



Sun Lakes
COUNTRY CLUB

HOMEOWNER HANDBOOK



Dear New Member:

Welcome! We are so happy you have decided to make this Sun Lakes community your home. Over the coming months the staff and the other members look forward to meeting you at one of the many functions or activities that takes place here at Sun Lakes Country Club. Our goal is to create the safest and most enjoyable place to live and play in all of Sun Lakes. We are so fortunate to have this wonderful oasis for active adult families to call home.

Please take the time to visit us online at www.sunlakescountryclub.com - where you can find everything you need to know about our neighborhood and our community. On this site you can obtain information on our various committees, entertainment, events and more. You can also view or download the governing documents and obtain architectural permit request forms for improving your property.

The Administrative Services office is open Monday through Thursday from 9:00 a.m. to 4:00 p.m. (closed from 12:00 p.m. to 1:00 p.m. for lunch) and open Friday from 9:00 a.m. to 12:00 p.m. Administrative Services offers many services including: copying, laminating, faxing and notary services. Visit the Administrative Services desk in the clubhouse any time during these hours to answer questions on just about anything. Or, reach us by phone at 480-895-9270, or by e-mail through our website.

The Community Services office is open Monday through Friday from 8:00 a.m. to 4:00 p.m. (closed from 12:00 p.m. to 1:00 p.m. for lunch) and open Saturday from 8:00 a.m. to 2:00 p.m. Community Services offers many services including: copying, faxing and notary services, fishing permits, architectural permits, estate sale permits, vacation watch, mailbox signs, name tags, and windshield stickers.

Find out how you can get involved in your community - whether it be through volunteering on a committee, attending an event, or simply having breakfast, lunch or dinner in the restaurant. We provide a monthly newsletter, the Sun Laker, which is distributed electronically on the third Monday of each month. Make sure to sign up for our Sun Lakes Country Club eBlast list which helps keep our homeowners informed through email. To sign up, visit our Administrative Services for a form, or sign up through our website.

We look forward to you loving this neighborhood as much as we do. Again, thank you for choosing Sun Lakes Homeowners Association #1 as your new home.

Sincerely,

Jerry Flannery

General Manager



SLHOA1 Homeowners Handbook

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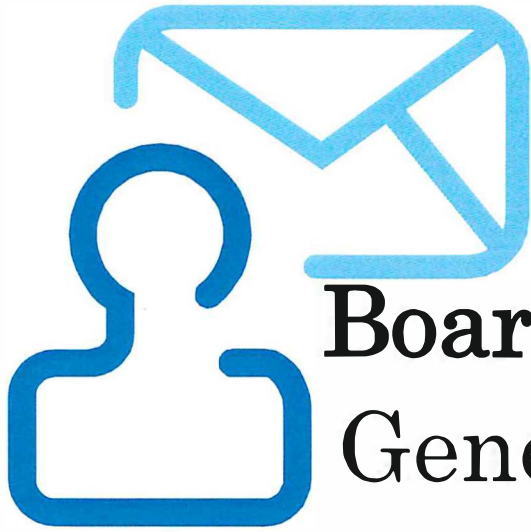
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Board of Directors General Manager

Contact Information

Leave a Comment Card or Letter at Administrative Services

JD Hunt, President

Patricia Tudong, Director

Lance Moyer, Vice President

Dee Patterson, Director

Bill Becker, Secretary

Alex Coltran, Director

Ken Barr, Treasurer

Jerry Flannery, General Manager



SLHOA1 Board Appointed Committees

All SLHOA1 homeowners are welcome to attend committee meetings.

Committees serve at the direction of the Board of Directors.

Additional committees may be activated throughout the year. Check the Sun Laker newsletter, sign up for eBlasts, or check the clubhouse monitors for current information.

ARCHITECTURAL COMMITTEE

Meets every other Wednesday at 8:00 a.m. in the Friendship Room Works with homeowners of SLHOA#1 to ensure all projects, enhancements, and all other general construction work being performed on homes in SLHOA1 conform to the rules of the HOA.

BUDGET & FINANCE COMMITTEE

Meets quarterly on the 4th Wednesday of the month at 9:00 a.m. in the Friendship Room Works with SLHOA#1 managers to review the Association's budget and make recommendations.

SPECIAL EDITION

There have been questions in the community regarding how the Board operates, how committees work, and how our governing documents and state statutes play a role. This Special Edition will help answer some of those questions.

Open and Closed HOA Meetings

Members often hear the terms "open" and "closed" meetings. Closed meetings are also referred to as Executive Session. What can be discussed in each type of meeting is outlined in the AZ State Statute 33-1804.

Open meetings are just that; open to all members of the association and are held to conduct the business of the association. This includes committee meetings, they must be open meetings.

Closed, or Executive Session meetings, may be held as long as the Board is discussing one or more of the following five topics:

- Legal advice from an attorney for the board or the association.
- Pending or contemplated litigation.
- Personal, health, or financial information about an individual member of the association or an individual employee of the association.
- Matters relating to the job performance, compensation of, health records or specific complaints against an individual employee of the association.
- Discussion of a member's appeal of a violation or penalty.

Discussing any of these five topics in an open meeting could put the association at a liability and ensures the privacy of all the members and employees is protected.

SLHOA1 Financial Funds

Our HOA operates in the same fashion as a governmental entity - using "Fund" accounting. Our budget process begins in August of each year, with the Budget & Finance Committee giving the budget a thorough review. The final draft is reviewed by the Board of Directors, and then it is approved in an open meeting, typically in November. We prepare a budget for both our Operating Fund and our Reserve Fund during this lengthy process. Below is a description of our three financial funds:

Operating Fund - these monies fund the majority of our annual

expenses, which are typically the day-to-day operation of business. The managers are all tasked with referring to their individual department budgets when managing the operation of their respective departments.

Reserve Fund - expenses that are charged to this fund follow the same budget schedule as the Operating Fund. To create this budget, the most recent Capital Reserve study is reviewed to determine what projects they suggested, versus what management knows needs up-grade or repair. Expenses charged to this fund are items that need

Commenting at a Board Meeting

Have you ever attended a Board meeting and wondered whether or not commenting is appropriate? The state statutes cover this and say members shall be permitted to speak at an appropriate time during the deliberations and proceedings; however the board may place reasonable time restrictions on those speaking. The Board shall also provide for a reasonable number of people to speak on each side of an issue before a vote is taken.

At our board meetings, after the motion is presented and the board completes their discussion, the President asks if any members in attendance would like to comment before the vote is taken.

Our Board meeting agendas also have a time allocated for Member's Comments. This is not required by law but is included on our agenda to give members the opportunity to speak about their groups or clubs, or other topics. The board cannot take action on anything that is brought up during Member's comments if that item is not on the agenda for that meeting, nor will they comment about anything that falls into one of the five closed meeting topics. Even though a time is provided for Member's Comments, members are encouraged to fill out a comment card and they will receive a reply from a staff member. That's the quickest way to receive an answer to your question!

The Role of SLHOA Committees

Our Bylaws give the Board of Directors the authority to form committees to assist them in conducting the affairs of the Association. There are currently seven functioning committees.

There are two types of committees, standing, which means they're required by our Bylaws, and special, also called ad-hoc, which are formed for a specific reason. Committees have a chairperson and up to eight additional members. In addition, a

director is assigned to each committee to serve as liaison.

Our standing committees are Budget & Finance, Architectural, Nominating and Election. Our current ad-hoc committees are Long Range Planning, CC&R's & Bylaws, and Golf.

The ad-hoc committees are assigned a task by the Board and when they complete their task, their recommendations are presented to the Board. At that point, the Board

either assigns them another task or suspends the committee until another need arises.

Committees meet on a regular schedule with the date, time and location published in the Sun Laker. All meetings are open to members. Committee agendas will be eBlasted a few days before the meeting so members are aware of what will be discussed. Stop in and see what a great job these volunteers do!

How Do I...

Obtain financial or other HOA records?

Financial statements may be obtained by acquiring a "Request for Information" form from the Administrative Services Desk, completing it in detail and leaving the request to be filled by the accounting department. By law, the association must respond to a reasonable request within ten days (if the documents are available). Our governing documents, such as Bylaws, CC&Rs, Architectural Rules and Rules & Policies exist on our website and can be accessed any time.

Find out what will be discussed at an open Board or Committee meeting? Board meeting agendas are published via eBlast and are also posted on the monitors at least two days prior to the meeting. Committee agendas are published the same way, provided the Committee Chair provides them to our Communications Coordinator. If you are not already signed up to receive messages via eBlast, check in with the Administrative Services desk, they would be happy to help you.

Get updates on projects that were approved by the Board at an Open Meeting? The management team maintains a running list of items that have been approved at the Open Board meetings, and updates are posted to the monitors in the clubhouse on a regular basis as the projects progress.

Find out what is happening in our Community? The best source of information is via eBlast messages; you will find out at the beginning of every week what is happening in many different areas of the facility, including event and restaurant information, special events, seminars, and other community related items. All Board and committee agendas are distributed and the monthly newsletter is sent out as well.

FUNDS, Continued from Page 1

replaced or repaired. These must be presented to the Board of Directors at an open meeting, and appear on the agenda that is provided to the membership.

Buyer's Capital Improvement Fund (BCI) - as homes are sold, new buyers are required to pay a BCI Fee, currently in the amount of \$1800.00. Typically this is collected through the escrow process, however it is owed anytime a home changes hands. There are very few exceptions to this rule. As money is collected, it is put to this special fund to be used for new building or special projects. These projects also must be presented to the Board of Directors for approval at an open meeting, and appear on the agenda that is provided to the membership.

Board Meeting Preparation and Materials

Board meeting preparation begins with what we know is going to be on the agenda (determined by the Board President and the management team). Once we have determined when a budgeted item should appear on the agenda, the management team gets to work on acquiring bids for the item or project. Typically, the management team acquires three bids, and makes a suggestion for approval to the Board of Directors at an open meeting. The three bids typically include a photo of the item, the cost quoted by the respective bidders, warranty, tax, and delivery cost information.

The administrative staff prepares written materials including the agenda, the minutes from the previous meeting to be approved at the current meeting, the bids mentioned above, and meeting minutes from any committees. The contents are placed in a binder and are provided to our Board of Directors approximately five days before the meeting, to give them plenty of time to review the contents.

This entire process is finely tuned and by providing these materials, the Board of Directors finds it easy to make good decisions on behalf of the homeowners.

There are times when there are emergency repairs that we had not anticipated, in those cases we move forward with the repair or replacement, and request the Board of Directors approve the ratification of those expenses after the fact at the next open Board meeting.



How Do I Stay Informed?

1. Our website: www.sunlakescountryclub.com

Our website give you access to all the latest documents you need to stay up-to-date. Copies of Board agendas, resolutions, and minutes can be found under our Board Room tab. The latest copy of our Sun Laker newsletter, monthly event calendar, and the weekly Sun Lakes Life eBlast can be found under our Stay Connected tab.

2. Receive our eBlasts

eBlasts are emails sent from the Association to individual email addresses with information you need to know. Monthly calendars, board meeting agendas, newsletters, etc. are sent to our membership on a regular basis. You'll also receive restaurant and event specials, coupons, and updates on various projects that could have an impact on the community.

Get Signed Up for our Website and Receive eBlasts!

Constant Contact Administration SLHOA1

Please see the link to sign up for the SLHOA1 eBlasts. As soon as you submit the form, you will start receiving the eBlasts.

<https://lp.constantcontactpages.com/su/1Q4x7wD>



Sun Lakes Country Club is governed by several Governing Documents. For your convenience, some of those documents have been enclosed.

To view our other documents, please visit our website at:

www.sunlakescountryclub.com

Additionally, check with the website often as updates or changes may be made to these documents. The most current versions are always available on the website.

Website Guide

The Governing Documents are listed under the Board Room tab of our website. To view that tab, the visitor must have a username and password. To obtain your credentials, please call Bonnie Burden at 480-895-9270 ext. 221

Thank you.



Architectural Rules

Board Revised and Approved: March 2024

25601 S. Sun Lakes BLVD

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www.SunLakesCountryClub.com

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Introduction

Nothing contained herein shall be construed as altering, amending, or changing the Declaration of Restrictions as recorded with the County of Maricopa, or the Articles of Incorporation and Bylaws of Sun Lakes Homeowners Association #1.

Requirements of Submissions for Requests

A. Homeowners who wish to make any exterior change or improvement to their property that is visible from neighboring properties must complete an application, available at the Community Services Department or on the website at sunlakescountryclub.com, which includes all the necessary information for compliance with AC rules and other governing documents. Members not in good standing with the HOA will be denied.

B. The AC shall accept, study all plans, and specifications submitted by members of this Association for any requested property changes. Please refer to the back of the application form for Committee Meeting schedules and approval time frames.

Exception: Requests to paint a home will be approved in the Community Services office within two business days after submittal as long as the color(s) selected are approved colors and/or in the Board of Directors approved color scheme. Approved colors are available at the Community Services Office. Complete paint regulations are noted under the “Paint” section of these rules on Page 7, 8.

C. Emergency Requests – The AC Committee meets every other Wednesday to review requests. Should there be a request to Community Services that requires expedited approval, Community Services will notify the AC Chair or the AC Co-Chair immediately. If the AC Chair or Co-Chair decides that this request requires expediting, it will then be approved or denied.

D. Attached to each approved AC request will be an orange AC approval form which the homeowner must display in a readily visible place such as a window of the home during the work, and that form is to be returned to the Community Services office when each project is completed. The information and instructions on the back of the approval form must be followed:

1. Work on a project submitted to the AC is not to be started until written approval has been received from the AC and must be completed within sixty (60) days.

2. Homeowners who have obtained a “Maricopa County building permit” for major construction will be allowed 150 days to complete their project with one 30-day extension following the procedure in Section 4 (below).

3. Community Services has the right to require the homeowner to halt any and all work being performed either by the homeowner and/or his contractor for which an application has not been approved or which is deemed unsuitable, undesirable or in violation of the Deed Restrictions.

4. If work cannot be finished in the allotted sixty (60) days or one hundred fifty (150) days, the homeowner must submit a request to the AC, prior to the expiration of the original architectural approval, for consideration of an additional 30-day extension.

Awnings (Amended 11/2/11)

- A. Awnings (permanent and/or retractable) may be of a slanted or rounded type for the protection of only door or window openings.
- B. Written approval of their color, material, location and style, including a pre-approved home paint color sample, must be obtained from the AC before installation.

Block Walls, Brick Walls, Fences: Manufactured Homes

Examples:



Materials

- A. Side and back walls and fences on or near manufactured home lot lines may be constructed of cement block, slump block, wrought iron (or aluminum) or poly vinyl chloride (PVC) which imitates wrought iron. Privacy panels and PVC picket fencing may also be used. Wrought iron fencing must have posts set in concrete. Brick or block walls may be finished with stucco. When raising an existing block wall to 5' maximum height the new course(s) of block must match the existing block as closely as possible in design and color.
- B. Prohibited materials include wood, barbed wire, wire mesh, chain link and lattice of either wood or PVC. Wood fences "grandfathered" in 1989 that are considered too old to be properly maintained and, if replaced, must be replaced with accepted materials (See above A)

Painting

- A. Brick and block walls may be painted or left natural; however, all stucco walls must be painted. All painted walls must match the house base color, and the trim color of the house may not be used to paint the entire wall but used only as an accent.
- B. Wrought iron or PVC fences may only be painted in a color approved by the AC or Community Services. A drawing must be provided to the AC.

Maximum Height

A. The maximum height of rear walls and fences is five feet. Side lot line walls may be five feet in height, or less, to the front (street side) of the residence. They may not exceed two feet in height from the front of the residence to the water meter and may not exceed eight inches in height from the water meter to the curb. Lots abutting exterior boundaries may have six-foot walls. Lots abutting the western boundaries may have a six-foot chain link fence to assist in controlling blowing tumbleweeds.

B. The height is established from the top of the footing and the footing may not be above grade.

Screen Walls

All homes facing Association property must have a “screen wall”, which is defined as four or five-foot high walls placed on the street side of the house to conceal air conditioning and electric pedestal water softeners from street view. These walls must be made of masonry materials. Homes not facing Association property but having any air conditioning unit, solar panel equipment, etc. on the street side of the house must also have a “screen wall” to conceal the units from street view.

Block Walls, Brick Walls, Fences: Site-Built Homes

Please refer to Article 2 and Article 5 of the CC&R’s for additional information on Party/Privacy walls and the use of benefitted and/or burdened easement area.

Materials

- A: Side and back walls and fences on lot lines are constructed of cement block and built by the developer or home builder. Cement block, slump block, wrought iron (or aluminum) or poly vinyl chloride (PVC) which imitates wrought iron, or a combination of these materials, may be used on property lines that abut Association property.
- B. Prohibited materials include wood, barbed wire, wire mesh, chain link and lattice of either wood or PVC.

Painting

- A: Brick or block walls may be finished with stucco. Stucco walls must be painted, and brick and block walls may be painted or left natural. Painted walls must match the house base color, and the trim color of the house may not be used to paint the entire wall but only as an accent. A drawing must be provided to the AC.
- B. The outer side of block walls abutting Association property will be painted an approved SLCC color as approved by the Board of Directors and may not be painted a different color by the property owner.

Maximum Height

- A: Maximum height of rear walls is five feet, and side lot line walls may be five feet in height to the front (street side) of the residence. They may not exceed two feet in height from the front of the residence to the water meter and may not exceed eight inches in height from the water meter to the curb. Lots abutting exterior boundaries may have six foot walls. *Privacy walls* are defined as those walls beginning at the front of the home and extending to the rear lot line, and is also five feet within the residence lot line and may not be modified. Unit 9A (lots 1 through 8) may have six foot side walls to match their perimeter six foot walls.

- B. Fences facing the golf course or green belt will have a minimum height of two and one half (2 ½) feet and a maximum height of five (5) feet. Fences adjacent to the Oasis Park must be five (5) feet high and may not have access gates due to Maricopa County's safety requirements for swimming pools.

- C. Height is established from the top of the footing and the footing may not be above grade.

Concrete Walks, Drives, Pads, Etc.

Concrete work, including pavers, will be approved, but in order to be sure it is only done on the homeowner's lot, a plot plan must be attached with the AC application. Concrete and pavers may be installed up to the property line on manufactured home lots. It is the homeowner's responsibility to determine the property line and if the additional concrete allows for proper water runoff. Concrete and pavers may NOT be installed in the 5' benefitted or burdened lot easement area. A sample or picture of decorative or painted concrete must accompany the request. Maintenance sealing of concrete does not require approval. (Original Amendment on 11/2/11)

Construction of New Garden Homes and the Installation and Setting of Manufactured Homes

- A. All construction of new garden homes and the installation of manufactured homes must be approved by the AC. Permit forms that state the specific requirements are available at the Community Services Department. At the discretion of the Board, an outside consultant will be used to review plans. Please refer to the *Consultant Policy* in the Community Services office.

- B. The Chair of the AC and the Community Services Manager will oversee the AC approval and construction process as it relates to architectural compliance. If and when necessary, the Chair and designee(s) will act as liaison between the seller of the manufactured home, the buyer/owner of the home and the Board of Directors and General Manager. (Amended 11/2/11)

Decorative and Non-Lot Line Fencing: All Homes

- A: Walls or fencing placed within the front or side yard setback provisions of the property and intended for landscape decoration must be made of previously identified accepted materials. Maximum height of front or side yard decorative fencing is thirty-six inches. Walls or fencing intended to contain pets shall be placed in the rear yard only, shall not exceed 5' in height, and must be made of previously identified materials. Please refer to the Fencing section for acceptable fencing materials.
- B: Walls or fencing placed perpendicular to the home, under a carport or patio roof must be made of previously identified AC accepted materials. Cement block walls under a carport or patio roof must be painted to match the house.

Detached Garages

Detached garages must be placed on a concrete slab, have one wall parallel to the residence (side or rear) and placement must be approved by the Committee. The garage must have at least one door meeting the requirements as specified in this document in Garage and Carport Section D. They must be painted the same color and finished in the same material as the house, both siding and roof. Detached garages may not be converted for use as living space.

Flags and Flag Poles

Installation of a flagpole does not require AC approval as long as the following guidelines are met: Flag poles may be no higher than 20 ft. above ground level and must be located within the home's property lines. Two flags per pole may be displayed. All flags shall be displayed on a flagpole and must remain in good condition. Flag dimensions are not to exceed 4 ft. x 6 ft. Compliance with ARS (Arizona Revised Statutes) 33-1808 is required for all flags placed on a Homeowner's property. In addition, team sports flags are also allowed. Recognized Federal holiday flags may be flown for no more than 30 days per holiday.

Garages and Carports

- A. Garages, carports, and accessory buildings may not be converted for use as living spaces. The patio side of a manufactured home may be converted to a second carport by adding a concrete driveway from the street to the patio.
- B. The roofs on carports and garages may NOT BE RAISED to accommodate motor homes or similar large vehicles.
- C. Driveways and garage or carport floors may NOT BE LOWERED to accommodate motor homes or similar large vehicles.

- D. Garage doors must be of the overhead type. If not, drawings, pictures and a list of materials must accompany the Architectural Permit for consideration. Paint colors must be HOA approved to match the color of the house.
- E. When a carport is converted into a garage, the exterior materials must match the home: i.e., stucco if the home is stucco, etc. (Amended 7/3/13)
- F. Please refer to the Sunshades/Screening section for rules on carport screening.

Gates: All Homes

- A: Gates must be of wrought iron or PVC wrought iron look-a-like or PVC picket fencing and be no taller than one foot (1 ft.) above the adjacent wall. The color must be approved by the AC and painted to match the house base color, trim or accent color. Where wrought iron gates have wood inserts, the inserts must be properly maintained.
- B. Gates providing access to rear yards may not exceed sixty-four (64") inches in width.
- C. Gates may NOT be placed on the burdened side of a site-built home.

Gazebos, Pergolas, Canopies, & Shade Structures

Any gazebo, hot tub cover, roof, or covered structure (including shade sails) intended to shield a person from the rain or sun requires AC approval. A drawing showing the placement and the dimensions of the structure, including height, must accompany the request.

- A. No permanent or temporary structure or dwelling unit shall be permitted to be maintained or constructed closer than 15 feet when detached from the home and 25 feet if attached from the rear lot line, nor closer than five 5 feet from the side of the lot line. The height may not exceed 12 feet, and the structure may not exceed 20 feet from the front of the lot line (not the curb).
- B. All such structures must be anchored.
- C. Temporary shade structures requests (i.e. a large tent for an event) may be applied for at the AC, and when approved, installed for a maximum of forty-eight (48) hours.

Heating and Cooling Units – Installation: All Homes

Installation of through-the-wall cooling and/or heating units must be approved by the AC, and these cooling and/or heating units cannot be installed in “privacy walls”.

Items Not Requiring AC Approval

- A. **Roof repair** including maintenance coating of foam roofs, and roof replacement, as long as the replacement roof is similar in structure and color of the existing roof.
- B. **Landscaping:** plants, shrubs, or trees.
- C. **Ground cover** (decomposed granite, crushed rock, lawns, etc.).
(However, the color of Painted Ground Cover must be approved by the AC.)
- D. **Items deemed as an emergency repair.**
- E. **Satellite dishes** less than 36 inches wide, intended for viewing television.

Lattice

As of October 2, 2013, the use of wood or plastic lattice will no longer be permitted due to the detrimental appearance of the property when the lattice is not maintained properly. Lattice in existence prior to 10/2/2013 will be "grandfathered" in but must be properly maintained. Repairs may be made to existing lattice used under carport or patio roofs and must be securely fastened within a frame. (Amended 10/2/13)

Mailbox Enclosure

Installation of a "Mailbox Enclosure" does not require AC approval as long as the following guidelines are met: Stucco mailbox enclosures must be painted the base or trim color of the house. Brick and slump block may be left the natural color. Dimensions of the enclosure cannot exceed 20" x 32" x 52". (Amended 11/2/11)

Painting / Paint Colors

- A. Exterior house painting must have prior approval which may be obtained at the Community Services Office (see page 3).
- B. Paint colors must be selected from the chart of approved Sun Lakes Homeowners Association #1 colors. Each request must have paint chip color samples attached. A permit is required even to repaint the existing colors; any existing colors that do not conform to the currently approved HOA colors will not be approved. Homes may be painted one base color and one trim color, or all one base color, or an approved three (3) color paint scheme. Trim is defined as the fascia, soffit, and the area around the doors and windows of the home. Exterior doors may be painted with an approved SLCC color. Natural wood tone doors must be kept in good condition using stain or a protective coating. (Amended 11/2/11)

- C. Any exterior additions to homes such as Arizona Rooms or other room additions, sheds and shed additions must be painted to match (exactly) the existing house and trim colors.
- D. Decorative painting of driveways, patios, walkways, landscape rock, and wall murals requires AC approval. Colors and patterns or a picture must be submitted with the application.

Patio Covers

Patio covers must be of metal, wood, or a combination of both constructions. Their color must be approved by the AC and must match the color of the home. Support posts on all patio covers attached to the home must be within the required setback lines. Freestanding patio covers (not attached to the home) must be placed 15' or more from the rear lot line and 5' **or more** from the side lot line. The height of the patio cover may not exceed the roof line of the home or 12 feet. Retractable patio covers must be approved by the AC.

Patio Enclosures and Room Additions

These improvements are permitted subject to the following conditions: (Amended 7/3/13)

- A. They must conform to all setback requirements in our CC&Rs.
- B. They must match the existing structure, color, and architecture of the home. For example, an addition on a stucco house must be stucco; direction of siding must match horizontally or vertically, etc. When changing the exterior design, a sketch must accompany the AC request for approval.
- C. The addition must be attached to the existing dwelling unit. The addition can be attached by an archway, roof or beam, with the two structures separated by a breezeway.

Patio Furniture

Furniture must be of a "patio style" intended for outdoor use. (Amended 11/2/11)

Pools and Spas: Private

The AC must approve the installation of all pools and spas/hot tubs. Swim spas cannot exceed 8' x 8'. Pools must be within the side setback requirements of the CC&R's. Spas/hot tubs must be placed in rear yards only. For corner lots, spas may not be on the street side of the house. (Please refer to Gazebo, Canopies & Shade Structures section (Page 8) for additional

information regarding placement.) All Maricopa County approved permits and dimensions will be approved by the AC.

Rain Gutters and Downspouts

Rain Gutters and Downspouts do not require AC approval as long as the following guidelines are met: These may be plastic or metal and painted the trim or base paint of the building on which they are mounted or left white. (Amended 11/2/11)

Roofing

Roof repair, maintenance, and replacement of foam, shingled, and tiled roofs do not require AC approval, provided the replacement roof is similar in structure and color of the original roof, and foam roofs are painted white. Any color other than white must have AC approval.

Setback Requirements

Manufactured & Site Built Homes

No permanent or temporary structure or dwelling unit shall be permitted to be maintained or constructed closer than twenty (20) feet from the front of the lot line not the curb, nor closer than five (5) feet from the side of the lot. The rear setback shall be no less than twenty-five (25) feet.

Manufactured and Site Built Homes – Corner Lots Only

The setback from the street side property line shall be a minimum of ten (10) feet as required by County Code.

Garden Homes – Unit 41 Only (Lots 1-68)

No permanent or temporary living or storage structure shall be permitted to be maintained or constructed closer than ten (10) feet from the front of the lot, nor closer than five (5) feet from the side of the lot. The rear setback shall be no less than ten (10) feet.

Sheds

A. Sheds must be on a concrete slab and be painted the same color as the house and finished in the same material as the house. Resin and metal sheds are not allowed. The sheds must also be installed within the setback requirements of the CC&Rs.

B. Prepackaged Resin/Storage/Deck Boxes (Freestanding) do not require AC approval as long as the following guidelines are met: Metal sheds are not allowed. Placement of a storage box **MUST** be done in a manner as to limit visibility from the street, neighboring properties, and public areas such as the green belt or golf course. Storage boxes may be placed along block walls, in the back yard only, if the yard is fully enclosed with a 5' or 6'

block wall. The height of the storage box cannot exceed the height of the wall. Only deck boxes can be placed on the patio side of a manufactured home. Homeowners will be limited to one (1) prepackaged storage box per property unless additional storage boxes can be placed in a backyard enclosed with a minimum 5' high block wall. In Unit 41, storage boxes will be limited to one (1) per lot and must be of the horizontal style, placed only against the rear wall of the home. Vertical storage boxes will not be allowed in Unit 41. (Added 11/2/11)

Siding: Site-Built Home

Site-built homes that were originally constructed with wood or composite siding at the rear of the carport, rear of the home, or on the gable ends of the home may have that siding repaired or replaced with like materials. Requests to replace the wood with stucco or vinyl siding in a color compatible to the base color of the home may be approved. (Added 1/5/16)

Solar Panels

The placement of solar panels must be approved by the committee. Requests for solar panels must include a drawing on the placement of the electrical box.

Stucco added to Manufactured Homes

When a manufactured home is converted to a stucco exterior, the entire home, including all additions, storage room and/or garage must be stucco. The stucco must be painted an approved color, with the color choice selected at the time of application; stucco cannot be left "natural". When changing the architectural style of the home, a design sketch must accompany the AC request. Block, faux stone, brick accents, and existing slump block is acceptable.

Sun Shades / Screening

- A. Exterior roll-down sun shades will be approved for protection from morning and/or afternoon sun, but not as permanent fixtures or for use in unoccupied homes, on windows and patios only.
- B. Window sunscreens do not require AC approval as long as the color is a neutral color (tan/black). Green sunscreen material is not allowed.
- C. Carport and patio sun screening must be a neutral color (tan/black) and securely fastened in a frame. Metal screening/louvers may be painted the base color of the home or left white. The following MAY NOT be used as sun screening for a patio or carport: Wood, any Lattice (plastic, wood, etc.) tarps, sheets, etc. Patio "drapes" may be installed on rear patios only and must be made of a weather resistant fabric suitable for outdoors. Permit applications must have a color and fabric sample attached. (Amended 10/2/13)

TV Antennas and Satellite Dishes

Exterior antennas/receivers are not allowed on any residential lot except to the extent permitted by Federal Law. (See CC&Rs 2.14)

Water Softener Tanks / Other Exterior Tanks

Water softener tanks are to be concealed as effectively as possible from the view of neighbors and the street. No elevated tanks of any kind shall be erected, or placed, or permitted on any lots.

Windmills and Bird Feeders

Decorative windmills, bird feeders, bird houses and similar structures may be no more than 6 feet in height. They may be placed no closer than 5 feet from side lot lines or 10 feet from rear lot lines, or 9 feet from the front curb. They must be of a non-reflective material. Windmills are to be placed in rear yards only.

Windows / Doors

A. The **replacement** of existing windows or doors do NOT require AC approval as long as they are replacing the original sizes.

However, the **removal or addition** of new or different sizes of windows or doors (where one or more did not previously exist) DOES require AC approval.

B. No windows or doors may be installed in privacy walls on site-built homes.

C. Translucent glass blocks or a translucent window may be installed in order to allow light into the home from privacy walls, while not allowing noise or vision problems for the adjacent neighbor. Size and location of translucent glass blocks must be included with the application.

Water Softener Tanks/ Other Exterior Tanks

Water softener tanks are to be concealed as effectively as possible from the view of neighbors and the street. No elevated tanks of any kind shall be erected, or placed, or permitted on any lots.

Windmills and Bird Feeders

- A. Decorative windmills, bird feeders, bird houses and similar structures may be no more than 6 feet in height. They may be placed no closer than 5 feet from side lot lines or 10 feet from rear lot lines, or 9 feet from the front curb. They must be of a non-reflective material. Windmills are to be placed in rear yards only.

Windows/ Doors

- A. The replacement of existing windows or doors do not require AC approval. Removal or addition of new windows or doors (where one did not previously exist) requires AC approval.
- B. No windows or doors may be installed in privacy walls on site built homes. In order to allow light into the home from privacy walls, while not allowing noise or vision problems for the adjacent neighbor, translucent glass blocks or a translucent window may be installed. Size and location must be included with the application.



Policies & Rules Information Manual

Board Revised & Approved: February 2024

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Section A: Introduction & Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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 1st.
- 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 31st each year. Golfers begin earning credits June 1st 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

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

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

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

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

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 content 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

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

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

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

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

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

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

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)

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

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

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.

CARD ROOMS

Card rooms can be reserved at SL 1 and SL 2 if at least one player is from the association where the card room is located.

FITNESS CENTERS

Each association has its own health / fitness center that can only be used by its homeowners.

GOLF ANNUAL / ASSOCIATE CLUB MEMBERSHIPS

SL 1 and SL 2 retain the right, but not the obligation, to sell Annual / Associate Golf memberships to each other's members under terms and conditions set by the HOAs from time to time. Annual / Associate golf memberships are to be offered on a year-by-year basis.

GOLF COURSES

Members of SL 1 shall be allowed to play at the Cottonwood or Palo Verde golf courses on a time / space available basis at established rates.

Members of SL 2 shall be allowed to play at the Sun Lakes 1 golf course on a time / space available basis at established rates.

Members of each Association will be allowed to bring guests, who are charged established rates.

GOLF CHIPPING GREENS

SL 1's chipping green is open only to SL 1 homeowners, their guests and Associate / Annual Golf members. SL 2's chipping green is restricted to SL 2 homeowners and SL 1 homeowners who have purchased a SL 2 annual golf membership.

GOLF DRIVING RANGES

Driving ranges are open to all SL 1 and SL 2 homeowners and their guests. Golf course dress codes apply.

GOLF PITCH AND PUTT

The Pitch and Putt course at SL 1 is available to SL 1 and SL 2 homeowners and their guests with priority given to SL 1 homeowners. Guests of a SL 2 homeowner may use the SL 1 Pitch and Putt course when accompanied by a SL 2 homeowner.

GOLF PRO SHOPS

The Pro Shops are open to all SL 1 and SL 2 homeowners and their guests.

HORSESHOE PITS

SL 1 horseshoe pits are open to all SL 1 and SL 2 homeowners and their guests. Equipment is available at the SL 1 Pro Shop. SL 2 horseshoe pits at Sisk Park are open to all SL 1 and SL 2 homeowners and their guests. SL 2 horseshoe equipment is stored in a cabinet at Sisk Park.

LAKES

Members of SL 1 and SL 2 may fish in each other's lakes within the rules established by the respective associations. In SL 1, an association fishing permit is required and can be obtained at the SL 1 Community Services office. Only SL 1 homeowners may bring pets to SL 1 lakes and common areas; only SL 2 homeowners may bring pets to SL 2 lakes and common areas.

LIBRARIES

The libraries are open to all SL 1 and SL 2 homeowners. No monitoring is done and most books are taken on the "honor system."

LOUNGES / BARS

SL 1 and SL 2 lounges/bars are open to SL 1 and SL 2 homeowners and their guests. All lounge / bar patrons at SL 1 and SL 2 facilities must provide proof of current membership upon request, prior to being served alcoholic beverages.

OUTDOOR POOLS

SL 1 and SL 2 homeowners, but not their guests, may use each other's outdoor pools, with the exception of the SL 1 lap pool and spa located in the Fitness Center area and the SL 2 lap pool, which are restricted to SL 1 and SL 2 homeowners respectively only. The children's pool in SL 2 is available to SL 1 and SL 2 homeowners and their guests. Children who are guests of a SL 1 homeowner may use the SL 2 children's pool when accompanied by a SL 1 homeowner. SL 1 homeowners and guests may use the SL 2 children's pool except during the following blackout dates and times: prior to 3:00 p.m. for the period beginning the Sunday before Thanksgiving and ending on the Sunday following Easter. During this black out period, SL 1 homeowners and their guests are welcome to use the SL 2 children's pool on a daily basis from 3:00 p.m. until closing.

PARKS & PICNIC AREAS

All SL 1 and SL 2 homeowners may use the facilities and amenities at the SL 2 Sisk Park. Reservations by SL 1 homeowners for the use of the Sisk Park Ramada can be made through the SL 2 Recreation Department, no more than three (3) months in advance and under terms and conditions set by SL 2 from time to time. Participation by SL 1 homeowners in an organized putting club that utilizes the Sisk park putting green is subject to terms and conditions set by SL 2 from time to time. SL 1 and SL 2 homeowners may use the SL 1 clubhouse and Oasis picnic areas. SL 1 and SL 2 homeowners may bring guests to the Oasis. Use is on a first come, first served basis, however, reservations are permitted. (Refer to SL 1 Policies and Rules regarding Oasis Pool and Ramada Use.)

PICKLEBALL COURTS

SL 1 homeowners may purchase an annual Non-Resident Recreation Card and Activity Sticker at SL 2 Homeowner Services and be a member of the Pickleball Club to use the Pickleball Courts. Non-Resident Recreation Cards and Activities Stickers are available on / after October 1 of each year and are valid for the annual period of November 1 through October 31. SL 2 homeowners may use the SL 1 Pickleball and shared Tennis Courts if they are a member of the SLCC Pickleball Club and have paid an annual fee to the association. Please refer to the SL 1 Policies and Rules Manual for hours of play.

RACQUETBALL COURTS

SL 1 homeowners may purchase an annual Non-Resident Recreation Card and Activity Sticker at SL 2 Homeowner Services to use the Palo Verde Racquetball Courts. The Racquetball club will be responsible for assuring that SL 1 members have a current Non-Resident Recreation Card and Activity Sticker. Non-resident Recreation Cards and Activities Stickers are available on / after October 1 of each year and are valid for the annual Period of November 1 through October 31. Players must wear non-marking indoor court shoes only. Check with the SL 2 Recreation Manager or the Recreation Guide for organized play.

RESTAURANTS

All SL 1 and SL 2 restaurants are open to SL 1 and SL 2 homeowners and their guests. All restaurant users at SL 1 and SL 2 facilities must provide proof of current membership upon request. SL 2 reserves the right to restrict restaurant reservations on occasion.

SOCIAL EVENT

Social events are open to all SL 1 and SL 2 homeowners. The sponsoring association may impose priority in the form of advanced or restricted ticket sales or price differentials for special events.

TENNIS CLUBS

SL 1 homeowners may join the Cottonwood Tennis Club and SL 2 homeowners may join the Sun Lakes 1 Tennis Club, and the respective homeowners may play during the respective clubs' reserved tennis court timeframes and events in accordance with the respective clubs' rules and Association's' rules. Membership in each club is based on space and availability and approval of the respective club which may include fees to the association.

TENNIS COURTS

SL 1 and SL 2 homeowners have use of their own tennis courts. Priority for scheduled use of the courts is given to the SL 1 and SL 2 Tennis Clubs. SL 1 homeowners and guests may play on SL 2 courts, and SL 2 homeowners and guests may play on SL 1 courts during open play time as long as one player per singles and two players per doubles are homeowners from where the courts are located. SL 1 homeowners may purchase an annual Non-Resident Recreation Card and Activity Sticker at SL 2 Homeowner Services to use the SL 2 Tennis Courts. Non-Resident Recreation Cards and Activities Stickers are available on / after October 1 of each year and are valid for the annual period of November 1 through October 31.

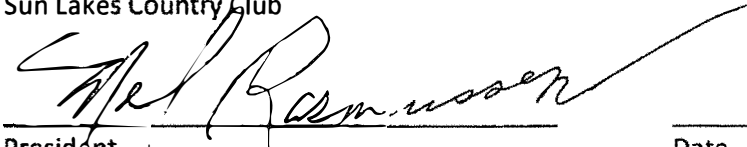
ACKNOWLEDGEMENTS

The signatures below acknowledge that the Board of Directors of Sun Lakes Homeowners Association #1, INC. / Sun Lakes Country Club and Cottonwood Palo Verde Sun Lakes 2 Homeowners Association have voted to accept the terms of this agreement.



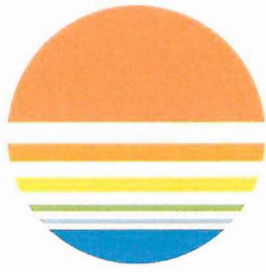
President
Sun Lakes Homeowners Association #1, INC.
Sun Lakes Country Club

10/4/2017
Date



President
Sun Lakes 2 Homeowners Association
Cottonwood Palo Verde

10/4/17
Date



Sun Lakes

COUNTRY CLUB

HOMEOWNERS ASSOCIATION #1, INC.



Golf & Tee Procedures



Sun Lakes Country Club is a Private Club

The golf course is open only to Sun Lakes Phase I, II, and III residents and their guests.

Phone # 480 895-9274

Check In

All players must check in at the starter desk at least 15 minutes before to your start time. Annual members must show their annual green fees cards, others must produce their 10 play cards or pay the daily rate and retain their receipt.

Shotgun Starts:

All golf carts and walkers must wait in the parking lot staging area or practice area until the starter announces the start of the shotgun.

Tee Times:

The starter will give your group a 10-minute call at which time you may proceed to the "On Deck" parking space near the 1st tee. The starter will then call your group to the first tee when the fairway is clear.

Reservation System:

Chelsea Internet Golf Reservation System is used for making reservations. Requests can be made 5 to 14 days in advance. Bookings can be made 1 thru 4 days in advance. Instructions for new members to our Chelsea program are available at the golf shop.

Course Conditions:

For course conditions please call 480 895-9274, ext. 5 for any delays and/or other weather advisories. Very useful November – January for frost delay information.

General Information:

No driving on the golf course cart paths is permitted unless playing golf. When arriving/leaving the golf course parking before/after golf all drivers must use the street entrance/exit. **DO NOT USE THE GOLF COURSE CART PATH AS A SHORTCUT.**

November through April:

3 shotgun starts per day Monday – Thursday, start times vary depending on daylight hours. Frost delays are possible November – January.

May through October:

The Chelsea reservations system will be used for tee times every day except Tuesday (Ladies Day) and Thursday (Men's Day). Tee times will be available late afternoons on Tuesday and Thursday.

If your ball goes into the water during play you may retrieve your ball ONLY. NO retrieving of other golf balls is allowed (ONLY authorized personnel).

Fishing is not permitted during daylight hours. Fish at your own risk.

Golfers maintain the right-of-way. Fishermen may NOT have their pets accompany them while fishing in the golf course lakes.

Pets are not allowed anywhere on the golf course or in golf facilities.

RULES OF READY GOLF

To assist you in keeping up with the group in front of you, please follow the Ready Rules outlined below.

ON THE TEE

1. Be ready to play as soon as the fairway is clear.
2. Shorter hitters should hit first.
3. Have the group watch where each shot goes.
4. Carry an extra ball with you.
5. Whoever is in the lead cart should not hit last.

ON THE FAIRWAY

1. Play ready golf, hit when it is safe to do so.
2. Drop your cart partner off at their ball and drive to your ball.
3. If another player is walking to their ball and you are ahead of them, go ahead and hit instead of waiting.
4. Take extra clubs so you don't have to return to the cart.
5. Limit your search for lost balls to 2 minutes.
6. Have your group watch where each shot goes.

ON THE GREEN

1. Line up your putt while others are putting.
2. Putt out rather than mark when possible.

3. First player in the hole picks up the flag and replaces it when last putt is in.
4. If someone has hit out of the sand, either help him/her with the raking or others putt until the player can get to their ball.
5. When you leave the green, get into your cart with your clubs and move off as soon as possible, this allows the group behind you to make their approach shots.

WATER BALLS: If your ball goes into the water, you may retrieve ONLY your own ball as long as it is easily accessible, and you **don't hold up play**.

LOST BALL: Please limit your search to 2 minutes. If you are being pressed and the next hole is open, wave the group behind you through.

Playing time for Sun Lakes is 3 ½ hours or less.

Remember that slow play affects everyone. Please cooperate for the enjoyment of all.

Let's all try to make our golfing experience enjoyable for everyone.

**EXCERPTS FROM THE SUN LAKES HOMEOWNERS
ASSOCIATION #1, INC.**

POLICIES AND RULES INFORMATION MANUAL
(SECTION Q)

GOLF

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 I-3 Dress Code).

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 *collared* shirts with sleeves at all times. Slacks or golf shorts are permissible. Men's approved shorts must be no shorter than mid-thigh.

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.

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 path, 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. 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 1st.

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 31st each year. Golfers begin earning credits June 1st 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. Organized Men's and Women's 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.

CODE OF CONDUCT

Proper conduct and decorum are essential to preserve the active adult lifestyle that has been created within the Association community. The Association emphasizes consideration, respect and courtesy on the part of its representatives and staff and asks that members and guests conduct themselves in a similar way. The following conduct will **not** be tolerated on the Association Common Area property at any time:

- Violence, threats of violence or violent language directed against another person.
- Physical or sexual harassment or abuse against another person, as well as harassment or abuse aimed at another person due to their gender.
- Sexist, racist or otherwise offensive or discriminatory jokes and language.
- Harassing or abusive communication, whether written or verbal. For the purposes of this Code of Conduct, harassing or abusive communication includes, but is not limited to, communication that contains the following:
 - Name-calling
 - Profanity
 - Attacks on character or other personal attacks
 - Insults
 - Bullying
 - Mockery
 - Communication that is hostile, destructive or unreasonably interferes with the business activity of the SLHOA1.
- Posting or displaying sexually explicit or violent material.
- Personal insults, whether verbal or in writing, particularly those related to race, gender, religion, national origin or disability.
- Inappropriate photography or recording.
- Inappropriate physical contact.
- Deliberate intimidation, stalking or following.
- Disruption of Association meetings or events.
- Advocating for, or encouraging, any of the above behavior.
- Other conduct which could reasonably be deemed inappropriate in a public setting.

In addition, all Association representatives, employees and staff shall be treated with respect and dignity and shall not be subject to physical or sexual abuse, or communication that is harassing or abusive, as discussed above, at any time or location, including while performing employment duties or otherwise out in the community

Weapons: 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.

Inappropriate Internet Usage: Internet usage on Association owned premises (whether the device is owned by the Association or by a member or their guest) is monitored, wherein access

to web sites can be identified. Sending, receiving, or viewing pornographic or other offensive material on Association property will be regarded as gross misconduct, a violation of this Code of Conduct, and will not be tolerated.

Violations and Enforcement: Any violation of this Code of Conduct may be subject to the Enforcement Procedures set forth above or in the Association's Governing Documents. In addition to fines, a violation of this Code of Conduct may result in suspension of use privileges of the Association's property and/or facilities. Members may report suspected violations to: Info@slhoa1.com.

Any person refusing to comply with the Code of Conduct and other policies and rules of the Association may be asked to leave Association property. A member or guest who is asked to leave Association property is expected to leave immediately. The Association's staff is authorized to contact the Maricopa County Sherriff's Department to report any person for trespass.

The Association's staff is also authorized to contact the Maricopa County Sherriff's Department to report any violent, abusive or threatening conduct, as well as any behavior that raises safety concerns. Association members and guests are encouraged to contact the Maricopa County Sherriff's Department or other appropriate first responder in the event of any violent, abusive or threatening conduct as well or any safety concerns.

Personal Disputes: The Association will not become involved in personal disputes, whether or not those disputes are between members.

Sun Lakes Local Rules

1. **Cart Paths:** Paved cart paths are considered as an immovable obstruction. You may take free relief within one club length from nearest point of relief no closer to hole.
2. **Unpaved paths:** No relief. Play the ball as it lies. Or take an unplayable lie, one stroke penalty.
3. **Public Roads:** A ball, which comes to rest on or crosses a public road, is "out of bounds," even if the ball comes to rest on another part of the golf course. The road behind # 8 green is not a public road, a ball which comes to rest on any dirt or gravel in the maintenance yard area or crosses the maintenance road may be played as it lies or taken to the drop area left of # eight green, no penalty.
4. **Public Road Exception:** Hole #2, a ball that comes to rest on or crosses the street behind hole 2 may be dropped as close as possible to where it crossed with a one-stroke penalty.
5. **Out of Bounds:** White posts boundary fences and walls and public roads determine boundaries. The driving range to the right of hole one & nine is out of bounds.
6. **Staked trees:** If the tree, stake, rope or wire interferes with the intended area of stance or swing you may take free relief within one club length from nearest point of relief no closer to hole.
7. **Temporary Water:** Accumulation of water on the course that is visible before or after the player takes his stance and is **not** in a water hazard. The ball may be lifted, cleaned and dropped, without penalty, as near as possible to the spot where it lay but not nearer the hole.
8. **Greenside Sprinkler Heads:** If a sprinkler is in your stance, swing or intended line of play, and the sprinkler head is within two club lengths of the green and your ball is within two club lengths of the sprinkler head, the ball may be lifted, cleaned and dropped, without penalty, as near as possible to the spot where it lay but not nearer the hole.

Playing time for Sun Lakes is 3 ½ hours or less.

Remember that slow play affects everyone. Please cooperate for the enjoyment of all.

Let's all try to make our golfing experience enjoyable for everyone.

See Policies & Rules, Section Q: Golf, page 25 for more information on golf rules.



EMERGENCY NOTIFICATION FORM

Homeowner Information

Homeowner (1) First, Last name	Homeowner (2) First, Last name
Property address	Property Unit & Lot #
ALTERNATE MAILING ADDRESS	
Home phone ()	Cell phone ()
Email address - owner (1)	Email address - owner (2)

Emergency Contact (Nonresident)

Name	Name	Phone ()
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Is Your Home a Rental? Circle one: YES / NO

If YES, you will need a Letter of Intent to Lease from the Administrative Services desk or our website at: www.sunlakescountryclub.com

Key Holder and Caretaker Information

Key holder's name	Key holder's phone
Do you, or will you, have a caretaker for your property? Circle one: YES or NO	
Caretaker's name	Caretaker's phone ()

Caretaker's email address	For Office Use Only
Does the caretaker have a key? Circle one: YES or NO	Tops Updated
	Copy to Com Service
	Copy to lot file
	Date Received:

Owner Signature _____

Date _____

A/R

Email: mhatch@slhoa1.com



Guest Pass

The following rules have been established for guests. Please read carefully and understand that once issued a "Guest Pass" these rules must be strictly complied with:

- Homeowner/Renter must request guest passes only.
- Homeowner/Renter is personally responsible for their guest.
- Guest **may not** use the equipment and material in the Wood Shop, the Tennis machine, Art & Crafts or the Rock & Gem rooms.
- **A person can only be a guest for thirty (30) day per year.** Therefore, guest passes are only issued for a maximum of thirty (30) days. If a guest stays longer than thirty (30) days, he/she must be a minimum of nineteen (19) years of age and in addition the owner must register the guest at the office and pay a guest fee (**1/2 of the annual dues payable in advance**).
- If the primary resident, who must be a minimum of forty (45) years of age, is absent the guest may not reside in the home unless one of the guests is also a minimum of forty (45) years of age.
- When using the facilities, guest must at all times have a valid guest pass in their possession unless they are accompanied by their sponsoring resident.

All persons under nineteen (19) must be accompanied by an owner or a guest with a pass.

I have read and understand the rules above

Owner: Renter:

Owner/Renters Name: _____ Unit/Lot: _____

Address: _____ Phone #: _____

Guest Name	Relationship	Length of Visit
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____

Owner/Renter Signature: _____ Date: _____



Annual Volunteer Information & Waiver

Office Use Only
Date of Entry:
Initials:
Orientation Date:

Date: [] New Volunteer [] Current Volunteer

Contact Information:

Name (please print clearly): Birthday:

Address:

City: State: Zip:

Home Phone: Cell Phone: Business Phone:

Email:

[] Yes, please add me to your email list to keep me informed about what's happening at Sun Lakes HOA #1.

Employer: Occupation:

Faith group or other affiliation (church, school, civic, etc.):

Emergency Contact Name: Relationship to you:
Emergency Contact Phone #: Alternate Phone #:

[] Yes, I would like more information on additional volunteer opportunities.

ASSUMPTION OF RISK AND RELEASE FROM LIABILITY AGREEMENT

PLEASE READ CAREFULLY. THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.
IF YOU HAVE ANY QUESTIONS ABOUT THIS DOCUMENT, PLEASE CONTACT AN ATTORNEY.

1. Purpose. I, (PRINT FIRST AND LAST NAME) applied to Sun Lakes HOA #1, a non-profit corporation, to participate without pay as a volunteer in construction and other activities at locations in or around Sun Lakes HOA#1 area.

2. Acceptance of Risk. I am aware that CONSTRUCTION IS A HAZARDOUS ACTIVITY AND HAS NUMEROUS RISKS. I am voluntarily participating in the activities of construction. These construction activities include (but are not limited to) the construction of residential buildings, loading and unloading materials, painting, finishing, framing, transporting such materials to and from building sites, and other related activities. I may also consume food or beverages prepared by Sun Lakes HOA#1 at or in a third party kitchen that is not subject to regulation and inspection by the Maricopa County Environmental Health Services Department. I understand and acknowledge that these activities contain certain inherent risks, hazards and dangers that cannot be eliminated. Such risks include death, paralysis, head injuries, broken bones, cuts, back and neck injuries, exposure to sun and heat, and other temporary and permanent physical injuries. I acknowledge the risk of loss, theft, or damage of my personal property at a construction site. I understand the danger involved in such activities and participate with the knowledge that medical facilities may not be available in the event I become ill or injured.

Safety Rules and Protective Equipment. I agree to follow Sun Lakes HOA#1 safety rules and recommendations. If I am volunteering on a construction site, I acknowledge that I have received one or more safety briefings by Sun Lakes HOA#1. I acknowledge that for certain types of construction activities Sun Lakes HOA#1 may recommend wearing protective equipment, and that if I choose not to wear such equipment, I will be fully responsible for any related accident or injury. Thus, I agree to accept any and all risks of injury, illness, or death, and verify this statement by placing my initials here:

3. Release. In exchange for being permitted by Sun Lakes HOA#1 to participate in these activities and use its tools and facilities, I agree that I, my heirs, personal representatives, and assigns, will not make a claim or bring a lawsuit against Sun Lakes HOA#1 or its directors, officers, agents, employees, volunteers, suppliers, contractors, subcontractors, or attorneys (the "Released Parties") for injuries, illnesses or damages resulting from the negligent or intentional acts or omissions of the Released Parties. I waive and release the Released Parties from all actions, claims, or demands that I,

my heirs, personal representatives, or assigns now have or may have in the future for injuries, damages or death resulting from my participation in any Sun Lakes HOA#1 activities.

4. Indemnity. I agree to indemnify and hold harmless the Released Parties from any and all loss, liability, claims, damages, costs and expenses (including attorneys' fees) resulting from or relating to, in whole or in part, my participation as a volunteer in construction and other activities of Sun Lakes HOA#1.

5. Release of Media Rights. I give to Sun Lakes HOA#1 at all right, title and interest I may have in any and all photographic images, video or audio recordings, interviews, and other written, visual or broadcast media made, originated or created by Sun Lakes HOA#1 or its agents or employees during or in connection with Sun Lakes HOA#1 home-building program, including (but not limited to) any royalties, proceeds, or other benefits derived from such materials.

6. Declaration. I declare that I am not a registered sex offender nor am I required to register as a sex offender by any state or federal law. I authorize Sun Lakes HOA#1 to check any and all sex offender registries to verify this information.

7. Read and Understood. I have carefully read this Agreement and I fully understand its contents. I am aware that this is a legal contract between Sun Lakes HOA#1 and me and that it affects my legal rights. I also understand that by releasing Sun Lakes HOA#1 from liability, I am giving up certain rights that I would otherwise have. I acknowledge that I have had the opportunity to review this document and to seek legal advice if I have any questions, and I verify this statement by **placing my initials here:**

8. Insurance. I understand that Sun Lakes HOA#1 does not maintain or provide health or medical insurance for work project volunteers like me.

9. Intent of Agreement. I expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Arizona and that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona.

10. Arbitration. In the event of any claim, suit or dispute relating to this Agreement or any of the activities or other matters described in the Agreement, I agree that such disputes shall be settled by binding arbitration in the City of Phoenix, in accordance with the rules then prevailing of the American Arbitration Association instead of a trial. I verify this statement by **placing my initials here:**

11. Entire Agreement and Enforceability. This Agreement is the entire agreement and understanding between Sun Lakes HOA#1 and me. This agreement may not be changed, waived, discharged, or terminated unless agreed to in writing by Sun Lakes HOA#1 and me. I agree that in the event that any clause, sentence, or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the validity of that clause or provision shall not otherwise affect the remaining provisions of this Agreement which shall continue to be enforceable.

This Agreement is binding upon me and my heirs, personal representatives, and assigns, and any other person making a claim on my behalf. In addition, if I am a married person, I agree that this Agreement is made by me on my behalf and on behalf of the marital community of my spouse and me, and I agree that this Agreement will be binding on that marital community.

Participant Signature: X _____

Signed in: _____, ARIZONA **On:** _____
(City) (Date)

If you are under 18 years of age, it is required that your parent/guardian sign this document.

Parent/Guardian Signature: x _____

Signed in: _____, ARIZONA **On:** _____
(City) (Date)

Declaration of Witness

Declaration of Witness: I hereby certify that the person who signed above acknowledged in my presence that he/she had read and fully understood the meaning and consequences of the foregoing Assumption and Release of Liability Agreement, and signed in my presence.

Witness signature: **X** _____ **On:** _____ (DATE)

UTILITIES

SLHOA1 residents are responsible for establishing and maintaining their individual utilities.

ELECTRIC

SRP 602-236-8888

WATER

PIMA UTILITIES 480-895-1366

GAS

SOUTHWEST GAS 877-860-6020

GARBAGE DISPOSAL

Waste Connections Of Arizona 480-983-9101

Monday / Thursday Pickup.

Recycle 2nd and 4th Wednesday of the month.

REPUBLIC SERVICES 602-237-2078

Tuesday / Friday Pickup.

Recycle 2nd and 4th Wednesday of the month.

INTERNET

CENTURY LINK 800-244-1111

ORBITEL 480-895-8084

COX HIGH SPEED 623-374-4929

COX BUNDLE 623-234-4721

SUN LAKES HOMEOWNERS ASSOCIATION #1 DEPARTMENTAL EMERGENCY INFORMATION

<u>Emergency Telephone Numbers</u>	
Emergency -- Fire, Medical, Sheriff	911
Banner Desert Hospital	512-3000
Chandler Hospital	963-4561
Chandler Police Department	786-2741
Crime Stop, Maricopa County Sheriff's Office	602-876-1011
Fire Department - Station 1	895-5637
Fire Department - Station 2	895-9343
Fire Department – Troy Maloney, Fire Chief (ext. 22)	895-9420
Gila River Indian Police	1-(520)796-0415
Poison Center – Emergency	602-253-3334
Ambulance (American)	962-1776
Ambulance (Associated)	602-264-2881
Ambulance (Sacaton)	602-562-3320
Ambulance (Southwest)	602-267-8991
Arizona Highway Patrol	602-223-2000
Arizona Public Service (APS) (electric)	602-258-5483
Bee Removal – A Better Bee Company Sun Lakes Pest Control	602-277-9333 895-8234
Crisis Intervention Center	602-258-8011
AZ Emergency Management (Hazardous Material)	602-244-0504
Tim Kelly, Community Services Manager	480-895-9270 Ext. 125
Phase I Community Services Representatives	895-1000
Robson Communities Patrol Hrs. 6am – 6pm daily	226-7919
Sheriff's Office (Non-Emergency) Switchboard	602-876-1000
Sheriff's Posse (Ron Burchett, Commander)	895-8751
Salt River Project (SRP) (electric)	602-236-8811
TD Walker Co. Network Services 1900 W. Chandler Blvd. Ste 15-322 Chandler, AZ 85244 / email to: td@tdwalker.com 1 st contact – Tim Kelly, Community Services Manager 2 nd contact – Kelly Haynes, General Manager	602-386-2500 www.tdwalker.com 480-895-9270 X125 480-895-9270 X114
Urgent Care (For Referral to Residents Only) and Workers' Comp 600 S. Dobson Rd. #26 (across from Chandler Hospital)	1-(800) 639-8227

Sun Lakes #1

