



Homeowner's Association

A Planned Community

*P.O. Box 624
Green Valley, AZ 85622*

Rules, Regulations
and
Maintenance Handbook

*for
Owners and Renters*

Revised 11-09

Age Restriction

Each dwelling unit shall be occupied by at least one person who is no less than fifty-five (55) years of age. This is not a restriction on the age of the owners of the dwelling unit. Should the qualifying resident die and leave the dwelling unit to the surviving spouse or other companion previously residing with the decedent, then surviving spouse or other co-habitant must be at least forty-five (45) years of age to remain the occupant of the dwelling.

No person under eighteen (18) years of age shall reside in any dwelling unit for more than 30 days in any one calendar year.

All rental and/or investment units must also be in compliance with this Article as stated in the CC&R's.

Renters

Renters / guests are subject to the same rules and regulations as owners. *A copy of the Rules and Regulations should be given to all renters.*

Our management company is: Santa Rita Management Services, LLC. Mailing address is: 1325 W. Duval Mine Road; #167-24; Green Valley, AZ 85614. Their phone number is (520) 625-9055.

Introduction

This *General Information and Maintenance Handbook* has been prepared to answer questions about the Association and indicate how service may be obtained and gives the “*Rules of the Road*” for such things as the pool, maintenance and other Association operations. We hope that you will not only read this *Handbook* but keep it handy in your Resort Home for reference purposes. May your stay here always be pleasant.

The Board of Directors
Green Valley Resort Homes

What is a Homeowner’s Association

A Homeowner’s Association is a community association that administers and maintains the common property and common elements of the subdivision development. Each unit owner has title to his own unit and the lot it is situated on. The Association holds the common areas for the common benefit and enjoyment of the members.

How Does the Homeowner’s Association Operate

The Association is governed by a five-member Board of Directors, who are elected by the owners. The Board members are elected to staggered three-year terms of office to assure continuity. The Board elects the officers of the Board. Each owner is a member of the Association and should take an active part in voting on pertinent issues at the Annual Meeting. Owners are also encouraged to attend the regular board meetings. Meeting notices are posted at the pool Ramada bulletin board at least one week in advance of the meeting.

Assessments

To maintain the common facilities, provide essential services and keep an adequate reserve fund for future maintenance and replacement expenditures, annual assessments, paid semi-annually, are paid by each owner in an amount determined by the Board of Directors.

Master Regulations

The legal documents established to govern the Association in the best interest of all owners consists of: Articles of Incorporation, By-Laws, and Covenants, Conditions and Restrictions (CC&R's). These documents detail the owner's rights and obligations (as an owner). The Board of Directors has the power and responsibility of enforcement. Green Valley Resort Homes is a planned community.

Architectural Controls

Architectural controls are provided by the Board of Directors to maintain the integrity and aesthetics of the units and common grounds. All plans for exterior alterations must be submitted to the Architectural Committee via the Association Manager for review and approval.

Insurance

The Association carries an insurance policy that covers the common areas, including the pool and Ramada. It does not cover personal property in units nor liability for accidents, etc. within the privately owned unit. The owner is responsible for insuring their unit for fire and other hazard damage. The Association's governing documents state that owners are responsible for the replacement of their unit.

Important Phone Numbers

Emergency	911
Management / Maintenance	(520) 625-9055
Tucson Electric Power Company	(520) 623-7711
Community Water Co. of Green Valley	(520) 525-8409
QWEST Telephone	1-800-244-1111
Cox Cable	(520) 884-0133
Green Valley Recreation, Inc.	(520) 625-3440

Parking

1. Parking of vehicles within the Association property shall be limited to wheeled, self-propelled, non-commercial, motorized vehicles not exceeding 235 inches in overall length and 84 inches in height. For purposes of loading and unloading, larger vehicles (including trailers) may be parked for a period of up to four hours. Vehicles shall be parked within the lined parking spaces. No vehicle shall occupy more than a single parking space. No vehicle is to be serviced or repaired upon any portion of the Association property. Non-operative motor vehicles may not be stored or kept on any portion of the Association property. No owner or renter shall use any vehicle located on the property as either a temporary or permanent residence. There shall be no sleeping or food preparation in any parked vehicle. Exceptions to these parking regulations may be made only by written permission of the Board of Directors or by whomever the Board may appoint to carry out this regulation.
2. There are no reserved parking spaces for owners or occupants.
3. Handicapped spaces can be made available upon request to the Association Manager.

Helpful Suggestions

1. Exterior radio or TV antennas in excess of a 19" (1/2 meter) dish are not permitted. Permission to install must be obtained with an *Architectural Change Form*.
2. The grounds maintenance staff work solely under the direction of the Association management. If you should have a comment or problem, please contact the Association Manager.
3. For emergencies, **911** can also be called from the pool phone.
4. Dial **211** for non-emergences. Quick access to homeland security data and alerts, health and other social services information.
5. There will be a **charge of \$50 for** lost or stolen **pool keys**. This includes new owners who do not receive one from the previous owner. So remember, when you sell your Resort Home, please include your pool keys with the house and NBU keys.
6. Your bedroom **WROGHT IRON** window is a fire escape and should remain **UNLOCKED** while the unit is occupied. An air conditioning unit cannot be placed in the window.
7. All residents are requested to read and observe the posted pool rules listed when using the pool and/or spa.

Pool / Spa

1. No lifeguard on duty – swim at your own risk.
2. No users under 18 years of age without adult supervision.
3. No babies allowed in hot tub or pool. No one under the age of 18 allowed in hot tub (spa).
4. Keep our pool area clean – use trash receptacles provided.
5. Shower each time you enter the pool. Using soap or shampoo is **not** allowed at any time in the pool area.
6. Do **not** use suntan oil before entering the pool.
7. Pets are **not** permitted in pool area.
8. For safety, leave pool during thunder and lightening storms.
9. Glass is **not** permitted in pool areas.
10. At the option of the Pool Committee, the pool and/or spa will remain covered if inclement weather exists or the temperature is below 50 degrees. Swimming under the spa cover is prohibited.
11. Cover the pool and/or spa when a cover is available.

General Household Information

1. If your toilet is overflowing – shut off water. The shut-off water valve for your toilet is located below the toilet tank to the left.
2. When homes are to be left unoccupied for a period of time, owners are asked to turn off water to the unit. The shut-off valve for each water system is located by the meter serving each unit. Each valve is identified with the unit number on the cover and also on the box interior.
3. For personal trash disposal, dumpsters are located adjacent to the parking areas. There are also two recycle bins.
4. Drain blockage problems inside are the responsibility of the homeowner. If the problem is in the main sewer line, contact the Association Manager.

Exterior Items Covered by Dues

(HOA's responsibility)

1. Common grounds
2. Pool / Spa / Ramada
3. Roadways and sidewalks
4. Common area lights
5. Common area woodwork
6. Roof maintenance (roof leaks must be reported to management company)
7. Exterior painting (except doors), including wrought iron window security guards
8. Trash disposal (dumpsters)
9. Courtyard / pool furniture
10. Water line and shutoff valve from house to the meter

Exterior Items NOT Covered

(Homeowner's responsibility)

1. Screens / screen doors
2. Door painting and door molding
3. Security Doors
4. Personal property
5. Windows
6. Air conditioning / heating units
7. Skylights

Architectural Committee approval is required in writing prior to making any changes/alternations or doing outside painting.