



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 take 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 Wednesday from 9:00 a.m. to 4:00 p.m. and Thursday open from 9:00 a.m. to 6:00 p.m. (closed from 12:00 p.m. to 1:00 p.m. for lunch). Friday open 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, 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. Make sure to sign up for our Sun Lakes Country Club eBlast list which helps keep our homeowners informed through the mail, 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,

Ryann Diaz, CMCA
General Manager



SLHOA1 Homeowners Handbook

Contents

Board of Directors and Committees

- Board of Directors and General Manager contact information
- Committee contact information
- Board Information – Special Edition Sun Laker

How Do I Stay Informed?

Architectural

- Rules Booklet
- Permit Application

Policies & Rules

Code of Conduct

Enforcement Procedures & Schedule of Fines

Reciprocal Agreement

Golf & Tee Procedures

Forms

- Emergency Notification Form
- Vacation Watch Form
- Volunteer Form

Misc.

- Utility contact sheet
- Emergency phone list
- Community Map



Board of Directors General Manager

Contact Information

Leave a Comment Card or Letter at Administrative Services

JD Hunt, President
Lance Moyer, Vice President
Ken Barr, Treasurer
Bill Becker, Secretary
Alex Coltran, Director
Grant McGrail, Director
Patricia Tudong

Ryann Diaz, 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.

Sun Laker



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

See FUNDS Page 2

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!



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>



Architectural Rules

Board Revised and Approved: March 2024

25601 S. Sun Lakes BLVD

p. 480-895-9270
f. 480-802-6878

www.SunLakesCountryClub.com

+

Table of Contents

Introduction.....	1
Requirements of Submissions for Requests.....	1,2
Awnings (Amended 11/2/11).....	2
Block Walls, Brick Walls, Fences: Manufactured.....	2, 3
Examples	2
Materials.....	2
Painting.....	2
Maximum Height	3
Screen Walls	3
Block Walls, Brick Walls, Fences: Site Built Homes	3, 4
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.....	3
Painting.....	3
Maximum Height	4
Concrete Walks, Drives, Pads, Etc.	4
Construction of New Garden Homes and the Installation and Setting of Manufactured Homes.....	4
Decorative and Non-Lot Line Fencing: All Homes	5
Detached Garages	5
Flags and Flag Poles	5
Garages and Carports	5,6
Gates: All Homes.....	6
Gazebos, Canopies, Pergolas, & Shade Structures.....	6
Heating and Cooling Units – Installation: All Homes	6
Items Not Requiring AC Approval.....	7
Lattice	7
Mailbox Enclosures.....	7
Painting / Paint Colors	7,8

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.

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.

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.

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)

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'

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.



Policies & Rules Information Manual

Board Revised & Approved: February 2024

25601 S. Sun Lakes Blvd.
Sun Lakes, AZ 85248

p. 480-895-9270
f. 480-802-6878

www.SunLakesCountryClub.com

Table of Contents

A.	Section A: Introduction & Definitions	5
B.	Section B: Insurance	5
C.	Section C: Administration	6
	1. Operations	6
	2. Association Membership and Age Certification	6
	3. Sun Lakes Unit and Lot Numbers	7
	4. Association Documents – Copies for Members	7
D.	Section D: Laws, Ordinances, Regulations & Enforcement Procedures ..8	
	1. Governing Agencies and Documents	8
E.	Section E: Use Privileges	9
	1. Members	9
	2. Renters.....	9
	3. Additional Occupants	9
	4. Facility Use Rights of Multi-Owners	9
F.	Section F: Guest Policy	10
	1. Duration of Stay Requirements.....	10
	2. Guest Use of Facilities Rules	11
	3. Apartment Renters	11
	4. Facilities for Exclusive Use of Adults (No One Under the Age of Nineteen).....	12
	5. Use Restrictions / Privileges for Guests (Under Nineteen Years of Age).....	12
	6. Who May Have Guests.....	13
G.	Section G: Swimming Pool Rules	13
H.	Section H: Emergency, Patrol, & Emergency Phone – 911	14
I.	Section I: Clubhouse	15
	1. General.....	15
	2. Bulletin Boards / Posted Notices	15
	3. Dress Code.....	16
	4. Facilities Reservations & Use	17
	5. Poker Table Rule	18
	6. Cash on the Table Rule	18
	7. Billiard Room Rules	18

BB. **Section BB: Liquor Policies** 39

DD. **Section DD: Petitions & Soliciting** 40

EE. **Section EE: Collection Procedures for Member HOA Dues, Special Assessments, and other fees**..... 41

FF. **Section FF: Realty Office** 43

GG. **Section GG: Permits (Manufactured & Constructed Homes)** 43

HH. **Section HH: Firearms**43

II. **Section II: Respecting SLHOA#1 Property**43

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.

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.

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

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.

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.

- 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.

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.

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.

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 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.

- 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.

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.

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.

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.

- 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.

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.

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

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.).

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.

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.

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.

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.

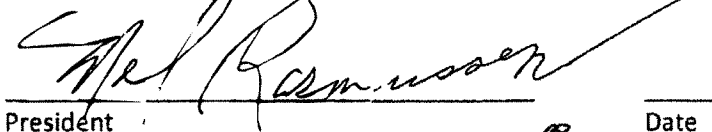


President

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.

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.

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.

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.

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 ()
<p>Is Your Home a Rental? Circle one: YES / NO</p> <p>If YES, you will need a Letter of Intent to Lease from the Administrative Services desk or our website at: www.sunlakescountryclub.com</p>	
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
	Tops Updated
	Copy to Com Service
	Copy to lot file
Does the caretaker have a key? Circle one: YES or NO	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,

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 #I 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

