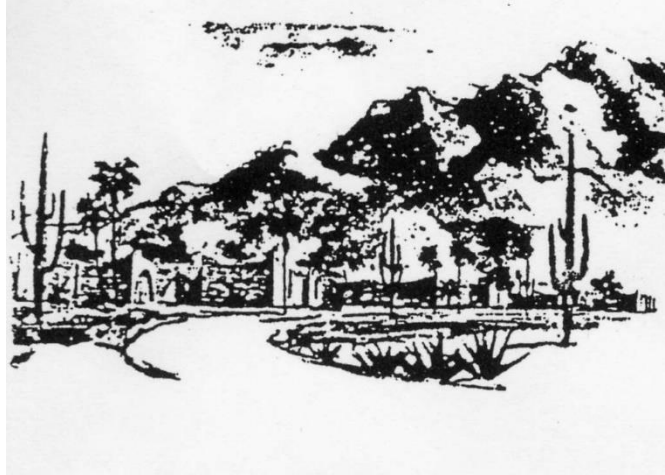


Casita de Castilian
Tucson, Arizona 85704



RULES,
REGULATIONS,
RECOMMENDED PRACTICES

for

HOMEOWNERS,
TENANTS,
and GUESTS

Promulgated
By

THE BOARD OF DIRECTORS
of the
CASITA DE CASTILIAN HOMEOWNERS ASSOCIATION

(Rev. 04/2018)

PREAMBLE

Casita de Castilian is a unique residential community and a most desirable place in which to live. It is in our common interest to retain and improve the virtues and advantages inherent in this design.

In order to achieve this, it is necessary to have an established set of standards for guidance to the end that all property owners, tenants and guests will know what conduct and activities have been deemed acceptable/desirable for the residents.

In an effort to maintain consistency throughout the total community, and under the authority granted the Board of Directors in the Bylaws, the Board has developed the enclosed "Rules, Regulations, and Recommended Practices for Homeowners, Tenants and Guests".

The material set forth herein was developed by homeowners and committees and approved by the Board of Directors of the Casita de Castilian Homeowners Association.

It is incumbent upon homeowners to take positive steps to ensure personally or through their agents that tenants are fully knowledgeable of these provisions and receive a copy of these rules, acknowledge and comply with them.

Board of Directors

CASITA DE CASTILIAN HOMEOWNERS ASSOCIATION

1. RESPONSIBILITIES OF RESIDENTS

It is the responsibility of each Casita homeowner and/or occupant to abide by the rules set forth herein. It is also the responsibility of the Homeowner's Association to enforce these rules, to take notice of obvious infractions and to act upon them. Therefore, it is requested that homeowners and/or occupants take the following action if necessary:

- a. Notify the Board of Directors, by a dated and signed letter, of any serious infractions of our rules and regulations if the infraction has been apparent for 2 weeks or more.
- b. The Board of Directors, upon receiving these written complaints from homeowners and/or occupants, will correspond directly with the offending party, setting forth the nature of the annoyances and the action to be taken if cooperation is not forthcoming.
- c. Telephoned complaints will not be accepted.

Finally, we should all recognize that Casita de Castilian individual homeowners will be held responsible for all acts of their tenants, guests and children, and will be assessed for damages caused by these persons to the pools, tennis courts and the common areas.

2. APPEARANCE OF CONDOMINIUMS

- a. Occupant is responsible for appearance of areas inside front and back patios.
- b. Storage of any debris, wood, or any kind of trash outside a unit is prohibited.
- c. Clothes, rugs, bedding, etc. are to be hung so as not to be seen by neighbors or passersby.
- d. Bicycles, grocery carts, etc. are not to be visible to passersby. Barbeque sets are not to be stored or used on front patios or on the common grounds.
- e. Radio aerials, TV antennas or satellite dishes are permitted on roofs ONLY, and are not to exceed six feet in height.
- f. Requests for changes or alterations to front patio or any common area must be submitted in writing to the Board of Directors. It shall be the sole discretion of the Board of Directors to approve or disapprove these changes.
- g. Front patio protective coverings must be either high-quality white awnings or ramadas built according to design on file with the Secretary. In either case, 2-f above applies.
- h. All bush, shrub, and tree plantings around the outside of a Casita and throughout the common grounds are planted, maintained, and removed upon approval of the Board of Directors. Owners may request IN WRITING, such plantings or removals. Plantings, by the owners, of seasonal bedding plants, ground covers and rose bushes in the garden area immediately outside a casita are permitted and must be maintained by the owner or occupant. See Addendum entitled Landscape Guidelines for specific rules.
- i. "FOR SALE" or "FOR RENT" signs are permitted in condo windows, but are not permitted in common areas nor on grounds. "FOR SALE" signs are permitted on Owner's patio gate. Garage sales and/or estate sales of personal property on the grounds of the Casitas are prohibited in order to protect the residents and grounds from excessive public traffic. Realtor "OPEN HOUSE" signs are permitted at curbside only during the hours of the open house.

3. USE OF CONDOMINIUM UNITS

- a. All condominium units shall be used for residential purposes only. Furthermore, each condominium is considered a single-family unit only and permanent occupancy is limited to 2 persons in a one-bedroom unit, 4 persons in a two-bedroom unit, and 6 persons in a three-bedroom unit.
- b. The clubhouse, tennis court, or pools cannot be used for any commercial purpose without the express consent of the Board of Directors.
- c. Water in Arizona is a scarce and precious commodity. Excessive watering of patio and other gardens, grassy areas, etc. is prohibited.
- d. Door-to-door solicitation for any commercial reason is strictly prohibited.

4. SELLING AND RENTING CONDOMINIUM UNITS

- a. Each owner, before selling their unit, shall:
 1. Notify the Secretary of the Association in writing within five (5) days after the action has been initiated with respect to the intended sale.
 2. Provide proof to the Board of Directors by a signed and dated form that the purchaser(s) or their agent have received and the purchasers agree to abide by the Bylaws and Rules, Regulations and Recommended Practices of the Casita de Castilian, Inc.
 3. A transfer fee of \$275.00 must be paid upon sale of a unit.
- b. Each owner, before renting their unit, shall:
 1. Notify the Secretary of the Association in writing within five (5) days after the action has been initiated with respect to the intention to rent, and specify the agent, if one is used.
 2. Present a copy of the rental agreement showing the length of the lease to the Board of Directors together with the names and phone numbers of the persons who will be living in the unit, and the date of their occupancy.
 3. Understand that the rental of their unit shall be for not less than one year, except in the case of seasonal visitors where the rental period shall be proposed to and approved by the Board of Directors.
 4. Understand that the Homeowner will be held accountable for any infractions of our Rules and Regulations by the renter, and for any damages to common areas and/or property by said renter.
 5. Understand that sub-leasing of a unit is prohibited. Persons, other than the original renter, living in a unit more than 30 days will be considered to have sub-leased the unit.
 6. Understand that the occupancy rule under 3a (Use of Condominium Units) also applies to rental of the units.
 7. Be aware that a member of the Liaison Committee will call on the renter to extend a welcome to the complex and to provide a copy of the Casitas Rules and Regulations and other necessary Information.
 8. Provide proof to the Board of Directors by a signed and dated form that the renter or their agent has received, and the renter has read, and agrees to abide by Bylaws and Rules, Regulations and Recommended Practices of the Casita de Castilian, Inc.

5. CLUBHOUSE

- a. Club House Rentals will be managed by the “Club House Rental Sub-Committee” under the Social Committee.
- b. Exclusive use of the pool and surrounding area is not included and remains open to all residents at all times during the posted hours.
- c. A designated committee member will manage the reservations calendar.
- d. Reservations will be for a set date and starting and ending time. Regular scheduled meetings are not allowed except for Casitas Association functions.
- e. The current applicable rental fee payment must be received by the Treasurer prior to use. User must provide name and date and times of use with payment. Treasurer will advise committee member managing calendar when payment is received. Reservation is not firm until this time.
- f. Users must leave clubhouse clean and in proper use. A Check List is available to assist with these requirements. Copies will be provided in the Club House Library area.
- g. Users are responsible for damage done by self or guests.
- h. No furnishings or utensils are to be taken from the building without permission of the Club House Rental Sub-Committee designated contact.
- i. Users are responsible for providing own disposable plates, napkins and cups.
- j. Users must remove all items brought in.
- k. Users are responsible for locking front and rear doors and pool area entry gates.
- l. All lights inside and out and outside fans must be turned off prior to leaving.
- m. A committee member will inspect the Club House after use.
- n. Questions concerning usage can be directed to Club House Rental Sub-Committee designated contact.

6. TRASH

- a. Must be bagged in plastic and tied securely. Collections are made on Monday and Friday mornings. If holidays for maintenance workers (New Year's, Memorial, Independence, Labor, Thanksgiving and Christmas) fall on Monday or Friday, trash will generally be picked up on Tuesday after or Thursday before the regularly scheduled pick-up.
- b. Occupant is responsible for cleaning receptacle. It is recommended placing a plastic liner in the receptacle.
- c. Animal droppings must be bagged and placed in trash receptacle.

7. VEHICLE WASHING

Washing of any type of vehicle is not permitted unless wipe-off detergent cleaner and polisher is used. Use of water is not allowed because of lack of drains.

8. POOLS

The use of pools by residents and guests is at their own risk. The Casita does not provide a lifeguard on duty. All residents are encouraged to enjoy the pools and facilities, always being considerate of other residents and observing the following rules:

- a. Persons who display any form of skin disorder are not permitted to use the pool facilities.
- b. Alcohol, smoking, and glass containers are not permitted in these areas.
- c. Residents may have no more than 4 guests (including children) using the pool at any one time. A responsible adult **MUST** supervise and enforce pool rules.
- d. Only bathing attire may be worn in pools. Anyone in bathing or sunbathing attire **MUST** use a towel on chairs or chaises, to protect the strapping of the furniture from sunscreen or other lotions.
- e. Behavior and safety of young children and teenagers is strictly the responsibility of the occupant they are visiting. Running, jumping, pushing, screaming and cannon-balling are all strictly prohibited.
- f. The use of floats, rafts, tubes, heavy plastic water guns or other large water toys is strictly prohibited if anyone else is present.
- g. Anyone removing the pool cover after it has been closed is responsible for re-covering the pool. Two people are required to cover and uncover the pool.
- h. Radio volume must be kept to a minimum or earphones used.
- i. Anyone who does not follow the rules of pool behavior outlined above will be denied the privilege of using the pools.
- j. The pools hours are sunrise to sunset. Residents and their guests must vacate the pool area at sunset.
- k. Lost pool keys may be reported to any board member. A \$5.00 fee will be charged for providing a new key.

9. STORAGE UNITS

- a. Units must be kept free of all outside impediments.
- b. Storage of combustible materials such as gasoline is not permitted
- c. Wood is both combustible and an invitation to snakes, spiders and termites, and is not to be stored in the carport storage unit.
- d. It is recommended that residents thoroughly clean their carport storage units at least once a year.

10. TENNIS COURT

- a. Available to all occupants: a maximum of 4 guests per unit.
- b. A clipboard is located in the box by the court for sign-up times. 90 minutes maximum.

11. BICYCLES AND SKATEBOARDS

- a. Bicycles are not allowed on the Casita sidewalks, lawns or around the pool areas.

- b. Skateboards, roller skates and roller blades are not allowed within the Casita grounds.

12. PARKING

We do not have an over-abundance of parking in the Casita, but COMMON SENSE and GOOD JUDGMENT will eliminate most of the problems.

- a. Parking is to be in designated areas and is strictly prohibited in areas marked “NO PARKING” or yellow-painted curb areas. Parking at white-painted curbsides should be only for loading or unloading, restricted to delivery or service vehicles, and for accommodating visitors when visitor lots** are full or the visitors need curbside parking because they are disabled.
** Visitor Lots are (1) near the Big Pool, (2) NE of casitas 743-747, and (3) North of small pool/clubhouse (excluding area reserved for Casita Truck). (See MAP of our complex – these lots are marked “V.P.” on this map.)
- b. Parking on grass is strictly prohibited because of damage that might result to water sprinklers.
- c. Carports are for passenger vehicles (and motorcycles) only. Everything else, including recreational vehicles and recreational accessories must be parked outside the grounds or stowed in the carport closets; an except will be made for loading or unloading periods of 24 hours for motor homes and/or RVs.
- d. Vehicles may not be repaired or rebuilt within Association area, except for flat tires, emergency start-up, etc.
- e. Residents with two vehicles must park vehicle #2 behind vehicle #1 in carport unless it blocks traffic or their carport is directly across from another carport as in the two cul-de-sacs near the clubhouse. In this situation, the second vehicle must be parked in the visitor lot or outside the gates.
- f. The Board realizes the problems of providing adequate parking for our residents and guests as well as the need to accommodate tradespeople who service our residents. We ask that you inform them of our rules and regulations and take responsibility for their actions. If a trade vehicle will be blocking a road, please inform maintenance so that traffic can be rerouted.
- g. Carports are common area and for this reason, cannot be sold or rented. Carports may be traded if requested to and approved by the Board of Directors. Each unit owner is assigned at least one carport parking space with storage area. No owner may sell an assigned parking space. The assigned parking space, with the owner’s permission, may be used for their lessee(s), guests or temporary tradesmen having legitimate reasons for access to the Casita; but all lessees, visitors, guests and agents must observe and comply with Casita rules and regulations. Unit owners who have been assigned two parking carports at the time of purchase will retain the two (unless electing to return one to the Association) until selling their unit, at which time the second carport will return to the Association to be reassigned by lottery. The two-story units will be assigned two carports in perpetuity.
- h. Caregivers/employees working 8-hour plus shifts should be asked to park outside the serpentine walls.
- i. Vehicles that are *seldom driven* must be parked in owner’s carport, outside the Casita or in overflow parking by the big pool. Under normal circumstances, failure

to drive a vehicle in a two-week period will mean *seldom*. No vehicle that is in a non-operative condition or unlicensed shall be left in any parking area.

13. PETS

- a. Dogs must be currently licensed and must be inoculated against rabies.
- b. Pets must be kept on leash at all times when out of doors and on Casita grounds.
- c. Owners must pick up after pets and dispose of droppings, bagged in trash receptacles.
- d. Dogs and cats are not allowed in clubhouse, pool areas, or common areas where their presence could be deemed a nuisance and a health hazard.
- e. Owners must control the noise disturbance by their pets.
- f. For the protection of our birds, all cats must have collars and bells.
- g. No more than two permitted pets (dog, cat, bird) allowed per unit. Furthermore, only one dog is permitted per unit, unless special circumstances are approved by the Board of Directors.
- h. Vicious and noisy dogs are not permitted.

14. MONETARY PENALTIES

No fine shall be imposed until the Member who has committed a violation has been given due written notice and an opportunity for a hearing. If the violation is not corrected in a reasonable length of time, a second letter will follow assessing a monetary penalty from the list below of up to \$500. Following is a list of violations and the fine that will be charged for each:

Unauthorized Parking	\$50 plus \$10/day for continuing violations
Pet Noise	\$50 plus \$10/day for continuing violations
Pet waste	\$50 plus \$10/day for continuing violations
Exceeding number of allowed pets	\$50 plus \$10/day for continuing violations
Non-approved signs Unregistered or Inoperable vehicle	\$50 plus \$10/day for continuing violations
Architectural violation Including failure to submit for approval	\$150 plus \$10/day for continuing violations
Front & Rear Patios Failure to maintain	\$150 plus \$10/day for continuing violations
Excessive Noise	\$150 plus \$25/occurrence for continuing violations
Business Use of Unit Leases	\$150 plus \$25/occurrence for continuing violations \$200 for tenancy that is less than 30 days \$15 for not providing Secretary with information on rental
Trash	\$50 for first instance of improper trash disposal in receptacle; \$100 for each subsequent instance of improper trash disposal

For all other violations, the fine shall be \$50 for the first occurrence, \$100 for second occurrence of same violation, \$150 for third and other occurrences of same violation. In addition, \$10/day shall be added for continuing violations.

15. BULLETIN BOARDS

Bulletin boards are mainly for Casita Association business and notices of functions. Before posting a personal notice, permission must be requested and received from a Board Officer. All notices must be dated, and removed within 30 days.

16. INSTALLATION OF SOLAR ENERGY DEVICES

- a. OVERVIEW: These guidelines are intended to comply with the Arizona Revised Statute (ARS) 33-1816 "Solar Energy Devices", and ARS 33-439 "Restrictions on Installation or Use of Solar Energy Devices". The installation of solar energy devices for Casitas de Castilian residences is permitted, following the Architecture Committee review and approval process.
- b. DEFINITIONS: The Architecture Committee requires the homeowner to submit their application using the following ARS 44-1761 "Definitions":
 1. Collector means a component of a solar energy device (solar panel) that is used to absorb solar radiation, convert it to heat or electricity and transfer the heat to the heat transfer fluid or to storage.
 2. Heat exchanger means a component of a solar energy device that is used to transfer heat from one fluid to another.
 3. Solar daylighting means a device specifically designed to capture and redirect the visible portion of the solar beam spectrum, while controlling the infrared portion, for use in illuminating interior building spaces in lieu of artificial lighting.
 4. Solar energy device means a system or series of mechanisms designed primarily to provide heating, to provide cooling, to produce electrical power, to produce mechanical power, to provide solar daylighting or to provide any combination of the foregoing by means of collecting and transferring solar generated energy into such uses either by active or passive means. Such systems may also have the capability of storing such energy for future utilization. Passive systems shall clearly be designed as a solar energy device, such as a trombe wall, and not merely a part of a normal structure, such as a window.
 5. Solar energy device does not include heat pumps, evaporative coolers, conventional windows and window treatments, skylights, reflective roof coatings, insulations, misting systems and vegetation.
 6. Storage unit means a component of a solar energy device that is used to store solar generated electricity or heat for later use.
- c. APPLICATION REQUIREMENTS:
 1. Prior to installation of a solar energy device, an application must be submitted for Architecture Committee approval. The application should include scaled drawings showing construction details itemized in ARS 11-323 "Solar Construction Permits and Standards - County":

2. In addition to the scaled drawings showing construction details, the owner must include documentation from the licensed solar contractor that proves compliance with all seven of the conditions outlined in ARS 44-1762 "Solar Energy Device Warranties; Installation Standards; Inspections".
 3. The color of the solar energy device and associated components must also be included.
 4. The Architecture Committee will not review, nor approve any application that does not have the required permit.
- d. APPROVAL STANDARDS:
1. Collectors (solar panels and coils) shall be mounted to minimize visual impact. Collectors shall be located so as not to be seen from the ground level of the common area. All collectors shall be hidden behind the parapet wall of the owner's flat roof.
 2. Collectors (solar panels and coils) shall not exceed 400 pounds in weight.
 3. All components of the solar energy device shall match the color of the roof to which they are attached. The glass top of the collectors must be black or dark blue.
 4. Wires, conduit, pipe and other associated components shall be hidden from view.
 5. Approval by the Architecture Committee does not relieve the owner of their responsibilities for the maintenance and repair of the entire roof covering, as described in the Third Amended and Restated Declaration of Development and Operating Plan for Casita De Castilian. Inc. as recorded on January 20, 2010, Section 5.2(b)

17. MEMBERS' COMMUNICATION WITH ASSOCIATION'S BOARD OF DIRECTORS

- a. Members' Communications to the Board:
1. Communication at Board Meetings. In accordance with the open meeting law [§33-1248, Arizona Condominium Act], Members or their designated representatives may speak to the Board once after the Board has discussed a specific agenda item but before the Board takes action on that item. In addition, Members or their designated representatives may speak at Board meetings during the call to the floor. The Board will set reasonable time limits for Members' speaking time at meetings.
 2. Communications Outside of Board Meetings. Members may communicate to the Board in writing regarding any topic. Communications shall be sent to the Secretary (via U.S. Mail or email) for distribution to all Board members. Members' communications shall be sent to the Board members in their pre-meeting packets for review at the next scheduled Board meeting unless the communication is deemed by the President and Secretary to warrant a quicker response. The Secretary may direct Members' communications to a committee chairperson or a staff person for processing, if appropriate and if Board attention or action is not required. Board members will not verbally discuss Association business with any Member or Member's representative, and Board members will not accept written communications about Association business from any source other than the Association's President or Secretary.

3. Anonymous Communications. All communications to the Board need to identify the sender. Anonymous communications or communications using a fictitious name will not be considered or acted upon.
- b. Verbal Communication from a Member to a Board Member. If one or more individual Board members receive a verbal communication from a Member or resident, it shall be responded to with this statement: "Thank you for your (comment, complaint, suggestion, etc). You should contact the Association's Secretary in writing with your information, question, complaint, etc. He/She will ensure that this information is distributed to all members of the Board of Directors for consideration." (Or words to this effect, carrying the same meaning and intent.)
- c. Member's Request for Records. In accordance with A.R.S. §33-1258, a Member may review the Association's financial and other records, by submitting a written request that includes a description of the records requested. The Association's Secretary or other designee will contact the Member to make arrangements for the Member's review of records, to take place within 10 business days of its receipt of the request. The Member may request copies of records in place of in-person review. The Association will charge a fee of \$.15 per page for providing copies of records requested by a Member. Privileged records may be withheld from Members' review in accordance with A.R.S. §33-1258, in which case the Association's Secretary or designee will respond to the requesting Member accordingly. This includes (but is not limited to) records relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the Association or an individual employee of a contractor of the Association who works under the direction of the Board.
- d. Intent of this Resolution. The intent and purpose of this Resolution is to assure orderly receipt and processing of Members' communications to the Association. The Board does not intend to hinder in any way personal communication in any form between Association Members and the Board or among all Association members. We endorse free, open, respectful, and clear communication and exchange of ideas among Association members. However, it is important that Association Members understand that a message delivered directly to one or several Board Directors is not the proper means of delivering notice of a need for information from or action by the Board on behalf of the Association, or dissatisfaction with Association operations.

RECOMMENDED PRACTICES

It is recommended that each occupant adopt the following practices and/or procedures to insure their safety and well-being as well as that of others within the community.

1. FIRE PREVENTION/PROTECTION

Install a smoke alarm and have at least one portable fire extinguisher immediately available in or near the kitchen area. **IMPORTANT** - Know how to use it. Check batteries in smoke alarm every six months.

2. SECURITY

Prior to departing the premises for a protracted period of time (one week or more) the following should be accomplished:

- a. Request that delivery of all mail and newspapers be stopped during the period of absence or have a DEFINITE arrangement with a neighbor to pick up your papers and mail.
- b. Leave a key to your residence with a neighbor with permission to enter your home.
- c. Turn off the water to the entire house and turn off the hot water heater.
- d. Express your willingness to your neighbor to help with these small requests mentioned above.

3. MEDICAL EMERGENCIES

Fill out the Medical Emergency Form provided in the Welcome Packet to new residents and return it to the Secretary so the information will be on file if ever needed.

4. SPEED LIMIT

Adhere to a speed limit of 15 miles per hour within Casita grounds.

5. CHILDREN

Persons aged seventeen or younger may visit adult occupants of a unit and utilize the recreational facilities of the Association while on such visit for a period no longer than 30 days.

LANDSCAPE GUIDELINES ADDENDUM

The Casitas de Castilian is committed to maintain its unique green “park like” setting. Landscape characteristics that achieve this include a combination of green grass, trees, shrubs, desert plantings and hardscape (sidewalks, pavers, crushed rock, gravel, etc.)

Appropriate maintenance is essential to a healthy vibrant landscape and is a priority for our community.

Special attention must be given to safety, low water usage, low maintenance, sustainability and keeping with the established appearance in the desert year long.

Tree Guidelines

All trees on Common Ground are the property of the Home Owners Association. Management of the trees will be the responsibility of the Landscape Committee. The Landscape Chairperson will work with the Maintenance Chairperson, who is responsible to the Board of Directors to implement these Tree Guidelines.

1. The trees except for Palms trees will be evaluated and maintained yearly by an Arborist. The Arborist will provide the Landscape Committee with two lists: 1) Trees that require maintenance work within the year 2) Trees not requiring attention until the following year.
2. The palm trees will be evaluated and maintained by an Arborist every two years, alternating Mexican Palms with California and Date Palms yearly.
3. The cypress trees will be evaluated by Maintenance/Landscape for necessary action.

Planting of trees will be done only to replace an existing tree. This includes replanting on Common Ground of all trees which have outgrown their pot. Replacement trees will be chosen from the Board Booklet - Landscape Plants for the Arizona Desert Booklet, located in the Casita Library. The Landscape Committee manages the replacement tree planting in a way that is consistent with the Landscape Mission Statement.

Owners are prohibited from planting, trimming or otherwise managing the trees on our Common Ground, which includes the area between the sidewalk and a casita. Existing trees in the area between the sidewalk and a casita will be grandfathered and not removed unless it is requested and necessary. Requests for tree services should be made only by written work order to the Landscape Committee.

Owners/residents are prohibited from planting trees in the patios (Limited Common area). Management of existing trees and all other plants in the patios are the responsibility of the owner/resident.

Owners may purchase a replacement tree if the tree and the location for planting have been approved by the Landscape Committee. The tree becomes a gift to the HOA and the owner will receive a written acknowledgement of the gift. The tree becomes the property of the HOA for care and management.

Plants/Shrub Guidelines

Plantings in the Common Ground and Garden Area

For planting in the Common Ground and Garden Area (defined as the area between the sidewalk and the owner's casita).

1. All plants/shrubs on Common Ground are the property of the Home Owners Association. Management of the plants/shrubs will be the responsibility of the Landscape Committee (unless resident establishes a garden area – see Garden Area Guidelines). The Landscape Chairperson will work with the Maintenance Chairperson, who is responsible to the Board of Directors.
2. Plants/shrubs will be chosen from the Board approved booklet - Landscape Plants for the Arizona Desert Booklet, located in the Casitas library. This booklet will be reviewed annually by the Landscape Committee.
3. Requests for plants/shrubs will be submitted on a work order form found in the Clubhouse or on-line. Criteria for consideration and evaluation of written requests for plants/shrubs will include:
 - a) justification of removal of existing plant
 - b) appropriateness of location
 - c) budget restrictions
4. Before transplanting a plant or shrub that has outgrown its pot, residents must submit a work order to the Landscape Committee. If approved the plant/shrub would be considered a gift to the HOA.
5. Management of plantings within the patios is the responsibility of the owner/resident.
6. Owners may purchase a plant/shrub only if it has been approved by the Landscape Committee. The plant/shrub becomes a gift to the HOA and the owner will receive a written acknowledgement of the gift. The plant/shrub becomes the property of the HOA for care and management.

Garden Area Guidelines

Defined as the area between the sidewalk and the owner's casita.

1. All permanent plantings in the garden area of the Casitas must be plants, flowers for ground covers from the Board approved booklet – Landscape Plants for the Arizona Desert, located in the Casitas library. All seasonal bedding plants and ground cover are permitted. If you need old plants removed or modification you must fill out a work order.
2. Plants, flowers, etc. of the resident's choice may be planted in pots. Pots must be in good condition.
3. If a resident chooses to plant in their garden area, they are responsible for the appearance, maintenance and cost of the plants.
4. If the resident is unable to care for or maintain the garden area for any reason, the Board will send two letters requesting compliance. If after the second letter the owner does not comply, the crew will remove the plantings at a cost to the resident.

Sidewalk Guidelines

Existing Sidewalks

Requests for work on existing sidewalk around your home, should be detailed and placed on a Maintenance work order for review

1. Request for work on an existing sidewalk is for normal repairs, such as cracks, broken cement, replacement, etc.
 - a) Maintenance will look at work orders for existing sidewalks and will evaluate.
 - b) Maintenance will discuss with the resident what their findings are.
 - c) Maintenance will present to the Board for approval on all major repairs.
 - d) Hazard/Urgent request is done after Maintenance reviews with the resident. Review should be done immediately due to safety issues, and repaired as soon as possible according in urgency.

New Sidewalks

1. Anyone requesting a new sidewalk must send a letter to maintenance stating why they need an added sidewalk. Only permanently handicapped residents may request new sidewalks.
2. The resident must provide a letter from their Doctor showing they are disabled, and in need of physical modifications to limited common and/or common elements as defined in the FHA regulations.
3. Once the letter is received by maintenance, they will investigate and discuss with the resident.
4. The Maintenance Committee will present their findings to the Board and get approval before the job is started. This must be done in a timely manner due to resident's disability.
5. The resident is responsible for the costs of the materials and labor by outside contractors. Maintenance will review with the owner/resident of location of pipes/lines previous to work beginning
6. All new sidewalks must be the same color and design as the Casitas existing sidewalks. All new sidewalks must be 34" W x 4" D.

Paver Walkway Guidelines

No additional paver walkways are to be added. Existing pavers will be reviewed for safety by Maintenance Committee and repaired as necessary. Garbage can access in future should be solid from gateway to garbage can.