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TO: THE OWNERS AND TENANTS OF THE HORIZON HEIGHTS CONDOMINIUM
ASSOCIATION

RE: RULES AND REGULATIONS AND ARCHITECTURAL GUIDELINES

The Board of Directors has approved and adopted written Rules and Regulations and Architectural Guidelines in compliance with the legal documents of the Horizon Heights Condominium Association. In order that all residents may be made aware of these new Rules, a copy is being sent to the owners of record and the renters in Horizon Heights. Please take the time to read the enclosed Rules and keep them available for easy reference.

If you are an absentee landlord or a company managing the property for the owners, please make this document a part of the lease agreement for future tenants. If you wish, you may contact Cardinal Professional Management at the address and telephone number listed above, and a copy of the document will be sent to new tenants on your behalf.

Thank you.

With best regards,

The Board of Directors of the
Horizon Heights Condominium Association

HORIZON HEIGHTS CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS FOR HOMEOWNERS AND RESIDENTS

ARCHITECTURAL GUIDELINES

The Board of Directors sets the standards and applies these standards to all exterior alterations. This process assures the continuity of appearance of all units. In order to maintain the architectural character and aesthetics of Horizon Heights, it is imperative that modifications of structures, material, and colors be compatible with the original architectural design.

***All proposals must be submitted in writing on the "Architectural Submittal Form" to the management company. No oral requests will be considered.**

***Unit owners shall submit their proposal for exterior additions or improvements which will include a description of the project, including the height, width, length, size, shape, color, materials, and location of consideration. Photographs or sketches of project or similar projects will aid in the consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included.**

***All construction shall be in accordance with applicable building and zoning codes of the Town of Oro Valley. An approval of any project by the Board does not waive the necessity of obtaining the required permits.**

***Each alteration or addition must be specifically approved by the Board of Directors, even when similar or substantially identical alterations or additions have been previously approved. The only exceptions to this are the pre-approved items published in the Rules and Regulations.**

***The applicant shall be informed in writing of the Board of Directors decision.**

***Failure to obtain the necessary approval prior to construction.**

- 1) May require modification or removal of unauthorized work at the expense of the homeowner.
- 2) May include payment of the Association's attorney fees if legal action is instituted to seek compliance.
- 3) May be fined as per Horizon Heights Condominium Association Policy for Violation.

CONDO EXTERIORS

*No windbells, windchimes, or similar devices shall be permitted on the property.

*No reflective materials, including but not limited to aluminum foil, reflective screens, mirrors or similar type items, shall be permitted to be installed or placed on the outside or inside of any window.

*Enclosures, shades, screens or other items affecting the exterior appearance of any patio shall not be permitted without consent of the Board of Directors.

*No rental signs allowed.

*For sale signs can only be placed on the front gate, following board approval. Any exceptions to for sale sign placement, **must** have board approval.

*Garage doors are to be kept closed at all times, unless you are working in the garage area.

*Landscaping and maintenance within the patio/courtyard walls is the responsibility of the homeowner/tenant.

*Each unit shall be allowed one bird seed feeder in the adjoining common area, unless such feeder materially impairs or interferes with the use and enjoyment by the owners of any unit.

*The spreading or throwing of food for animals in common areas is prohibited.

***ANY HOMEOWNER/TENANT FOUND CONNECTING TO THE COMMON AREA IRRIGATION SYSTEM WILL BE SUBJECT TO A \$500.00 FINE.** This fine is not subject to the normal notification and penalty process. If the owner/tenant is found in violation they will be fined immediately.

***Outside Decoration Guidelines:** All outside decorations must be approved in writing by the Board of Directors prior to installation. All outside decorations must meet the following conditions:

- Must be of southwest motif.
- No individual decoration may be larger than 3 feet by 3 feet.
- Decoration must be made of copper, terracotta or wrought iron.
- Any flower pots placed in the common area by the Unit Owner is the Unit Owner's responsibility to maintain. The flower pots must not interfere with landscaping plans or landscapers duties; if they do they will need to be removed.
- For safety reasons, nothing may be placed on the sidewalks.

***Seasonal decorations may be put up two weeks prior to a holiday and must be removed two weeks following a holiday with the exception of Christmas. Christmas decorations may be put up immediately following Thanksgiving and must be removed no later than January 5th.**

PARKING

***No parking of any vehicle, personal or commercial, is allowed anywhere within Horizon Heights except in designated guest parking spaces. The exceptions are specifically limited to vehicles:**

- (a) being washed
- (b) worked on for minor repairs
- (c) loaded or unloaded
- (d) where owners are immediately available to move said vehicle and only as a temporary stay

***Parking in the streets is prohibited for the following reasons: a) emergency and trash vehicles cannot get through; b) it is unsafe for**

children; and c) it is a violation of fire regulations. Under no circumstances shall any vehicle block ingress or egress to the Horizon Heights Community.

*Motorhomes, campers, boats or trailers are permitted in guest parking for no longer than two (2) hours in a twenty-four (24) hour period.

*No Parking in driveways overnight.

PETS

*Pets are not prohibited, but dogs and cats must be kept within their own yards.

*Dogs/cats shall be on leashes when outside of their property. Oro Valley ordinance states that dogs/cats must be leashed at all times. Any observed deliberate violation of the leash law will be reported.

*Pet owners are responsible for cleaning up after their pets.

*Barking dogs must be controlled so as not to disturb residents.

POOL RULES

*Anyone under eighteen (18) years of age must be accompanied by an adult.

*Main gate to pool area **must always** be closed and locked. Pima County Health Department can have pool shut down if they find gate has been left open or unlocked.

*No glass in pool area. **This includes but is not exclusive to ceramic containers of any kind, beer bottles, beverage glasses, and coffee cups.** (Eyeglasses are exempt)

*Keep bathroom doors locked at all times.

*When leaving pool/clubhouse area **insure** that the air conditioning is turned off and that the door to club house is closed.

*No pets (dogs, cats, etc.) are allowed in pool area or in clubhouse.

*If you invite more than 8 people to the pool, you must get permission from the management company.

*Please use ashtrays if you are a smoker and do not throw cigarettes in the common areas.

*Grills are not permitted inside of the fenced pool area.

*No horseplay, loud music or raucous behavior.

*Safety equipment is for **EMERGENCY USE ONLY**.

*No homeowner/tenants shall give a key out to a non-resident who is not a guest of the resident.

*Only homeowners/tenants in good standing and their guests are eligible to use the pool area and clubhouse.

SPEED LIMIT

*For the safety of our children and residents, the speed limit at all times is 15 MPH.

TRASH PICKUP

Trash pickup is provided twice weekly (Wednesday & Saturday) under contract with Waste Management. Recycle pickup is once weekly (Friday) under contract with Waste Management. **Holiday schedule: Regular garbage pickup is Thursday only. Recycle pickup is on Saturday.**

*Garbage must be placed in a covered container. (leaving plastic bags or uncovered cans encourages javelina and other wildlife.

*Trash/Recycle containers shall be put out no earlier than 6:00 PM prior to pickup day and all containers **MUST** be put away by 12:00 AM of the day of collection.

*When on vacation homeowner/tenants need to make arrangements with family member, friend or neighbor to put trash/recycle containers out or take them in whichever the case may be.

*Trash/recycle containers must be stored in the garage or out of view on a patio.

MISC

*No owner shall permit his Unit to be used for transient or hotel purposes or shall lease less than the entire Unit. Any lease agreement shall be in writing, for a duration of no less than 30 days.

It is the unit owner's responsibility to inform friends, family and tenants of the rules and regulations.

Board of Directors Actions

The duty to act with good faith and care should always apply to the regulatory functions of the board of directors. Rules development and enforcement must not violate such owner right as:

- 1) **CIVIL RIGHTS:** Illegal discrimination, harassment, particularly with exercise of rights of first refusal.
- 2) **INDIVIDUAL RIGHTS:** Due process, notice, etc.

Rule violations should always be addressed by and decisions made by the board of directors in its entirety. Board decisions should be carried out by management as the board directs; ie: letter, telephone call, imposed fine. NO INDIVIDUAL BOARD MEMBER SHOULD CONFRONT AN INDIVIDUAL OWNER CONCERNING A RULE VIOLATION.