



**SaddleBrooke *TWO***

SADDLEBROOKE HOMEOWNERS' ASSOCIATION #2

# **RULES & REGULATIONS**

**Effective June 2020**

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## ARTICLE I      GENERAL

### Section 1.01   Purpose & Scope

- A.     These Rules and Regulations (Rules) are established to aid in the governing of SaddleBrooke Homeowners' Association No. 2, Inc. (SBHOA#2) and to promote the health, safety and welfare of SBHOA#2 members, owners, renters, guests and employees.
- B.     The Rules are intended to provide guidelines for the appropriate use of SBHOA#2's common areas and facilities as well as for the personal conduct of members, owners, renters, guests, contractors, employees and visitors within the boundaries of SBHOA#2.
- C.     The Rules shall complement but are subordinate to county, state and federal laws and the SBHOA#2 governing documents (see [www.sbhoa2.org](http://www.sbhoa2.org)).
- D.     The Rules establish procedures for enforcement and assessment of fines, sanctions and penalties.

### Section 1.02   Captions and Titles

All captions, titles or headings of the Articles, Sections and Paragraphs in the Rules are for the purpose of reference and convenience only. They are not to be deemed to limit, modify or otherwise affect any of the provisions of, or to be used in determining the intent or context of, these Rules.

### Section 1.03   Definitions of Terms

- A.     **Assessment:** Special assessments, special use fees or any other fees approved by the SBHOA#2 Board.
- B.     **Associate Member:** Any individual(s) living in the home in addition to the two Members.
- C.     **Board:** Duly elected Board of Directors of SBHOA#2.
- D.     **Common Areas:** Generally those portions of SBHOA#2's real property and facilities that are owned by, or held for the benefit of, SBHOA#2 and are not part of any residential lot.
- E.     **Community Service Fee (Dues):** A yearly fee paid to SBHOA#2 for the maintenance of SBHOA#2 common areas, amenities and salaries.
- F.     **Dwelling Unit:** Any building situated upon a lot and is intended for occupancy as a residence by a single family.
- G.     **Executive Director:** The Executive Director of SBHOA#2, or the management company or their designee(s) or the Board-approved designee(s).
- H.     **Facilities:** Common area recreational centers, dining, administration and amenities.
- I.     **Guest:** A non-resident friend or relative of a member/owner, associate member or renter who is visiting SBHOA#2 at his/her personal invitation.

- J. **SBHOA#2:** The Arizona non-profit corporation named SaddleBrooke Homeowners' Association No. 2, Inc.
- K. **Homeowner (Owner):** Person(s) who is/are named on the deed of the home.
- L. **Member:** Any person or entity that owns a lot in SBHOA#2 that does not constitute exempt property as defined in SBHOA#2 governing documents.
- M. **Membership:** Each lot in SBHOA#2 is entitled to one membership, which is shared by all joint members/owners. For voting purposes, each membership is allowed one vote with no fractional votes allowed.
- N. **Membership Privileges:** Voting rights of a member/owner and his/her right to use common area recreational facilities and amenities.
- O. **Patrol:** SBHOA#2 employees who, among other duties, assist in the enforcement of SBHOA#2 Rules.
- P. **Qualified Renter (Renter):** A person or entity renting or leasing a home owned by a member/owner and has obtained a SaddleBrooke Homeowners' Association #2 Renter Card (Renter Card) by registering with the SBHOA#2 Administration Office.
- Q. **Resident:** Each buyer under a recorded contract of the property provided the buyer is actually residing on the property or each owner/renter actually residing on the property or members of the immediate family of each owner/renter actually residing on the property.
- R. **Service Animals:** Those specifically trained, and so identified, to assist persons with disabilities.

#### Section 1.04 Effective Date

These Rules and any subsequent amendments shall be effective on the date adopted by the Board unless a later effective date is approved. These Rules may be amended or repealed in whole or in part by a majority vote of the Board.

#### Section 1.05 Official Version of the Rules

The Association shall maintain a current and accurate set of the SBHOA#2 Rules & Regulations.

#### Section 1.06 Code of Conduct

- A. To ensure the tranquility of the SaddleBrooke community and the enjoyable use of common areas and facilities therein, the following willful misconduct will not be permitted by member/owner, associate member, renter, guest or employee (for further clarification see SBHOA#2 Code of Conduct Policy).
- B. Disciplinary measures may include, but are not limited to, suspension of membership privileges and/or monetary fines of up to \$1,000 per offense. These penalties will be imposed at the discretion of the Board.

- C. The Board, Executive Director or their designee is authorized to investigate any reported violation of the Code of Conduct and will notify the accused party in writing of any proposed disciplinary action. This notice will include:
1. The provision of the community documents allegedly violated.
  2. The date/time and location of the alleged violation.
  3. The first and last name of the person or persons who observed the alleged violation.
  4. The process that will be followed for the investigation and resolution of the complaint(s).

## **ARTICLE II MEMBER/OWNER, ASSOCIATE MEMBER, QUALIFIED RENTER (RENTER) AND GUEST**

### **Section 2.01 Member/Owner**

- A. For age restrictions, refer to the SBHOA#2 governing documents.
- B. Each member/owner is entitled to a membership card showing he/she is a member of SBHOA#2. This allows members to use the facilities as long as he/she meets the dues stipulations in Section 2.01D below.
- C. When using the facilities, a member/owner must have a valid membership card in his/her possession at all times and must comply with all Rules applicable to the facility being used.
- D. The annual dues are based on one or two members/owners per dwelling unit. If more than two persons are named on the deed, an additional annual assessment of one-half of the annual dues will be charged for each additional owner over two owners. If the additional member is determined, by the Board in its sole discretion, to be physically unable to use the facilities, the dues for that member are waived,
- E. The dues and any additional fees for owners in excess of two may be paid on an annual or semi-annual basis.

### **Section 2.02 Associate Member**

- A. When more than two people reside in the dwelling unit and any of them has reached his/her nineteenth birthday, he/she must apply for an associate membership. If the additional member is determined, by the Board in its sole discretion, to be physically unable to use the facilities, the dues for that member are waived. The Board, in its sole discretion, shall decide when an additional person is "residing" in a dwelling unit.
- B. For age restrictions, refer to the SBHOA#2 governing documents.

- C. An associate membership may be purchased by the member/owner at the SBHOA#2 Administration Office for one-half of the dues. This fee may be paid on an annual or semi-annual basis, as are the dues.
- D. When using the facilities, an associate member must at all times have a valid associate membership card in his/her possession and must comply with all Rules applicable to the facility being used.
- E. Associate members are required to comply with the Rules. Members/owners are liable for any fines or penalties resulting from associate members violating any of the Rules.
- F. Associate members may use all facilities available to and under the same conditions as members/owners.

### Section 2.03 Qualified Renter (Renter)

- A. Renters may use the facilities.
- B. For age restrictions, refer to the SBHOA#2 governing documents.
- C. When a copy of a lease or rental agreement has been filed with the Administration Office by a member/owner and all homeowner membership cards for the rented property have been surrendered by the members/owners, then renter cards can be purchased by the renters.
- D. One renter card may be purchased for each homeowner membership card surrendered for the rented property. If only one person owns the rental property and two people rent the property, then two renter cards may be purchased. Additional renter cards may be purchased at a cost of one-half the annual dues (prorated into monthly installments) for any portion of any month covered by the rental lease. A maximum of two additional renter cards may be purchased.
- E. Members/owners are responsible for making their renters aware of the Rules. Members/owners are liable for any fines or penalties resulting from renters violating any of the Rules.

### Section 2.04 Guest

- A. Members/owners are responsible for making guests aware of the Rules. Members/owners are liable for any fines or penalties resulting from guests violating any of the Rules.
- B. Guests are ineligible for membership in SaddleBrooke clubs and organizations.
- C. Guest cards may be obtained by a member/owner, associate member or renter at the SBHOA#2 Administration Office. These cards are issued for a maximum of 15 days and can be renewed for an additional 15 days during any 12-month period. No further cards will be issued to that guest during that period.
- D. If a member/owner, associate member or renter will be out of town and expecting a guest, the resident must obtain a guest card.



- E. A guest must have a valid guest card in his/her possession unless accompanied by a member/owner, associate member or renter. A guest must comply with all Rules applicable to the facility being used.
- F. The Board or Executive Director may restrict the use of any facility or the attendance of guests at any function or activity.
- G. Guests under the age of 18 may use the facilities when accompanied by an adult resident or adult guest with a valid guest card. However, no one under the age of 18 can use the spas and/or the fitness center.

## **ARTICLE III ENFORCEMENT**

### **Section 3.01 Authority of the Board, Board Committees, Executive Director and Patrol**

- A. The members of SBHOA#2 and all others using SBHOA#2 facilities shall be bound to comply with all governing documents of the Association. The Association, through its Board, shall promulgate and enforce the Rules.
- B. Authority of the Board or Board Committees:
  - 1. Any authority granted to the Board or Board Committees under the Rules may be exercised by a majority of the members present at a meeting of the Board or Board Committees where a quorum is present.
  - 2. It is the intent of the Board that these Rules be administered by the Rules and Regulations Committee (RRC); however, the Board reserves the right to review any action or recommendation of the RRC.
- C. The Executive Director and/or Patrol are authorized to ensure compliance of the Rules.

### **Section 3.02 Notice of Violation**

A written notice will specify the particulars of the violation [date, place and name of witness(es) to the violation]; the corrective action, if any, that must be taken; the fines and/or penalties that may be imposed if the violation is not corrected and the date on, or before, that the violation must be corrected.

### **Section 3.03 Service of Notice of Violation**

A written Notice of Violation of any rule by a member/owner, guest or renter must be served on a member/owner or entity.

The mailing of such notice to his/her last known address as shown on the records of SBHOA#2, or personal delivery to the member/owner or entity, shall be deemed sufficient notice.

### **Section 3.04 Appeal to RRC**

- A. SBHOA#2 may, after written notice and opportunity for a hearing to the member/owner, impose sanctions for violation of its governing documents which may also include, but

not limited to, restitution, restoration and/or reimbursement of any costs incurred by SBHOA#2.

- B. In the event a member/owner fails to correct or remove the item in violation within the time specified on the written notice to do so or in the event of receipt of another type of violation notice, the member/owner shall be given the opportunity to appeal the violation at a hearing with the RRC within ten days of receipt of the violation notice.
- C. At the hearing, the member/owner shall be given the opportunity to present his/her position to the RRC. The member/owner may present witnesses, documentation or any other relevant information which specifically addresses the violation(s) in question.
- D. The RRC shall reach a decision and notify the member/owner within 30 days following the hearing.

### Section 3.05 Appeal to Board

- A. In the event that the member/owner wishes to appeal the RRC's decision, the member/owner shall have 21 days from receipt of the decision to appeal in writing to the Board.
- B. The appeal shall contain the name, address and telephone number of the appellant; the date of the RRC hearing; the substance of the decision which is being appealed and the grounds for the appeal.
- C. The Board will review the appeal and notify the appellant, in writing, of its final decision within ten days.

## ARTICLE IV TRAFFIC

### Section 4.01 General

Traffic regulations are relevant to all vehicles within the boundaries of SBHOA#2, which include, but are not limited to, the following: automobiles, trucks, golf carts, recreational vehicles, trailers, campers, motorcycles, bicycles and any motorized vehicles.

### Section 4.02 Moving Violations

#### A. Speeding

- 1. It is a violation to exceed posted speed limits within the boundaries of SBHOA#2.
- 2. When an area does not have a posted speed limit, the following will prevail:
  - (a) 25 miles per hour (mph) in residential areas;
  - (b) 10 miles per hour in driveways and parking lots of the MountainView, DesertView, The Preserve complexes, and other community buildings.

**B. Failure to Obey Stop Signs**

It is a violation when a driver of any vehicle fails to come to a complete stop behind a posted stop sign prior to proceeding into any intersection. This includes stop signs on golf cart paths. Drivers must yield to vehicles and pedestrians already in an intersection.

**C. Arizona Vehicle Laws**

All residents and their guests or renters are obligated to obey all Arizona State Laws. Golf cart drivers and bicyclists must obey the same traffic laws as drivers of other vehicles. As stated in the Arizona Department of Transportation regulations, the following also apply to bicyclists:

1. Do not carry more persons than the design of the bicycle permits.
2. Do not ride more than two bicycles side-by-side.
3. Ride as near to the right side of the road as possible.
4. Use proper hand signals.
5. After dark, a white head lamp beam must be visible from 500 feet and a rear reflector is required.

**D. Pedestrian on Roadways**

1. If sidewalks or footpaths are provided, a pedestrian shall not walk on an adjacent roadway.
2. If sidewalks are not provided, a pedestrian walking on a roadway shall walk, when practical, facing traffic that may approach from the opposite direction.
3. A person shall not stand in a roadway for the purpose of soliciting a ride from a driver of a vehicle.

**E. Golf Cart Driver Age Restrictions**

It is a violation to allow anyone under the age of 16 to operate a golf cart in SBHOA#2.

**F. Hands Free Device**

Drivers must conform to Arizona State statute.

**ARTICLE V PARKING**

**Section 5.01 Definitions**

- A. **Parked Vehicle:** An unattended/unoccupied vehicle.
- B. **Designated Parking Areas:** Paved driveways in front of private garages, parking lots and streets in SBHOA#2.

## Section 5.02 Violations

- A. **Fire Lane:** It is a violation to park a vehicle in designated fire lanes.
- B. **Fire Hydrant:** It is a violation to park within 15 feet of a fire hydrant.
- C. **Disabled Spaces:** It is a violation to park in a space designated for disabled parking without displaying Disability Parking Identification.
- D. **Private Property:** It is a violation to park a vehicle or trailer on private property other than on an owner's lot, without the approval of the Board or its designated representative. Parking is limited to paved surfaces. Employees of SBHOA#2 or RCI are exempt during the course of their duties.
- E. **Parking Lot Areas Not Striped for Parking:** It is a violation to park any vehicle in an area not striped for parking.
- F. **Unsafe Locations:** It is a violation to park any vehicle in an unsafe manner anywhere in SBHOA#2. An unsafe manner is one that hinders: (1) the view of drivers approaching an intersection; (2) the ability of drivers to drive in a safe manner or (3) blocks drivers from exiting their driveways. Vehicles parked in the driveway must not extend past the driveway onto, into, and/or over the street or pedestrian pathway/sidewalk.
- G. **Streets:** All vehicles (except RVs which are covered under Section 5.03) must be kept in private garages and/or other designated parking areas. Parking on streets for SBHOA#2 events, private or unit social events, or by guests of the member/owner, is permitted temporarily.  
  
Parking on SBHOA#2 streets is not permitted between the hours of midnight and 5:00 a.m. unless authorized in advance by the Executive Director or his/her designee. If authorized in advance and a parking permit has been issued, this parking permit must be visible through the front windshield.
- H. **Golf Carts:** It is a violation to park any other type of vehicle in a golf cart only space. Only golf carts may be parked in spaces so designated.

## Section 5.03 Recreational Vehicles (RVs) and Utility Trailers

- A. **Definition:** A Recreational Vehicle includes, but is not limited to, the following: any van, bus or chassis conversion for recreational purposes, motor home, 5<sup>th</sup> wheel, trailers of any type, truck camper or combination thereof that is used for personal recreational purposes. Utility trailers will be subject to the same regulations as RVs.
- B. **RVs in Street or on Driveway:** RVs owned by residents or their guests must be parallel parked on the street in front of their residence or in their driveway. If parked in the driveway, no part of the RV may extend past the driveway onto, into, and/or over the street or pedestrian pathway/sidewalk.

Resident and guest RV(s) may be parked as described above for a maximum of two 'nighttime periods' and three 'daytime periods' within a seven-day period at the beginning of the parked period unless authorized in advance by the Executive Director or his/her designee. If authorized in advance and a parking permit has been issued, this

parking permit must be visible through the front windshield. A nighttime period is from 8:00 p.m. to 8:00 a.m.; a daytime period is from 8:00 a.m. to 8:00 p.m.

- C. **Guest RVs:** Guest parking will be charged against the resident's available parking times.
- D. **No RVs in Parking Lots:** It is a violation to park an RV in a SBHOA#2 parking lot overnight without prior permission of the Executive Director, his/her designee or Patrol.
- E. Extension Slide Outs are not allowed to extend into the street/roadway or pedestrian pathway/sidewalk.

#### Section 5.04 Commercial Vehicles

- A. **Definition of a Commercial Vehicle:** Any car, truck, trailer, tractor, recreational vehicle or combination thereof that has lettering visible to the public which advertises any business or for-profit organization.
- B. **Violation:** It is a violation to park any commercial vehicle overnight on any street, parking lot, residential lot, driveway or common area within SBHOA#2. Commercial vehicles used while doing business in SaddleBrooke may be parked while doing that business only and may not be parked overnight. Per current SBHOA#2 governing documents, commercial vehicles owned by RCI and its designated representatives are exempt.

#### Section 5.05 Public Service and Public Safety Vehicles (PSVs)

These vehicles are required to be available at designated times at a person's residence as a condition of his/her employment. The resident must be employed by a public service corporation regulated by the Arizona Corporations Commission, Department of Public Safety or a municipal utility.

#### Section 5.06 Sidewalks

The use of sidewalks is for pedestrians only. Blocking of sidewalks is prohibited.

## ARTICLE VI POOLS, SPAS, SPORTS AND FITNESS FACILITIES

### Section 6.01 Pools, Spas and Pool Areas

- A. Only SaddleBrooke members/owners, associate members, renters or their guests shall be allowed to use the pools, spas and pool areas. They must have a valid SBHOA#2 membership card (membership, associate membership, renter or guest card). (If a guest is accompanied by a host with a valid SBHOA#2 membership card, a guest card is not required.) It is a violation for a resident to give his/her key or access codes to others. A maximum of six guests for each SaddleBrooke member/owner, associate member or renter is allowed at any time unless otherwise previously authorized by the Board or its designee.

- B. The pools, spas and pool area hours may vary seasonally and are posted at the entrance gates at each facility, which also includes the hours children under the age of 18 may use each pool. In addition, at the DesertView pool certain time periods are designated lap swimming only in all six lanes and these hours, which may vary, are posted at the Bulletin Board near the lap lane sign-in sheet. After these hours, lap swimming is allowed in designated lanes and the remainder of the pool is open for other recreational use.
- C. Lap swimming is allowed in the MountainView lap pool and the designated lanes in the DesertView and The Preserve pools. Detailed information regarding lap pool usage and pool etiquette is posted on the signs at each pool. No person under the age of 18 is allowed in the MountainView lap pool or the designated lap swimming lanes at the DesertView pool unless otherwise authorized by the Fitness Center Administrator or if during the SaddleBrooke Swim Club (SSC) practice, is authorized by the SSC coach on deck.
- D. At least one designated adult must accompany any person under the age of 18 in the pools and pool areas. No person under the age of 18 is allowed in the spas. During children's hours at each pool, small toys are permitted provided they are not used in a disruptive or dangerous manner. The accompanying adult will be responsible for the proper use of these toys and all actions of their guests. Arm flotation bands or flotation vests for small children are allowed when accompanied by an adult in the pool.
- E. Scheduled classes, as posted, have precedence over recreational swimming.
- F. Pool users must shower before entering the pools or spas.
- G. Proper swim attire is required. No cutoffs, jeans, diapers, swim diapers of any kind or tight fitting rubber/plastic pants are allowed in the pools. Children who are not toilet trained are not allowed in the pools.
- H. No diving from the pool deck is allowed at any of the SBHOA#2 pools. Diving from the starting blocks at the DesertView pool is only allowed during swim club practices and/or events.
- I. Pool users may not use air mattresses, large flotation devices or more than two noodles. No flotation devices of any kind are allowed in the spas.
- J. No smoking, including electronic cigarettes, is permitted within the boundaries of all SBHOA#2 pool areas.
- K. No pets are permitted in any pool area at any time except for service animals.
- L. No glass is allowed in the pool areas at any time. Food and/or alcoholic beverages are only allowed if provided by a SBHOA#2 kitchen or during events approved by the Board or its designee. Non-alcoholic beverages in plastic or metal containers are permitted.

- M. If a violation of this section is observed, fitness center personnel should be notified (or the SaddleBrooke Patrol if fitness center personnel are not available).

### Section 6.02 Sports and Fitness Facilities

- A. Alcoholic beverages may not be brought into any of the SBHOA#2 facilities including on the golf courses. SBHOA#2 must furnish all alcoholic beverage service.
- B. No person under the age of 18 is allowed in the SBHOA#2 Fitness Centers.
- C. Appropriate workout attire is required in the fitness centers. Regular gym attire is preferred. No cut-offs. No bare midriffs. Any type of athletic shoe is acceptable, as long as the heel and toe are enclosed. No sandals or flip flops. A staff person must approve any exception.
- D. Members/owners, associate members, renters and their guests using any SBHOA#2 fitness center equipment must sign a Release of Liability (ROL) form before using the equipment.
- E. Procedures for the use of all equipment, including but not limited to: sign-in procedures, maximum usage time and post-usage cleaning, are posted at each facility and must be followed.
- F. All items for bulletin boards and magazine racks must have prior management approval before posting.
- G. Lockers and showers are to be used only by members/owners, associate members, renters and their guests in conjunction with use of the sports and fitness facilities.

## ARTICLE VII FACILITIES

### Section 7.01 Hours

SBHOA#2 clubhouses are open seven days a week. Events and activities will determine the actual hours. Extended hours must be approved through the SBHOA#2 Administration Office.

### Section 7.02 Membership Cards

Membership cards must be carried at all times by members/owners, associate members and renters as proof of their right to use the facilities.

### Section 7.03 Guest Cards

Guests wishing to use the facilities when they are not accompanied by a resident must have a guest card in their possession.

#### Section 7.04 Dress Code

Swimwear or metal spiked golf shoes are not allowed anywhere in any SBHOA#2 clubhouse. Shirts, pants or shorts, skirts or dresses and shoes shall be required for all persons. Tennis and golf clothes are appropriate. Management has the right to refuse service.

#### Section 7.05 Smoking

Smoking, including electronic cigarettes, is not permitted within any SBHOA#2 buildings or pool areas at any time.

#### Section 7.06 Weapons

No weapons of any type are permitted in any of the SBHOA#2 facilities except during concealed weapon classes or gun club meetings that have been authorized by the Executive Director. Law enforcement officials are exempt.

#### Section 7.07 Food and Beverage

- A. Outside catering is not permitted in any of the SBHOA#2 facilities unless authorized by the Executive Director.
- B. Food and beverages including potluck functions, self-catering and brown-bag meals are not allowed in any of the SBHOA#2 facilities.
- C. Alcoholic beverages may not be brought into any of the SBHOA#2 facilities including on the golf courses. SBHOA#2 must furnish all alcoholic beverage service.

#### Section 7.08 Activity Rooms

Policies and information concerning room usage can be obtained in the SBHOA#2 Administration Office.

#### Section 7.09 Libraries

Current rules on usage are found in each of the SBHOA#2 libraries.

#### Section 7.10 Posted Notices

No posted notices may be placed in the clubhouses without prior management approval.

#### Section 7.11 Kitchens

Non-employees are not allowed in kitchens or bar service areas unless authorized by the Executive Director.



## Section 7.12 Animals

Only service animals will be allowed.

## ARTICLE VIII AMENITIES

### Section 8.01 Tennis

SaddleBrooke Tennis Club is responsible for the rules affecting tennis. Specifics can be found at Tennis under Amenities at the SBHOA#2 website: [www.sbhoa2.org](http://www.sbhoa2.org).

### Section 8.02 Golf Courses

- A. For the purpose of these Rules and Regulations, the term SaddleBrooke SBHOA#2 golf courses shall refer to the MountainView and The Preserve courses and the practice facilities located in SaddleBrooke SBHOA#2.
- B. **During Golfing Hours**  
Only golfers, emergency vehicles and authorized service vehicles are allowed on SaddleBrooke SBHOA#2 golf courses.
- C. **During Non-Golfing Hours**
1. Residents should check with the Golf Pro Shop or the SBHOA#2 website ([www.sbhoa2.org](http://www.sbhoa2.org)) under "Golf" for walking hours.
  2. Residents must obey posted walking hours, posted signs and any instructions from authorized personnel.
  3. During posted walking hours, golf carts, walking or jogging are allowed only on the cart paths. No activity whatsoever is permitted at any time in, on or around the ponds on the golf courses.
  4. Residents using the golf courses must present their Membership Card whenever requested by authorized personnel.
  5. It is the responsibility of the resident using the cart paths for walking or other approved activities to be aware of their surroundings and their personal safety. The resident must yield to the golf staff as they perform their daily maintenance duties.
- D. **No pets are allowed on any area of the golf courses at any time.**
- E. Alcoholic beverages may not be brought into any of the SBHOA#2 facilities including on the golf courses. SBHOA#2 must furnish all alcoholic beverage service.
- F. Violations of any of the above may include, but are not limited to, suspension of membership privileges and/or monetary fines.

### Section 8.03 Other Amenities

The SaddleBrooke Senior Softball Association (SSSA), the SaddleBrooke Pickleball Association (SPA), the SaddleBrooke Dog Park Association (SDPA) and the SaddleBrooke Horseshoers (SH) have License Agreements with SBHOA#2. The bylaws, rules and membership fees for the use of these facilities can be found on the SBHOA#2 website: [www.sbhoa2.org](http://www.sbhoa2.org).

## **ARTICLE IX COMMON AREAS**

### **Section 9.01 Violations**

- A. Members/owners, renters, guests or designees shall not plant or place anything on common areas or golf course property.
- B. Members/owners, renters, guests or designees shall not trim, prune or remove grasses, trees or bushes on any common area or golf course property.
- C. If a member/owner would like a tree or bush pruned or removed on common areas or golf course property, a written request must be submitted to have the work done. The applicable form is “Request for Pruning or Removal of Trees/Plants in the Common Area” and is available from the SBHOA#2 Administration Office.
- D. If a member/owner notices problems in a common area, such as, but not limited to, erosion or potential fire hazard, they should be reported on a SBHOA#2 Common Area Service and Facilities Request form and submitted to the SBHOA#2 Administration Office.

### **Section 9.02 Special Sanctions and Fines for Defacing Common Areas and Golf Courses**

Any significant defacing of common areas and golf courses, as determined by the Common Areas Supervisor or the Director of Golf Courses and Common Areas, will result in the filing of a vandalism/property damage complaint with the Pinal County Sheriff. Any Member/Homeowner violating this rule will be responsible for the costs that the SBHOA#2 incurs to bring the area involved to its original state (if possible). Defacing of trees or any other plant life will result in a fine of \$500, plus the cost to restore the area to its original state.

### **Section 9.03 Corner Lots**

Corner lots may or may not extend to the side street, depending on the deed. Clarification of whether an area adjacent to a side street is a common area, or part of a lot, can be obtained from the Common Areas Supervisor.

## **ARTICLE X MISCELLANEOUS**

### **Section 10.01 Clotheslines**

Outside clotheslines or other outside facilities for drying or airing clothes shall not be erected, placed, maintained or used anywhere in SBHOA# 2 including private yards unless not visible from neighboring properties, golf courses, common areas or street.

### **Section 10.02 Pets**

- A. Pet restrictions must conform to the Pinal County Ordinance.
- B. It is the pet owner's responsibility to remove and dispose of any solid waste deposited by his/her pet on common areas or private property. Pets, except service animals, are not allowed in any of the SBHOA#2 buildings.

### Section 10.03 General Nuisances

- A. All types of fireworks are prohibited.
- B. No sound emitting device(s) shall be operated in a manner so as to be offensive to neighbors.
- C. Refer to Pinal County Excessive Noise Ordinance (ORD # 050306 – ENO as amended by 031611-ENO-01.)
- D. Personal drone usage is prohibited.

### Section 10.04 Posted Notices

No notices may be placed anywhere on SBHOA#2 properties without prior management approval.

### Section 10.05 Garbage

Garbage and trash should be kept in covered containers which are stored so they are not visible from the street or neighboring property. Garbage containers shall not be placed at the curb before 6:00 p.m. the night before scheduled pickup and must be removed from the curb the same day as pickup. Residents are responsible for cleaning up their garbage if it is spilled or scattered.

### Section 10.06 Estate Sales

- A. Estate Sales are permitted in SaddleBrooke with limitations: Estate Sales are limited to properties where one of the following circumstances exist:
  - 1. The owner(s) of record has (have) decided to relocate from his/her existing SaddleBrooke property, thus requiring the total or partial liquidation of his/her existing personal property.
  - 2. An owner of record has passed away and the surviving owner, or in the case where all owners of record are deceased, the estate executor wishes to liquidate the estate, or a portion thereof, in preparation for the sale of the SaddleBrooke property.
  - 3. Property owner(s) may conduct a maximum of two (2) Estate Sales during their entire time in SaddleBrooke HOA#1 and HOA#2.
  - 4. “Garage Sales” and other sales, absent one of the circumstances described above, are not permitted in SaddleBrooke.

- B. To have an Estate Sale:
1. The appropriate SaddleBrooke Patrol Manager will be notified at least three (3) days in advance of any Estate Sale. This notification shall include the name(s) of the responsible person(s) who will be conducting the sale on-site. The Patrol will issue the owner(s) of record a color-coded permit which must be displayed for the duration of the sale in a front window of the residence where the Estate Sale will be taking place.
  2. The Patrol, at the time the permit is issued, will provide the owner(s)/estate executor(s) and/or the Estate Sale vendor with a current copy for Estate Sales excerpted from SaddleBrooke Rules and Regulations. The owner(s) of record of each property involved in an Estate Sales is/are responsible for compliance of all participants with all rules and regulations of SaddleBrooke.
  3. It is suggested, but is not a requirement, that property owner(s)/estate executor(s) contract with a firm whose business it is to conduct such estate liquidation sales.
- C. Allowed duration of Estate Sales: An Estate Sale is limited to duration of no more than two (2) consecutive days and can only be held on Friday and Saturday or Saturday and Sunday and is further limited to the hours of 8:00 AM to 6:00 PM.
- D. Signage: Two "Estate Sale" signs are permitted on the premises on the day of the sale. A sign may not exceed 18" X 24". Lead-in signs are permitted on SaddleBrooke common areas from 7:00 AM to 6:00 PM only on the day of the sale. No banners or balloons are permitted on the site of the sale or on the directional signs. All signs shall be removed within one hour of the close of the sale each day
- E. Display of Estate Sale Items: Sale items may only be displayed in the residence (including the garage,) the back patio, and both the back and side yards. The garage door shall remain closed. Only car(s) and/or golf cart(s) that are part of the sale may be displayed on the driveway. Any items that are displayed outside the residence, except those permitted on the driveway, shall not be viewable from the street.
- F. Parking: It is extremely important that on-street parking and traffic flow at the site of an Estate Sale be controlled so as to minimize any impact on resident traffic flow. Fire, ambulance, mail delivery, and trash vehicles require unimpeded, safe passage. Driveways shall not be blocked.
- G. Compliance with Rules and Regulations: On the day(s) of the Estate Sale, SaddleBrooke Patrol will check the Estate Sale site for any rules violations. The Patrol will notify the responsible party/parties on-site conducting the sale of any rules violations including traffic or parking violations. Following that notification and a reasonable (brief) time for

correction, citations will be issued for any further or continuing violations. Fines related to violations will be assessed, including for first-time violations.

### Section 10.07 Dumpsters

After permit approval by the Executive Director, dumpsters must be parked in the resident's driveway for the purpose of removing debris during the renovation of the resident's property. The dumpster must be removed after two weeks.

- A. Requests for extensions beyond the two-week period may be approved by the Executive Director.
- B. Failure to comply with the allowed timeframe established in the permit authorization will result in a fine to the homeowner.
- C. The resident shall ensure that the dumpster is emptied each time the debris extends to the top of the dumpster.
- D. The resident or contractor shall pickup any debris that spills from the dumpster.
- E. No part of the unit may extend past the driveway onto, into, and/or over the street or pedestrian pathway/sidewalk. Any curb or street damage incurred during drop-off or pickup is to be repaired at the owner's expense.
- F. A permit is required and must be obtained from the SBHOA#2 Executive Director prior to the delivery of the dumpster.
- G. The permit issued by the Executive Director must be prominently displayed for the entire period the dumpster is installed on the resident's driveway and must be visible from the street.

### Section 10.08 Temporary Moving/Storage Units/PODS (Portable On Demand Storage)

After permit approval from the Executive Director, PODS must be parked in the resident's driveway for the purpose of storage of household goods. The PODS must be removed after two weeks unless there are extenuating circumstances.

- A. Failure to comply with the allowed timeframe established in the permit authorization will result in a fine to the homeowner.
- B. No part of the PODS may extend past the driveway onto, into, and/or over the street or pedestrian pathway/sidewalk. Any damage to SBHOA#2 common properties incurred during the entire process from drop-off or pickup is to be repaired at the owner's expense.
- C. A permit is required and must be obtained from the SBHOA#2 Executive Director prior to the delivery of the Temporary Moving/Storage Units/PODS.

- D. The permit, issued by the Executive Director, must be prominently displayed for the entire period the PODS is installed on the resident's driveway and must be visible from the street.

#### Section 10.09 Instructions for Contractors

- A. There is no dumping or staging of construction materials (sand, gravel, dirt, etc.) on SBHOA#2 streets or roads.
- B. All construction materials are to be placed on the owner's driveway or property and may not extend onto and/or over pedestrian pathway/sidewalk.
- C. Placement of a Porta Potty shall not be within ten feet of any street/roadway or neighboring property.

### ARTICLE XI POLITICAL ACTIVITY, SOLICITATION, MAIL TUBES AND SIGNAGE

#### Section 11.01 Political Activity

- A. Door-to-door political activity may include solicitations for support or opposition regarding candidates or ballot issues, circulation of candidate nominating petitions or petitions in support of, or opposition to, an initiative, referendum or recall of a public officer.
- B. Any person engaging in political activity must prominently display an identification tag along with the prominent identification of the candidate(s) or ballot issue(s) that is/are the subject of the support or opposition.

#### Section 11.02 Solicitation

- A. **Definition:** For the purpose of this section, solicitation is defined as “any attempt to sell, persuade, promote, influence, coerce or approach” residents within SBHOA#2, directly or indirectly, for any purpose set forth in Section 11.02 B.
- B. The written approval of the Executive Director is necessary before any solicitation may be conducted in or on SBHOA#2 properties and common areas or on member/owner residential property for:
  - 1. The purchase of any product or service not directly and officially provided by SBHOA#2.
  - 2. The participation in any promotion of a public or private company and/or business, with the exception of SBHOA#2.
  - 3. The request for the donation of money, property or financial assistance of any kind, unless directly related to SBHOA#2 business and officially communicated by SBHOA#2.
  - 4. Community service projects not officially sponsored by SBHOA#2.

### Section 11.03 Mail Tubes

- A. Mail tubes affixed on residential mail posts are the property of the members/owners.
- B. The Board, committees, staff, SaddleBrooke clubs and organizations and individual members/owners may use these tubes to communicate non-commercial information of general interest.
- C. These mail tubes may not be used by any outside organizations, company, political organization or individual to solicit members/owners.
- D. All material placed in tubes must be identified by either the name of the club or organization or the name of the member/owner distributing the material. Anonymous material is not allowed.
- E. Any person, organization or company found violating the provisions of this policy shall be reported to the Executive Director or the Patrol.

### Section 11.04 Signage

No signs that are visible from neighboring properties shall be erected or maintained in residential or common areas of SBHOA#2 except:

- A. Signs required by legal proceedings.
- B. Identification signs for individual residences, provided the number and specifications of such signs satisfy criteria established by the Architectural and Landscaping Committee Guidelines.
- C. Other signs including, but not limited to, those erected by RCI or its affiliates and construction job identification signs, directional signs and subdivision identification signs, that have been approved by the Board.
- D. Signs advertising individual residences must advertise only the property upon which they are placed. The Board, or its agent, may enter the lot for the purpose of removing any signs that do not comply with this subsection.
  - 1. Signs shall be no larger than 18" x 24" and its supporting frame no more than 30 inches wide with one 6" x 24" rider.
  - 2. Signs shall be restricted in placement to front yards only and shall not be placed adjacent to golf courses or green belts.
  - 3. Signs shall be placed no closer than one foot from the nearest part of the street or curb, whichever is closer.
  - 4. One "Open House" sign on the premises is permitted from 8:00 a.m. to 6:00 p.m. on the day of the Open House. "Lead-in" signs are permitted on common areas.
  - 5. The Rules shall complement but are subordinate to county, state and federal laws and the SBHOA#2 governing documents (see [www.sbhoa#2.org](http://www.sbhoa#2.org)).
- E. Signs for approved community events.
- F. No contractor or maintenance signs are to be displayed at any time. Posting of these signs will result in a fine to the homeowner.

- G. Alarm system signs must be installed in the yard or posted in windows that identify the alarm business and a telephone number to call when the alarm has been activated.
- H. "For Sale" signs on vehicles, golf carts, and RVs.
  - 1. One "For Sale" sign per vehicle.
  - 2. "For Sale" sign shall be no larger than 16" x 20".
  - 3. "For Sale" sign shall not be painted on the vehicle.
  - 4. If not in use, a vehicle displaying a "For Sale" sign may be parked in the driveway of a member/owner except for large RVs which can be parked in front of the residence of the member/owner per the requirements of Article V, Section 5.03 Recreational Vehicles (RVs) and Utility Trailers.
  - 5. Vehicles for sale are not to be parked in common area parking lots except in the normal course of the owner's use.
- I. Political signs must adhere to State and County signage regulations.



## **ARTICLE XII SCHEDULE OF FINES, SANCTIONS, PENALTIES AND ADMINISTRATIVE CHARGES**

The following fines and penalties shall apply to violations of all Articles of these Rules that do not carry specific fines, sanctions and/or penalties:

- |                     |  |
|---------------------|--|
| 1st offense:        | Written warning  |
| 2nd offense:        | \$40 fine and/or suspension of membership privileges for up to 30 days as determined by the Executive Director.                  |
| 3rd offense:        | \$75 fine and/or suspension of membership privileges for a period not to exceed 60 days as determined by the Executive Director. |
| 4 or more offenses: | Refer to the Board for action.   |

### **A. Traffic Moving Violations**

For each additional violation of the same nature, the fine will be **doubled**.

1. Speeding up to 15 mph over the limit: \$50
2. Speeding 16 mph or more over the limit: \$100
3. Failure to obey a stop sign: \$50
4. Driving a golf cart under age: \$50
5. **Speeding** in a designated Safety Corridor up to 15 mph over the limit: \$100
6. **Speeding** in a designated Safety Corridor 16 mph or more over the limit: \$200

### **B. Parking Violations**

For each additional violation of the same nature, the fine will be **doubled**.

1. Parked in a fire lane or in front of a fire hydrant: \$50
2. Parked in a disabled space without a proper permit: \$50
3. Parked in a non-designated area: \$50
4. R.V. overnight parking: \$50
5. Other parking violations, i.e., off street paths and sidewalks: \$35
6. Overnight parking on street: 1<sup>st</sup> Offense – Warning, 2<sup>nd</sup> Offense -- \$35
7. Commercial vehicle parking overnight: \$50

The previous fines are based on a 12-month period preceding the last violation.

**C. Pedestrian Violations**

1. Walking on golf course before/after posted hours: \$25
2. Not staying on designated golf course path: \$25
3. Walking on golf course with pet: \$25

**D. Pet Violation**

Disciplinary measures may include, but are not limited to, suspension of membership privileges and/or monetary fines up to \$200 per offense. These penalties will be imposed at the discretion of the Board.

**E. Code of Conduct**

Disciplinary measures may include, but are not limited to, suspension of membership privileges and/or monetary fines up to \$1,000 per offense. These penalties will be imposed at the discretion of the Board.

**F. Failure to File Rental Agreement**

A copy of the lease or other confirmation of rental from the Member/Homeowner must be filed with the SBHOA# 2 Administration. Failure to file will result in a fine of 1/12 of the annual Community Service Fee for each 30-day rental. All fines previously incurred by the Member/Homeowner must be paid by the date of filing.

**G. Defacing Common Areas and Golf Course Penalties**

Any significant defacing of Common Areas and Golf Courses, as determined by the Common Areas Supervisor or the Director of Golf Courses and Common Areas, will result in the filing of a vandalism/property damage complaint with the Pinal County Sheriff. Any Member/Homeowner violating this rule will be responsible for the costs that the SBHOA#2 incurs to bring the area involved to its original state (if possible). In addition, defacing of trees will result in a fine of \$500 per tree, plus the cost to restore the area to its original state.

**H. Permit Violations**

Permits for Estate Sales, Dumpsters and PODs must be obtained prior to the delivery of the Dumpsters and PODs and before an Estate Sale. Failure to obtain the required permit for Dumpsters and PODs will result in a fine of \$50. If a permit is not obtained within three days, the fine will be doubled for every three days thereafter. Failure to obtain the required permit for an Estate Sale will result in a fine of \$75.

**I. Golf Course Violations**

Disciplinary measures may include, but are not limited to, suspension of membership privileges and/or monetary fines up to \$200 for the first offense and up to \$500 for repeated offenses. These penalties will be imposed at the discretion of the Board.

**J. Administrative Charges**

1. Copies:
  - Black and White .10/page
  - Color .25/page
  - Scan & Email .25/page
  
2. Faxes:
  - Outgoing \$2.00/page
  - Incoming .50/page
  
3. Restroom Keys \$5.00/key
  
4. Transparency \$1.00/page
  
5. Laminating \$1.00/page
  
6. SBHOA#2 Cards:
  - New Free
  - Replacement \$5.00
  
7. SBHOA#2 Renter Cards:
  - New \$5.00
  - Replacement \$5.00
  
8. SBHOA#1 to SBHOA#2 Cards:
  - New Free
  - Replacement \$5.00
  
9. SBHOA#1 to SBHOA#2 Rental Cards:
  - New \$5.00
  - Replacement \$5.00