

## GENERAL INFORMATION

### Emergency Phone Numbers

Statewide Emergency Number	911
Non-Emergency Fire Department (Business)	895-9343
Patrol Dispatch (Michigan Gate)	895-9277
San Tan Gate (Gate <b>staffed</b> 24 hours)	895-6846
Sun Lakes Posse	895-8751

Chandler Regional Hospital 728-3000

***Nextcare Urgent Care*** **776-1585**

### Other Phone Numbers

CWPV Administration Office	895-3550	Fax 895-3802
Resource Center	895-9606	Fax 895-5203
Cottonwood Café	895-9689	
Banquets and Catering	895-0339	
Cottonwood Lounge	895-9688	
Palo Verde Dining Room Reservations	895-1834	
Cottonwood Pro Shop	895-9449	
Palo Verde Pro Shop	895-0300	

### Association Website

[www.sunlakes2.com](http://www.sunlakes2.com)

### Cottonwood/Palo Verde Patrol

Twenty-four hour patrol services are provided. The patrol dispatcher and the business office are located at the guard gates at Alma School Road and Michigan Avenue.

#### Areas of Service:

- Patrol of all facilities
- Enforcement of Cottonwood Palo Verde CC&R's and rules and regulations.
- Vacation watch – including periodic inspections during homeowner's absence (Note: Forms are available at the Resource Center, Michigan gate or San Tan Gate).
- Enforcement of RV parking policies
- Jump starts for disabled autos
- Documented incidents investigated by Patrol
- Assist Sun Lakes Fire and Medical Personnel
- Alzheimer's Registration

### **IMPORTANT!!**

**To report suspicious activity or a crime in progress or a medical emergency, dial 911 prior to calling the Patrol**

## ASSOCIATION FEES

A semi-annual homeowner's assessment is charged each home site in January and July of each year. This assessment permits the use of Cottonwood Palo Verde facilities and common grounds. Fire and emergency services are also available through Sun Lakes Fire District and are funded through property taxes. Palo Verde residents pay an additional fee for the maintenance of their private roads and gates, and Units 11 and 19 pay an additional fee to their own Unit Associations (details available upon request).

## PALO VERDE GATE INFORMATION

Palo Verde is a gated area with two gated entries; the Michigan gate and the San Tan gate. The **Michigan Avenue gate** is accessible only by cards and clickers which are available only to Palo Verde homeowners. These cards and clickers will also activate the San Tan gate. The Michigan Avenue gate is manned from 6:30 a.m. until 2:30 p.m. Monday through Friday.

The **San Tan gate** is accessible to all homeowners through these options:

1. All Sun Lakes homeowners, renters, guests can enter through the San Tan gate by showing their homeowner/renter/guest card.
2. Decals. Vehicle decals are optional; however Cottonwood Palo Verde homeowners are encouraged to place them on their vehicles to expedite entry to the Palo Verde area. Decals are available at the Michigan Avenue Gate only to Cottonwood and Palo Verde homeowners. The license plate number of your vehicle, your vehicle registration and your homeowner card are required when obtaining a decal. In the event your vehicle is sold or the windshield replaced, please remove the decal and notify the Michigan Gate personnel. Decals are also available for golf carts.
3. The San Tan Gate can be accessed by Palo Verde homeowners using cards and clickers.
4. The San Tan gate is open 24 hours daily.
5. Homeowners in Palo Verde that have guests leaving 11:30 p.m.-4:30 a.m. must call and advise the San Tan Gate. Guests must leave through the San Tan Gate.

The cards and clickers, which are optional, are available only to homeowners in unit 20 and 23 through 26 (Palo Verde) and can be purchased at the Resource Center. A maximum combination of three cards and/or clickers is permitted per household. Cards and clickers are for use by homeowners only. Any violation of this policy detected by patrol will result in the card or clicker being deactivated from the system.

## **VISITORS TO PALO VERDE**

Homeowners must call the San Tan gate at 895-6846 to inform them when guests are expected. This eliminates the need for gate personnel to contact the homeowner to verify the visitor's identity. **If visitors arrive unannounced and the homeowner to be visited does not respond to a phone call, the visitor will be denied entry into the area. This procedure pertains to both guests and service vehicles.** Please advise your guests to use the San Tan gate upon arrival.

### **Entry by other than Sun Lakes residents is also available by:**

- 1. Security Gate Passes.** Gate passes for *immediate family members* may be issued for entry through the San Tan gate. They are for the sole purpose of expediting entry and do not entitle the bearer to any facility use. Gate passes may be purchased for \$5 each at the Resource Center, are issued for a period of one year and should be renewed prior to the listed expiration date. The application form for a Security Gate Pass must be signed by the sponsoring homeowner.
- 2. Gate passes** are issued to *maids* at the Michigan gate.
- 3. Nurse, Home Care Workers ID Cards.** Regularly scheduled nurses and home care workers may obtain ID cards to expedite entry into the gated area. The homeowner must apply for this card at the San Tan gate and access is permitted through the San Tan gate only.
- 4. Contractor ID Cards.** Before commencing work, contractors and landscapers hired by residents in Palo Verde may obtain contractor ID cards from the Resource Center after approval by the Patrol Manager. Access is permitted through the San Tan gate only.

## **ADMINISTRATION**

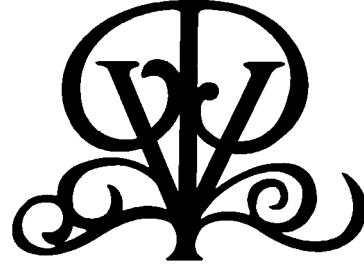
### **General Manager**

The General Manager is responsible for all operations of the Association and serves as professional advisor to the Board in the formulation of plans, Board policies, regulations, Association rules and administration. The General Manager makes recommendations to the Board on matters pertaining to the welfare of the Association. The General Manager implements the policies set forth by the Board and develops rules and regulations consistent with those policies.

### **Board of Directors**

The Board of Directors acts as the principal rules-making and decision-making body and establishes policies to protect the best interest and welfare of the Members. The Board administers the Association's assets, establishes operating policies, determines annual and special assessments, maintains Capital Funds, approves the annual budget and audit, and manages and administers the affairs of the Association.

The Board consists of five members elected to three-year terms whose term lengths expire on a staggered basis.



### **Committees**

The Board of Directors appoints committees and task forces to assist the Board in developing policies for the administration and operation of the Association. The committees and task forces report directly to the Board of Directors. All committees work under a charter. The current committees are: the Audit and Finance Committee, Architectural Compliance Committee, Communications Committee, Election Committee, Facilities & Grounds Committee, Food & Beverage Committee, Golf Committee, Recreation Committee and the Safety, Security & Access Committee. The Board, at any time, may appoint other committees or task forces should the need arise. Homeowners are encouraged to get involved with these committees and task forces to become an active participant in the community and have a voice in its affairs.

### **UNIT 11 & 19 TOWNHOUSES**

The Association also consists of two townhouse units, Unit #11 and Unit #19. Townhouse owners have an additional unit Association which handles the exterior maintenance for each unit and insurance on the outside structure of these units. Each unit elects its own board, determines and collects townhouse monthly fees, pays its own bills and regulates its own Architectural Compliance guidelines.

### **IDENTIFICATION CARDS**

#### **Homeowner/Property Owner Photo Identification Cards**

The homeowner/property owner photo ID card issued after the close of escrow is proof of property ownership in CWPV and is non-transferable. A current colored sticker must be attached to this card after each six-month assessment billing period to show current paid status. **HOMEOWNER IDENTIFICATION CARDS MUST BE CARRIED WITH YOU AT ALL TIMES.**

#### **Homeowner/Property Owner Card Replacement**

The fee for replacement of lost, stolen or damaged cards is \$5. Replacement cards are issued at the Resource Center.

Members who allow non-members to use their membership cards for any purpose will be subject to loss of all membership privileges for a period of six months for each infraction.

### **Renter Identification Cards**

A renter is defined in the Association bylaws as “a person who occupies a residence during a period of time when the owner of the residence is not also occupying the residence whether or not such person is occupying the residence under an oral or written lease and whether or not such person is paying any rent or other compensation to the owner.”

Renters must meet the age requirements for living in Sun Lakes. Per the Association bylaws, Article 1.1: Organized as an Active Adult Community, the CC&Rs provide that the Association must require that at least eighty percent (80%) of the units in Sun Lakes No. 2 be occupied by at least one person fifty-five (55) years of age or older and that all units shall be occupied by at least one person forty (40) years of age or older. No person who has not yet reached his or her nineteenth (19<sup>th</sup>) birthday shall reside permanently at Sun Lakes No. 2. The Board, in its sole discretion, has the right and power under the CC&Rs to determine when a person resides “permanently” within Sun Lakes No. 2.

The bylaws of CWPV state that a member has the right to delegate to a renter the member’s right to use the Association facilities by giving notice of such delegation to the General Manager. A member who delegates his right to use the Association facilities to a renter shall not have a right to use the Association facilities until the designation of the member’s right to the renter has been revoked by written notice to the General Manager. Members must turn in their homeowner cards to the Resource Center prior to renter cards being issued. At the end of the rental term, these cards may be picked up by the homeowner at the Resource Center and by giving notice that the rental term has expired.

Renters will be required to supply a photocopy of their drivers’ licenses for age verification purposes.

A rental form must be filled out and signed by the homeowner and brought to the Resource Center by the renter or rental agent before renter cards will be issued.

The same number of renter cards will be issued as the number of cards surrendered by the owner. When there are more than two renters per property, the following rates apply:

- \$22 per week for each additional renter
- \$87 per month for each additional renter
- \$440 per six months for each additional renter

**A copy of the Homeowners Handbook should be left in the home and tenants should be requested to read these rules and regulations concerning the use of CWPV facilities.**

Renters may obtain guest cards for their guests at the Resource Center.

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Persons who are house sitting for owners, or persons being allowed to live in an owner's residence while the owner is away, shall be classified as renters in terms of use privileges and rental procedures must be followed.

Renters are allowed to buy annual golf memberships.

### **RENTERS IN PALO VERDE**

It is necessary for persons who rent homes within the Palo Verde gated area to stop at the San Tan gate or Michigan Gate and complete an information form. This information will permit gate personnel to notify the renter when they have visitors coming through the gate. If gate personnel are unable to contact the resident, they will not permit any visitors or service vehicles to enter.

### **Associate Member Identification Cards**

***Persons, in addition to those named on the deed, residing with the owner(s) while owner(s) occupy residence shall be considered Associate Members. If only one person is named on the deed, two memberships may be allowed and additional persons residing with owner(s), while the owner(s) occupy residence, shall be considered Associate Members. No one under the age of 19 can reside in Cottonwood Palo Verde.***

Associate memberships may be purchased at the Resource Center for the cost of one-half the amount of the annual homeowner Association dues. The initial purchase of an Associate Membership card will be prorated on a monthly basis and the account will be established on the billing cycle of payment becoming due on January 1. There are no refunds. The Associate Member ID card must be turned in to the Administration Office to cease billing.

An Associate Member ID card, bearing a current expiration sticker, permits use of all facilities. Associate members can buy annual golf memberships.

### **Guest Identification Cards**

Guests are persons who are staying in a resident's home while the owner is also occupying the home. Guests may visit a member, non-member, or renter of the residence no more than thirty (30) days in any calendar year. A guest card must be obtained in order for a guest to enjoy the amenities without being accompanied by the homeowner. Guest identification cards may be obtained by a homeowner upon written request, and by presenting their homeowner card, at the Resource Center.

Homeowners are responsible for making their guests aware of the Association's policies, rules and dress codes and must be present for the length of their guest's stay.

All guests who are not accompanied by a homeowner must have a guest card in their possession when using the facilities. Children under the age of 10 do not need an identification card, but must be accompanied by an adult when using the facilities.

## **Reciprocal Agreements between Sun Lakes Country Club, IronOaks and Cottonwood Palo Verde Residents**

There are numerous amenities that are available to Cottonwood Palo Verde residents in the other phases of Sun Lakes. All of these opportunities in the other phases are specifically addressed in the reciprocal agreements that can be found in the Resource Center or on our website.

Available amenities at the Sun Lakes Country Club include the golf course, the pitch and putt course, the pro shop, the lakes for fishing (permit required), laundry room, the libraries, the meeting rooms, the lounges, outdoor pool (resident only), the recycle center, shuffleboard courts, and tennis courts. There are restrictions on the use of the amenities so please consult the agreement located in the Resource Center.

Available amenities at IronOaks include billiards room, arts and crafts programs, card rooms, libraries, meeting rooms, restaurants, and the Ironwood tennis courts. This is not an all inclusive list and there are some restrictions so please, once again, consult the reciprocal agreement located in the Resource Center for all of the details.

**HOMEOWNER CARDS MUST BE CARRIED AT ALL TIMES WHEN USING THE FACILITIES.**

### **COMMUNICATION SERVICES**

The Board of Directors believes that full and open communications between the Board, staff and homeowners is essential to the smooth functioning of our community. Accordingly, a number of communication vehicles are available to homeowners.

#### **Homeowners Meetings**

The Board of Directors holds two public meetings per month - the first being the Agenda Planning Meeting and the second, the monthly Board meeting. The Agenda Planning meetings are essentially a "Town Hall" meeting where any homeowner can raise any issue or matter of concern. After these discussions, the agenda is set for the more formal Board meeting where homeowner comments are limited to agenda items only. The Board Meeting is usually on the last Wednesday of the month and the agenda planning meeting is usually eight days prior to the Board meeting. The agenda is posted prior to the Board meeting on the main bulletin boards (notices section) and on the web site. Check this board also for any changes to date and time of meetings.

#### **Bulletin Boards**

A good source for the latest information on events and activities around Sun Lakes is the many bulletin boards.

The three locked bulletin boards in the breezeway near the Cottonwood pool and the two locked bulletin boards at Palo Verde are divided into three sections: official notices, association sponsored activities and other social events. Notices of religious and political functions including parties and groups whose meetings have a profit motive are not allowed.

The bulletin board on the west side of the entrance to the San Tan Ballroom contains activity flyers, Board of Directors news and Food and Beverage news. Reciprocal boards for Sun Lakes Country Club and IronOaks activities are located near the entrance to the San Tan Ballroom. There are also reciprocal boards at Sun Lakes Country Club and IronOaks for Cottonwood Palo Verde activities.

A "For Sale" bulletin board is located in the Cottonwood courtyard just outside the dance room. This board is solely for members interested in buying or selling household items, vehicles and selling and/or renting homes in Cottonwood or Palo Verde. Only the special forms available at the Resource Center may be used to list items for sale on this board

All of the CWPV bulletin boards are monitored by the Recreation Department. Rules and regulations for each board may be different, so check with the Resource Center for proper forms and regulations.

### **Comment Cards**

Comment card boxes are located in the Resource Center, next to the Cottonwood breezeway bulletin board, at Palo Verde, in the fitness center lobby and at the Cottonwood and Palo Verde Pro Shops. The purpose of these cards is to give homeowners a means to voice a comment or concern to management. Comment cards are serviced by the Communications Committee. Your input is very important and comment cards are an excellent means of voicing concerns, compliments, thoughts, etc. All cards received are acknowledged by a committee member, and reviewed by Management for an appropriate response.

### **The Flyer Boxes**

Every Friday the boxes around the community are stocked with *The Flyer* which provides our homeowners with the most up-to-date Association information. These boxes are located at: the Cottonwood breezeway, the bottom of stairs leading to the Cottonwood Café, the entranceway to the San Tan Ballroom off the driving range, the Michigan Gate, the San Tan Gate, at Unit 11, at Unit 19 and at E.J. Robson Blvd. exit from the Cottonwood facility near the Administration office.

*The Flyer* is also available on the internet at [www.sunlakes2.com](http://www.sunlakes2.com) and may be received via e-mail when your email address is submitted to the Resource Center.

### **Cottonwood Palo Verde at Sun Lakes Web Page ([www.cottonwoodpaloverde.com](http://www.cottonwoodpaloverde.com))**

CWPV has its own web page. It provides homeowners with a dynamic view of our community by including Association News, Board minutes, recreation events,



entertainment, restaurant and catering news as well as a “What’s New” page to keep homeowners up-to-date on Association events. It also offers efficient and instant written communications with Association management through E-mail hyperlinks. Most important, it allows homeowners who are away for a period of time to remain in contact with, and monitor, Association activities and decisions.

### **Sun Lakes TV Community Newscast**

Western Broadband offers cable television to Sun Lakes for a monthly fee. As a service to the community, Channel 14 provides information about events and club activities in Sun Lakes and Channel 6 is available for paid advertising announcements.

In addition, Sun Lakes has its very own Sun Lakes Community Newscast on Channel 14. Programming is created through a cooperative effort of volunteers from all three phases of Sun Lakes with broadcasts on Mondays, Tuesdays and Wednesdays at 8:30 a.m., 12:30 p.m. and 6:00 p.m., from mid-October through mid-May. If you have a newsworthy event or are interested in volunteering to assist with the programming, please contact the chairperson of the Communications Committee.

Western Broadband Cable can be reached at 895-8084 or 1-800-998-8084 or you may visit their office in the Sun Lakes Shopping Center at 9666 E. Riggs Rd.

Satellite TV is also available from a number of companies.

### **Phone Directory**

Homeowners who desire to be listed or make changes in their current listing in the **Greater Sun Lakes** phone directory may do so by filling out a form at the Resource Center. New homeowners may have their names inserted in this book by returning the pink telephone directory form included with the new homeowner packet. This phone directory is updated and published annually, but does not replace the Qwest phone directory. Please note that if you want to be included in The Sun Lakes Sourcebook, you must contact the Robson Company at 895-4216.

### **Sun Lakes Splash**

The Sun Lakes Splash is a monthly newspaper published by Robson Communities, Inc. for residents of all Sun Lakes communities. You will find pages in this publication devoted to news from CWPV including the Board minutes and a message from our Board President. Other articles appearing in each edition are general news, club reports, sports and recreation activities, religion news, calendars of current events and entertainment or happenings of general interest from around the valley. The Splash requests editorial content from clubs and organizations and is limited to approximately 400 words or less. News articles and advertisements must be submitted to the Splash offices by the 13th day of each month or the Friday before should the 13th fall on a weekend. Classified advertising must be submitted by the 10th day of each month.

You may reach the Splash office at 895-9200 or 1-800-223-7317.

## **COMMUNITY SERVICES**

### **RV Parking**

RV's are allowed to be parked at the homeowners' site for 48 hours. If RV's are parked within the community longer than 48 hours, fines will be imposed.

### **Waste Management**

The homeowner must contract with a waste disposal company for trash pick up. Trash cans and/or plastic bags may be placed at the curbside on assigned days and must be removed in a timely manner.

The Ellsworth Pecos Transfer Station is available to homeowners for disposal of large quantities of trash. It is open Monday through Saturday, 6:00 a.m. to 4:00 p.m. The phone number is 480-987-7865. The address is 6711 S. Mountain Rd (Call before you go).

### **Water and Sewer**

Water and sewer service at Sun Lakes is provided by Pima Utility Company located at 9532 East Riggs Road. Phone number is 895-1366. After hours or emergency number is 895-5009.

## **COMMUNITY STANDARDS**

### **Architectural Compliance**

A property owner in CWPV has certain responsibilities for maintaining the appearance of their property. Every owner is expected to ensure all landscaped areas are kept neat and well maintained at all times. Additionally, the exterior of your home must always be kept in a good state of repair, including items such as exterior paint, garage doors, fences and walls, etc.

The governing documents of CWPV provide for an Architectural Committee to help ensure a high level of architectural consistency and harmony in the community. The Architectural Compliance Committee must review all proposed changes or modifications to properties before changes are made.

**ANY WORK WHICH ALTERS THE EXTERIOR APPEARANCE OF THE HOME OR LANDSCAPING MUST BE APPROVED BY THE ARCHITECTURAL COMPLIANCE COMMITTEE BEFORE THE WORK BEGINS.**

Before undertaking any project affecting the exterior of your home, it is necessary to complete a written application and submit it to the Architectural Compliance Committee

for review. Include true and correct dimensions and drawings when necessary. The forms can be obtained at the Resource Center.

It is the homeowner's total responsibility to identify exact property lines and the five-foot right to use areas.

In scheduling your planned improvement, please allow time for the review of your application by the committee. Written approval must be received from the ACC prior to the start of work.

Please refer to the Architectural Compliance Guideline booklet for detailed ACC requirements. Copies are available in the Resource Center.

## **Dress Code**

### **Palo Verde Dining Room and Cottonwood Café:**

On Monday through Saturday, prior to 3:30 p.m., appropriate golf attire for both women and men is permitted. Appropriate tennis attire for both men and women is permitted, with the exception of men in sleeveless shirts. Non-permissible attire in the PV Dining Room and CW Café during this time period:

- Swimsuits or swimsuits with cover-ups.
- Cutoffs and short shorts (shorts should extend at least to mid-thigh).
- Midriff-exposing tops, revealing tank tops, or halter tops on women.
- Sleeveless shirts on men.
- Exposed underwear.

On Sundays and after 3:30 p.m., Monday through Saturday, women may only wear outfits appropriate for dining, including dress shorts (mid-thigh or longer) and non-collared tops in good taste and that are not overly revealing. It is unacceptable for women to wear athletic shorts, midriff-exposing tops, and ball caps.

On Sundays and after 3:30 p.m., Monday through Saturday, men may not wear non-collared tee shirts, tank tops, athletic shorts, cutoffs, sleeveless shirts, hats or ball caps. Shorts must be mid-thigh or longer. Shirts with a modified crew neckline (turtleneck or mock turtle neck) are acceptable.

### **Palo Verde Lounge and Cottonwood Lounge:**

Appropriate golf and tennis attire is acceptable for both women and men in the lounges, with the exception of men in sleeveless shirts. Clothing not permitted in the lounges:

- Swim suits, body shirts, midriff-exposing tops, revealing tank tops, halter tops, cutoffs, athletic and short shorts. The required length of shorts or skorts is mid-thigh or longer.

- Sleeveless shirts on men.
- Exposed underwear.

Swimming pool participants who are wearing cover-ups with shoes or sandals will be served only 'take-out' from the bar area in the Cottonwood and Palo Verde Lounges. The Palo Verde Lounge also has an outside service window to accommodate those using the swimming pool. Those wearing swimsuit attire, with or without cover-ups, are not permitted to be seated in, or to remain in, either lounge.

**Palo Verde Golf Facilities and Cottonwood Golf Facilities:**

Dress Code applies to all Sun Lakes homeowners, guests, visitors and renters. Please inform your guests and visitors of the Dress Code. Proper dress attire is required to play the Palo Verde and Cottonwood golf courses and/or to use the practice areas (Driving Range, Putting Greens and Chipping Areas).

- Proper golf attire is required to play the Palo Verde and Cottonwood golf courses and/or to use the practice areas (driving range, putting greens and chipping areas).
- Denim is permissible, regardless of color and that is uniform in color.
- Exposed underwear is prohibited.
- Golf attire for women: Golf shorts/skort/skirts no shorter than mid-thigh or slacks, with golf shirts, collarless T-shirts, blouses, sweaters, or sweatshirts are permitted. Athletic shorts, cutoffs, midriff-exposing tops, revealing tank tops, halter tops, swimwear and tennis attire are not acceptable golf attire.
- Golf attire for men: Pants or golf shorts no shorter than mid-thigh, and collared shirts with sleeves are required. Modified crew collar (turtleneck or mock turtle turtleneck) is acceptable. Tank tops, athletic shorts, sleeveless shirts, swimwear or tennis attire is not permitted.
- Shoes or sandals are required: the Palo Verde and Cottonwood golf courses are soft-spike-only golf facilities. Metal golf spikes are not permitted. Golf shoes, golf sandals, sneakers or rubber-soled shoes must be worn on the golf courses and practice areas. Any footwear that damages the greens is strictly prohibited.

**Tennis Courts:**

Appropriate tennis attire is required. Shirts and non-marking tennis shoes are to be worn at all times. Tank tops, swimwear, midriff exposing tops and cutoffs are not considered to be proper tennis attire.

**Racquetball/Handball Courts:**

Players must wear non-marking indoor court shoes only. Shoes worn outside or other shoes that may damage the floors of the courts are prohibited. T-shirts with sleeves,

sweatshirts, shorts and athletic shorts are considered to be appropriate racquetball/handball attire.

**Health Spas:**

Tennis, jogging or aerobic shoes with non-marking soles must be worn. Generally acceptable exercise or workout shirts, shorts and pants must be worn in the exercise areas of the spas. Clothing with zippers or belts that may cause damage to equipment is prohibited.

**All other common areas and facilities:**

Members using the activities rooms, Resource Center, and all other common areas should wear clothing that would be considered appropriate golf attire, except that T-shirts with sleeves but without collars are permitted.

**Garage Sales/Estate Sales**

Garage sales are permitted only the second Saturday in November and the second Saturday of April each year. Estate sales are allowed only if the sale entails the sale of the remaining property and/or possessions of a deceased or bankrupt homeowner. A permit, available at the Resource Center and signed by the Patrol Manager, is required to conduct an estate sale. Visitor access to the gated PV community for estate sales is restricted.

**Golf Carts**

Golf carts must have an Arizona license plate when used on public streets and thoroughfares. Golf carts must be driven by licensed drivers only. Children of any age may ride in the cart, but operators must be licensed. Golf carts may be driven on streets where the speed limit is 35 M.P.H. or less and may not operate on the walking paths, on Alma School Road, or Dobson Road.

**Homeowner Code of Conduct**

All Cottonwood Palo Verde residents are expected to adhere to basic etiquette and personal behavior standards that reflect the spirit of our Association. The Board of Directors has developed a basic Homeowner Code of Conduct that serves as a standard to be followed by Homeowners. If inappropriate behavior is observed a complaint will be filed and the Board of Directors will be notified. If deemed necessary, the Board of Directors will conduct a hearing to evaluate each complaint and take action according to the stated guidelines. Each person against whom a complaint is filed will be entitled to due process before any restriction(s) of privileges are enforced and/or fines are imposed. For details see the Board policies located in the Resource Center.

**HOMEOWNER CODE OF CONDUCT**

Rule #1: **Do not use profanity on the Association's property.**

Rule #2: **Do not verbally berate, belittle, insult or threaten Association employees or other homeowners. If you have a problem with a**

**member of the staff, report it to the General Manager.**

- Rule #3: **Do not smoke in no-smoking areas.**
- Rule #4: **Do not dress inappropriately in facilities serving food and/or beverages or on the golf facilities: no bare feet, no tank tops, no short shorts, and no bathing suits.**
- Rule #5: **Do not remove any Association property from Association premises without the consent of the proper authority.**
- Rule #6: **Do not deface Association property.**
- Rule #7: **Do not instruct employees of the Association on how to perform their job duties.**
- Rule #8: **Do not drink alcoholic beverages to the point where your behavior becomes obnoxious.**
- Rule #9: **Leave the premises peacefully when requested to do so by any bartender or supervisor. It is the right and obligation of the bartender to refuse to serve anyone for just cause.**
- Rule #10: **Do not engage in physical altercations.**
- Rule #11: **Do not tip or have any financial transaction with members of the staff other than tipping of the F&B service staff.**
- Rule #12: **Do not violate or aid in the violation of Board Policies and the Bylaws of CWPV regarding visitors and guests.**

It is the policy of the Association to create and maintain a working environment free of sexual harassment. Furthermore, the Association will not tolerate favoritism or hostility toward an individual based on race, color, creed, sex, national origin or age. The Association will not condone such behavior by or from any member, employee or others in any form. Members should report breaches of these rules to the General Manager or a member of the Board of Directors in a private manner.

Violation of these rules that cannot be resolved and are referred to the Board of Directors for action may result in a restriction of one or more Association privileges. In addition to the suspension of privileges, fines may be imposed. In general, a first offense may result in suspension of privileges from 1 to 3 months; second offense 6 months; third offense one year or longer depending on the severity of the offense. The General Manager may impose immediate restrictions of privileges; the Board will hold a hearing for the violator and determine the final penalties to be imposed, including fines, if any. The Association retains the right to recover damages.

### **Pets**

Dogs, cats and other animals **MUST BE KEPT ON A LEASH** when not confined to the owner's lot or property. No owner shall permit his or her dog, cat or other animal to create unsanitary conditions anywhere on common properties. No animal or bird shall be allowed to make an unreasonable amount of noise or to become a nuisance.

For your pet's protection, have it licensed. Contact Maricopa County Animal Control at 602-506-7387 for complete information about licensing.

## **RECREATIONAL FACILITIES**

### **Cottonwood Activity Rooms**

All multi-purpose activity rooms, including card rooms, ceramics room, painting room and dance room areas are available to homeowners when not being used for scheduled classes or activities. For further information, contact the Recreation Department at 895-3550.

### **Billiards**

The billiards room is maintained for the use of homeowners and guests and is subject to the following regulations:

- The billiards room is open from 7:00 a.m. to 10:00 p.m.
- No one under the age of 19 is permitted in the billiard room unless accompanied by a homeowner. Guests that are age 19 or older must have a guest card to use the billiards room.
- Guests must have obtained the necessary guest pass before using the facility.
- No smoking, food or beverages are allowed in the room.
- Homeowner groups desiring use of the billiards room for special play are required to reserve the date and time with the Recreation Department.
- Access to the billiards room is obtained by use of keypad on the door. The keypad combination is on the back of homeowner cards.
- Check with the Recreation Manager, 895-3550, or in the Recreation Guide for information on organized play.

### **Classes and Activities**

A Recreation Guide listing all classes, teachers or contact persons and their phone numbers is available at the Resource Center. The Recreation Guide is updated on a regular basis by the Recreation Department.

### **Fishing**

Fishing on the greenbelt area lakes is permitted for homeowners and guests only. No fishing is allowed on golf course lakes. Lake #5 (off Chestnut Dr. east of Howard Dr.) is stocked for sport fishing. Limit is three fish per day. A license is not required.

### **Golf**

CWPV owns and operates two golf courses. Cottonwood is an 18-hole championship course, par 72. Palo Verde is an 18-hole executive course, par 62.

For detailed information and the rules and regulations of golf, including men's and women's leagues and green fee schedules, please pick up a copy of the "Cottonwood & Palo Verde Country Clubs Golfing Information" booklet in either the Cottonwood or Palo Verde golf shops.

Cottonwood maintains a practice range, chipping green, sand-shot green and putting green. Palo Verde has a putting green only.

In addition, Sun Lakes Country Club and Robson Communities own and operate two golf courses that are accessible in your golf cart. Oakwood is a 27-hole championship course, Ironwood is an 18 hole-course, par 67 and Sun Lakes Country Club is an 18-hole par 60 course.

### **Fitness Center**

The Fitness Center at Cottonwood is open 24 hours daily for Cottonwood Palo Verde homeowners and their guests. Located in the health spa are whirlpools, saunas, exercise equipment and lockers. (Contact the Recreation Department) for availability of Ladies lockers). Access to the spa is through the keypad on the door with the combination from the back of your homeowner card. **NO ONE UNDER 19 YEARS OF AGE IS ALLOWED IN THE HEALTH SPA.**

Those using the spa must carry a homeowner/renter/guest card as I.D. checks will frequently be made.

For a fee, memberships to the spa are available to IronOaks residents.

If unauthorized persons are using this area, please notify Patrol.

### **Public Library**

E. J. Robson Branch of the Maricopa County Library is located on Riggs Rd., west of Dobson Rd. For more information, call 602-652-3000. There is currently no access by golf cart to this library. The Resource Center also maintains a free library operated on the honor system.

### **Racquetball/Handball Courts**

CWPV has two regulation racquetball/handball courts located in the lower level east wing of the Palo Verde Country Club. The Sun Lakes Racquetball Club maintains a court



sign-up board just outside the courts, as well as the club bulletin board with rosters, local racquetball news, and upcoming events and tournaments. The courts are open for play from 6:00 a.m. until 11:00 p.m. daily. Players must wear non-marking indoor court shoes only. Check with the Recreation Department or the Recreation Guide for organized play.

### **Resource Center**

The Cottonwood Resource Center is staffed M-F, 8:00 a.m. until 4:00 p.m., but is closed during the lunch hour from 12:00 noon until 1:00 pm. Saturday hours are from 9:00 a.m. until 1:00 p.m. These hours may vary in the summer months. Entry can be made via the keypad on the door during hours when no staff is present.

The Resource Center is the hub for activities in CWPV. Information about upcoming activities and events, tickets to Association-sponsored events, guest and renter passes, Association information, recreation events, some class sign-ups, vacation watch forms, an honor system library and payment of Association dues are just some of the things handled in the Resource Center. A fax machine and copy machine are also available to homeowners at a nominal fee. Regular visits to the Resource Center keep homeowners abreast of what is happening in the community.

### **Sisk Park**

Sisk Park, which is located at Flame Tree Drive and East Drive in Palo Verde, has a ramada, gas BBQ grills, golf putting course, horseshoe court, bocce ball court, a basketball hoop and volleyball netted area. Equipment for these activities is stored in a locked cabinet on the East side of the ramada. A key to this cabinet may be checked out at the Resource Center.

The ramada and BBQ grills may be reserved for group functions or parties by calling the Recreation Department at 895-3550. The recreational facilities may not be reserved and are available to all homeowners on a first come, first serve basis.

The park hours are 6:00 a.m. to 11:00 p.m. *Sisk Park is a PET FREE area.*

### **Swimming**

**NO PETS ALLOWED**

**NO SMOKING ALLOWED EXCEPT IN DESIGNATED AREAS**

#### **Children's Pool (West end of Cottonwood Country Club)**

The children's pool is open to all CWPV property owners, renters and their guests for children under the age of 16. Children may swim at any time during pool hours of 7:00 a.m. to 10:00 p.m.

**THERE IS NO LIFEGUARD ON DUTY. ADULT SUPERVISION OF ALL CHILDREN IS MANDATORY.**

Infants and toddlers must wear disposable diapers which are designed for swimming.

### **Adult Pools**

The adult pools are: Cottonwood Main, Cottonwood Lap, Palo Verde Country Club and Michigan Avenue. THERE IS NO LIFEGUARD ON DUTY.

No children under the age of 10 are permitted in these pools or pool areas at any time.

Children 10 years of age and over are permitted to use the Cottonwood Main, Palo Verde and Michigan Avenue pools between the hours of 12:00 noon and 2:00 p.m.

No one under the age of 16 is allowed in the lap pool.

Homeowners must accompany children at all times.

Pools are open daily from 7:00 a.m. until 11:00 p.m., with the exception of the Cottonwood Pool which opens at 5:00 a.m.

Shower before entering pool. **NO OILS ARE PERMITTED IN THE POOLS.** They damage the filtering system. Only water soluble lotions are permitted.

No inflatable inner tubes, rafts or boats allowed in pools. Water games are allowed when others are not disturbed. Use of water wings, kickboards, water containers and noodles is permitted.

No glass containers. Food may only be consumed in the designated areas.

No loud music.

No alcoholic beverages allowed unless purchased in restaurant or lounge at the Cottonwood, Lap, or PV pools. Alcoholic beverages brought from home are permitted at the Michigan and Children's pools.

Tasteful swim wear only. No cut-offs.

Organized pool activities are listed in the Recreation Guide.

### **Tennis**

The tennis facilities at CWPV are comprised of five tennis courts at Cottonwood and two at Palo Verde.

The Recreation Committee is responsible for authorizing all scheduled play. The Recreation Manager maintains a tennis master calendar on which all tennis events are to be listed. Programs appearing on the tennis master calendar have first priority use of the Cottonwood courts. Organized play, as outlined below, has second priority and open play has third priority.

Organized play gains maximum utilization of court time. Organized play is a function of the Cottonwood Tennis Club and is defined as five sessions for a total 7.5 hour time limit Monday through Friday on the Cottonwood tennis courts. Courts available during organized play may be used by non-tennis club members by signing up on the tennis board. Palo Verde tennis courts are not included in organized play.

Playing time is limited to 1 ½ hours for singles and doubles.

Use of the ball machine is available after orientation on its use by a Tennis Club member whose name can be obtained through the Recreation Department. One hour is allowed on the ball machine unless someone is waiting, then only one-half hour.

Court lights may not be used before 6:00 a.m. or after 11:00 p.m.

Guests of members of CWPV, who have guest cards, are eligible to use the courts. Guests under 19 years of age must have a member present. Guests of members who do not have a guest card must be accompanied by a member.

CWPV members may invite guests based on one guest for singles and two guests per two members for doubles.

Sun Lakes Country Club and IronOaks members must purchase a Cottonwood tennis membership in order to play at Cottonwood.

IronOaks and Sun Lakes Country Club members and guests may use the Palo Verde tennis courts free of charge through a reciprocal agreement with CWPV which also allows CWPV members to use the Ironwood and Sun Lakes Country Club tennis courts.

### **Court Waiting Procedure for Drop-in Play**

The first team to sign up on the waiting list is entitled to the next available court. At least one player must stay in the sign-up area and all players must be present at the time of court availability. Otherwise, the next full team present is entitled to the vacant court.

### **Cottonwood Tennis Club**

Membership allows players to participate in organized play, scheduled club tournaments and interclub matches, use and instruction of the Cottonwood Tennis Club ball machine and club social activities.

### **Ball Machines**

Ball machines at Palo Verde and Cottonwood are available to all homeowners after an orientation session. A key may then be purchased. Ball machines may not be used before noon October – April and before 10:00 a.m. May – September.

***Please wear proper tennis attire including non-marking shoes.***

### **Walking**

While walking, please walk facing traffic and not more than two abreast. If walking during darkness, it is advisable to wear light colored clothing with added reflective materials and carry a flashlight.

The golf course and golf course paths are for the sole use of golfers utilizing said facilities. No walking, jogging, bicycling or other similar use is permitted on golf courses or golf course paths at any time due to safety issues, liability and continuing maintenance of these facilities.

### **Bicycling**

Bicycles must stay to right, travel with traffic and use lights after dark. The use of earphones while bicycling is discouraged.

**HOMEOWNER CARDS MUST BE CARRIED AT ALL TIMES WHEN USING THE FACILITIES.**

## **FOOD & BEVERAGE AMENITIES**

**The Food and Beverage Department at Cottonwood and Palo Verde Welcomes You to Sun Lakes and Invites You to Patronize our Facilities.**

### **COTTONWOOD CAFE**

**Casual Menu with Daily Specials. Take out Menu is Available  
Phone 895-0688**

<b>Sunday Breakfast</b>	<b>7:00 a.m. – 12:00 noon</b>
<b>Breakfast all other days</b>	<b>7:00 a.m. – 11:00 a.m.</b>
<b>Lunch Sunday</b>	<b>12:00 noon– 2:00 p.m.</b>
<b>Lunch all other days</b>	<b>11:00 a.m. – 2:00 p.m.</b>

### **COTTONWOOD LOUNGE**

**Casual Menu with Daily Specials. Take out Menu is Available  
Phone 895-9689**

<b>Serving Cocktails Daily</b>	<b>10:30 a.m. - close</b>
<b>Lunch Menu Daily</b>	<b>12 p.m. - 2:00 p.m.</b>
<b>Happy Hour Daily</b>	<b>3:00 p.m. – 6:00 p.m.</b>
<b>Dinner Menu Daily</b>	<b>5:00 p.m. – 8:00 p.m. (except Monday)</b>
<b>Monday Night Buffet</b>	<b>5:00 pm - 8:00 pm</b>
<b>Omelet Station Sunday</b>	<b>9:00 am. – 1:00 pm</b>

## **PALO VERDE**

For Information or Reservations Phone 895-1834

### **EARLY BIRD SPECIALS**

**WEDNESDAY – FRIDAY 4:30 p.m. - 5:30 p.m.**

**SATURDAY 4:30 p.m. - 8:00 p.m.**

### **Palo Verde Lounge**

**Serving Cocktails Daily 10:00 a.m. - close**

**Sunday Brunch 10:00 a.m. - 1:00 p.m.**

**Lunch Served Daily in the Lounge**

**(Except Sunday) 11:00 a.m. - 2:00 p.m.**

**Happy Hour Daily 3:00 p.m. - 6:00 p.m.**

**Friday Cocktail Corner 4:00 p.m. - 6:00 p.m.**

**Dinner Served**

**Wednesday – Saturday 4:30 p.m. - 8:00 p.m.**

***No Dinner Served Sunday - Tuesday***

The Palo Verde Restaurant is available for private parties from Monday - Saturday from 9:00 a.m. until 3:00 p.m. On Sunday, Monday and Tuesday private parties may have use of the dining room until 10:00 p.m. The San Tan Ballroom may also be reserved for large parties.

## **BANQUET DEPARTMENT / IN-HOME CATERING**

**We Offer Full Service Banquet Facilities and Menus for any Occasion and Home Catering. For More Information Call 895-0339.**