

# *Horizon Heights Condominium Association*

## **The Horizon Heights "Good Neighbor" Guidelines**

---

We, the Board of Directors, pledge to treat all our neighbors with courtesy and respect. In order to conduct business in an orderly and efficient manner, it is our expectation that members of the Association will extend the same courtesy and respect to Board members and that they will observe the following ground rules, which are based on our Bylaws.

- 1. The Board will impose reasonable time limits on each member who wishes to speak at any meeting of the Board or Membership. Provisions for such speaking will be in accordance with agendas and parliamentary procedure. Members wishing to speak must be recognized by the Chair at the appropriate time in the meeting.**
- 2. Both Board members and speakers from the Membership pledge to speak in a courteous manner with respect to tone, content, and other behavior. Members may disagree with the members of the Board, the Management Company, or other members, but we are neighbors and will treat each other in a collegial manner, regardless of positions taken.**
- 3. If any member desires that the Board consider an issue or action, a detailed written request with specificity and supporting documentation must be submitted to the Board. This will facilitate a more timely consideration of and action upon the request by the Board, for the benefit of all parties.**

**This policy statement has been approved by the Board of Directors at their regular meeting on April 16, 2008.**

  
\_\_\_\_\_  
**Kathleen Baldauf, Secretary**

# *Horizon Heights Condominium Association*

## **Problem Reporting Procedures**

- 1. For all landscaping, termite, building repair (stucco deficiencies, roof leaks, water leaks) and all other problems involving the Association's Common Area, call or mail a detailed request to Cardinal Management (388-9792) during normal weekday business hours. Also call any time where an emergency situation exists - they have a 24 hour emergency triage forwarding number when the office is closed.**
- 2. Unit owners are responsible for utilities on their side of the meters/connection boxes (water, gas, electricity, cable). They are responsible for calling licensed contractors for repair work.**
- 3. Many types of work require modifications to utilities or equipment within an owner's unit (electrical wiring, heating and cooling systems, etc.). Such modifications or replacements may require an Oro Valley building permit and inspections by the town. Check first!**
- 4. Replacement of windows and doors are a unit owner's responsibility, but the Board of Director's approval of any replacements or other modifications is mandated by our CC&Rs. The same is true for any window treatments such as sun screens, etc.**
- 5. While some residents have preferred to contact Board members directly with problems, this may actually slow down corrective actions. A Board member may be away or may not have the necessary knowledge relating to a particular problem. In any case, then the Board member still has to contact Property Management anyways, as only they have the authority to request bids and issue work orders to our contractors.**
- 6. Major concerns, problems, questions of legality of decisions or operations must be submitted in writing to Property Management, with appropriate detail and references so as to facilitate action by the Board of Directors at their next scheduled meeting.**
- 7. All existing building and common area changes which have been approved by prior Boards are legally grandfathered, regardless of the merits of prior decisions. The current Board is not going back to renegotiate anything.**

**HORIZON HEIGHTS CONDOMINIUMS**

Unit paint colors (outside)

STUCCO AND GATES : BAJA WHITE – Dunn Edwards

GARAGE DOOR: RIN TIN TAN – Dunn Edwards