



# Policies & Rules Information Manual

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## Section A: Introduction & Definitions

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The Sun Lakes Homeowners Association #1, Inc., Policies & Rules Information Manual is for member information and guidance. Publication of this manual is intended to consolidate relevant information and policies that affect our conduct and lifestyle as citizens and homeowners.

Basic policy shall be to conduct ourselves in such a manner as to reflect pride in our community and respect for the rights of others as we share the benefits and privileges of living in Sun Lakes.

The intent of the information and policies in this manual is to:

- preserve and protect the lifestyle of our community;
- maintain and enhance its values, beauty and service to our residents, property owners and guests; and
- assure continuity of a community where friendliness, cooperation and respect for the rights of others will prevail.

This manual has been approved by your Board of Directors. We encourage you to become familiar with its contents and adhere to the rules and policies within.

### DEFINITIONS

Sun Lakes Homeowners Association #1 = SLHOA #1 = Association

Sun Lakes Country Club = Sun Lakes 1 = SL #1

Sun Lakes Resident = a resident of any of the Sun Lakes Communities, which are:  
Sun Lakes 1, Cottonwood, Palo Verde, Ironwood and Oakwood

SLHOA #2 = Cottonwood and Palo Verde

SLHOA #3 = Oakwood and Ironwood

## Section B: Insurance

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Each member is responsible for the insuring of his or her own real and personal property. It is the responsibility of the member to obtain personal liability insurance. The Association is not responsible for an owner, resident or guest's actions (i.e., one person hits a golf ball through the window of a home).

*More information: Article 9, Declaration of Covenants, Conditions and Restrictions (CC&Rs).*

## Section C: Administration

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### 1. Operations

The Association was incorporated September 19, 1972, in the State of Arizona as a non-profit C corporation. It was formed for the purpose of owning, maintaining and operating facilities and services for its members. The only members are owners of property in SLHOA #1, consisting of 2,139 lots. Please refer to the Bylaws, Articles of Incorporation and Deed Restrictions (CC&R's) which outline in detail how the Association must operate, as well as this Policies & Rules Information Manual.

The Board of Directors is responsible for conducting the business affairs of the Association and for establishing and enforcing policies, rules and regulations as provided under the Articles of Incorporation and Bylaws. Your Board of Directors hires an Administrator who reports to the President of the Board. The Administrator is responsible for operating the Association on a day-to-day basis pursuant to the Board's established Policies & Procedures, Plan of Operation and governing documents.

### 2. Association Membership and Age Certification

#### **Membership**

Membership in Sun Lakes Homeowners Association #1, Inc. (SLHOA #1) is a privilege and an obligation of importance. Membership is mandatory for all lot owners in SLHOA #1. In conjunction with your purchase of a lot(s) at SLHOA #1, you received a Facilities Agreement, which stipulates your obligations to the Association. Membership ID cards will be issued as follows:

- Picture ID cards for homeowners of record on the recorded deed (2 maximum)
- Property held in a Trust: The ID card will have pictures of the owners of the trust, if proof is provided. If no trust can be provided, "Occupant" cards will be issued.
- Property in the name of an LLC, holding company or any type of business entity, ID cards with pictures as long as proof of ownership is provided.

#### **Age Certification**

The legal status of the Association is as an Over 55 Community. The federal Fair Housing Law requires that the Association track the ages of all residents, regardless of whether they rent or own the unit. The Declaration of Restrictions states that Sun Lakes Country Club is specifically limited to adults, and that at least 80% of all residents in Sun Lakes HOA #1 must be 55 or older. The remaining 20% of residential units must have at least one occupant who is forty- five (45) years of age or older. No person who has not yet reached their nineteenth (19th) birthday may reside permanently in SLCC.

### 3. Sun Lakes Unit and Lot Numbers

Your Sun Lakes account number is only four digits. In order for the Association to keep an accounting of the 2,139 lots, an account number has been assigned to each lot. The 2,139 lots are divided by geographical boundaries into 13 different units. Each unit is assigned a specific number of lots. Your account shows both your unit and lot number as shown in the following table:

UNIT #	LOT NUMBERS	ACCOUNT NUMBERS	TOTAL
1	1 - 234	1001 - 1234	234
2	1 - 235	2001 - 2235	235
3	1 - 315	3001 - 3315	315
3A	1 - 52	0001 - 0052	52
4	1 - 254*	4001 - 4254	248
4B	255 - 256	4255 - 4256	2
5	1 - 461	5001 - 5461	461
6	1 - 282	6001 - 6282	282
7	1 - 88	7001 - 7088	88
8	1 - 69	8001 - 8069	69
9	1 - 76	9001 - 9076	76
9A	1 - 8	9101 - 9108	8
41	1 - 69	9201 - 9269	69
TOTAL UNITS			2,139
*Lots #4030 - 4035 (6 lots) in Unit 4 are not used for resident owned lots. These lots were set aside for a park and pool area, known as the Oasis.			

### 4. Association Documents – Copies for Members

A homeowner requesting copies of private Association documents (except for the annual audit) will be charged the current per page rate for copies and will be required to sign a confidentiality agreement per Arizona Revised Statutes (ARS). Public Association documents such as Policies & Rules, Articles of Incorporation, Architectural Rules, CC&Rs, Bylaws, etc. are provided to members at no cost at the time of purchase of their home. Members will be charged a per page fee for replacement copies of these documents. Public Association documents are available on the website and can be accessed at no cost to members.

#### **Arizona State Statute 33-1805**

“All financial and other records of the association shall be made reasonably available for examination by any member or any person designated by the member in writing as the member’s representative. The association shall not charge a member for any person designated by the member in writing for making material available for review. The association shall have (10) ten business days to fulfill a request for examination. On request for purchase of copies of records by any member or any person designated by the member in writing as the member’s representative, the association shall have (10) ten business days to provide copies of the requested records. An association may charge a fee for making copies of not more than (15) fifteen cents per page.”

## Section D: Laws, Ordinances, Regulations & Enforcement Procedures

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As property owners and as residents, each of us is subject to applicable Federal, State and Maricopa County laws. We are also subject to applicable ordinances, regulations and restrictions imposed by legally constituted authorities and agencies having jurisdiction. Each of us is individually responsible to observe and comply with the governing agency's documents.

**PLEASE READ ALL GOVERNING DOCUMENTS.** Lack of knowledge of its contents will not be considered an excuse should you violate your deed restrictions. Governing Documents are available on the HOA website.

### 1. Governing Agencies and Documents

- a) Federal and State of Arizona laws and ordinances.
- b) Maricopa County laws and ordinances. Note there are no city laws and ordinances because we are located in an unincorporated area of Maricopa County.
- c) **Declaration of Covenants, Conditions and Restrictions (CC&R's)**  
Recorded Deed Restrictions for each unit and lot that set up age restrictions, architectural control, etc.
- d) **Articles of Incorporation**  
Outlines the purpose of our non-profit Association.
- e) **Bylaws**  
Sets up how our Association should operate.
- f) **Policies and Rules** (*this manual*)  
Adopted by the Board of Directors defining how our Association should operate on a day-to-day basis.
- g) **Enforcement Procedures and Code of Conduct**  
Policies and procedures outlining enforcement procedures when violations occur and outlines the association's code of conduct.
- h) **Architectural Rules**  
Rules used by the Architectural Committee for approval or disapproval of exterior changes to members' homes.
- i) **Plan of Operation and Budget**  
Yearly fiscal plan of operation.



## Section E: Use Privileges

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### 1. Members

A Member in Good Standing means that the Member is not delinquent in the payment of any Assessment or any other amounts owed to the Association, and the owner, as well as any resident or guest, is not in violation of the Community Documents. Member privileges include access to and use of facilities and participation in all activities available through ownership, including voting privileges.

### 2. Renters

Members in Good Standing may assign their use privileges to people renting their property by completing a Letter of Intent at the Association administrative office, except as hereafter specifically stated. Age restrictions in accordance with deed restrictions apply to renters. If an owner rents out his or her property and wishes to transfer use privileges, they must turn in their homeowner ID card(s) and forfeit all of their own use privileges. The Association will issue renter cards when the owners return their homeowner ID cards to the Association.

### 3. Additional Occupants

The additional occupant card entitles a resident to the following:

- a) Mandatory charge to owner when the number of persons per lot exceeds two (2) residents after 30 days. The charge is 50% of the annual dues that may be paid on a monthly, semi-annual or annual basis for every person over two per lot. The fee entitles the resident to full resident use privileges.
- b) Additional occupants are entitled to be part of the draw for tee times, and they may also purchase an annual golf pass at the same rate as a member.
- c) The men's and women's golf associations allow additional occupants to join their organizations.

Any owner (whether they are from a single, double or multi-owned lot) may obtain an additional occupant card at any time.

### 4. Facility Use Rights of Multi-Owners

Homeowner dues, budget and usage of the facilities are based upon the presumption that there will be two (2) persons per lot residing in Sun Lakes 1. Therefore, the following rules and procedures are adopted:

- a) Even though there are more than two (2) owners on the recorded deed of a lot in Sun Lakes 1, only a maximum of two (2) of the owners are entitled to receive homeowner's cards and to pay annual greens fees. It is a

requirement for all members to carry a current SLHOA 1 membership card while on association property for identification purposes.

- b) Two owners of a multi-owner lot must be designated for a minimum of one (1) year. If owners wish to make changes in less than one year since the most recent designation, they may do so for an administrative service fee as defined in the schedule of fees for the association.
- c) The fee may be waived if the change is the result of the death of a designated owner, or if a copy of the deed reflects a designated owner is no longer an owner of the property.
- d) The designated owner(s) will automatically be renewed on an annual basis unless he or she notifies the Association in writing of the newly designated owner(s) for full use privileges for the upcoming year. This written notice must be received by the Association prior to the anniversary date of the existing designated owners.
- e) The designated owners with full resident privileges and responsibilities will receive by mail or email all Association correspondence, including homeowner dues information, statements, ballots, information, letters, etc.
- f) The owners of multi-owned property who are not the designated owners have the following rights and restrictions:
  - They may reside in the Sun Lakes Country Club home for a period of thirty (30) days with no additional charge as guests of the designated owners.
  - The additional owner(s) of the multi-owned property may request an additional occupant card at any time to enjoy full use privileges as a member.

## **Section F: Guest Policy**

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### **1. Duration of Stay Requirements**

To “reside permanently” means any person residing in SLCC for a period in excess of thirty (30) days per calendar year.

After a period of thirty (30) days per calendar year, guests nineteen (19) years of age and over will be classified as a resident. The member or renter must then register the guest(s) at the Association’s administrative office and pay an additional occupant fee. Once a person is classified as a resident, such person shall not be entitled under any circumstances to the 30-days per calendar year guest classification unless such person moves away from Sun Lakes 1 for one year or more, and later returns as a visitor in the capacity of a valid guest (see

Section E, Use Privileges). Guests under the age of nineteen (19) years of age may not stay longer than 30 days per calendar year under any circumstance.

The monthly fee charged to each person in excess of two (2) occupants classified as a resident living in the same household, is computed as follows:

(50% of annual homeowner's dues divided by twelve (12) months)

This fee must be paid whether the facilities are used or not.

## 2. Guest Use of Facilities Rules

The following rules have been established for guests, and they are strictly enforced:

- a) Member or renter must apply for the guest pass on behalf of the guest.
- b) Member dues must be current when guest pass is issued.
- c) Member or renter is directly responsible for making sure guest understands and abides by rules and policies.
- d) Guests may not use the equipment and material in the Woodshop, the Tennis ball machine, Arts & Crafts Room, or Rock & Gem Rooms.
- e) When using the facilities without the presence of a homeowner, guest(s) must have a valid guest pass in his or her possession. A person can only be a guest for thirty (30) calendar days a year, even if they are sponsored by more than one member.
- g) All persons under age 19 must be accompanied by a member or a guest with a pass. Guest passes are not issued to persons under the age of 19.
- h) A guest may use some facilities without a guest pass, but only when accompanied by a homeowner. This does not apply to section d above.
- i) Guests of legal alcohol drinking age with a guest pass must be accompanied by an SLHOA#1 member in order to purchase and consume alcohol. Guests may be asked to provide proof of age. Legal, valid forms of identification will be accepted.

## 3. Apartment Renters

Residents of the apartment complex located North of SLCC are not allowed to use the facilities unless they are the guest of a homeowner and have the proper identification.

#### 4. Facilities for Exclusive Use of Adults (No One Under the Age of Nineteen)

The following facilities are for the exclusive use of adults only. No one under the age of nineteen (19) is permitted to utilize the:

- Exercise Rooms, Jacuzzis, Sauna and Lap Pool (including rest rooms)
- Jacuzzi at the Oasis Pool Complex
- Arts and Crafts Center
- Card Rooms

#### 5. Use Restrictions / Privileges for Guests (Under Nineteen Years of Age)

When accompanied by an owner or a guest with guest pass, persons under the age of nineteen (19) may use the main swimming pool, the Oasis pool and related facilities:

- a) Regular pool hours for guests under the age of nineteen (19) are 10:00 a.m. to 2:00 p.m. daily. Pool hours are extended to 6:00 p.m. for guests under nineteen (19) on the following holidays: New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, Mother's Day and Father's Day.
- b) All persons under nineteen (19) may dine on the clubhouse patio, the Sunset Grill, and can be on the Oasis grounds and Ramada until 2:00 p.m. daily, provided they are accompanied by the sponsoring homeowner or by a person with a guest pass from the homeowner. Parents and grandparents are expected to direct their children and grandchildren to behave in a manner befitting a country club environment.

If the Ramada area has been reserved for a private function and guests under the age of nineteen (19) are invited, hours are extended for those guests for the duration of the function.

- c) Persons under the age of nineteen (19) may use the following facilities without any time restrictions, however they must be accompanied by a resident or adult with a guest pass:

Shuffleboard courts	Horseshoe pitching courts	Golf Course
Tennis courts	Greenbelt areas	
Pitch & Putt course	Fishing in lakes	

- e) Persons under the age of nineteen (19) must use the shower located on the outside of the Fitness Center next to the large swimming pool. The restrooms located outside of the Arts & Crafts building are available for changing (rest room signs are posted). The restrooms inside the Fitness Center are for adults only.

- f) Children in diapers who are not toilet trained are strictly prohibited in the pools.

## 6. Who May Have Guests

Members of the Association (SLHOA #1) and renters are the only persons entitled to have guests use our recreational facilities. Residents of SLHOA #2 are welcome to use our recreational facilities per the Reciprocal Agreement, however they cannot extend those use privileges to others outside of our communities.

Residents of SunBird and other communities are not allowed to use our facilities except as guests of members or renters.

Private parties may have people under the age of nineteen (19) in attendance. Guests must stay in the event area. Guests may not wander throughout the clubhouse or outside. Young children using restrooms must be escorted from and to event area by an adult.

Pursuant to state law, it is illegal for anyone to operate a golf cart without a valid driver's license, current registered license plates, and insurance.

## **Section G: Swimming Pool Rules**

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Member, renter and guest identification may be checked at any time to ensure that only authorized persons are using our facilities. Please cooperate with the Community Services staff if you are asked to show your membership or guest card.

### **Swimming Pool Hours:**

*(See Section F, Guest Policy for swimming pool hours for guests under the age of 19.)*

- The Oasis is open from 6:00 a.m. to 10:00 p.m.
  - The main pools open at 6:00 a.m. and close at 10:00 p.m.
  - The lap pool and Jacuzzi are part of the Fitness Center which opens at 6:00 a.m. and closes at 10:00 p.m. The lap pool is open from 6:00 a.m. to 10:00 a.m. for lap swimmers and walkers only, after which time it is open to all other swimmers.
1. All members, renters, and guests use the pool at their own risk (there is no lifeguard on duty). Guests under the age of nineteen (19) must be accompanied by an adult nineteen (19) years of age or older. See Guest Policy, Section F, for hours and restrictions applying to guests under the age of 19.
  2. Management reserves the right to close the pool(s) during inclement weather.
  3. Pools are for use of members, renters, and their guests only.

4. Association showers must be used before using the pools.
5. If oils or lotions are used, they must be removed by showering with soap before entering the pools. Oils and lotions clog the filters and smudge the pool walls, which may result in costly repairs and chemicals. Residents and guests should use towels on pool furniture.
6. No food or beverages are permitted on the swimming pool “deck” areas. This is in accordance with Arizona state law. Only water in plastic containers is permitted.
7. Proper swimwear is required -- no street shoes, shorts or cutoffs allowed. Swimwear must be appropriate for a country club atmosphere (thongs are not permitted, and speedo type bathing suits for men are not permitted). Pool shoes also used as street shoes are prohibited. Persons who must wear diapers (baby or adult) are strictly prohibited in the pools.
8. Smoking is prohibited in lower areas surrounding all pools and Jacuzzis.
9. No diving or jumping allowed in any Association pool.
10. No running is allowed in any pool area.
11. Flotation Devices & Balls Rule

The use of flotation devices is restricted to those that will enhance personal safety or for exercising. The use of arm water wings (“floaties”), inflated rings, life jackets and noodles are permitted. The use of plastic milk or water containers or kickboards is also permitted for exercise by persons nineteen (19) years of age or older. The use of inflatable inner tubes, rafts, boats, boards, etc., is not permitted. Only soft inflatable plastic beach-ball type balls are permitted in the pool area; however, they must not impede on the enjoyment of others using the pool. The staff member on duty has the right to determine if a flotation device or the type of ball being used complies.

## **Section H: Emergency, Patrol, & Emergency Phone – 911**

Sun Lakes Country Club’s Community Services Department provides a wide range of services to the homeowners. The staff are not police officers and do not have the authority to arrest any citizen. The staff serves the membership by observing activities within the community, assists members when possible and assists the Fire Department and Sheriff’s Department when requested or needed. For non-emergencies you can reach the Community Services Department by calling (480) 895-1000.

Due to the fact that Sun Lakes Country Club is not within city limits, the community is under the protection of the Maricopa County Sheriff's Department. Members, renters and their guests are subject to traffic laws, speed limits, neighborhood watch program, etc. **In emergency situations, always call 911 for the Sheriff's Department or Fire Department before contacting the Community Services Department.** If a crime has already taken place and there is no longer an immediate emergency, please call (602) 876-1011 to reach the Sheriff's Crime Stop hotline.

It is extremely important that you keep your contact information and your emergency contact information up to date with the Association's administrative offices at all times. This serves members in two ways:

1. It ensures that pertinent information that is mailed or emailed to you reaches you. It is important that you receive correspondence and dues invoices that are essential to membership compliance. Emailed (or eBlasted) items include Board approved motions that affect new and ongoing projects, changes to policies and rules, and also weekly updates about activities and events that may affect you in the community (i.e., roadwork, utility projects).
2. The Community Services Department staff will alert you or the emergency contact name and number you provide in the event of an emergency.

You may obtain an emergency contact update form at the Administrative Services desk in the clubhouse. If you have any questions, please call (480) 895-9270.

## Section I: Clubhouse

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### 1. General

The clubhouse is for the recreation and pleasure of all members and their guests. The Administrator and clubhouse staff will assist you in any way possible. **It is everyone's responsibility to prevent and report abuse, damage or theft of the furnishings and equipment.**

### 2. Bulletin Boards / Posted Notices

The clubhouse is the communications center for members. Public notices can only be posted on Association property subject to the following rules:

- a) Non-Association endeavors and commercial advertising notices may not be posted. SLHOA#1 does, however, sell advertising to clients hosting seminars which benefit the members of the association. General advertising may also be purchased in the Sun Laker newsletter.
- b) Approval must be sought from the Communications Coordinator prior to placing any type of notice on Association property.
- c) The maximum size of any notice is 8 1/2" x 11" (portrait or landscape).

- d) Notices or Posters larger than 8.5" x 11" may be displayed within seven (7) days of the event or activity. These posters must be approved and scheduled by the Communications Coordinator. The Communications Coordinator has the right to limit the number of posters or notices for an event. No signs or posters may be taped to any wall or window on association property.
- e) The association may post large informational posters or notices for longer lengths of time (ex: blueprints for an upcoming construction project).
- f) Notices for recreational and cultural activities may only be posted for events held in Sun Lakes Country Club. Notices received from SLHOA #2 and SLHOA #3 will be posted in their own display case. Each Association is responsible for maintaining their section of the display case.
- g) Notices cannot remain posted in excess of four (4) weeks.
- h) Types of fliers that may be posted are for social events, official notices and activities, one (1) poster per event.
- i) The bulletin board located near the front desk may be used by Sun Lakes community residents (only) to post items for sale. It may not be used for commercial purposes. Forms must be obtained from the Administrative Services Department. Association staff will remove the posted item after a period of 30 days.

### 3. Dress Code

All homeowners, renters and guests must wear proper attire when using facilities.

#### **Proper Dress in Country Club Facilities**

Clothing covering the torso must be worn over swimwear when inside all facilities (except in the Fitness Center, where workout clothes may be worn).

Footwear is required in all areas of the clubhouse however no steel spiked shoes of any kind are permitted.

When dining in the restaurant or using the lounge, attire should be worn that is conducive to a country club and lounge atmosphere.

#### **Proper Attire for Ladies**

No shorts shorter than the end of a person's fingertips when hands are by their side, and no swim wear is permitted in the clubhouse. Ladies may wear any style top with the stipulation that the top is in good taste and provides sufficient body coverage so as to be appropriate for a conservative, adult community environment.



**Proper Attire for Gentlemen**

Shirts with sleeves must be worn at all times, unless in the pool area. Sleeve size on shirts must be within the same size as a standard T-shirt. Slacks, golf and longer length tennis shorts are permissible. Athletic shorts and short shorts are not considered proper attire.

**Proper Attire for Tennis and Pickleball**

See Section N: Racquet Courts.

**Proper Attire for Pitch & Putt**

Shirts must be worn at all times. No swim wear or short shorts are allowed.

**Proper Attire for Golf Course**

No athletic shorts, swim wear or tennis shorts are permissible for women or men. No halter tops, spaghetti straps or swimsuits are permissible.

Men must wear a collared or mock turtleneck shirt with sleeves at all times. Slacks or golf shorts are permissible. Men's approved shorts must be no shorter than mid-thigh.

Golf shoes, sneakers or rubber soled shoes must be worn on the golf course and driving range. Any footwear that will damage the greens is strictly forbidden (metal spikes expressly prohibited).

Any person violating the dress code will be asked to leave the premises by the Golf Professional or his designee, until such time that the member, renter or guest is dressed according to this policy.

**4. Facilities Reservations & Use**

The following facilities shall be reserved by the Board of Directors and Association Staff for Association related meetings, events, seminars and activities; and by SLCC residents only for private parties or by Sun Lakes clubs or organizations: Arizona Room, Navajo Room, Navajo Room Lounge, Friendship Room, Mirror Room, Arts & Crafts Room, Large Card Room and Oasis Ramada. To reserve these areas, the sponsoring resident or authorized Association Staff must complete a room rental agreement available at the clubhouse office.

The Oasis Ramada is available for private parties and must be reserved at the Administrative Services office. See section W - Room Use Fees

All other facilities, such as the small card rooms, pool room, and men's and women's exercise rooms and swimming pool areas, are on a first-come, first-served basis and cannot be reserved for private parties.

Once a facility is in use, the person or group has a choice of whether or not they want others to join them in the use of the facility.

The use of lighted candles in open containers is prohibited in the clubhouse. The flame must be enclosed in a chimney made of non-combustible materials, such as a glass "hurricane-type" container.

#### 5. Poker Table Rule

A minimum of four (4) people are required to use a poker table.

#### 6. Cash on the Table Rule

Members who are involved in games of chance may only use poker chips or other types of tokens. Cash is not permitted to be visible on the table at any time.

#### 7. Billiard Room Rules

- a) Do not sit or lean on the tables. A crutch (bridge) must be used if necessary.
- b) Pool cues and balls are Association property and may not be removed from the Billiard Room.
- c) Children 12-18 years of age may use the Billiard Room when accompanied by a resident.

#### 8. Lost and Found

Items turned in to Lost & Found will be kept for approximately thirty (30) days and then given to one of the clubs for sale.

#### 9. Smoking Policy

Smoking is not allowed anywhere in the clubhouse. Although smoking is permitted in designated areas, we ask that members refrain from smoking near open doorways, in consideration of non-smokers.

## **Section J: Pet Rules**

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Pets are prohibited in the clubhouse, on the golf course, and in other recreation areas, whether leashed or not (with the exception of service animals).

Members and renters (at the homeowners' discretion) may own household dogs, cats or birds as pets. The pets must be kept on the lot occupied by the owner, and must be leashed upon leaving the premises. If the property is not fenced completely, the pet must be contained on the property by leash or any other humane manner. If the pet at any time becomes a threat to any person, the Board has the authority to demand it be removed from Sun Lakes HOA#1 properties permanently.

Pet owners are responsible for making sure their pets do not disturb the peace and tranquility of shared spaces. Pet owners allowing their dogs to bark continuously is a violation of this policy. Pet owners with continuously barking dogs will first receive a warning letter, advising them of the violation. If the barking persists, the pet owner will be notified of the second violation by letter and will be fined per the schedule of fines. Repeat violations of this policy may result in the Association alerting the Maricopa County Sherriff's Department to report a violation of the county noise ordinance.

Members, guests and renters are not permitted to tie up dogs to the bike rack near the automatic doors.

Fowl and reptiles may not be kept on any lot in Sun Lakes.

Pet owners are responsible for picking up pet waste when walking their pets.

Homeowners are ultimately responsible for making sure their renters adhere to this policy.

## **Section K: Fitness Center**

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1. The Fitness Center is open daily from 6:00 a.m. – 10:00 p.m.

2. Facilities Use

The Fitness Center includes an enclosed Jacuzzi, lap pool, two exercise rooms, men's and women's showers, saunas, locker rooms and restrooms. The area is furnished for the benefit and enjoyment of adult members and their adult guests. Persons under the age of nineteen (19) are not allowed in the Fitness Center. Use of the facilities and equipment is at the risk of the user. Persons using the facilities must adhere to posted rules.

3. Use of Lockers

The health center provides lockers free of charge to the residents and guests. Lockers are used at resident's own risk. The Association does not provide padlocks. Residents must use their own padlocks to secure their personal belongings, and padlocks are not allowed to remain overnight. The Association has the right to remove the padlock of any resident who does not adhere to this policy.

4. SLHOA#2 and SLHOA#3 Homeowners

A reciprocal agreement does not exist with SLHOA #2 or SLHOA #3 regarding the Fitness Center. It is only for the use and enjoyment of SLHOA #1 members, renters, and guests only.

## Section L: Oasis Pool and Ramada

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1. The Oasis Pool area is open from 6:00 a.m. to 10:00 p.m.
2. Pool use rules, restrictions and other pertinent information is covered in Section H of this manual.
3. The Oasis Ramada is available for private (SLCC residents) and or club functions. The Ramada must be reserved at the Administrative Services desk in the Clubhouse.

## Section M: Racquet Courts

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The Racquet Courts are for use of the SLHOA#1 homeowners, renters, guests, and members of the Pickleball Club. All players must have one of the following in their possession when using the courts.

- a) An HOA1 Homeowner, Renter, Additional Occupant ID Card, or Guest Pass.
- b) A current Pickleball Club ID Card
- c) A Guest Pass is not required when accompanied by a homeowner.

HOA1 Patrol will periodically check players using the courts and if a player does not provide one of the above required documents, they will be asked to leave the courts.

For specific guidelines regarding eligibility of use, see Section E: Use Privileges and Section F: Guest Policy.

### 1. Playing Time

- a) The Racquet Courts are open for play daily between 6:00 a.m. and 9:00 p.m. Court lights may not be used before or after these times.
- b) The Racquet Courts are reserved at various times throughout the week for members of the Pickleball Club. See Section N: Tennis and Pickleball for a chart detailing these times.

### 2. Pickleball Club Membership and Rules

- a) All SLHOA#1 members and renters with proper HOA ID cards are both encouraged and welcome to join the Pickleball Club for a nominal annual fee and to participate in Club Play times. Many levels of competition are available. Pickleball Club SLHOA#2 and SLHOA#3 members must pay the required HOA fee.
- b) Club Play time has a specific set of guidelines. These guidelines are enforceable only during Club Play and do not apply to Open Play time.

See Section N: Tennis and Pickleball. Additional rules and procedures can be obtained from the Pickleball Club.

### 3. Homeowner / Open Play Time

- a) Homeowner / Open Play time occurs when the courts are not reserved for the Pickleball Club. For applicable playing times, see Section N . Members of the clubs can play during Open / Homeowner Play Time, but are not allowed bumping privileges.
- b) Homeowners may play on the courts during reserved Club Play time provided that the court is not in use. However, a homeowner may be bumped during Club Play time by a Pickleball Club member at the conclusion of the current game.
- c) Guests under nineteen (19) may only play with an adult homeowner that is sponsoring the guest.
- d) A homeowner may bring no more than three (3) guests to play on the court at a time. More than one court may be used, and homeowners do not have bumping privileges over guests who are accompanied by a homeowner.
- e) In the event that guests of a homeowner are playing on the court without the homeowner present, the guests may be bumped for SLHOA#1 homeowners at the conclusion of the current game.
- f) No guest of a homeowner may invite other guests.
- g) SLHOA#2 and SLHOA#3 homeowners who are paid members of the Pickleball Club may use our courts during homeowner / open play time. However, SLHOA#2 and SLHOA#3 paid club members may not bring guests of their own.

### 4. Time Limits and Rotation

- a) To procure court for play, put name and time under court number when you start. If all courts are in use, place your name on the waiting list.
- b) When playing time is up and players are waiting, you may add your name to the bottom of the waiting list.
- c) Time Limits: Singles – 1 hour; Doubles – 1.5 hours

### 5. Dress Code

Proper attire is required, including approved tennis shoes. Shirts must be worn at all times. Cut-off shorts are not allowed. Bathing suits are not allowed.

6. Rules and Enforcement

Only SLHOA#1 Patrol and management have the authority to ask for proof of membership to enforce appropriate policy. Homeowners, Tennis players , and

Pickleball Club members do not hold this authority. Patrol can be reached at 480-895-1000 when a situation that needs attention presents itself.

**RACQUET COURTS CLUB PLAY SCHEDULE**

	Dedicated Pickleball Courts						Shared Courts				Tennis Courts	
	A	B	C	D	E	F	G	H	I	J	3	4
Mon	Open Play						6:00 am - 1:00 pm Open Play 1:00 pm - 9:00 pm Pickleball Club Play				Open Play	
Tue	6:00 am - 9:00 pm Pickleball Club Play						6:00 am - 9:00 pm Pickleball Club Play				Open Play	
Wed	6:00 am - 5:00 pm Open Play 5:00 pm - 9:00 pm Pickleball Club Play						6:00 am - 5:00 pm Open Play 5:00 pm - 9:00 pm Pickleball Club Play				Open Play	
Thu	6:00 am - 1:00 pm Open Play 1:00 pm - 9:00 pm Pickleball Club Play						1:00 pm - 9 pm Club Play				Open Play	
Fri	6:00 am - 9:00 pm Pickleball Club Play						6:00 am - 9:00 pm Pickleball Club Play				Open Play	
Sat	Open Play						Tennis Open Play				Open Play	
Sun	6:00 am - 9:00 pm Pickleball Club Play						6:00 am - 9:00 pm Pickleball Club Play				Open Play	

**Note: If courts are open during Club Play days, homeowners are welcome to utilize them. Tournament Play is open to all homeowners with the exception of Pickleball Club Events.**

**Section N: Tennis & Pickleball**

**TENNIS**

The tennis courts are considered a common area and are open to all homeowners and their guests.

2. Rules for Tennis Ball Machine

- a) Ball machine is to be used on court #3 after dark; court #4 during the day.
- b) Key to ball machine shed may be obtained at Administrative Services.

- c) Ball machine may only be used for one (1) hour when others are waiting.

## **PICKLEBALL**

The Pickleball courts are considered a common area. The Sun Lakes Country Club Pickleball Club (hereafter referred to as "SLCCPC") establishes rules of play for the courts (with Board approval).

### 1. Eligibility for Use of Courts

- a) The Pickleball Club uses an online court scheduling system to reserve play during Pickleball Club Play time.
- b) Scheduled events by the Pickleball Club will take precedence for use of the courts after approval by management.

### 2. Shared Pickleball / Tennis Courts

- a) Pickleball may be played on shared Tennis courts G, H, I, and J Tennis courts # 3 & 4 may not be used for Pickleball.

## **Section O: Greenbelts, Lakes, Fishing, & Wildlife Feeding**

The greenbelt and golf course lakes are stocked with fish. These rules are intended to conserve the fish population and help maintain their environment. Limits are established and must be observed.

- 1) Boating, wading or swimming in the lakes is prohibited (this includes pets).
- 2) The minimum size to remove catfish and bass from the lakes is 12," crappie 10". Fishing for Amurs and Koi is prohibited. There is no size or bag limit for any other fish.
- 3) The possession limit per day is a total of three (3) bass, catfish and crappie in any combination.
- 4) AMURS: Amurs are a protected fish. Not only are they costly, they assist in helping keep our lakes clean. Therefore, fishing for Amurs is strictly forbidden. Any that are caught accidentally must be returned to the lake immediately.
- 5) Attempting to "snag" any type fish in our lakes is prohibited.
- 6) It is against state and federal law to move fish from one lake to another. Permits and inspections are required to stock fish in any lakes. These state and federal requirements are for the protection of the fish that are presently in the lakes.

- 7) Fishing on golf course lakes:
- a) Fishing is not permitted during daylight hours. Golfers have the right-of-way. Fish at your own risk.
  - b) Fishermen may not have their pets accompany them while fishing in the golf course lakes.
- 8) All Sun Lakes residents from Sun Lakes Country Club, Palo Verde, or Cottonwood, nineteen (19) years of age or older are required to have a fishing permit to fish the SLCC lakes. Permits are valid for one year starting October 1. Permits may be obtained at Community Services for a fee. Permit holders may fish with children under the age of 16. All lake fish management rules apply. Oakwood and Ironwood residents are not allowed to fish our lakes unless they are a member of the Anglers Club.
- Annual Fishing Permit Fee – SLHOA#1 & Guests - \$5.00  
 SLHOA#2 residents only, no guests - \$5.00  
 Fee is from October 1 to September 30 and is not prorated.
- Daily Fishing Permit Fee – SLHOA#1 & Guests - \$1.00  
 SLHOA#2 residents only, no guests - \$1.00  
 Fee is from October 1 to September 30 and is not prorated.
- 9) As authorized by the Board of Directors, the Anglers Club of Sun Lakes may provide volunteer wardens. Their function is to help enforce the above-published rules. Your cooperation is appreciated.
  - 10) For the months of February, March and April of each year (spawning season) all fish caught must be returned to the lakes. By returning the fish to the lakes during this time, our fish population will increase without a costly restocking program.
  - 11) Only one (1) fishing rod per person. No rods are to be left unattended for any period of time.
  - 12) No throw nets, minnow traps, seines, or any other fish traps are allowed at any time on any lake in Sun Lakes. No small fish may be caught by any means in any Sun Lakes for the purpose of being used for bait.
  - 13) Barbless hooks MUST be used for fishing at all times.
  - 14) No retrieving of golf balls is allowed (except by authorized personnel).
  - 15) Catch & release only on Lake #6.
  - 16) All Sun Lakes Anglers Club current members are eligible for fishing permits.



- 17) Golf carts may only be driven on designated cart paths. This is to help protect the grass on the greenbelts. Further, golf carts driving on golf cart paths have the right of way over pedestrians. Pedestrians should step to the side and allow the cart through as this limits damage to the grass. As always, please exercise caution and common sense as some pedestrians may have limited mobility.

### WILDLIFE FEEDING

It is a violation of our rules and Arizona State Law (ARS13-2927) to feed wild animals.

## **Section P: Pitch & Putt Course**

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Players must follow the rules of golf. No practicing with long irons (please use the driving range). Use of the course is on a first come, first served basis. Be courteous, do not hold up play, and repair ball marks.

This course is for playing Pitch & Putt golf only. Please do not use for playing catch, touch football, or dog walking.

- 1) Holes must be played in sequence - starting at number one.
- 2) A player is allowed to play only one ball when the course is crowded.
- 3) A player may play no more than two balls when the course is not crowded.
- 4) The use of driving range balls on the Pitch & Putt course is prohibited.
- 5) Intentional shooting over holes to practice longer shots is prohibited.
- 6) Children under nineteen (19) years of age must be accompanied by a member or a guest with a valid guest pass.
- 7) Golf carts are not allowed on the Pitch & Putt golf course.
- 8) Shirts are to be worn at all times. No swimsuits allowed.

## **Section Q: Golf**

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The Sun Lakes Country Club golf facility is owned by Sun Lakes Homeowners Association #1, a non-profit corporation established for the benefit of the members. In order to play golf, green fees must be paid. Additional membership in the Sun Lakes Men's Golf Association, Sun Lakes Women's Golf Association and Ladies Niners is optional.

### 1. Rules

All play is under U.S.G.A. rules. Local rules are posted in the Pro Shop and are established by the Board of Directors with recommendations from the Association's Golf Committee, the men's and ladies' golf associations and the

Golf Pro. These rules may change from time to time.

2. Tee Times

Rules for tee times are intended to preserve the privileges of Sun Lakes Country Club homeowners and are reviewed and revised as required.

3. Golfer ID Requirement

All golfers are required to present their annual green fees card or receipt to the Starter on duty. Golfers must have their green fees cards or receipts in their possession when on the course.

4. Dress Code

Dress code applies to the Sun Lakes Country Club golf course, practice areas and the entire Pro Shop. All men and women using these facilities must wear proper attire (see Clubhouse Section J-3 Dress Code).

5. Proper Footwear

Golf shoes, sneakers or rubber soled shoes must be worn on the golf course and driving range. Any footwear that will damage the greens is strictly forbidden; metal spikes are expressly prohibited.

6. Carts

a) Electric Carts

Only battery-operated (electric) carts are allowed on the course. Gasoline powered carts are prohibited.

Access will be accomplished on a 90 degree angle from and back to the cart paths, unless it is determined by the golf superintendent that the 90 degree rule should be suspended (in which case carts must be kept on cart paths).

After a group completes play, they cannot drive their golf carts through another golfing group. They must either wait or take another route, not using the golf course.

Please exercise good judgment in cart usage.

b) Pull Carts

Pull carts are to be kept 10' from edge of greens and cannot be pulled between the sand traps and greens.

c) Golf Carts

Golf carts for a group shall be limited to 1 cart for a twosome, 2 carts for a foursome and 3 carts for a five some. In each group there may only be 1 cart with only 1 person. Penalties for noncompliance: after the first offense, a verbal warning will be given; after the second offense, a letter will be sent informing the person(s) that their golf privileges have been suspended for 2 weeks; after the third offense, a letter will be sent to notify the offender(s) that they are to appear before the Board for further action. The responsible person for enforcing penalties for noncompliance will be the Sun Lakes Country Club Golf Pro, or in his absence his designated employee.

7. Annual Golf Green Fees and Annual Associate Green Fees

**Annual Green Fees**

Only Sun Lakes residents in good standing who pay annual dues and whose names appear on their property deeds, are entitled to purchase prepaid annual green fees. In addition, where there is only one person named on the property deed, one other person residing in the same household is also entitled to purchase annual greens fees. Under no circumstances can there be more than two (2) persons per lot entitled to purchase annual green fees. Renters are entitled to purchase an annual golf pass if the homeowner has surrendered their HOA ID cards to the administrative offices.

The amount for the annual green fees shall be established each fiscal year by the Board of Directors.

Annual golf passes may be purchased for the period November 1 through October 30. Passes may be purchased on a pro-rated basis each month thereafter.

Annual golf passes are non-transferable unless pre-approved by the General Manager.

In the event of death, the Association will refund, on a prorated basis, the balance of the annual green fees to the remaining resident survivor. In the event of an injury or illness that prevents the member from playing golf, the General Manager may agree to a refund, provided proper written documentation is provided by a medical doctor. The documentation must include a clear statement that the member is unable to play golf, and for what period of time.

The following is the procedure for buying annual green fees:

- a) Annual golf memberships are available for sale at the Administrative Services desk each year on November 1<sup>st</sup>.
- b) Members will receive an annual membership card (or golf sticker) which

entitles them to play golf.

- c) Golfers will need this card to verify to Association employees or Rangers that they are entitled to play on the golf course.
- d) Privileges will be revoked if dues are not current.

### **Annual Associate Green Fees**

All the rules relating to annual associate green fees are the same as noted above, with the exception that associate green fees are for SLHOA#2 and SLHOA#3 homeowners.

### **Tee Times**

The Chelsea Reservations golf system will be used to schedule tee times on the association's golf course. For assistance logging in, please contact the Pro Shop.

#### 8. Pro Shop Credits

Credits have an expiration date of May 31<sup>st</sup> each year. Golfers begin earning credits June 1<sup>st</sup> for the following year. An exception to this rule applies for winnings earned during the month of May (an option will be given of holding them over for the next season).

#### 9. Ranger Program

All golfers will be expected to cooperate with the Ranger's efforts to keep play moving and proper usage of the golf facilities.

A record of persons violating any of our golf course rules will be kept at the Pro Shop after a verbal warning has been given to the individual. If non-compliance continues by a member, guests or a renter, said offender may, at the discretion of the Head Golf Pro, be required to appear before the Board of Directors of SLCC, who may impose a penalty involving the temporary suspension of their golfing privileges.

#### 10. Men's and Women's Organized Tournament Days

The golf course will be made available for women's golf club play on Tuesdays and men's golf club play on Thursdays. The respective clubs will work with the Golf Pro to determine the method and times of tournament play. The Golf Pro is responsible for the efficient use of the golf course and will have final authority. The Niners will be scheduled at a specific, consistent time every Tuesday, except those Tuesdays when special events are held. All other golfing facilities such as the Pro Shop, lounge, driving range, putting green, etc., remain open to every

qualified member, their guests, and renters. Participants in tournaments must be a member in either the men's or women's golf clubs.

If the driving range is full, it is the Pro Shop's duty to ask someone to step aside on Tuesday and Thursday mornings so those participating in league play will have the opportunity to practice before league play begins.

11. Golf Course Entry Fees and Side Activities Policy

The Association's policy for entry fees is that tournament prizes will be given only in merchandise or merchandise chits redeemable at the Association's Pro Shop. The chits can only be redeemed for Pro Shop merchandise such as golf balls, clothing or golf equipment. They may not be redeemed for cash, bar beverages or food.

12. Golf Course / Cart Path Use

The golf course cart paths are for the primary use of golfers. Non-golfers are not allowed on the golf course during daylight hours.

## **Section R: Shuffleboard**

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### RULES

- 1) No walking on shuffleboard courts.
- 2) Guests must have a valid guest pass.
- 3) No persons under the age of nineteen (19) may play unless accompanied by a homeowner or a guest with a valid guest pass.
- 4) Clean shuffleboards after play.
- 5) Return equipment to storage locker.

## **Section S: Ceramics Policy & Woodworking Shop Policy**

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### **Ceramics Policy**

All students must have a rudimentary knowledge of the four phases of ceramics (cleaning, glazing, under-glazing and staining). Otherwise they must take a beginner's class. This decision to be determined by the members of the ceramic shop.

Students must have proper tools with which to work.

Only ceramic members are authorized to use the kilns.

## Woodworking Shop Policy

The woodworking shop is located next to the golf course maintenance building. The building is approximately one block east from the Sun Lakes Chapel.

For safety and security reasons, only persons who have been approved by the Sun Lakes Sawdust Club may use the power / electrical equipment. Guests are not allowed to use this equipment. Contact the Administrative Services department if you are interested. Two (2) persons (one certified) must be present at all times when operating equipment. Certification must be renewed annually. Certified persons are automatically members of the Sawdust Club. The Sawdust Club (woodshop) certification and membership is restricted to Sun Lakes Country Club residents. A certification fee is required and payable to the Sawdust Club.

Smoking is not allowed in the woodshop.

## Section T: Community Organizations & Activities

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Community organizations are able to post notices regarding their group in the Splash newspaper, the Sun Laker newsletter (space permitted), and may provide flyers to be displayed in the clubhouse flyer holder at their own cost. See Section I: Clubhouse.

When an activity requires the services of a paid instructor, and / or utilizes materials which must be purchased, the costs are borne by the participating members of the group. Any group requiring storage of equipment may be assessed a storage fee.

## Section U: Vehicles

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*For complete information, please see Article 2 of the Declaration of Covenants, Conditions and Restrictions for Sun Lakes (CC&Rs).*

### 1. Parking

No vehicle may be parked on Association property for the primary purpose of selling the vehicle. There is no overnight parking of any vehicle on Association property without prior approval from Community Services.

Vehicles illegally parked on Association property or on residential lots will be handled as any other Association rule enforcement matter.

### 2. Trucks

Trucks (excluding pick-ups, vans and panel trucks) are not to be parked on any lot or on public streets within Sun Lakes Country Club. However, trucks may be parked on a temporary basis for the following reasons:

- a) Moving vans to move Sun Lakes Country Club residents in or out.
- b) Trucks making deliveries.

- c) Trucks providing maintenance services (i.e., foam roofing, landscape contractors' trucks, building contractors' trucks, etc.).

### 3. Maintenance

Nominal maintenance procedures such as oil changes, tire changes, etc., will be permitted. All nominal maintenance work must be started and completed on the same day.

### 4. Coverings

Cars covered with tarps, and plywood covering over the wheel wells of cars are not allowed.

### 5. Recreation Vehicles

Homeowners, renters and their guests will be allowed up to 72 consecutive hours to park their RV's in Sun Lakes Country Club for cleaning, packing, unpacking and minor maintenance, such as spark plugs, tires, etc. This may be done no more than two times in any 30-day period. Slide-outs can only be open on the curb side of the street.

As a convenience for the guests and residents, guests may reside in their RV's, subject to the parking limit regardless of the circumstances. Therefore, if your guests plan to stay more than the 72-hour limit, they may rent temporary space in the developer's RV parking lot. Robson Communities provides fenced in, lighted, security-patrolled storage areas for homeowners. The RV area has a dump station and wash station. Spaces are assigned by the RV office and can be reached by phoning (480) 895-0791.

### 6. Parking for Utility, Camping Trailers, and Boats Only

"On any lot" means that portion of the lot outside the boundaries of the constructed or manufactured home, including garages or carports.

Utility and camping trailers and boats may be stored in a garage or enclosed carport providing that the trailer or boat is not visible from the street or adjoining lot.

If an owner wishes to store his or her trailer or boat in a garage or carport, the garage or carport must not be altered in such a way as to be in violation with the following architectural rule:

- a) These structures may not be converted for use as storage places for more than the number of vehicles for which they were originally built, i.e., following any type of conversion, a two-car garage or carport must still permit two-car parking.

- b) Driveways and garage or carport floors may **not** be altered to accommodate motor homes or similar large vehicles.

## 7. Golf Carts

Golf carts driven on Association property should be done so in a safe, prudent and courteous manner and only by a person with a valid driver's license. Golf carts may only be driven on streets with posted speed limits of 35 mph or lower, or on designated golf cart paths. Golf carts are prohibited from cutting through greenbelts or other grass areas as doing so harms the grass.

## **Section V: Architectural Control and Signs**

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### **Architectural Committee**

Before proceeding with any additions, exterior painting, decorative alterations, repairs, excavations or other work which in any way alters the exterior appearance of any lot or building, approval by the Sun Lakes Homeowners Association Architectural Committee must be obtained. Such approval must be in writing, properly stamped, signed and dated. Refer to your copy of the "Declaration of Restrictions" for your unit which is on file in the office of the County Recorder, Maricopa County, Arizona. You may access this document on our website, and for a fee it can be obtained at the Administrative Services desk in the Clubhouse.

A written application is required for approval by the Architectural Committee, and may be obtained at the Community Services office. Approval will be given only to those members who are in good standing.

Maricopa County also requires that you obtain approval from the Maricopa County Planning and Development Department (a building permit). You may contact them by calling (602) 506-3301.

As authorized by the Deed Restrictions, the Board of Directors has established architectural rules for the Committee to use when approving exterior changes or additions.

### **SIGNS**

No signs whatsoever that are Visible From Neighboring Property shall be erected or maintained on any Lot except: (a) signs required by legal proceedings and signs that must be permitted by law, (b) signs permitted by the Association Rules, and such other signs that have been approved in advance and in writing by the Board as to size, color, design, message content, and location.

As provided, written permission means these rules adopted by the Association.

"For Rent" signs are allowed but must be no larger than a standard size real estate sign -18" x24". A maximum of two riders may be installed (maximum size of each is 4" by 24"). "For Sale or Lease" signs are allowed.



Signs to sell a home or a vacant lot may only be placed on the street side of the house or lot. Signs must not be closer than 6' from the curb. A "sold" rider is permitted during the escrow period. All signs must be removed immediately on the close of escrow.

A "For Sale" sign may only be erected for the purpose of selling the home or lot where it is posted. The sign must be no larger than a standard size real estate sign - 18" x 24". A maximum of two riders may be installed (maximum size of each is 4" by 24"). A message tube may also be installed. The post/frame of the sign must not be higher than 72" above the ground and no wider than 30".

One (1) "Open House" sign to designate an official open house and three (3) directional signs are allowed the day of the open house. The signs may be no larger than 24 x 30 inches, including the frame.

The use of attention getting gimmicks such as flags, banners, balloons, etc., on any property in SLHOA #1 is prohibited. This rule applies to open houses, garage sales, patio sales, estate sales, etc.

Contractors building or remodeling property must also adhere to these rules:

- 1) Same size and location restrictions as the Association rules for real estate signs.
- 2) Signs cannot be installed until a foundation has been dug.
- 3) Signs must be removed within four (4) months (maximum construction time) or by the date of final inspection by Maricopa County.

### **Garage/Patio Sales**

Three-day garage / patio sales are permitted. One sign in the front yard is allowed. Sales may not occur more than once every thirty (30) days. Directional signs are only permitted on the 3rd Saturday and Sunday of each month and on the Friday preceding the 3rd Saturday of each month, with a maximum of three (3) directional signs. The signs are not to be larger than 24 x 30 inches including the frame. The member must remove the signs after the event is over.

### **Estate Sales**

An Estate Sale by definition: Must be the remaining property and / or possessions of a deceased homeowner of SLHOA #1. In addition, person(s) selling their home in SLHOA #1 and moving to a non-Sun Lakes community may qualify for an Estate Sale if they have elected to sell the entire contents of their Sun Lakes #1 home. Death, relocation of residency that involves the sale of a home and its entire contents is a special needs request that requires a permit from the SLHOA #1 Community Services Department and an approval to conduct an Estate Sale. Documentation showing proof for the special needs permit must accompany the application (death certificate; home sale and purchase contracts, etc.).

A maximum of three (3) directional signs are permitted.

Permits are required for all estate sales and estate-related sales by any outside agency on any property in Sun Lakes Country Club. See the permit form for more information. Forms are available at the Community Services office. There is a \$25 fee for permits.

## Political Signs

### A. Political Signs for Public Elections

1. A ' Political Sign' is defined as a sign that attempts to influence the outcome of an election, including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question, or proposition or the recall of a public officer.
2. A Political Sign may be displayed by an Owner on such Owner' s property. Political Signs may *not* be displayed anywhere in the Common Area.
3. Political Signs may only be displayed up to seventy-one (71) days before the primary election.
4. Political Signs must be removed within fifteen (15) days after the general election unless the sign is for a candidate in a primary election who does not advance to the general election, in which case such sign must be removed within fifteen (15) days after the *primary* election.
5. The maximum aggregate total dimensions of all Political Signs on an Owner' s property shall not exceed nine (9) square feet.

### B. " Association-Specific" Political Signs

1. An " Association-Specific Political Sign" is a sign that supports or opposes a candidate for the Board of Directors or the recall of a Board member, or an Association ballot measure that requires a vote of the Association members.
2. An Association-Specific Political Sign may be displayed by an Owner on such Owner' s property. Association-Specific Political Signs may *not* be displayed anywhere in the Common Areas.
3. An Association-Specific Political Sign may not be displayed at any time before the absentee ballots or written approval forms, as applicable, are sent to the Owners.
4. An Association-Specific Political Sign must be removed within three (3) days after the completion of the meeting, election, vote, ballot measure, or election initiative.
5. The maximum aggregate total dimensions of all Association-Specific Political Signs on an Owner' s property shall not exceed nine (9) square feet.

6. An Association-Specific Political Sign shall *not* include profanity, foul language, expletives or blasphemous language, or any discriminatory text, images or consent based on race, color, religion, sex, familial status or national origin.

### **Security Alarm Signs**

Security alarm signs are permitted. A phone number must be posted on the sign, or registered with the Community Services office, which will enable the police or staff to call the alarm company if necessary.

### **Prohibited Signs**

All signs other than those stated above are strictly prohibited without the approval of the Board of Directors.

Note that mailbox signs may not be labeled with tape, and cannot be hand drawn or painted

freehand. Mailbox nameplates are available for sale by the association or can be purchased at your local hardware store.

### **Event / Function Posters and Banners**

All posters and or banners announcing events or functions that take place at Sun Lakes Country Club requires prior approval of the Communications Coordinator. An application may be obtained at the Administrative Services desk, and must include the following information:

1. Name, address, and phone number of the requestor.
2. Wording to be included on the poster/banner.
3. Size of the poster/banner.
4. Date the poster/banner is to be displayed
5. Location of display.

Banners shall be no more than a maximum of 3' x 10' .

Please note: there is a preferred size of the banner that works best for our holders. If you or your club/group is looking to have a banner made, please contact the Communications Coordinator or the Event Manager.

The Event Manager or the Communications Coordinator is responsible for coordinating the placement of the banners on the banner structures located at the Clubhouse Complex and Association front entry.

Posters may not be posted more than thirty (30) days prior to the event/function and banners not more than ten (10) days. All posters and banners must be removed no later than the day after the event / function takes place.

Posters / banners that are not posted as indicated in an approved application, posted prior to the approved date to be posted or that are not removed by the day after the event or function will be removed by the Association staff and stored or disposed of if storage of the poster / banner is not feasible.

## Section W: Maintenance of Lots

Maintenance of homes and landscaping is the responsibility of the owners of record. Landscaping issues may include (but are not limited to), weeds, palm trees, bushes, shrubs, flowers, cactus, lawns, items associated with irrigation systems, or any deficiency that has a negative visual impact on the property. If deficiencies are noted, the owner will be sent a courtesy notice giving them ten business days to come into compliance. If a second violation notice is necessary, the homeowner will be sent a notice of non-compliance and will be given ten business days to come into compliance. If the homeowner does not comply, they will be sent a third notice of non-compliance and will be subject to the schedule of fines. If a member elects to appeal, the fines will remain and continue throughout the appeal process. If a member does not respond to the notices, the account may be turned over to the Association's attorney with instructions for their firm to pursue all legal remedies possible, including foreclosure and court action. As provided in the Bylaws, the cost of legal fees and other related services will all be charged to the delinquent member.

## Section X: Use of Clubhouse for Private Affairs & Room Use Fees

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Subject to prior commitment, members and renters with assigned privileges may reserve areas of the clubhouse for private affairs. If a member or an organization wishes to use the facilities, they must pay a room use fee as established in the budget, or a fee established by Board action. They must reserve the room in advance through the Events Coordinator. Board approved room rate fees are available at Administrative Services.

See Section I - Clubhouse - Facilities Reservation & Use for information on which rooms are available to rent.

### Room Use Fees

The following rules apply to room use:

1. All clubhouse room and Ramada reservations require a Sun Lakes HOA #1 resident sponsor. The Sun Lakes HOA#1 resident sponsor is morally and financially responsible for the event.
2. The association management team and Board of Directors evaluate the Room Use Fees annually and make changes as necessary. Please view the most recent Board Approved Room Fees for current rates and additional policies.
3. A deposit may be required for certain events. This deposit will be refunded after the event is held when it is determined that no damage or loss of property has occurred, or no additional clean-up was required by the Association. If the Association is required to repair or replace property or do abnormal clean-up, there may be additional charges.
4. The Ramada at the Oasis may be reserved by a resident of Sun Lakes HOA #1 only, and they must be in attendance. The Ramada may be reserved for a four

(4) hour period between the hours of 8:00 a.m. and ending no later than 9:00 p.m. Note that only the Ramada may be reserved, not the pool. The pool must remain open for all residents during all regular pool hours. A minimal use fee will be charged with no refunds. If the association is required to repair or replace property or do abnormal clean-up, there may be an additional charge. A refundable deposit must be made at booking.

## 5. Multi-Room Events

- a. A group or organization requesting to use more than one room to execute an event, or wishes to use a room for more than one day must obtain approval from management.
- b. A form will be available at Administrative Services requesting logistical information regarding the event (e.g., which rooms are needed, length of the event, necessary labor hours or extra labor hours, is special catering or bar arrangements being considered, etc). Note: the desired rooms may be placed on a temporary hold during this process so as not to lose available dates.
- c. Management will assess the form and, if necessary, call a meeting with the group to go over and clarify details.
- d. Management will assign a fee and possible refundable deposit for the event.  
The fee will be based from hard costs including, but not limited to:
  - Labor hours for set up, tear down, and cleaning.
  - Labor hours in excess of normal duties.
  - Extra materials used (e.g., dumpster rental and haul away).
  - Other, soft costs will be taken into consideration.
- e. If the group agrees with the fee, the group may sign a formal room rental contract.
- f. If the group does not agree with the fee, the group may request a meeting with management to discuss the fee and possibly other alternatives.

As state fees and laws change from year to year, this process must be followed each time the group or organization chooses to host an event. One year's assigned event fee does not guarantee the same rate for the following year.

## Section Y: Events, Seminars, and Catering

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1. All catering is to be provided by the Sunset Grill restaurant. Outside caterers are not allowed at SLHOA#1 unless previously approved by management. For alcohol policies, please see Section AA: Liquor Policies.
2. Outside food and drinks, potlucks, or external catering companies are not permitted during SLHOA#1 events, private events, club meetings, etc. The only exception to this rule is water in a clear, plastic container. The Sunset Grill has extensive catering options at an affordable price which should be utilized.
3. The sponsoring resident during a private event will be charged for any damaged or missing property, or if additional clean-up is required. The sponsoring resident may also be charged more than the room deposit should the cost of the damages exceed the deposit amount.
4. All trash generated must be sealed in plastic trash bags before dumping. The event's sponsoring resident is also responsible for ensuring all personal decorations, signs, gifts, etc. are removed from the room at the conclusion of the event. It is the sponsoring resident's responsibility to ensure the event space is left as clean as possible.
5. See Room Use Fees Schedule for additional charges. The Room Use Fee Schedule is available at the Administrative Services desk.
6. Use of clubhouse for Private Affairs & Room Use Fees
  - a. All membership gatherings at the Common Area amenities to discuss the business of the SLHOA#1 community are limited to Association members and Association residents *only*.
  - b. The only exception to #1 above is that a gathering of members to discuss the business of the SLHOA#1 community may bring in one (1) outside individual/speaker.
  - c. All such gatherings are subject to availability of the space. The space must be reserved through the SLHOA#1 management office on a first come, first served basis. However, Board and Association activities will have priority use of the space.
  - d. Room occupancy fire code regulations must be followed.
  - e. Reservations of the Common Area amenities from membership gatherings to discuss the business of the SLHOA#1 community shall be subject to the same requirements as other resident gatherings (e.g., hour limitations, reservation procedures, security deposits, rental fees, etc.).

## **Section Z: Audio / Video Policy**

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### Audio / Video Recordings and Still Photos (Golf Course Lounge)

Notwithstanding any provision in the declaration, bylaws or any other documents to the contrary, anyone wishing to audio / video record or take still photos of others at Mulligans, the patio, in the parking lot or in the Pro Shop must get approval 24 hours in advance from the General Manager or his or her designee.

This policy is in place for the privacy of our members and their guests as well as our employees. Violation of this policy may result in the suspension of member privileges for 30-days for each offense.

## **Section AA: Garbage, Trash, and Recyclables**

Containers are to be stored so as to limit visibility from neighboring properties and the street. Containers must be kept in the carport to the rear, inside the garage, or on the non-party wall side of your home behind a rear yard gate. On collection days, trash containers shall be placed at the curb, not in the street, for the shortest time reasonable for collection.

Dumpsters / roll-offs or any other large container (such as Pods) used to collect debris from an exterior or interior renovation may remain on your property a maximum of 60 days. They must be placed in the carport or in the driveway and on corner lot properties placement should be so as to not restrict the visibility of traffic. Debris cannot accumulate outside of the container, and the work site must be kept as neat and orderly as possible. One 30 day extension beyond 60 days may be obtained but must be approved by Community Services.

Association Dumpsters - The large dumpsters location on association property are not for use by Sun Lakes residents. Those found violating this policy may be fined.

## **Section BB: Liquor Policies**

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This policy applies to private parties or meetings held in the areas designated under our liquor license. Only liquor purchased through the Association may be served on the Association owned property. It is illegal for members to sell alcohol on Association premises, under no circumstances will it be permitted. Homeowners are also not permitted to bring their own alcohol on the premises for any reason.

## 1. Bar Policy - Liquor Purchase and Use Only

- a) Only duly authorized clubs and associations whose membership is comprised of bona fide residents of Sun Lakes or individuals who are members in good standing of SLHOA #1 are eligible to purchase liquor and/or services under this policy.
- b) Guests of homeowners or renters (with or without a guest pass) must be with a homeowner in order to purchase and consume alcohol.
- c) For all events, a certified, paid Association bartender must be present and supervise the dispensing of all spirituous liquors.
- d) The Club, Association, or host member may employ a SLHOA #1 bartender, if available, at the current hourly rate (minimum two hours) including bar set-up and clean-up time.
- e) If the liquor purchased is a stock item that is carried in the Association inventory, all unopened bottles may be returned for full credit. If the liquor purchased is not a stock item, it may not be returned to the Association.
- f) The host must acknowledge this policy in writing if a special order is requested.

## **Section DD: Petitions & Soliciting**

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### 1. Solicitation

Solicitation is not permitted on Association or members' property.

### 2. Petitions

Nomination petitions for directors to the Board, special meetings, recall of directors and Bylaw amendments are explained in detail in the Bylaws. Other petitions must adhere to the following procedures:

- a) The Board of Directors may, at times, solicit petitions or opinion polls for the Association, but are not bound by the results.
- b) No one may solicit signatures for a petition on Association owned facilities without the approval of the General Manager.



## **Section EE: Collection Procedures for Member HOA Dues, Special Assessments and Other Fees**

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### Annual Dues and Special Assessments

As provided in the Bylaws, member accounts that are delinquent in excess of 30 days will be charged a 10% late charge penalty. This is to include homeowner dues and special assessments, if any.

As provided in the Bylaws, member accounts that are delinquent in excess of 30 days will be charged interest at the rate of 12% (1% per month). Interest is computed in arrears and will not be charged until the account is thirty-one (31) days past the original due date.

As provided in the Association's legal documents, the member will be officially informed that until the account is paid current, the right to enjoy the common areas, amenities and facilities is suspended. In addition, voting rights will be suspended. All department managers will be given the list of delinquent homeowners so as to enforce the Board's directive in this matter.

A delinquent account will receive the following action(s):

1. At 31 days past the due date, the member will receive a phone call from a SLHOA#1 staff member who will attempt to solicit a payment or a promise to pay within five working days. The phone number used will be the one on file in our accounting software electronic record. It is the member's responsibility to ensure that all contact information is current and up-to-date at all times.
2. In the event no payment is received in the time promised, (or if no payment is promised, or if attempts to reach the homeowner fail) a preliminary notice will be sent to the member at the address on file via certified mail advising of the association's intent to file a lien on the member's property.
3. If no attempt to pay is made by the member within 10 days of preliminary notice mail date, an HOA Lien will be processed and filed with Maricopa County (at the General Manager's discretion, depending on collectability and set of circumstances).
4. Once the HOA Lien is recorded with the Maricopa County Recorder's Office, the accounting office will send a copy of the recorded lien to the homeowner with a letter advising them that this is their final notice before the account is sent to outside collections or the association's attorney.
5. If all internal attempts at collection fail, the account information will be forwarded to an outside collection agency.
6. At the General Manager's discretion, certain accounts may be turned over to the Association's attorney with instructions for their firm to pursue all legal remedies

possible, including foreclosure and court action. As provided in the Bylaws, the cost of legal fees and other related services will all be charged to the delinquent member.

### Buyer's Capital Investment & Transfer Fee

Please see Article 7 of the Declaration of Covenants, Conditions and Restrictions (CC&Rs).

All ownership transfers of property are charged a transfer fee of \$400.00, regardless of the type of transfer.

An administrative fee of \$50.00 will be charged for inter-family transfers of property ownership.

### Policy

The accounting department will routinely review foreclosure actions supplied by the Realty Office or through public foreclosure notices. These actions will be monitored to determine if BCI and Transfer Fees were paid upon deed recordation (once county records are updated and a legal copy of the deed can be obtained).

If it is determined that the BCI fee was not paid, the account will receive the following action(s):

1. The member will receive a certified letter notifying them of their obligation to pay the BCI fee, along with a copy of the Bylaws. Payment options will be included along with a contact name in the event they have questions.
2. In the event no payment is received in the time promised, (or if no payment is promised, or if attempts to reach the homeowner fail) a notice will be sent to the member at the address on file via certified mail advising of the association's intent to send to a collection agency.
3. If no response is received, and all internal attempts at collection fail, the account information will be forwarded to an outside collection agency.
4. At the General Manager's discretion, certain accounts may be turned over to the Association's attorney with instructions for their firm to pursue all legal remedies possible, including foreclosure and court action. As provided in the Bylaws, the cost of legal fees and other related services will all be charged to the delinquent member.

## **Section FF: Realty Office**

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### Services Offered and Encouraged

Sun Lakes Homeowners Association #1 Realty office is established for the public's use for the resale or leasing of the members' property. The commissions earned, less the commissions paid to real estate salespersons, less overhead, will result in a profit to help in the operation of the Homeowners Association. The agents may sell and list any property, and are not restricted to properties within Sun Lakes.

## **Section GG: Permits (Manufactured & Constructed Homes)**

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### **Manufactured Homes**

To ensure that your home is placed properly on the lot with the correct setback requirements and exteriors, you must obtain a permit from the Association. Permit forms are available at the Community Services Department. A permit fee due and payable at the time the permit is issued. Please see the Schedule of fees for permit amounts and restrictions. Note that manufactured homes must be eight years old or less to be constructed in Sun Lakes HOA #1.

### **Constructed Homes**

You must obtain a permit from the Association to construct or reconstruct a home in Sun Lakes HOA #1. Permit forms are available at the Community Services Department. A permit fee is due and payable at the time the permit is filed with the Association.

Permits through Maricopa County are also required and may be acquired through the county offices directly.

## **Section HH: Firearms**

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Sun Lakes Homeowners Association #1 prohibits the possession of or shooting of any firearm, air rifle, sling shot, bow or other similar device by any individual while inside any and all Association buildings or property, including the golf course, green belts and the Oasis. This rule also applies to those individuals who possess a valid concealed weapons permit.

## **Section II: Respecting SLHOA#1 Property**

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The SLHOA#1 property is cared for, maintained, and renovated only by staff members or other contracted associates. Homeowners are prohibited to paint, modify, or otherwise alter any area on SLHOA#1 property. Further, the use of tape, thumbtacks, nails, or other altering items are prohibited at all times, especially during events. All signage must be displayed in a non-damaging way to the association property. SLHOA#1 may impose a fine if damage results from failure to comply with this policy.