is available from the Association office for a nominal fee.

## Tips For Homeowners

### Maintenance Tips for Your House

- A. Air-Conditioning.** Change the fan filter at least four times a year. A service contract helps insure longevity of the system.
- B. Beams, Posts, Rough Woods.** Generally paint or stain every two years. (See list of supplies on The Springs website, [www.thespringshoa.org](http://www.thespringshoa.org).)
- C. Bugs.** Spray the foundation once a month in the winter; twice a month in the warmer weather. Use ant and roach traps in the garage during the warm months.
- D. Irrigation.** Check the breaker periodically, especially after lightning storms. Twist the emitters every few months to release mineral build up. Wrap irrigation pipes and valve with insulated tape for the cold weather.
- E. Landscaping.** Use pre-emergent twice a year - January and July. Pre-emergent must be watered in after each application. Weeds must be removed first before the pre-emergent is applied. Prune shrubs after frost danger (March). All water must run away from the house or it will seep under the foundation causing serious problems. Use Ironite on shrubs in January, May and October.
- F. Keep your outside address light in working condition.** All residents should be aware that the HOA replaces address light bulbs with 40 watt bulbs.
- G. Roof.** Have it checked every two years for cracks in both the roof and the parapets that may lead to leaking. After 2 to 3 years it needs to be re-coated.
- H. Smoke Alarms.** Replace batteries once a year.

- I. **Toilets.** It is suggested that toilet cleaners that are hung from the tank or sit inside the tank not be used. Experience has shown that they eat the plastic fittings, causing leakage. Toilets are low water usage types, required by law. Be cautious what you throw in.
- J. **Windows.** Keep weep holes open. Renew weather caulking.
- K. **Termites.** Get a termite contract if you don't already have one and have a free inspection at least once a year.

### Tips for When You Are Gone

- A. Arrange for someone to:
  1. **Check your refrigerator and freezer** especially after severe storms. Do not plug into a GFI circuit.
  2. **Check for water leakage** at all windows and doors after rain-storms.
  3. **Flush toilets weekly.** (If you cover the bowl with plastic wrap, the water will not evaporate so quickly.)
- 4. Make sure the **irrigation system is working.** Turn it on manual, wait for water to flow, and then turn it back to auto. This is important in the dry season.
- 5. **Remove weeds,** even if you have had pre-emergent applied, and to prune trees and shrubs. Prune all trees and shrubs before you leave.
- 6. **Run the water** every two weeks in fixtures to fill traps (eliminates sewer gas buildup.) Dishwashers should be run every month to keep seals flexible.
- 7. Check the **GFI Breaker** after Heavy Rains.
- B. Call **Utilities.** Special seasonal rates may be available.
- C. Contact **SAV** (Sheriff's Auxiliary Volunteers) for a patrol car to check on your home.
- D. Cover the **shower and close the tub drain** to prevent bugs from entering the house by way of the sewer line.
- E. Leave a **key** with a neighbor.
- F. Leave a list of **contact phone numbers** with a neighbor, or HOA Office.
- G. **Lock** All Windows and Doors. Place large dowels in tracks.
- H. Make arrangements to hold or forward **mail.**
- I. Make arrangements to **stop newspaper** delivery.
- J. **Spray for bugs** - inside and out if you do not have a service agreement.
- K. Turn off the **answering machine.**
- L. **Unplug appliances** (i.e., computer, coffee pot timers, fountains, etc.)
- M. Washing machine **faucets** should be turned off or turn off water for the machine in the moon bloc system.

## Tips for Yard Care

- A. **Slime** (fungus) on Cactus and plants. Use: ELIMINATOR (or comparable product) – Malathion 50% Insect Spray, Follow the directions on the container
- B. **Agave Cactus** (grubs attack this one) – Use: ELIMINATOR (or comparable product) – 5% Diazinon Insect Granules, follow directions on the container.
- C. **Trees and Bushes.** Use Ironite for healthy foliage. It should be sprinkled (minimum 12" from the center) around the tree or bush. If there is no rain, water well to start the action. This procedure should be followed every four months. Additional information can be found on the bag.
- D. **Weeds.** If you can't bend over to pull a few weeds, use ROUND-UP (or comparable product). It works well and goes a long way. *Pulling Weeds* in your area helps to eliminate re-seeding of the weeds. Reminder: Stay ahead of the problem, not behind it. Use Pre-emergent treatment in January and July.

## Local Phone Numbers

<b>EMERGENCY</b>	<b>9 – 1 – 1</b>
<b>The Springs at Santa Rita HOA</b>	<b>648-1699</b> Phone/Fax
Pima County Sheriff's Department	351-6711
Directed Patrol – Anonymous	351-3102
Pima Co. Animal Control (bites, barking, etc.)	243-5900 / 743-7660 743-7550
Sheriff's Auxiliary (SAV) – Home Watch	351-6744
Green Valley Fire District – Admin. Office	625-9400
Non-Emergency (Snake Removal)	629-9200
Green Valley Council (GVC)	648-1936
Green Valley Recreation (GVR)	625-3440
Motor Vehicles, License, Title, Registration	629-9808
U. S. Border Patrol	877-872-7435
Avalon Bee Removal (free)	603-9932
AZ Daily Star	800-695-4492
City of Tucson (sewer)	791-3242
Cox Communications	884-0133
Farmers Water	879-7474
Farmers Water (emergency)	591-3178
Goble Electronics	625-4938
Green Valley Cooling & Heating	625-1234
Green Valley News & Sun	625-5511
Main Post Office – Continental	625-4221
Oasis Air Conditioning & Heating	648-1755
Qwest Communications	800-244-1111
Republic Services (Waste Collection)	745-8820
Tucson Electric Power	623-7711
Weedbusters	881-3095