

# PARADISE MANOR HOMEOWNERS ASSOCIATION

## RULES & REGULATIONS

**(Adopted in Open Meeting March 7, 2024.)**

The following Rules and Regulations have been enacted by the Board of Directors to help maintain the high aesthetic appeal of the community, safety of our residents and to help provide a comfortable environment for all residents. All homeowners should become familiar with the basic rules and regulations of the community and Paradise Manor CCRs which can be found on the Paradise Manor website.

All Previous versions of Rules and Regulations are rescinded.

The homeowner is directly responsible for the violations of any occupant, tenants, or guests of the lot. Make sure your occupants, tenants, and guests understand these rules completely.

This document is a synopsis of the Rules and Policies of Paradise Manor Homeowners' Association and supersedes all previous publications. Should you have any questions or concerns, please contact the Management Company. Amanda Miller is the Property Manager for Paradise Manor; contact information is below.

**Cornerstone Properties, Inc.**

P.O. Box 62073

Phoenix, AZ 85082

Office: (602) 433-0331 X109

E-Mail: [amanda@cpihoa.com](mailto:amanda@cpihoa.com)

<http://www.cpihoa.com>

If you have not registered on the website noted below, please do so. This website will give you access to the community address book, all communications, HOA calendar, and all updates.

Cornerstone Homeowner Portal for Paradise Manor Homeowners is:

<https://portal.cpihoa.com/>

## TABLE OF CONTENTS

SECTION 1: SUMMARY OF THE CC&R's .....	3
SECTION 2: WHAT IS PRIVATE PROPERTY & COMMON PROPERTY? .....	3
SECTION 3: BOARD OF DIRECTORS - ELECTION OF DIRECTORS.....	4
SECTION 4: PETS .....	5
SECTION 5: RENTALS, HOME BUSINESSES, STREET PARKING & TRASH CONTAINERS .....	7
SECTION 6: TENNIS COURT RULES.....	8
SECTION 7: POOL RULES.....	9
SECTION 8: PODS, MOBILE/PORTABLE STORAGE UNITS, CONSTRUCTION BINS .....	10
SECTION 9: EXTERIOR PAINT COLORS, GATES, WINDOW REPLACEMENT, AND YARD DECORATIONS, FLAGS, AND LIGHTING .....	10
SECTION 10: SCHEDULE OF FINES FOR VIOLATIONS & MISC. FEES .....	12

### RELEVANT LINKS:

Paradise Manor Public Website: <https://paradisemanorhoa.com>

Paradise Manor CC&R's: <https://paradisemanorhoa.com/documents>

Architectural Request: <https://paradisemanorhoa.com/architectural-review>

## SECTION 1: SUMMARY OF THE CC&R's

Below is a summary of certain sections of the CC&R's. This summary is not meant to encompass all of the CC&R's but to provide a quick reference to the most commonly asked questions. Every homeowner receives a copy of the CC&R's and a copy of the Rules & Regulations when they purchase their home.

### **HOW ARE MONTHLY DUES USED?**

Your monthly dues are used for: Front yard landscaping maintenance and watering, common area maintenance & insurance, taxes, utilities, and management fees. Portion(s) of your monthly dues are earmarked for the "reserve fund". The reserve fund may be used to cover future budgeted or non-budgeted major repairs or replacements. Examples of such repairs and/or replacement include, but not limited to: landscape improvements, tennis court resurfacing, pool improvements, etc. The current owner residents in accordance with the CC&R's must vote on a special assessment. Budgets are prepared in the last quarter of the current year, prior to the New Year. All residents receive copies of the budget for review. The seated board members approve the budget. Please reference the CC&R's (8.1.5).

### **CAN I MAKE ALTERATIONS TO MY PROPERTY?**

You may not make any alteration to the exterior of your property without prior written approval from the Board. Homeowners must complete an architectural change request, found on the Paradise Manor website. The HOA can take legal action against any homeowner who fails to obtain prior approval. Restitution to the HOA can be enforced legally.

## SECTION 2: WHAT IS PRIVATE PROPERTY & COMMON PROPERTY?

All areas contained within the walls of your lot are private property. Your front yard is also private property. Your house is private property. Other residents of our complex do not have access to these areas without your approval.

Your front yard lawn up to the front wall or courtyard wall of your house is watered and maintained by the association. Even though it is private property, this area may not be modified without board approval. The association does not provide pest control to homeowner's yards. You are responsible for the maintenance of your home, fences, and landscaping inside the wall of your property. If you have trees or shrubs in your front yard that are damaged from wind, monsoons, or other damage, it is your responsibility to correct the

damage. If you contact the property manager to assist and the Paradise Manor Landscape company is used to correct damage, the cost of repair or mitigation will be added to your monthly dues invoice and will be expected to be paid within 30 days or late fees will continue until paid. Note: if tree is dead, the HOA will remove but homeowner is responsible for replacement of tree.

All fenced areas in the center of the complex (the greenbelts), the main entrance to our complex, and specialized areas, including tennis courts and swimming facilities, are common property and are intended for the enjoyment of all residents. All streets and sidewalks are also considered common areas. However, since our streets have been dedicated, they are maintained by the City of Phoenix.

### **HOMEOWNER RESPONSIBILITIES**

It is a homeowner's responsibility to maintain their private property to a standard acceptable under the CC&R's, including if it is tenant-occupied or vacant. The home is to be maintained in good condition and repair and in an attractive state consistent with general community standards within the Property (Section 4.3 of the CC&R's).

Your property is inspected on a regular basis to ensure that it is maintained and will not negatively affect the property values of Paradise Manor. Members of the HOA Board, the Architectural Committee and/or its designees do these inspections. Unsightly objects or landscaping are not allowed. This includes items such as landscape debris, rubbish, antennas, signs (excluding security and for sale/lease, Section 10.5 of CC&R's), and any item that is roof mounted. Trees or shrubbery shall not infringe on the right of way of neighbors. Clotheslines are to be screened from view. Any loud noise determined offensive or detrimental to any other portion of Paradise Manor is not permitted.

### **HOMEOWNER RESPONSIBILITY TO COMMON AREAS**

Any damage to common area walls, gates, or fences caused by a homeowner will result in the homeowner being billed for repairs and any repainting by the Association.

### **SECTION 3: BOARD OF DIRECTORS- ELECTION OF DIRECTORS**

Elections take place during our annual meeting every March, with each term lasting one year. As we approach the next meeting, we encourage you to actively participate in shaping our community. You can express interest in running for the Board by submitting an application.

Prior to the annual meeting, you'll receive a 'Call for Nomination.' After nominations close, we'll send out a 'Notice and Ballot.'

Paradise Manor HOA uses electronic voting facilitated by the property management company for the election of board members. The property management company will provide requirements and instructions for applications to run for the Board and applications to volunteer for a committee. You may cast an absentee/paper ballot in place of electronic voting. If you want to request a paper ballot, please contact the property management company.

Each lot is entitled to one vote.

## **BOARD OF DIRECTORS**

The HOA Board holds the pivotal duty of upkeeping all common areas to ensure both safety and visual appeal. To manage these responsibilities, the Board determines monthly assessments, formulates an annual budget, and diligently enforces the CC&Rs. Additionally, they might opt to form committees, granting them oversight over specific areas of the community.

## **BOARD MEETINGS**

Board meetings, which are open to all members, held monthly on the third Thursday of January, April, July, and September at 6:00 pm, or as often as the Board deems necessary. The virtual meetings are typically conducted via Zoom (or a similar platform). You will receive an email notification from the community manager containing the meeting link. This virtual meeting can be accessed through your desktop, laptop, tablet, or smartphone. Please note that time permitting, homeowners may be allocated 3 minutes during each meeting to voice or provide input or ask a question. All board meetings will be held in accordance with the Arizona Open Meeting Law (ARS 33-1804).

## **SECTION 4: PETS**

Domestic pets are welcome at Paradise Manor. All cats and dogs must have their vaccinations and licenses current and must wear their tags at all times. It is recommended that all pets be microchipped. Pet owners are asked to respect the rights of others, especially when using common areas. No pet(s) may be kept that exhibit obnoxious behavior to other dogs or

humans or create any form of annoyance. All owners are responsible for the pets of your guests. When they visit your home, they are subject to the same regulations.

The following must be adhered to:

- Pet owners/custodians must clean up after their pet(s) and keep them in a quiet and secure manner.
- Pets shall not be kept, bred, or used for commercial purposes.
- Owners/custodians of dogs are responsible & legally liable for the behavior and actions of their pet(s).
- All dogs must be on a leash and supervised when walking with their owner/custodian in the community. (Phoenix Municipal Code 8-14)
- No person shall keep a dog within the City which is in the habit of barking or howling or disturbing the peace and quiet of any person within the City. (Phoenix Municipal Code 8-2)
- Use of Common Areas:
  - When using shared spaces, pet owners/custodians must ensure that their pet is well-behaved.
  - Dogs must be on leash when entering and exiting the common areas.
  - Pets should never be left to roam unsupervised. Owners/custodians must be in attendance with their pet(s) and carry a visible leash.
  - At the very first sign a dog exhibits aggression, the owner/custodian is to leash, control and then remove their pet(s) from the common area.
  - Owners/custodians must clean up after their pet(s). Designated pet waste bags are available for this purpose.
  - No pet fences, obstructions, or any other temporary or permanent structures shall be placed within or upon any common area.

## **PET COMPLAINT PROCEDURE**

1. Notify the property manager in writing, identifying the owner/pet that is not in compliance with the common area rules & regulations.
2. The pet's owner will then be notified in writing about the complaint and is expected to correct immediately.
3. If the difficulty persists - a second complaint must be submitted in writing to the property manager stating that the pet owner is not in compliance.
4. Upon the second or any additional complaints the owner will be asked to attend the next scheduled HOA Board Executive Session Meeting or a special meeting with the sitting board to discuss the difficulty which may result in fines, restrictions, or both.

***Failure to resolve or to comply with the above rules will result in a fine and/or restriction from using the common areas.***

For tips and helpful info. on how to handle a barking dog issue, visit:

[www.phoenix.gov/law/prosecutor/barking-dogs/information-for-the-complainant](http://www.phoenix.gov/law/prosecutor/barking-dogs/information-for-the-complainant)

## SECTION 5: RENTALS, HOME BUSINESSES, STREET PARKING & TRASH CONTAINERS

### RENTALS

As Per CCRs, LEASING 10.20.1, 10.20.2, and 10.20.3. **Leases less than 30 days are not permitted.** Upon leasing his, her or its Lot, an owner shall promptly notify the Association of the commencement and termination dates of the lease and the names of each adult tenant or other person who will occupy the Lot during the term of the lease. To notify the association, owners must utilize the Rental Form and submit it to the Property Management company.

**Rental Form:** Upon signature of the lease, or anytime there is a change in the lease, visit the Homeowner Portal website or contact the property management team to provide:

- 1. Lease duration:** Starting and ending dates.
- 2. Tenant information:** Provide the following details of every adult occupant:
  - a. Full name
  - b. Contact information: phone number and email address
- 3. Vehicle details for all vehicles belonging to the tenants:**
  - a. Make and model of the vehicle(s)
  - b. Year(s) of manufacture
  - c. License plate number(s)
  - d. Current year of registration

**Community Rules:** Tenants are expected to adhere to all the rules and regulations of Paradise Manor. However, they are not granted voting privileges within the community.

**Owner's Liability:** Property owners are wholly responsible for ensuring their tenants' compliance with CCRs and community rules. Any violations or misconduct by the tenants will make the owners liable for consequent actions or penalties.

### HOME BUSINESSES

A business cannot be conducted out of any home if it necessitates the daily coming and goings of foot traffic.

## **PARKING**

No vehicle is to park on our streets overnight (between the hours of midnight and 6:00 am) without a temporary overnight parking permit. This includes, but is not limited to, motor vehicles, trailers, RV's, recreational vehicles, boats, and commercial vehicles (such as moving trucks, vehicles with business logos, heavy machinery). Temporary overnight parking permits can be obtained by contacting a member of the current seated HOA Board.

Vehicles parked in the driveway must not overhang the sidewalk or obstruct the sidewalk in any way.

## **TRASH CONTAINERS**

Per Paradise Manor CCRs Section 10.14, Garbage and refuse facilities, containers, and the like shall be attractively screened and camouflaged in such manner as to conceal them from the view of neighboring Lots, Residential Units, property, roads, or streets. They are not to be visible on non-collection days.

Trash containers should be out **no earlier than 5pm the day prior** to scheduled collection and containers should be removed **by midnight the day of collection**.

On Collection Days: Ensure your trash containers are accessible and placed according to the city's collection guidelines. For more info., visit the City of Phoenix's website.

## **SECTION 6: TENNIS COURT RULES**

### **Hours 7:00 am and ending at 10:00 pm daily**

Courts are for tennis only & for the exclusive use of Paradise Manor community and their guests. **Homeowners must accompany any guest(s) and/or family member(s) on the courts.**

- No food, gum, carbonated beverages, or alcohol is allowed in the tennis court area.
- Shirts & athletic shoes (white soles please) designed for tennis play are required on the courts.
- Proper etiquette is expected of players & spectators, no music.
- No animals, and no children under 12 permitted unless accompanied by an adult resident.
- Court play is subject to a maximum of 90 minutes.
- Accessing courts without a key is considered trespassing.
- Play is at your own risk.



## SECTION 7: POOL RULES

### Hours 6:00 am – 11:00 pm daily

This is a semi-public pool – NO lifeguard is on duty! The pool is for use only by residents and their guests. Anyone not conforming to the rules of the pool and pool area will be asked to leave. Swim at your own risk.

- For safety purposes, all children under the age of 14 must be accompanied and supervised by a responsible adult.
- Pool patio furniture is intended for the pool area only and may not be removed from the area.
- Music or sound videos coming from laptops, tablets or smart phones should not be broadcast so as to disturb others. Ear buds are highly recommended.
- No running, pushing, scuffling or aggressive play is permitted at the pool.
- All users should use caution to keep the pool and spa sanitary.
- Use of the spa is at your own risk. It has been reported that for those under 10 years old or those persons who have a medical condition, spas may not be safe for use.
- Place all trash in containers. Do not throw cigarette or cigar butts on the ground, in the pool or in the shrubbery.
- No homeowner shall pass a key to a non-resident who is not a guest.
- Secure restroom doors when leaving. If you see a gate or door open, please close & secure accordingly.
- Replacement pool keys can be obtained by contacting the management company. **There is a \$35 per key replacement fee.**

*Per the Maricopa County Environmental Health Code, Regulation 6.*

- Persons with sore or inflamed eyes, colds, nasal or ear discharges, boils or other acute or obvious skin or body infections, or cuts shall be excluded from the pool.
- No glass allowed within the pool enclosures.
- No animals allowed except for service animals.
- No drinks, candy, tobacco, popcorn, gum, alcohol, or food of any kind shall be permitted in the pool or within the required walkways of the pool.
- Keep gate(s) closed and do not prop open.
- Shower and use the toilet before entering the pool.
- If incontinent, wear tight fitting rubber or plastic pants or a swim diaper.
- Observe all safety regulations.

**Note:** Pool parties are permitted but cannot exclude other residents or their guests from using the pool or spa. Please contact the property management company at least 2 business days prior to your event. Post a notice of your event with the date and time at the pool. The host is required to attend their party and is responsible for cleaning up before leaving the pool. The host is also responsible for any damage that may occur and will be billed accordingly.

**If you notice rule violations or maintenance problems, report them to the property management company.**

## SECTION 8: PODS, MOBILE/PORTABLE STORAGE UNITS, CONSTRUCTION BINS

All PODS, mobile/portable storage units, and construction bins must be registered with the property management company; no exceptions.

- Please provide the property management company with the date the container will arrive and the date it will be picked up.
- Please have your mobile/storage container parked on your driveway, provided it does not block the sidewalk or access to any other homeowner's driveway. If it is too large, it is important that the container does not block visibility of vehicles driving through the community or homeowners walking or cycling around the community.
- Corners or curves cannot be obstructed.
- The container should be parked only in front of your home and should not be parked on your driveway or the street for more than seven (7) calendar days without written approval of the Board.

## SECTION 9: EXTERIOR PAINT COLORS, GATES, WINDOW REPLACEMENT, AND YARD DECORATIONS, FLAGS, AND LIGHTING

**For approved paint colors, gates, and window replacement, please refer to the Architectural Policies and Procedures: <https://paradisemanorhoa.com/documents>**

**To obtain, complete and submit an Architectural Request Form:**

**<https://paradisemanorhoa.com/architectural-review>**

## YARD ART, DECORATIONS & FLAGS

Yard art, home decorations, or any other obstructions are not permitted in the grass areas, due to interference with landscaping maintenance. No decorative displays or ornaments are allowed on the front elevation or walls of homes.

- See ARS Section 33-1808 for permissible flags and signage.
- Seasonal decorations permitted during the appropriate holidays.
  - Christmas decorations must be removed by January 15th.
- String lights in front yard trees and shrubs are only permitted during the appropriate holidays due to interference with landscaping maintenance.
- Aside from holiday time periods, all visible homeowners' property outdoor lighting (including bulbs within permanent light fixtures) must be clear/white/non-color lighting.
- Sports or team banners permitted during playoffs only.

**FLAG POLICY FOR PARADISE MANOR HOMEOWNERS ASSOCIATION  
COVENANTS, CONDITIONS & RESTRICTIONS (CC&R's) POLICIES**

"Display of Decorations and Banners"

Pursuant to ARS Section 33-1808(A),

Notwithstanding any provision in the community documents, an association shall not prohibit the outdoor front yard or backyard display of any of the following:

1. The American flag or an official or replica of a flag of the uniformed services of the United States by an association member on that member's property if the American flag or a uniformed services flag is displayed in a manner consistent with the federal flag code (P.L. 94-344; 90 Stat. 810; 4 United States Code sections 4 through 10).
2. The POW/MIA flag.
3. The Arizona state flag.
4. An Arizona Indian nations flag.
5. The Gadsden flag.
6. A first responder flag. A first responder flag may incorporate the design of one or two other first responder flags to form a combined flag.
7. A blue star service flag or a gold star service flag.
8. Any historic version of the American flag, including the Betsy Ross flag, without regard to how the stars and stripes are arranged on the flag.

This law provides for Associations to adopt a reasonable policy regulating the display and placement of the above-referenced flag(s) and any pole necessary to fly the flag(s).

**WHEREAS**, The Board of Directors of Paradise Manor Homeowners Association at a duly called meeting discussed the following, by authority granted in accordance with the Covenants, Conditions and Restrictions, and by the Amendment provided in the Planned Community Act, adopted the following policy to become effective immediately.

**NOW THEREFORE LET IT BE RESOLVED:** that the following be adopted by the Board of Directors:

- The display of the flag(s) will be done so in accordance with the Federal Flag Code.
- The flag(s) may only be displayed from sunrise to sunset unless appropriate lighting is installed that properly illuminates the flag without disturbing the quiet use and enjoyment of the neighboring properties.
- The association must approve any lighting in writing prior to installation.
- Flag poles are allowed as long as the height of the pole is no great than the distance between the point of placement of the pole in the yard and the closest point of either of the following: (1) the sidewalk, (2) any common area, or (3) any neighbor's property line.

## SECTION 10: SCHEDULE OF FINES FOR VIOLATIONS & MISC. FEES

### A. Fines for Violations

<u>Violations</u>	<u>Fine</u>	<u>Period for Compliance</u>
First Violation	phone call/e-mail/or a warning letter	21 days
Second Violation	\$50	30 days
Third Violation	\$100-500	Immediate

There will be a \$50.00 fine for the Second violation, provided the Owner has not been fined for the same violation within the last 12 months. If the Owner has been fined for the same violation within the last 12 months, the fine will be \$100.00. Third and subsequent violation fines will be \$100.00 for each infraction. Continuing violations may incur a daily fine up to \$100.00 per month until violation is resolved.

### B. Miscellaneous Fee – examples:

- Non-payment of assessments or other monies due HOA \$ 25.00
- Late fee for assessments and returned checks \$ 15.00

- Homeowner's property in disrepair \$ 100.00

Homeowners will be initially notified by the management company in writing, via e-mail or USPS of any infractions. The homeowner will be allowed a reasonable time to correct the infraction before any fine is levied. Fines will be pursuant to the CC&R's and/or guidelines. Homeowners may appeal any and all fines refer to the appeal process.

### **APPEAL PROCESS**

When a written notice is sent to an Owner, such notice shall include a statement notifying the Owner that they have the "Right to Appeal". The owner must respond to Paradise Manor Homeowners Association within 30 days from the date of the written notice.

### **THREE WAYS TO APPEAL**

- You may appeal at the next scheduled HOA Board meeting.
- Send your appeal via e-mail to the property manager where it will be presented at the next scheduled board meeting.
- You may send your appeal in writing via USPS to the attention of the property manager for presentation at the next scheduled HOA meeting.

All appeals should demonstrate an extenuating circumstance that requires deviation from the CC&R's and or guidelines. All appeals should provide all pertinent information to support the extenuating circumstance. Should the Owner **NOT** supply sufficient information for the Board of Directors to grant the appeal, the appeal will **NOT** be heard and will be denied.

If the Owner is present during the appeal, each board member will have the opportunity to ask the Owner questions regarding his/her appeal.

If the appeal is denied, the Owner must bring the violation into compliance within **30** days of the ruling.

If the violation is **NOT** corrected after **30** days, the Owner will be subject to a fine.

**Continuing Violations:** If the violation continues without resolution **30** days after the date of the third notice, a **FINE** of \$100.00 shall be assessed every **30** days until the violation is resolved. The Board of Directors shall have the right to remedy the violation and/or take legal action. The cost of which shall be billed to the Owner and collected in the same manner as assessments.

All decisions made by the Board of Directors are final and not subject to further appeal.