

**COLONIA CORONITA II**  
**HOMEOWNERS' ASSOCIATION**

**Information**

**Rules and Regulations**

**This Handbook was compiled in  
June 2006**

**By**

**Heywood Realty & Investment, Inc.  
42 South Hamilton Place, Suite 101  
Gilbert, Arizona 85233**

**Printing of all other Rules and Regulations  
or  
Code of Conduct  
prior to this date, are repealed.**

**COLONIA CORONITA II**  
**HOMEOWNERS' ASSOCIATION**  
**RULES AND REGULATIONS**

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## COLONIA CORONITA II HOMEOWNERS ASSOCIATION

### INFORMATION, RULES AND REGULATIONS

Colonia Coronita II is a private community of 168 units. The complex represents a democracy with the Declaration of Covenants, Conditions and Restrictions (CC&R's) and By-Laws standing as its constitution. Purchasing a townhouse and the acceptance of a deed to the property obligates owners and their tenants, guests or residents to abide by the CC&R's and Bylaws recorded on the property as well as subsequent Rules and Regulations adopted by the Board of Directors. The elected Board of Directors are responsible for enforcing the CC&R's, By-Laws, Rules and Regulations and operating the Association in a financially accountable manner.

The CC&R's authorize the board to develop Rules and Regulations. The following Rules and Regulations summarize and clarify the CC&R's and By-Laws. The Rules and Regulations are not intended in any way to modify or waive the CC&R's and By-Laws. Copies of the CC&R's and By-Laws are available through the Management Company. Please be certain you have copies of these documents. We urge you to read both documents as they set forth in complete detail the rights, duties and obligations of each owner. If you lease or rent, be certain to supply copies of these documents to your tenants.

It is to everyone's advantage to use and care for our property in a proper manner and to respect the rights of other residents. These Rules and Regulations were compiled for the purpose of protecting our property, its value and for making Colonia Coronita II a pleasant place to live. **Your cooperation is essential.** We must always be considerate of our neighbors and use common sense in community dealings. The rules of good citizenship and morality shall apply at all times.

Please bear in mind, as you read these Rules and Regulations, that each and every rule is designed for a specific purpose. These purposes are intended to protect the rights of residents, protection of property and property values, safety of residents, enhancement of the appearance of the property and conformity to all federal, state and local laws.

## **BOARD OF DIRECTORS**

The Board of Directors is a legal body duly elected to represent the Association and whose authority shall be absolute and final in all matters.

The Board of Directors is composed of (5) five members. Any owner is eligible to become a Board member provided all maintenance fees are paid and voting rights are not under suspension. Board members volunteer their time to Colonia Coronita II.

## **MEETINGS**

The Annual meeting of the Association is the in January of each year. Notification will be sent in advance as to the time and location.

Regular meetings of the board are usually held once a month. Notice of the meeting is posted at the bulletin boards. It is essential that owners present during the Board's business meeting observe silence to enable the Board to efficiently conduct the meeting.

## **VOTING**

Owners shall have voting rights at the Annual Meeting with one vote per unit. Voting rights shall be suspended during any period in which any assessment, fee or fine is delinquent.

## **MANAGEMENT COMPANY**

The business and financial affairs fo the Association are handled by Heywood Realty & Investment, Inc., 42 South Hamilton Place, Suite 101, Gilbert, Arizona 85233, 480.820.1519. Please direct questions and concerns to this office. It is vitally important, especially in emergency situations, that the Management Company has on file all owners names and telephone numbers. Also, if you lease your unit, the names and telephone numbers of your tenants should be on file at Heywood Realty. In the event of an emergency, homeowners or tenants should call Heywood Realty.

## **MAINTENANCE FEES**

To provide funds for the maintenance of Colonia Coronita II, all properties are subject to monthly maintenance fees. The fees are due the first of each month. Late payments are subject to late charges and non-payment is subject to the cost of collections as a result of collection fees and attorney fees. All necessary steps are taken to collect on delinquent accounts. This may include, and is not limited to: water shut-off, lawsuits, garnishment, liens filed against the property and foreclosure of the property. Any legal fees and court costs incurred are also charged to the individual and collected in the judgment.

## **LATE PAYMENTS**

There is a \$10.00 service charge for all payments not received by the Management Company by the 30<sup>th</sup> of the month. This charge is placed on the owner's account. Checks may be rejected if the \$10.00 service charge is not included.

## **SPECIAL ASSESSMENTS**

Generally, monthly maintenance fees are for the purpose of regular maintenance. Special assessments may be charged to owners for improvements and special projects. The assessments are voted upon by the homeowners. Special assessments are subject to the same collection rules and regular maintenance fees.

## **LEASING AND RENTING**

If you intend to lease or rent your house, it is your responsibility to ensure the resident or leasing agent has copies of and fully understands the CC&R's/Rules and Regulations Colonia Coronita II.

The owner shall be held financially responsible for any violation of the rules or damage to the property done by tenants, guests or guests of tenants.

In addition, all owners must notify the Management company whenever the owner leases or rents the home. A copy of the lease agreement, along with the name, mailing address and telephone number of the tenants, as well as the owners, must be on file with the Management Company.

## **SECURITY**

Residents are ultimately responsible for their own security. It is recommended that residents carry their own insurance covering the contents of their unit. Use care and awareness when in general common elements at all items of the day or night. The Board of Directors may choose to have additional security on the property, if necessary.

## **FINING POLICY**

Any and all violations of the CC&R's and Rules and Regulations are subject to the following fining policy. All fines assessed are against monthly maintenance fees of the owner of record.

**ENFORCEMENT RULE:** In addition to any enforcement procedure permitted under the terms of the CC&R's the By-Laws, and pursuant to Arizona Revised Statutes § 33-1242 9 (11), the Board of Directors shall have the power to assess penalties against owner(s) of a lot for violations of the CC&R's, By-Laws, or the Rules and Regulations committed by the Owner(s), and Owner(s) shall be liable for any violation committed by a Tenant or other occupant of the lot fo the Owner(s).

These penalties shall be established based on the nature of the offense, and the number of violations, and may range from \$10.00 to \$500.00. The Owner(s) in question shall be given an opportunity to be heard by the Board or its enforcement committee prior to assessing any penalty, and written notice of said hearing shall be given at least ten (10) days in advance of the hearing by regular mail or by hand delivery at the last know address of the Owner(s). Any penalties assessed against the Owner(s) may be enforced in the same manner provided for delinquent assessments.

The Board encourages owners receiving warning or fines to appear before the Board at any regular scheduled meeting to work out any special circumstances that may be required in order for owner(s) to be in full compliance of the CC&R's and Rules and Regulations. It should be noted here that fines are in addition to any costs to repair damage as a result of violations.

### **GENERAL COMMON ELEMENTS**

General common elements can be defined as any part of the property that is beyond front doors. Patios are considered restricted common elements.

- A. Any damage to general and restricted common elements by owners, their guests, tenants or family members is the full financial responsibility of the owner. The Association will hold the owner liable for all costs of repair or replacement including legal fees or costs incurred in collection.
- B. Please help keep all areas neat and clean by picking up any debris in general common elements.
- C. When in general and restricted common elements, people should be considerate of others by controlling noise, music, pets and obeying all rules.
- D. To protect our shrubbery and trees please stay out of these areas and ensure pets and people are kept out of these areas as well.
- E. No planting in general common elements is permitted by individuals unless approved by the Board of Directors.
- F. Anyone riding bicycles, skating, skate boarding or using toys on side walks must give the right of way to pedestrians. Owners are responsible for behavior and adherence to all rules.
- G. Nothing should be left in any general common elements.
- H. Climbing onto or over any fence, gate, wall or tree in the complex is prohibited.
- I. Plastic pools and toys requiring water are prohibited in the general common elements.

- J. Playing in the parking areas is prohibited.
- K. Other grass areas are for the enjoyment of all and are not for football, baseball, or other athletic-type games; this includes all grass areas and driveways. Ball playing is restricted to the general common elements on the east and south side surrounding the pool area only.
- L. Residents may not erect any structure on the grass or other common areas without first obtaining the written permission of the Board of Directors.
- M. Use of the grass areas is restricted when they are wet.
- N. Signs: No signs whatsoever, including, but not limited to commercial, advertising, or similar signs, shall be erected or maintained on any property except, one, "For Rent" sign or one "For Sale" sign provided by the selling agent. These signs must be placed in a window.

### **PATIOS**

- A. BBQ's are restricted to patio areas and must be stored out of view when not in use.
- B. BBQ's are prohibited inside the pool area. Open fires are prohibited in the restricted common elements.
- C. Residents must keep items stored on patios concealed from view of neighboring condo. Residents are advised to keep these items below the level of the top of the patio.
- D. Clothing, bath towels, laundry, rugs, swimming suits, etc. are not to be hung on patio fence or wall. Clotheslines are to be confined to the patio area only and should be concealed from view of neighboring townhouses and streets.
- E. Accumulation of material or storage on patios that create a fire or health hazard is prohibited.

### **TRASH AND GARBAGE**

- A. All garbage is to be placed in the dumpsters. Under no circumstances will residents leave garbage, trees, tree limbs, boxes, etc. outside of dumpsters. Garbage is not to be placed outside of front doors for any reason. We recommend that garbage be put in plastic and tied before placing in trash cans.
- B. For large useable household items such as furniture, appliances, carpets, clothes, etc. even small items; call Goodwill, Salvation Army or some charity of your choice. Most will be glad to arrange to pick up your donations.

## **NUISANCES**

- A. At all times be considerate of your neighbors. Keep noise levels down. Disturbing the peace will be considered disturbing the peace at any time of the day or night (24 hours a day). This is in accordance with Chandler city Ordinances. Keep in mind that the following items have great potential for causing disturbances:  
  
Vehicles, stereos, TV's, radios, musical instruments, parties, people and play and pets.
- B. Residents may not use the general and restricted common elements for any purpose which may endanger the health of other or unreasonably disturb any condo.

## **ANIMALS**

- A. Pets are not to run loose in general common elements. When outside, pets are to be on a leash, in hand and under the control of the owner. A strict policy must be enforced regarding pets due to health and safety considerations for all living in Colonia Coronita II. Any pet found unattended within the general common elements could be impounded.
- B. According the Maricopa County Dog Ordinance G 1909 and City of Chandler Ordinance: it is the pet owner's responsibility to immediately clean up after his/her pet.
- C. Patio areas are to be kept clean of animal waste as this can spread disease to other pets and humans.
- D. Only dogs, cats or other household pets may be kept so long as they are not bred or maintained for commercial purposes. No other animal or livestock may be kept.

## **ARCHITECTURAL CONTROL**

- A. Improvements, alteration, repairs, excavation or other work that in any way alters the exterior appearance of any unit, such as patio covers, fences and gates or the common exterior wall must have prior written approval of the Board.
- B. Only items specifically designed for window treatments may be used as window coverings. Blankets, sheets, foil, plastic sheeting and tablecloths are prohibited.
- C. All plant growth on patios is not to encroach upon any other unit or general and restricted common elements. All planting on patios are to be regularly maintained and trimmed by the owner at owner's expense. Vines are not to grow on the outside patio wall or building. After being warned, owners failing to trim and maintain plant growth will be billed by the Association for the removal or trimming of plant growth.

- D. Nothing shall be placed, stored, hung or erected outside front doors of any unit. This includes bikes, toys, boxes, BBQ grills or anything else determined by the Board.
- E. Holiday decorations are permitted as long as they are conservative and in good taste. Decorations or fasteners are not to be attached to the building in any way that causes any visible damage or permanent damage. The Board has the right to disapprove of any decorations. Damages to decoration or display are the responsibility of the owner/occupant. **DECORATIONS MUST BE REMOVED WITHIN 15 DAYS AFTER THE HOLIDAY.**

### **VEHICLES AND PARKING AREAS**

Speed limit is 10 miles per hour, unless otherwise posted. Pedestrians and bicycles have right of way at all times in parking areas.

- A. There are 168 reserved spaces. One for each unit. Any vehicles parked in another homeowners space may be immediately towed away at the owners expense. Owners have the right to have unauthorized vehicles towed at the vehicle owner's expense.
- B. Abandoned vehicles are subject to towing at owner's expense. Vehicles are considered abandoned if: 1) license plates tags are expired or not properly displayed; 2) appear neglected, inoperable, immobilized or not moved in a reasonable time period; 3) determined by the Board to be abandoned. No vehicle is to be lived in, even temporarily.
- C. Licensed, with current tags displayed, well muffled, smokeless, operating motorcycles, passenger vehicles and trucks are allowed on the property.
- D. RV's, boats, campers, trailers are allowed for loading and unloading purposed only. Overnight parking of such is prohibited.
- E. No vehicle, regardless of size, is to be washed, repaired, serviced, constructed or restored in the parking or general common elements. Emergency service work is permitted as long as it does not occur on a regular basis.
- F. No excessively loud vehicles or motorcycles are permitted. Loud vehicle radio and stereo noise is prohibited.
- G. Use of any vehicle is strictly prohibited on grass areas or sidewalks. This causes landscape damage and broken sprinkler heads and sidewalks.
- H. There is to be **no parking in fire lanes at anytime**. No double parking. This is according to City of Chandler Fire Ordinances. Chandler Police will issue tickets to violators and/or vehicles in violation and will be towed at owner's expense.

- I. Owners will be responsible for the costs of cleaning and repairs for any damage to the streets or general common elements caused by their automobiles or their tenants/guests automobile.
- J. No storage of vehicles is allowed; i.e. expired license, inoperable vehicle, etc. All vehicles can be towed, at the owner's expense, if a ticket is placed on your vehicle or a letter is sent to you.
- K. 3/4 to 1 ton Quad Cab truck/vehicles/vans will be permitted to park on the East and West side of the property where visibly marked for over size vehicles. Over size trucks that are permitted on property must not exceed **244.10** in overall length with rear bumper, **93.5** overall width of the truck (all dimensions in inches). Vehicles in this description (category) will not be permitted to park in any other parking space throughout the property.

### **POOL RULES**

**NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK. OWNERS AND MANAGEMENT ARE NOT RESPONSIBLE FOR ACCIDENTS OR INJURIES.**

- A. Pool hours are from sunrise to 10:00 p.m.
- B. For insurance reasons, for the safety of our residents, and in accordance with Chandler City ordinances, the pool entrance gates must be locked after entering or exiting the pool.
- C. Residents are prohibited from being in the pool equipment areas.
- D. Guests (limit of 4 per unit at any given time) are to be accompanied by an adult (18 years or older) resident at all times.
- E. Children under fourteen (14) must be accompanied by an adult, 18 years or older, at all times.
- F. Children under the age of fourteen (14) are not permitted to use the jacuzzi. This should be strongly adhered to because of health problems that may develop in children who use the jacuzzi.
- G. **NO GLASS!!!** Drinks and food in non-breakable containers **please**.
- H. **ABSOLUTELY NO ANIMALS ARE PERMITTED INSIDE THE POOL AREA OR TIED TO THE POOL FENCE OR GATE OUTSIDE THE POOL AREA.**
- I. Proper swimwear is to be worn at all times. Wearing cut-offs, diapers and undergarments are prohibited in the pool.
- J. Stereos and radios are to be kept at a low volume. Please respect fellow residents and keep

down the volume. Your taste in music may not be the same as others.

- K. All portable equipment, radios, stereos and TV's must be battery operated. The electrical outlets on all common areas is for the use of the association and is not to be used by individual owners or residents.
- L. Please use the trash containers provided. Pool furniture is to be kept in the pool areas and not in the pool. The pool furniture is not to be climbed on or used as a ladder to climb over the fence. No metal furniture allowed in pool area.
- M. Diving, running and horseplay is prohibited in the pool area. Bicycles, roller blades, skateboards, etc. are prohibited in the pool area.
- N. Residents are responsible for the actions of their guests.
- O. Proof of residency may be required. Please cooperate with anyone asking for this proof. SHOW YOUR POOL KEY and TAG. Pool keys must remain on the Colonia Coronita II tags at all times.
- P. Any resident found vandalizing the pool area will be assessed the charges of repairs and fined.
- Q. Only toys made specifically for pools are allowed.
- R. No abusive language. No obscene behavior or activities in pool area.
- S. Replacement key for pool is \$50.00

**PLEASE LEAVE THE POOL AREA AND RESTROOMS CLEAN AND NEAT.  
PLEASE ABIDE BY THE POSTED RULES SO WE ALL CAN ENJOY THE  
FACILITIES.**

**INTERPRETATION OF THESE RULES:**

**THE FINAL DECISION AS TO THE INTERPRETATION OF THESE RULES IS THAT OF THE BOARD OF DIRECTORS OF COLONIA CORONITA II. THIS IS PRIVATE PROPERTY. ANY PERSON OR PERSONS NOT ABIDING BY THE ABOVE RULES ARE TRESPASSING. IF THESE RULES ARE NOT OBSERVED, THE ASSOCIATION WILL HAVE NO ALTERNATIVE BUT TO CHARGE A FINE.**