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RULES & REGULATIONS

ARTICLE 1 – INTRODUCTION

1.1. PURPOSE

Sun Lakes Homeowners Association No. 2, Inc. is a community association, incorporated in Arizona, commonly referred to as Cottonwood Palo Verde (CWPV) for the purpose of operating, maintaining, and preserving facilities for social, recreational, educational, civic, cultural, and charitable endeavors of the Association. These Rules provide the guidelines to manage a quality active adult community. CWPV rules are applicable and enforceable for all homeowners, associate members, occupants, and guests. The Rules provide expectation of amenity usage, protect the assets of the Association, and provide for acceptable behavior within the community.

1.2. GOVERNING BODIES

CWPV is regulated by Federal, State, and County laws. In addition, CWPV is regulated by the Declarations of Covenants, Conditions, and Restrictions (CC&R's), Articles of Incorporation, and Association Bylaws. These Rules replace the previous Board Policies.

1.3. RULES REVISIONS

Association Rules are established and/or modified by a majority vote of the Board of Directors. In the event any Rule conflicts with the Arizona Revised Statutes (ARS), the Arizona Revised Statutes will take precedence.

1.4. DEFINITIONS

- “Associate Member”: A Non-Member Occupant who pays a fee and receives a photo ID Associate Member card, for the privilege of using the Associations’ Facilities under the terms and conditions adopted by the Board of Directors from time to time.
- “Association”: Sun Lakes Homeowners Association No. 2, Inc. (also known as Sun Lakes No. 2), an Arizona nonprofit corporation.
- “Association Facilities” or “Association Property”: The buildings, land, equipment and all property owned by the Association for the use and benefit of the Members.
- “Board of Directors (Board)”: The Board of Directors of the Association.
- “CC&Rs”: The Declarations of Covenants, Conditions and Restrictions for Sun Lakes No. 2 as recorded with the County Recorder of Maricopa County, Arizona, as may be amended from time to time.

- “Fee(s)”: Monetary consideration, other than Assessments, payable for the use of certain Association Facilities and Services as established by the Board of Directors.
- “Governing Documents”: The CC&Rs, the Association’s Articles of Incorporation, the Bylaws, **Architectural Guidelines**, and the Rules of the Association, as amended or supplemented from time to time.
- “Guest”: An individual who is staying in the Residence of a Member or Renter, while the Member or Renter are in residence at the home, and who is in possession of a Guest Card.
- “Guest Card”: A permit allowing Guest to use the Association Facilities unaccompanied for thirty days (30) or less in any one (1) calendar year.
- “Owner (Homeowner)”: Shall mean and refer to the record owner, whether one or more persons or entities or equitable or beneficial title (or legal title if same has merged) of any lot in Sun Lakes No. 2.
- “Lot”: A parcel of land designated as a lot on a subdivision plat, or any amendment or supplement thereto, covering all or any part of Sun Lakes No.2.
- “Member”: Owner (Homeowner).
- “Member in Good Standing”: A Member whose voting and/or Association Facilities use rights have not been suspended by the Board of Directors for failure to keep Assessment and Fee payments current or for a violation of the Governing Documents.
- “Non-Member Occupant”: An individual nineteen (19) years or older who occupies a Residence for more than thirty (30) days in any calendar year and is not a Member of the Association.
- “Owner / Member Card”: A photo ID card issued to a resident Owner.
- “Renter”: A person who occupies a Residence during a specified period when the Owner of the Residence is not also occupying the Residence.
- “Renter Card”: A permit allowing a Renter to use the Association Facilities unaccompanied.

- “Residence”: A building or portion of a building (such as a townhouse) situated on a Lot in Sun Lakes No. 2 and designed and intended for independent ownership and for use as living quarters.
- “Resident Card”: A Photo Identification Card issued to allow use of the Association Facilities.
- “Visitor”: An individual invited by a person in possession of a valid Owner / Member, Renter, Associate Member or Resident card to use the Association Facilities when accompanied by the inviter.

CHAPTER 2 – GENERAL RULES

2.1. MEMBERSHIP IN HOMEOWNERS’ ASSOCIATION

Membership in CWPV is on a per lot basis. Annual dues and other assessments shall be levied on the primary owner of record for each lot. In the case of elections or other decisions presented to homeowners, only a single vote shall be accepted for each lot.

2.1.1. Homeowner Identification Cards

Only two HOA identification cards shall be issued per lot. This allows the card holders to gain access to enjoy all the Association amenities and privileges. Only one card will be issued per person.

2.1.2. Resident Identification Cards

If there is a single owner on record for a home, that owner is issued a homeowner identification card and may request in writing that a second card, a resident identification card, be issued to a cohabitant who must reside in the home. The homeowner must notify the HOA in writing when the resident no longer resides at the property and relinquish resident’s card.

2.1.3. Corporate Owners Cards

Corporate owners shall be limited to two homeowner identification cards per lot.

2.1.4. Associate Membership Cards

Should there be more than two homeowners or persons permanently residing in a home, Association Membership(s) may be purchased at a cost of one-half the amount of the HOA annual dues. This will provide these additional resident(s) with the full complement of facility use privileges.

2.1.5. Renter Cards

A Renter is a person who is defined as occupying a residence during a period when the Owner of the residence is not occupying the residence. To qualify for a Renter Card, the Homeowner must relinquish all their homeowner cards and apply for a Renter Card for the occupant. A fee set by the Board will be required. The valid Renter Card allows the same access and privileges as a Homeowner Card. The card will be issued for no longer than one (1) year. If the Renter is to continue to occupy, they must renew each year within 30 days after expiration to avoid added fees.

2.1.6. Guest Cards

A guest is defined as an individual who is staying in the residence of a Homeowner for a period not to exceed 30 days a calendar year. Guests will be issued Guest Cards at Homeowner Services upon written application by the Homeowner or Renter to be used when the guest is not with the homeowner. Guests are not allowed to have guests.

2.1.7. Misuse of Homeowner Cards

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

2.1.8. Replacement of Homeowner Cards

Should a Homeowner, Resident, Corporate, Associate, Renter or Guest loses or damage their card, a new card can be issued at Homeowner Services. An administrative fee may be charged.

2.2. HOMEOWNER CARD VERIFICATION

2.2.1. It is each member's responsibility to always carry a Homeowner Card and to show it upon request when using Association Facilities. An Association employee may ask a member to present their Homeowner's card at any time and the member must comply. Failure to comply will result in denial of service or product.

2.2.2. Homeowner's cards will be checked at the golf courses, Fitness Activity Center, restaurants, and Homeowner Services. Staff may check for Homeowner's Cards at any recreational facility such as the tennis courts, pickleball courts and swimming pools. To help maintain the integrity of our Association Membership and offer the residents the freedom and benefits that are synonymous with a

private association, we ask that you be proud to carry and show your Homeowner's Card.

- 2.2.3.** State law requires residents of a private association to show their Homeowner's Card when buying alcohol on Association property.

2.3. HOMEOWNER ACCESS FOR FACILITY USE

In general, if there are restrictions or limits on any facilities, preferential treatment should be given to CWPV homeowners. All homeowners, guests, and those with appropriate credentials, in good standing, shall have the same facility use privileges.

2.4. HOMEOWNER ACCESS TO RECORDS

All requests for books, records or other information must be made in writing. The Association will provide this information to any homeowner upon request within ten (10) business days. The Association may charge for copies.

2.5. NEW FRIENDS / AMBASSADOR PROGRAM

The Association will manage a New Friends/Ambassador Program for first time homeowners in CWPV to assure that new homeowners know and understand how to use all our amenities and Reciprocal Agreements. Ambassadors will be selected in a competitive application process from current homeowners.

CHAPTER 3 – APPEAL HEARING RULES

3.1. GENERAL

- 3.1.1.** The CWPV Board of Directors has the sole authority and responsibility to hold hearings relative to fines, sanctions, or other penalties as set forth by the Governing Documents. Management, Patrol, and ACC Compliance Staff are authorized to enforce the Governing Documents.
- 3.1.2.** The CWPV will hold scheduled hearings when the need arises to provide Association members and residents with the opportunity to be heard regarding any fines, sanctions, or other penalties to be imposed.
- 3.1.3.** The General Manager may impose an immediate restriction of privileges to deal with immediate problems requiring such action in the General Manager's opinion. The Board may then hold a hearing for the violator and determine the final penalties to be imposed, including fines, if any. The decision may be made at

the conclusion of the hearing, or it may be postponed to no later than ten (10) business days hence.

- 3.1.4.** Hearings are closed according to ARS 33-1804.
(<https://www.azleg.gov/ars/22/01804.htm>)

3.2. NOTICE OF APPEAL HEARING

- 3.2.1.** Residents wishing to have a hearing with the Board to appeal a fine, sanction, or penalty must submit a request for a hearing in writing to the General Manager. The request should be within ten (10) days of the violation and include the following.

3.2.1.1. The specific fine, sanction, or penalty to be heard, including from whom and when the notification was received.

3.2.1.2. A statement of the appealing resident's basis for such appeal.

3.2.1.3. Contact information for the appealing resident.

3.3. HEARING

- 3.3.1.** Within ten (10) business days from the receipt of the request for a hearing the Board will notify the appealing resident of the date, time, and place of the hearing. If the appealing resident is unable to appear at the time and date specified, the resident may make a request to the Board for a new hearing date and time, which may be approved at the discretion of the Board.

- 3.3.2.** The failure of the requesting resident to attend the hearing on the scheduled day and time as notified will result in the Board deciding in the appealing resident's absence.

- 3.3.3.** Management, Patrol, ~~ACC~~ Compliance Staff and the resident may each produce witnesses and/or evidence to support their case. No outside legal counsel is allowed for either side at this hearing.

- 3.3.4.** The Board will issue its written decision within ten (10) business days of the date of the hearing to both the enforcement entity and the resident. This notification will be made through the office of the General Manager.

CHAPTER 4 – CODE OF CONDUCT

To ensure the tranquility of the community and the enjoyable use of the facilities by members and their guests, the following actions will not be permitted and may result in disciplinary actions including, but not limited to, suspension of membership privileges and/or monetary penalties.

4.1. PROFANITY

Profanity on the Association's property will not be tolerated.

4.2. ABUSE

Any behavior such as berating, belittling, insulting, or threatening Association employees or other homeowners is not acceptable. Abuse of a physical nature including physically intimidating, bullying or striking an employee or homeowner will not be tolerated. Unwanted advances towards employees or other homeowners are prohibited.

4.3. INSTRUCTING EMPLOYEES

Any homeowner, Committee Member, or Board Member shall not instruct employees of the Association on how to perform their duties. The employees report specifically to the General Manager.

4.4. SMOKING

CWPV is a limited smoking community. Tobacco smoking and vaping is permitted in designated areas only. Smoking of any kind is prohibited inside any building or within any of the recreational areas such as the tennis, pickleball, bocce, swimming pools or where food and beverages are served or consumed. Smoking marijuana or other similar substances are prohibited on Association property.

4.5. DAMAGE OF PROPERTY

Defacing or damaging Association or other homeowner's property is prohibited. Reckless disregard for property damage, private or common, and personal safety is not acceptable.

4.6. ALCOHOL

Consumption of alcoholic beverages to the point where behavior becomes obnoxious or dangerous to yourself or others will not be tolerated. It is the duty and obligation of staff to refuse alcohol service to any patron. <https://www.azleg.gov/ars/4/00311.htm>

4.7. PHYSICAL ALTERCATIONS

Physical altercations of any kind will not be tolerated.

4.8. VEHICLES

Careless and/or reckless operation of any vehicle within the community or on Association property, including golf carts, is prohibited.

4.9. HARASSMENT

The Association creates and maintains a working and social environment free of harassment of any kind. Furthermore, the Association will not tolerate favoritism or hostility toward any individual based on race, color, ancestry, national origin, religion, disability, genetic information, sex, sexual orientation, gender identity, age, parental status, marital status, political affiliation, or any other prohibited factor or age. The Association will not condone such behavior by or from any Member, employee, or others in any form.

4.10. WEAPONS

No firearms or other weapons are allowed in Association facilities or when using Association amenities including common areas, green belts, and lake areas.

4.11. VIOLATION OF CODE OF CONDUCT

Violation of the Code of Conduct rules that cannot be resolved and are referred to the Board for action shall 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 infraction/violation can result in a penalty, including but not limited to, a warning or suspension of up to 1-3 months. A second occurrence, up to 6 months; a third occurrence, suspension of up to one year or longer depending upon the severity of the situation. The General Manager may impose an immediate restriction of privileges to deal with problems deemed to require such action in the General Manager's sole opinion. Thereafter, the Board may hold a hearing to determine any other penalties to be imposed, including fines, if any. The Association retains the right to recover damages. Homeowners have the right to appeal, please refer to Section 3.1 above for the appeal rules.

CHAPTER 5 – RULE VIOLATIONS

5.1. DISTURBING THE PEACE

Disturbing the peace and tranquility of CWPV is not permitted. The generation of excessive and unnecessary noise by vehicles, appliances, tools, and raucous behavior by individuals or other sources attributable to a resident or guest shall be deemed to constitute disturbance of the peace under this regulation.

5.1.1. Hours of Construction: Construction work will follow Maricopa County Ordinance. (<https://www.maricopa.gov/2271>)

5.2. PETS

Pets shall not be permitted to run loose or unattended. Pets shall be on a leash or always confined to the owner's property. Pet owners should not allow their pets to trespass on other homeowner's property.

Pet owners are required to control their animal's behavior. Owners of excessively barking dogs and any other pet creating a nuisance and/or disturbing the peace shall not be permitted. Cottonwood Palo Verde follows Maricopa County Animal Ordinances regarding barking dogs. (<https://www.maricopa.gov/5458>).

5.3. LITTERING

5.3.1. All homeowners, guests, and visitors shall refrain from littering in CWPV.

5.4. VEHICLES

5.4.1. All motorized vehicles, including golf carts, shall be licensed, and operated in accordance with the laws of the State of Arizona. Vehicles must obey all traffic laws and signage, including posted speed limits and parking restrictions. Vehicles must travel on designated roadways and must park in designated parking areas. No motorized vehicles can be maintained, constructed, reconstructed, or repaired on any lot, common area, or in the streets, except for minor routine maintenance that can be done in the driveway within one day. Only standard, four wheeled, electric golf carts and service vehicles may drive on the golf courses.

5.4.1.1. Parking of Vehicles

Any vehicle parked in a residential lot must be parked in the garage, carport, or driveway. Storing vehicles and other non-landscape objects including but not limited to golf carts, campers, trailers, and debris on the landscaped portion of a residential lot is prohibited. Any exceptions or deviations to this rule must get a permit from the Patrol Manager.

5.5. RECREATION VEHICLES

The following types of motor vehicles are deemed recreational vehicles for the purposes of the CC&Rs.

5.5.1. Van, motor homes, and other motor vehicles which have facilities for sleeping, cooking, or overnight occupancy.

5.5.2. Vans, motor homes or other motor vehicles which exceed 9 feet in height or 24 feet in length.

5.5.3. Pick-up trucks with a camper unit where the camper unit is more than 18 inches higher than the top of the cab of the truck.

5.5.3.1. Recreation Vehicle Rules

No recreational vehicle may be kept, placed, maintained, constructed, reconstructed, or repaired on any lot, common area, or street and shall not be parked for more than 48 hours within a 7-day period on any lot or in the street. RV's that are marked with commercial advertisements promoting business will not be permitted to be parked prior to 5:00am or after 7:00pm any day on residential streets. Any exceptions or deviations to this rule must get a permit from the Patrol Manager.

5.6. COMMERCIAL VEHICLES

Consistent with Maricopa County parking guidelines for single-family dwelling residential communities, parking of large commercial trucks or equipment (excluding passenger pick-up trucks and vans) is prohibited on CWPV lots, common areas, and public streets. Exceptions to this restriction are permitted for the temporary parking of trucks for moving household goods in and out of homes, making deliveries to clubhouses or homes, and providing maintenance, repair, or landscape services. Any other exceptions or deviations to this rule must get a permit from the Patrol Manger.

5.7. UTILITY VEHICLES

All utility vehicles, boats, trailers (enclosed or open) and the like shall not be allowed to be kept, placed, maintained, constructed, reconstructed, or repaired on any lot, common area or street. These vehicles shall not be parked for more than 48 hours within a 7-day period on any lot or on the street. Any other exceptions or deviations to this rule must get a permit from the Patrol Manager.

5.8. STORAGE OF LANDSCAPE and CONSTRUCTION MATERIALS IN THE STREETS

5.8.1. Storage of Materials in the Street – Palo Verde

Homeowners in Palo Verde should follow Maricopa County rules. Any exceptions will require a permit. Questions are to be directed to the PV Roads Commission.

5.8.2. Storage of Materials in the Street – Cottonwood

The following rules defined in Arizona Law and enforced by Maricopa County apply to Cottonwood only. Reference ARS 28-7054 Maricopa County Resolution dated 2001-01.

<https://www.maricopa.gov/DocumentCenter/View/32804/Resolutions-2001-01-and-2001-02>

- It is an unlawful encroachment into the Maricopa County right of way to have any building materials or landscaping materials, including rock, in the street unless you obtain a Maricopa County permit.
- A homeowner may purchase a MCC permit for the limited placement of these items in the street for up to three (3) days.
- Violators may be subject to fines by Maricopa County.

5.9. PLACEMENT OF CONSTRUCTION DEBRIS CONTAINERS

- 5.9.1.** Only one such container can be placed on the confines of the driveway surface at the construction/renovation site during the term of construction. Debris containers are allowed on site for a maximum of 90 days. Extensions may be approved by the Patrol Manager.
- 5.9.2.** Should a homeowner need to place the construction debris container in any other location than the driveway, they must get prior approval from the Patrol Manager.
- 5.9.3.** Debris containers should be emptied regularly to prevent blowing debris or odor. The property owner is responsible for any debris which blows from a container on their property.

5.10. GARAGE SALES

Garage Sales are permitted only twice per year as advertised by the Association. Typically, these will be held on the second Saturday in November and April, unless there is a conflict with another event or holiday. Rules for these garage sales are listed below.

- 5.10.1.** Items for sale must be contained in the garage or driveway.
- 5.10.2.** Activities of the sale must not be dangerous or create a nuisance.
- 5.10.3.** All items and signs must be removed by 3:00pm on the day of the sale.
- 5.10.4.** Individual homeowners are responsible for their own advertisement.
- 5.10.5.** Only one advertisement sign is permitted on each property.
- 5.10.6.** Signs may be no larger than 25" X 24".

5.10.7. Other attention getting devices such as flags, banners, and balloons, are prohibited.

5.10.8. No signs are permitted to face the golf courses, green belts, or common areas.

5.10.9. No single items or individual garage sales are allowed.

5.10.10. Items for sale may be listed on the “For Sale” bulletin board.

5.11. ESTATE SALES

An Estate Sale is defined as, “the remaining property and/or possessions of a deceased or bankrupt homeowner.” In addition, people selling their home in CWPV and moving to a non-Sun Lakes community may qualify for an Estate Sale if they elect to sell the entire contents of their home. Death, bankruptcy, or relocation of residency that involves the sale of a home and its entire contents are special needs requests that require a permit from CWPV Homeowner Services. Documents may be requested to accompany the permit including but not limited to items such as a death certificate, bankruptcy paper, home sale contracts, etc. The rules for an Estate Sale are listed below. Any other exceptions or deviations to this rule must get a permit from the Patrol Manger.

5.11.1. The Estate Sale permit shall be valid for three (3) days.

5.11.2. Items for sale must include everything on the property and inside the home at the time of the sale.

5.11.3. Signage should be self-supporting “A-Frame” or “tent” signs, no larger than 25” X 24”.

5.11.4. Only five (5) lead-in signs are permitted and may be displayed from 7am to 1pm.

5.11.5. All signs must be removed each day.

5.11.6. Other attention getting devices such as flags, banners, and balloons are prohibited.

5.11.7. No signs are permitted to face the golf courses, green belts, or common areas.

5.12. SIGNS

Only the following categories of signs shall be erected or maintained within the residential areas of CWPV.

5.12.1. Legally required signs.

~~**5.12.2.** Signs that comply with any Architectural Compliance Committee regulations or requirements.~~

5.12.3. Real estate signs. Only one (1) “For Sale”, “For Rent”, or “For Lease”, sign may be allowed on each property, provided that such sign shall advertise only the house upon which it is placed. No such signs should be placed in the window of a residence. Such signs ~~shall~~ may be placed in the front or back yards of the house but are ~~only and shall~~ not to be placed on greenbelts, or Association Common Areas.

5.12.4. One (1) Open House sign shall be permitted in the front yard only of a property. Five (5) lead in signs are permitted to an Open House and to be placed in the street. Signs for an Open House must be removed each day.

5.12.5. Contractor information signs during landscape/construction on the homeowner’s property where the construction is taking place. Only one sign is permitted per house. These signs shall only be placed in the front yard and shall be removed upon the completion of the work.

5.12.6. Political signs subject to Arizona Revised Statutes.
(<https://codes.findlaw.com/az/title-16-elections-and-electors/az-rev-st-sect-16-1019/>)

5.12.7. Signs larger than ~~25” x 24”~~ 18” x 24” must have a permit approved by the Patrol Manager.

5.12.8. All signs must be professionally made. No homemade or hand printed signs are allowed.

5.12.9. Signs should be removed following the completion of a sale, rent, lease, construction or other event.

5.12.10. The installation of attention getting devices such as flags, banners, balloons, and lights that illuminate signs on any lot or home is prohibited.

5.12.11. Any exception to the Sign Rules must have a permit from the Patrol Manager.

5.13. BANNERS

Banners are defined as messages that are printed or affixed to flexible materials such as cloth, paper, or plastic for visible display.

Banners are not permitted within CWPV with the following exceptions:

5.13.1. Informational banners prepared by CWPV staff to promote or advertise official events, programs or other activities on Association property.

5.13.2. Commercial banners are used to advertise a company, product or service for a commercial enterprise in exchange for financial consideration to the CWPV or an official club or organization. These sponsorship banners are only allowed for CWPV events or approved or authorized club or organization events.

5.13.3. Banners for charity events that are approved by the management of CWPV.

Approved clubs and organizations should notify the General Manager's office prior to their event to obtain approval for a banner. Banners should only be erected the day prior to an event and will be removed the day following the event. The location of banners and manners to install them shall be approved by the Facilities Maintenance Manager.

5.14. CAMPAIGN SIGNS

CWPV shall follow the Arizona Revised Statutes for all campaign signage. These regulations can be read by reviewing the Arizona Revised Statutes 33-1808.

www.azleg.gov/ars/33/01808.htm).

5.15. HOLIDAY DECORATIONS and LIGHTING

5.15.1. Christmas decorations and colored lighting are allowed from November 15 to January 15.

5.15.2. All other holiday decorations are allowed 15 days before the holiday(s) and must be taken down no later than 4 days after the holiday(s).

5.15.3. There are no restrictions on when lights may be turned on or off. Please respect other homeowners' right to privacy.

5.15.4. Spotlights or other bright lights should not be directed towards a street or any neighbor's yard or house.

5.15.5. Any music played should be kept to a low volume as not to disturb any neighbor.

5.16. FLAGS

CWPV shall follow the Arizona Revised Statutes for flags. Homeowners, renters, and lessees can view these regulations by reviewing Arizona Revised Statutes 33-1808.

(<https://www.azleg.gov/ars/33/01808.htm>) In addition to the ARS 33-1808, the following rules will apply.

5.16.1. The United States flag may only be flown from a vertical flagpole or from a staff projecting horizontally or at an angle in compliance with the federal flag code.

5.16.2. The United States flag must be in good condition, must not exceed 3 feet by 5 feet, and must be illuminated if flown after sunset.

5.16.3. A permit to erect a vertical flagpole must be obtained from the ACC. Height restrictions will apply.

5.16.4. Other official flags noted in ARS 33-1808 may be flown on a vertical flagpole below the United States flag.

5.16.5. No other flags, pennants, windsocks, decorative flags or seasonal banners should be flown from a vertical flagpole.

5.16.6. Other flags not noted in ARS 33-1308 are considered decorative and may be flown at any time on a flagpole mounted to the house structure other than in a vertical position.

5.16.7. No flag shall be draped over a wall, attached to a wall, attached to trees or landscaping, covering a window, or affixed to a house structure without the use of a flagpole.

5.16.8. A maximum of two (2) flags per property may be flown, either on a flagpole or from a house-mounted flag standards, at the same time.

5.17. SOLICITATION

Direct house-to-house contact of CWPV by individuals, commercial companies or organizations is prohibited except for political soliciting that is following Arizona Revised Statutes 33-1808.

5.18. PERIMETER FENCES and PERIMETER WALLS

5.18.1. CWPV will paint the exterior of the perimeter walls that face Riggs Road, Hunt Highway, Arizona Avenue, Alma School Road and Dobson Road. In addition, CWPV will paint stub (tee) walls facing the golf courses and common areas.

5.18.2. Individual homeowners and the townhouse associations will be responsible for all other maintenance, repair, and replacement of all walls and fences around the perimeter of each respective homeowner's and townhouse association's property.

5.18.3. Homeowners whose properties on corner lots are also responsible for maintaining the portion of that lot located between the street and the perimeter wall.

5.19. LANDSCAPE CHANGES

Homeowners are prohibited from making changes to the landscape on the golf courses, in the common areas, or any other Association owned property. [Landscape changes on personal property will comply with Architectural Committee regulations and requirements.](#)

5.20. MAINTENANCE OF LOTS, WEEDS, AND LANDSCAPING

5.20.1. Each homeowner is responsible for the proper maintenance of all landscaping on the Lot, including any setback or easement areas. In the event any portion of a Lot is so maintained as to present a nuisance, or to detract from the appearance or quality of the surrounding lots, Compliance Staff may give notice and require corrective action.

5.20.2. Weed Control: A weed is a general term for any plant growing where it is not wanted. Typically, weeds and wildflowers can invade an area at random via wind, birds, or other naturally occurring methods and will therefore fall into the classification of unpermitted weed growth. Weeds in the community are prohibited.

5.20.3. The Compliance Staff is responsible for assuring that maintenance of each Lot's landscaping meets the aesthetics of the community and as such will have the discretion to decide whether any vegetation that is reported or observed constitutes a possible violation of the weed abatement policy.

5.20.4. Palm Trees

CHAPTER 6 – RULES FOR ASSOCIATION FACILITY USE AND ACCESS

6.1. GENERAL RULES

These rules pertain to and are for the safety, enjoyment, and protection of all CWPV residents and guests. Noncompliance is prohibited and may result in sanctions. Homeowners are responsible for any actions of their renters and guests.

6.2. FACILITY ACCESS AND USE

Facility use privileges are allowed for all homeowners, in good standing, and their guests. This would include approved Corporate Members, Resident Members, Associate Members, Renters, and Guests who have an official membership card issued from Homeowner Services.

6.2.1. Non-Member Recreation Card

CWPV staff may issue Non-Member Recreation Cards at the discretion of management and/or the Board for specific amenities located on CWPV property. These cards are only issued to residents of Sun Lakes Country Club, IronOaks, or Robson Reserve for use of a specific amenity on a space available basis. These cards will be detailed annually in any Reciprocal Agreement. Fees for these cards are set on an annual basis.

6.3. SMOKING

Smoking of any kind, including vaping and marijuana, is prohibited in any Association facility. Smoking is only permitted in designated smoking areas.

6.4. HOURS

CWPV Homeowners and guests may only use Association facilities during their posted hours. After-hours use is prohibited without express permission from the General Manager or Board.

6.5. PROOF OF IDENTIFICATION

Persons using any CWPV Association facility may be asked to show their CWPV identification card.

6.6. PETS

No pets other than service animals are permitted in any CWPV facility.

6.7. ALCOHOL

Homeowners and guests must observe all Arizona Department of Liquor Licenses statutes in any Association facility.

6.8. ~~FIREARMS~~ WEAPONS

No firearms **or weapons**, including BB guns, dart guns, pellet guns, gas operated guns, or other similar items may be discharged anywhere in the community. Firearms **and weapons** are not allowed inside Association buildings.

6.9. DRESS CODE

All users of any CWPV facility must follow the current Dress Code on file at Homeowner Services.

6.10. ACTIVITY/MEETING ROOMS and OTHER AMENITIES

6.10.1. CWPV Sun Lakes clubs, groups, classes, organizations and individuals may reserve CWPV activity rooms, except the Fitness Activity Center multi-purpose rooms. The usage of the multi-purpose rooms will be under the direction of Fitness Activity Center Management and CWPV Management on a space available basis. Requests for an officially scheduled use of CWPV activity rooms should be scheduled with the Active Lifestyle Manager.

6.11. RESTRICTED ACTIVITY ROOMS

Several rooms exist in the Cottonwood Complex that do not have general homeowner facility use. These rooms are reserved for specific activities with access controlled by a club or organization. Please contact the Active Lifestyle Department for contact information.

The restricted rooms are as follows:

- Lapidary Room
- Portions of the Ceramic Room
- The Racquet Sports Room – Tennis and Pickleball
- Glass Studio
- Computer Booters Room

6.12. BANQUET AND RESTAURANT USE

Banquet and Restaurant facilities include the San Tan Ballroom, Cottonwood Grill, Saguaro Room, Palo Verde Clubhouse and adjacent patio areas to each of these facilities.

- 6.12.1. Any event must have a Sun Lakes sponsor before being booked.
- 6.12.2. Reservations should be made at least three weeks in advance
- 6.12.3. Contracts and fees for all food and beverage, facility usage, setup, cleaning, etc. are set by the Food and Beverage Management.
- 6.12.4. A CWPV homeowner or a Sun lakes resident reciprocal sponsor must attend the entire event and is responsible for the conduct of attendees.

6.13. TENNIS FACILITIES

All CWPV homeowners, guests and those with appropriate credentials are eligible to use the five Cottonwood and two Palo Verde tennis courts ~~for no additional use fee~~. Only tennis activities are allowed on tennis courts.

6.13.1. Groups, Clubs and Organizations

Groups, clubs and organizations such as the Cottonwood Tennis Club are granted exclusive use of a portion of play time at Cottonwood's courts. Homeowners should check with the Cottonwood Tennis Club for specific information regarding court reservation systems that are currently in place.

For use during non-Club time, homeowners should check with Active Lifestyle staff for hours of use. The remaining time at Cottonwood and all time at Palo Verde is open to all CWPV members. Lights are allowed on the tennis courts between the posted hours.

6.13.2. Reciprocal Agreements – Tennis

Any Sun Lakes Country Club homeowner, IronOaks homeowner, or Robson Reserve resident should check with the Active Lifestyle staff for the current Reciprocal Agreements on file.

<https://www.cottonwoodpaloverde.com/associationdocuments.html>

6.13.3. Use of Tennis Ball Machine

Any CWPV homeowner with appropriate credentials may use the tennis ball machines by following the appropriate signage and procedures.

6.14. PICKLEBALL

All CWPV homeowners and guests with appropriate credentials may use the Pickleball Courts located at Cottonwood Country Club ~~for no additional user fee~~. Only pickleball activities are allowed on the pickleball courts.

6.14.1. Groups, Clubs and Organizations

Groups, clubs, and organizations such as the Sun Lakes Pickleball Club at Cottonwood may reserve time on the Pickleball Courts for exclusive use. Homeowners should check with the Sun Lakes Pickleball Club for specific information on reservation systems that are currently in place.

For court usage during non-Club time, homeowners should check with Active Lifestyle staff for hours of use. The remaining time at the Cottonwood Pickleball Courts is open to all CWPV residents. Lights are allowed on the pickleball courts between the posted hours.

6.14.2. Reciprocal Agreements – Pickleball

Any Sun Lakes Country Club homeowner, IronOaks homeowner, or Robson Reserve resident should check with Active Lifestyle staff for the current Reciprocal Agreements on file.

<https://www.cottonwoodpaloverde.com/associationdocuments.html>

6.15. GOLF

CWPV owns and operates two private golf courses open to homeowners in CWPV and their guests. All players must be able to present appropriate credentials when checking into the Pro Shop before play. The driving range, chipping green and putting green are also private facilities open only to homeowners and their guests. Only golf activities are allowed on any of the golf facilities.

6.15.1. Tee Times, Scheduling, and Pace of Play

6.15.1.1. Groups, clubs, and organizations may reserve time on the golf course for exclusive use. Homeowners should check with Golf Pro Shop staff for available times and schedules.

6.15.1.2. The Head Golf Professional at each course and/or Golf Course staff will have the authority to set the schedule and establish procedures for check-in and scheduling tee times.

6.15.1.3. Golf Staff will work with the Golf Committee on establishing and monitoring pace of play regulations on the golf courses. Final authority for violations will rest with the Golf Staff.

6.15.2. Scheduling Golf Tournaments

The Golf Professionals will work with the Golf Committee annually to schedule tournaments and events that may be outside the normal schedule. This could include use of the course beyond the regular club gender day. Such events will need approval from both the Golf Professionals and the Golf Committee for these exceptions. Exceptions will be reported to the Board of Directors in the annual golf calendar.

6.15.3. Reciprocal Agreements – Golf Course

Any Sun Lakes Country Club homeowner, IronOaks homeowner, or Robson Reserve resident should check with Golf management staff for the current Reciprocal Agreements on file.

<https://www.cottonwoodpaloverde.com/associationdocuments.html>

6.15.4. Use of Golf Course and Cart Paths

Unless otherwise approved by the Board or its designee, the golf courses and the golf course cart paths are restricted for golf play only. Only authorized golf course personnel and persons who have checked into the Pro Shops are allowed on the course or cart paths. Walking, jogging, bike riding or similar use of the golf course or cart paths is not allowed. Pets are not permitted on the golf course at any time.

6.15.5. Golf Cart Regulations

6.15.5.1. Only standard, four-wheel electric golf carts occupied by a maximum of two occupants and carrying a maximum of two sets of clubs are allowed on CWPV golf courses. No scooters, electric bikes, or any other riding vehicle with less than 4 wheels are allowed. This clause does not apply to pull carts, push carts or other walking devices.

6.15.5.2. Four wheeled golf carts should not exceed limits of size and style of tires. These regulations will be available in each Pro Shop. Tires should be turf rated – no knobby tires permitted.

6.15.6. Alcohol on Golf Courses

Following Arizona Liquor Laws, no alcoholic beverage purchased in Association restaurants or lounges may be carried onto the golf course facilities, including the Pro Shop areas. Homeowners should check with Food and Beverage management should they have a question on alcohol.

6.15.7. Annual Golf Membership Pro-rated and Refund Policy

6.15.7.1. Annual Golf Membership will be pro-rated one time only for new CWPV homeowners from the date that the membership is purchased to the end of the golf calendar year. Home buyers have one year from the date of closing to exercise this option. When applying for pro-rated membership dues, documents showing proof of purchase date must be presented.

6.15.7.2. Annual Golf Membership dues will be refunded in the event of death of a member or sale of property that involves relocation to a non-Sun Lakes community. Refund of the annual fees will be pro-rated beginning with the first full month following the death or the sale of the property. Should a member become ill or disabled, precluding the use of a purchased golf annual, no full or pro-rated refund or credit will be allowed.

6.15.7.3. The only other exception for a refund of an annual Golf Membership will be a written request received in the CWPV Office on or before October 31 preceding the annual golf year for which the fee has been paid. Annual Golf Membership dues will not be pro-rated or refunded for any other reason.

6.15.7.4. Sales or transfers of memberships by individuals will not be allowed.

6.16. SWIMMING POOLS

CWPV owns and operates five swimming pools located at the Cottonwood Country Club, the Michigan gate area, and Palo Verde Country Club for use by homeowners and guests. All users of the aquatic facilities should be prepared to present appropriate credentials if asked. Association staff will make unannounced, routine checks of all aquatic facilities to ensure these facilities remain private for our homeowners and guests. Only aquatic activities are allowed in the swimming pools.

6.16.1. Hours

The hours of the swimming pools will be posted at each facility.

6.16.2. Lifeguards

No lifeguards are on duty at any of the CWPV pool facilities. Please swim at your own risk.

6.16.3. Use of Pools by Children

Children under the age of 16 have restricted access to the Cottonwood main pool, the lap pool, the Michigan pool and the Palo Verde pool. Children under the age of 10 are not permitted in these pools at any time. Children under the age of 16 do not have restrictions at the Children's pool located in Cottonwood but must have adult supervision. Please check with signage at each pool or with Homeowner Services for appropriate restrictions.

6.16.4. Alcohol

Only alcoholic beverages purchased from Association restaurants and lounges are allowed in designated areas near the Cottonwood main pool, the Cottonwood lap pool, and the Palo Verde pool. Alcoholic beverages brought from home are permitted at the Michigan and Children's pools.

6.16.5. General Rules

The following general pool rules apply at all CWPV pool facilities:

- Swimmers should shower before entering the pool.
- No oils will be permitted in the pools.
- No large floatation devices such as boats, rafts or loungers are allowed. Small, individual devices such as water wings, pool noodles and similar size floatation assistance devices are allowed.
- No loud music is allowed.
- No glass containers are permitted in any pool area.
- Prohibited swim wear includes denim, cut-off shorts, and diapers of any kind.
- Proper swim attire is required.

6.16.6. Reciprocal Agreements – Swimming Pools

Any Sun Lakes Country Club homeowner, IronOaks homeowner, or Robson Reserve resident should check with Homeowner Services staff for the current Reciprocal Agreements on file.

<https://www.cottonwoodpaloverde.com/associationdocuments.html>

6.17. FITNESS ACTIVITY CENTER

Homeowners with appropriate credentials may utilize the equipment provided in the Fitness Activity Center at no additional use fee. Guests with a valid guest card will be allowed in the facility with a daily user fee. Sun Lakes Country Club, IronOaks, and Robson Reserve residents are not allowed to use the facility, except the use of fee- based group fitness classes on a space available basis. Priority in all classes will be given to CWPV homeowners first. Only fitness related activities will be allowed in the Fitness Activity Center.

6.17.1. Age for Use of Fitness Activity Center

All users of the Fitness Activity Center must be 19 years of age or older. No person under 19 years of age will be permitted into the building.

6.18. BILLIARDS ROOM

The Billiards Room located in the Cottonwood complex is open to all CWPV homeowners with appropriate credentials and guests ~~for no additional use fees~~. No one under the age of 19 is permitted in the billiard room unless accompanied by a homeowner. No food or drink is allowed in the Billiards Room

6.18.1. Reciprocal Agreements – Billiards Room

Any Sun Lakes Country Club homeowner, IronOaks homeowner, or Robson Reserve resident should check with Homeowner Services staff for the current Reciprocal Agreements on file.

<https://www.cottonwoodpaloverde.com/associationdocuments.html>

6.19. RACQUETBALL COURTS

The Racquetball Courts located in Palo Verde Country Club are available to all CWPV homeowners and guests with appropriate credentials.

6.19.1. Additional Users

Management has the authority to work with outside agencies for use of the racquetball courts on a very limited, space available basis.

6.19.2. Reciprocal Agreements – Racquetball Courts

There is no Reciprocal Agreement for use of the racquetball courts for Sun Lakes Country Club, IronOaks or Robson Reserve residents. Homeowners from these communities may use the racquetball courts but are required to purchase a Non-Member Recreation Card at Homeowner Services. The fee for this card is set on an annual basis.

<https://www.cottonwoodpaloverde.com/associationdocuments.html>

6.20. CARD ROOMS

Only CWPV homeowners may reserve card rooms on a space available basis. ~~No user fee will be charged for this activity.~~ CWPV homeowners must be IN ATTENDANCE the entire game/event. Homeowners should check with the Active Lifestyle Department for scheduling, reservations, and specific requirements.

6.20.1. Card Games in Restaurants, Lounges, or Other Rooms

6.20.1.1. CWPV homeowners and guests with appropriate credentials may use the Palo Verde restaurant area for card and game playing on a space available basis ~~at no charge~~. Homeowners wishing to reserve this space must check with Palo Verde management for a schedule. The following rules will apply for these card games:

- No outside food and beverage may be brought into this facility.
- There will be additional fees for food and beverage services.
- No card playing or games are allowed in the Palo Verde Lounge, the Cottonwood Bar & Grill, or meeting rooms in the Computer Learning Center.
- Sun Lakes Country Club, IronOaks, and Robson Reserve residents may use the Palo Verde Restaurant for card and game playing on a space available basis with priority given to CWPV residents.
- Non-Member Recreation Cards should be purchased at Homeowner Services annually for card and game playing by Sun Lakes Country Club, IronOaks and Robson Reserve residents.
- A minimum of one CWPV homeowner must be present at each table used.

6.21. OPEN SPACES and COMMON AREAS

CWPV homeowners and guests with appropriate credentials may use parks, ramadas, and common areas ~~at no additional use fee~~. All areas are subject to rules and regulations set by management and/or the Board.

6.21.1. Sisk Park

6.21.1.1. CWPV homeowners and guests with appropriate credentials may use the Sisk Park activity area and Ramada on a daily first come, first served basis ~~for no additional user fee~~. Clubs and organizations have scheduled times on a regular basis. Please check with the Active Lifestyle Department for scheduling and reservations.

- 6.21.1.2. CWPV residents may reserve the Sisk Park Ramada. A cleaning fee could be accessed to any person or group should the facility be left dirty.
- 6.21.1.3. The activity area of Sisk Park is pet-free. These restricted areas are posted accordingly and monitored by Patrol staff.
- 6.21.1.4. Sun Lakes Country Club, IronOaks, and Robson Reserve residents may use the Sisk Park Ramada on a space available basis, with priority given to CWPV residents.
- 6.21.1.5. Any Sun Lakes Country Club homeowner, IronOaks homeowner, or Robson Reserve resident should check with Homeowner Services staff for the current Reciprocal Agreements on file.
- 6.21.1.6. Fees will be charged for rental of the Sisk Park Ramada to non-CWPV residents.
- 6.21.1.7. Cornhole and similar game like activities are approved for use by homeowners, clubs, and organizations in the artificial turf area of Sisk Park.

6.21.2. Putting Course at Sisk Park

- 6.21.2.1. CWPV homeowners and guests with appropriate credentials may use the Putting Course at Sisk Park ~~for no additional user fee.~~
- 6.21.2.2. Groups and organizations such as the Lady Putter may reserve time for exclusive use of the putting course ~~for no additional user fee.~~ Homeowners should check with the Active Lifestyle Department for scheduling and reservations.
- 6.21.2.3. Sun Lakes Country Club, IronOaks and Robson Reserve residents may use the Putting Course on a space available basis with priority given to CWPV residents. A Non-Member Recreation Card is required for usage by non CWPV residents on an annual basis.

- 6.21.2.4.** Any Sun Lakes Country Club homeowner, IronOaks homeowner, or Robson Reserve resident should check with Homeowner Services staff for the current Reciprocal Agreements on file.

6.22. BOCCE BALL COURTS

- 6.22.1.** CWPV homeowners and guests with appropriate credentials may use the Bocce Ball Courts located at Sisk Park ~~for no additional user fee.~~
- 6.22.2.** Groups and organizations such as the Sun Lakes Bocce Ball Club may reserve time for exclusive use of the Bocce Ball Courts ~~for no additional user fee.~~ Homeowners should check with the Active Lifestyle Department for scheduling and reservations.
- 6.22.3.** Non-Member Recreation Cards are required for any IronOaks or Robson Reserve resident to use the Bocce Ball Courts on an annual basis. Sun Lakes Country Club residents should check with the annual Reciprocal Agreement for use of the Bocce Ball Courts.

6.23. COMMON AREAS and LAKES

Fishing in Association lakes and use of common areas for biking, walking, jogging, pets, or other activities is limited to CWPV homeowners and guests with appropriate credentials. Pets must always be on a leash and pet waste picked up.

CHAPTER 7 – BULLETIN BOARDS

Bulletin Boards throughout the community are managed and monitored by CWPV staff. Any CWPV homeowner who wishes to post an item, event, or program on a bulletin board should bring their request to Homeowner Services. Check with Homeowner Services for current use of the Bulletin Boards.