

# **EXHIBIT D**

1 Robert Grasso, Jr. – Bar No. 015087  
Jenny J. Winkler – Bar No. 019032  
2 **GRASSO LAW FIRM, P.C.**  
2430 West Ray Road, Suite 3  
3 Chandler, Arizona 85224  
Telephone (480) 730-5553  
4 Facsimile (480) 730-2810  
*rgrasso@grassolawfirm.com*  
5 *jwinkler@grassolawfirm.com*  
Attorneys for Defendant  
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7  
8 **IN THE SUPERIOR COURT OF THE STATE OF ARIZONA**  
9 **IN AND FOR THE COUNTY OF MARICOPA**

10 COLETTE MCNALLY, an individual,  
11 Plaintiff,  
12 vs.  
13 SUN LAKES HOMEOWNERS ASSOCIATION #1,  
14 INC, an Arizona non-profit corporation,  
15 Defendant.

Case No. CV2014-009496

**DECLARATION OF RICHARD  
SCHWARTZ**

(Assigned to the Honorable  
James Blomo)

16 Richard Schwartz hereby declares the following:

17 1. I am over the age of 18 and competent to testify to the matters set forth in this  
18 Declaration. I make this declaration in my capacity as President of the Board of Directors of the Sun  
19 Lakes Homeowners Association #1, an office that I have held since 2012. I make this declaration  
20 based on my own knowledge and, where appropriate, based on my review of the Association's books  
21 and records.

22 2. The Sun Lakes Homeowners Association #1 is governed by a seven-member Board  
23 of Directors. The Association employs various administrative personnel to carry out its day-to-day  
24 operations, including a General Manager and staff. The General Manager reports to the President  
25 of the Board of Directors. The Association also employs many dozens of other people in positions  
26 that include golf course operations, restaurant operations, and maintenance. During my tenure as  
27 President, the Association has employed as many as 93 people at one time.  
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1           3.       The Association's Bylaws authorize the Board of Directors to establish and execute  
2 policies for the management of the Association. A true and correct copy of the Policies and Rules  
3 Information Manual as Restated July 28, 1998, and as Revised May 1, 2013, is attached to this  
4 Declaration as Exhibit 1.

5           4.       The Association's Board of Directors holds regular meetings once every month. With  
6 the assistance of the Association's staff, I set the agendas for the meetings. The Board may go into  
7 closed or executive session at any time during a meeting when I determine that it is necessary for the  
8 Board to discuss matters protected against disclosure under A.R.S. § 33-1804. Ordinarily, if an  
9 executive session is required, the Board meets in executive session immediately prior to the open  
10 session of a regularly-scheduled meeting. In addition, from time to time I call a special executive  
11 session of the Board of Directors to address matters that cannot wait until the next regularly-  
12 scheduled meeting.

13           5.       The Association's records reflect that Colette McNally was appointed to fill a vacancy  
14 on the Association's Board of Directors in 2010, and that she was removed for cause before  
15 completing her term for disclosing confidential financial information of the Association to non-  
16 Board members. The Association incurred substantial attorneys' fees and costs associated with  
17 removing Colette McNally from the Board of Directors.

18           6.       After Colette McNally was removed from the Board of Directors for cause, a former  
19 employee of the Association asserted a claim against the Association arising out of Director  
20 McNally's breach of a confidentiality agreement between the Association and the former employee.  
21 The Association resolved the claim by paying the former employee a sum of money to settle the  
22 claim. The Association incurred substantial attorneys' fees and costs in defending the former  
23 employee's claim.

24           7.       The Association's records reflect that Colette McNally was elected to the Board of  
25 Directors in 2011. The Board of Directors selected Ms. McNally to serve as Secretary of the Board.  
26 However, after serving less than a year, Director McNally was removed from her position as  
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1 Secretary for conduct violating the standards of a director under A.R.S. § 10-3830. Colette McNally  
2 continued serving on the Board of Directors after being removed from her position as Secretary of  
3 the Board.

4 8. On August 5, 2013, I received an e-mail from Director Colette McNally forwarding  
5 to me an e-mail from Jeannie Martens, a former employee of the Association, in which Ms. Martens  
6 accused two of her former colleagues of misconduct ("the Martens e-mail").

7 9. The August 5, 2013 e-mail from Director McNally contained further accusations  
8 against the Association's employees and demanded that those employees resign or be dismissed.  
9 Director McNally demanded a meeting of the Board of Directors.

10 10. I forwarded Director McNally's August 5, 2013 e-mail to the rest of the Board of  
11 Directors and asked for their input on how to handle the situation.

12 11. I called the Association's general counsel, Mr. Charles Maxwell, and sought legal  
13 advice concerning the handling of the Martens e-mail.

14 12. I inquired of the employees named in the Martens e-mail, and both denied the truth  
15 of Ms. Martens' allegations.

16 13. The Board of Directors met in an executive session on August 14, 2013, to discuss  
17 the Martens e-mail. Director McNally was present at the meeting. At the meeting, I reported that  
18 I had discussed the Martens e-mail with the Association's general counsel, Charles Maxwell. I  
19 reported that the Martens e-mail contained allegations which, if proven false, were defamatory. I  
20 reported that the employees named in the Martens e-mail denied the allegations of the e-mail. I  
21 advised the Board that the Association should not act on the Martens e-mail because doing so could  
22 expose the Association to liability for defamation.

23 14. Director McNally was the only member of the Board of Directors who disagreed with  
24 my handling of the Martens e-mail. Director McNally felt that the contents of the Martens e-mail  
25 should be disclosed to the Association's members and discussed by the Board of Directors in an open  
26 meeting. Director McNally warned me that she would disclose the contents of the e-mail to the  
27 community and gave me and the rest of the Board until our next regularly-scheduled meeting to deal  
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1 with the e-mail in the way Director McNally thought it should be dealt with. I advised Director  
2 McNally that she could be excluded from future executive sessions if she chose to divulge  
3 information discussed during an executive session. In response, Director McNally threatened legal  
4 action. Following the August 14, 2013 executive session, I sought further advice from the  
5 Association's legal counsel concerning the matter.

6 15. The Board of Directors again discussed the Martens e-mail at an executive session  
7 prior to its regular meeting on September 4, 2013. I informed the Board that I would not allow the  
8 Martens e-mail to be discussed at any open meeting of the Association's Board of Directors because  
9 its contents were defamatory if false. In order to mitigate any potential liability to the Association  
10 arising out of the circulation of the Martens e-mail to the Board of Directors, the Board of Directors  
11 adopted a resolution disavowing any approval of or responsibility for the Martens e-mail and any of  
12 Director McNally's e-mails further maligning the Association's employees. Director McNally was  
13 the only member of the Board who did not approve the resolution. Director McNally made it plain  
14 that she did not agree with my handling of the matter and she demanded my resignation. I asked the  
15 rest of the Board if I should resign and they said no.

16 16. Following the executive session on September 4, 2013, the Board of Directors  
17 convened in open session at its regularly-scheduled meeting. During the open meeting, a member  
18 of the Association attempted to address the matters discussed in the Martens e-mail. Consistent with  
19 the Board's earlier resolution, I refused to allow discussion of those matters during the Board of  
20 Directors meeting. After I refused to allow discussion of the Martens e-mail, Director McNally  
21 began reading the Martens e-mail aloud. I informed Director McNally that she was out of order and  
22 demanded that she cease and desist. Director McNally ignored me and continued reading the  
23 Martens e-mail, at which point I adjourned the meeting and all Directors except Director McNally  
24 left the room. Director McNally was still reading the Martens e-mail aloud as I left the room.

25 17. The Association employees who were named in the Martens e-mail complained to  
26 me that Director McNally's conduct was creating a hostile work environment for them. These  
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1 employees sought the advice of separate counsel, who sent a letter to Director McNally demanding  
2 that she stop defaming the Association's employees.

3 18. The Association's general counsel sent a letter to Director McNally informing her that  
4 her conduct during the open session of the September 4, 2013 Board of Directors meeting violated  
5 her duties of confidentiality and loyalty to the Association, and informing Director McNally of his  
6 recommendation that the Association screen her from future executive sessions.

7 19. Director McNally responded to the letter from the Association's counsel by sending  
8 a letter to the Board of Directors insisting that her conduct was appropriate and stating that she  
9 would do the same thing again if she felt that the Board was not dealing with a matter appropriately.

10 20. After receiving Director McNally's response, the Board of Directors accepted the  
11 recommendation of the Association's counsel that Plaintiff should be screened from future executive  
12 sessions for the remainder of her term, which ended in February 2014.

13 21. After Director McNally was elected to a second term in 2014, the Board of Directors,  
14 through counsel, offered to allow Director McNally to participate in executive sessions if she agreed  
15 to maintain as confidential all information discussed in executive sessions. Director McNally  
16 refused.

17 22. The Association incurred substantial attorneys' fees and costs in addressing Director  
18 McNally's conduct at the September 4, 2013 Board of Directors meeting.

19 23. The Board of Directors has screened Director McNally from participating in executive  
20 sessions because she refuses to maintain as confidential the information that the Board discusses in  
21 executive sessions, unless she personally agrees that the information should be kept confidential.

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I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information, and belief.

Dated: 1/26/15.

  
Richard Schwartz, President of the Board of Directors  
Sun Lakes Homeowners Association #1

# **EXHIBIT 1**

SUN LAKES HOMEOWNERS ASSOCIATION #1, INC.

POLICIES AND RULES INFORMATION MANUAL

RESTATED JULY 28, 1998

REVISED MAY 1, 2013

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## SECTION A

### INTRODUCTION

The Sun Lakes Homeowners Association #1, Inc., Policies and Rules Information Manual is for your information and guidance.

Publication of this manual is intended to consolidate relevant information and policies that affect our conduct and lifestyle as citizens and homeowners.

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

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

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

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

### DEFINITIONS

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

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

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

SLHOA #2 = Cottonwood and Palo Verde

SLHOA #3 = Oakwood and Ironwood

## SECTION B

### INSURANCE

#### 1. TYPES OF INSURANCE

Each member is responsible for the insuring of his/her own real and personal property. Personal liability insurance for the member is his/her own responsibility to obtain. The Association cannot be responsible for an owner's actions (i.e., one owner hits a golf ball through another owner's window).

The Association has insurance coverage for real and personal property as well as liability insurance. After nominal deductibles, property is replaced.

For your information, additional insurance coverage carried by the Association includes:

- 1) Workers' Compensation for its Employees
- 2) Vehicle Liability
- 3) Security Officer Professional Liability
- 4) Blanket & Fiduciary Bond
- 5) Boiler & Machinery Liability
- 6) Directors & Officers Liability
- 7) Liquor Liability
- 8) Real Estate Salespersons Professional Liability

#### 2. LIABILITY INSURANCE ALERT

One of the major advantages of a large planned community is that its members can enjoy facilities and services at a much lower cost than if they had to purchase them on an individual basis. How many of us would be able to afford our own patrol service or have a private golf course, tennis courts and swimming pools? These are just some of the benefits of Sun Lakes.

There is also a RISK that members should be aware of when they are part of a large planned community. While all the members share equally in the benefits, they also share equally in the RISKS. To protect the owner from these risks as much as economically possible, your Association carries liability insurance in the amount of \$3 million. For example, many residents already have purchased \$10,000 loss assessment insurance as a part of their standard homeowners policy. As an example, \$10,000 coverage paid at a nominal rate by you, with your other homeowners insurance cost, would give you protection for any claim to \$22 million against the Association.

Due to the sizable liability suits which have been filed against some homeowners associations, a member may want to consider increasing or adding LOSS ASSESSMENT COVERAGE to their personal policy insurance. Loss assessment coverage pays for the member's proportionate share if a claim against the Association exceeds the coverage the Association has paid for in its master liability coverage. This means the 2,139 lot owners would be responsible for an equal share of the difference. Please note that if you own more than one lot, this

coverage must be added to the existing policies for each lot. For further clarification, we suggest that you discuss this with your personal insurance agent. The amount of coverage for this exposure should be determined by you and your agent.

To determine how much protection you desire for your share of claims in excess of \$2 million, multiply your coverage by the 2,139 lots, whose owners are mandatory members of the Association.

If your agent does not represent a company which offers loss assessment liability coverage, you may contact the Association's insurance agency, Compass Insurance – Mike Messenger (602-956-7800).

## SECTION C

### BOARD OF DIRECTORS

1. Board's Authority

The Articles of Incorporation and the Bylaws of SLHOA #1 provide that:

- a) The business and affairs of the Association shall be managed and controlled by a Board of Directors.
- b) The Board of Directors is composed of seven (7) qualified members of the Association elected by the majority of members voting at the annual election. Any vacancies are filled by appointment by the Board of Directors.
- c) Directors shall be elected and serve in accordance with the Bylaws. They shall serve terms of three (3) years each, for not more than two (2) full consecutive terms.
- d) The Board of Directors shall have full power to make proper rules and regulations for the transaction of the affairs of the Association and to establish, execute and enforce the policies of the Association.

2. Meetings

a. Meetings Of Members

The annual meeting of the Homeowners Association is held on the first Tuesday of March. Special meetings of members may be called as provided in the Bylaws.

b. Community Forum

Community Forums are normally held on the third Tuesday of each month. There shall be a minimum of nine (9) Community Forums (including the annual meeting) a year.

The main purpose of the Community Forum held the second Tuesday in January is to meet and nominate candidates who are running for a position on the Board of Directors (Meet Your Candidates Night). Ballots are then mailed to each property owner. Election day is the third Monday in February. The annual meeting in March is the start of the term of the newly elected Board members. (No cumulative voting.)

c. Board Meetings

The Board normally meets on a monthly or as needed basis for Board Meetings in the Friendship Room. The date, time, and agenda are posted on the Clubhouse bulletin board. Resident members are welcome to attend. Residents will be given time at the start of the meeting to discuss a topic. The Board reconfirms its position over the past years not to allow anyone to tape record Board Meetings with the exception of the Secretary to the Board of Directors. The Board feels that there is no need to tape record Board Meetings since minutes will be taken by a recording secretary and approved by the Board at a subsequent meeting.

**SECTION D**  
**ADMINISTRATION**

1. **OPERATIONS**

The Association was incorporated September 19, 1972, in the State of Arizona as a non-profit corporation. It is responsible for 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 and 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 per the Board's established Policies & Procedures, Plan of Operation and legal documents.

The Board of Directors may also establish various resident committees to assist in the operation of the Association.

2. **ASSOCIATION MEMBERSHIP AND AGE CERTIFICATION**

**Membership**

Membership in the 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.

**Age Certification**

The federal Fair Housing Law requires that the Association knows the ages of all the owners/persons living in their units on a permanent basis. A minimum of 80% of the homes (1,711) must have one person 55 years of age or older.

3. **SUN LAKES 1 ACCOUNT NUMBERS**

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

UNIT #	LOT NUMBERS	ACCOUNT NUMBERS	TOTAL
1	1 - 234	1001 - 1234	234
2	1 - 235	2001 - 2235	235
3	1 - 315	3001 - 3315	315
3A	1 - 52	0001 - 0052	52
4	1 - 254*	4001 - 4254	248
4B	255 - 256	4255 - 4256	2
5	1 - 461	5001 - 5461	461
6	1 - 282	6001 - 6282	282

UNIT #	LOT NUMBERS	ACCOUNT NUMBERS	TOTAL
7	1 - 88	7001 - 7088	88
8	1 - 69	8001 - 8069	69
9	1 - 76	9001 - 9076	76
9A	1 - 8	9101 - 9108	8
41	1 - 69	9201 - 9269	69
TOTAL UNITS			2,139
*Lots #4030 - 4035 (6 lots) in Unit 4 are not used for resident owned lots. These lots were set aside for a park and pool area, known as the Oasis.			

4. ASSOCIATION WAGE & SALARY DISCLOSURE POLICY

The most significant cost to the Association is the salaries and wages paid to its employees.

The Board is very aware of these costs when it adopts the budget each year. A large section of the budget is a wage and salary analysis by department and by employee.

For a more effective administration, better cost controls and employee morale, only the Board of Directors and the Administrator know all of the employees' salaries and hourly rates. Employees discussing their salaries with other employees are subject to discipline up to and including termination.

As with other corporations, it is publicly known what the Board members are being paid. However, salary rates below the level of the Board of Directors are not publicly known for the reason stated above. As shown in the publicly recorded Articles of Incorporation of the Association, the elected Board members' salary rate is zero (0). This is not unique. Almost all homeowners associations are set up this way. The reason for this is the Board makes financial decisions without being influenced by any personal gain.

The following policy is verified each year with this standard section in the budget:

**PLEASE NOTE THAT THIS INFORMATION IS CONFIDENTIAL. THE ONLY PERSONS WHO SHOULD HAVE ACCESS TO THIS INFORMATION ARE:**

- a. Board of Directors
- b. Finance Chairperson
- c. Employees:
  - [Administrator]
  - [Accounting Manager (to prepare payroll)]
  - [Department Head (for his/her department only)]

5. ASSOCIATION DOCUMENTS - COPIES FOR MEMBERS

A homeowner requesting copies of private Association documents (except for the annual audit) will be charged the current per page rate for copies and will be required to sign a confidentiality agreement per Arizona Revised Statutes (ARS). Public Association documents such as rules, CC&Rs, bylaws, etc. are available to members with no confidentiality agreement required. These documents are provided to members at no cost at the time of purchase of their home in SLCC. Members will be charged the current per page fee for subsequent copies. Public Association documents are available on the web site at no cost.

**SECTION E**  
**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 devices. **PLEASE READ THE “DECLARATION OF RESTRICTIONS” AND BYLAWS.** Lack of knowledge of its contents will not be considered an excuse should you violate your deed restrictions.

1. **GOVERNING AGENCIES AND DOCUMENTS (IN ORDER OF AUTHORITY):**

- a) Federal and State of Arizona laws and ordinances.
- b) Maricopa County laws and ordinances. (Please note there are no city laws and ordinances because we are located in an unincorporated area of Maricopa County.)
- c) **Declaration of Restrictions (CC&R's)**  
Recorded Deed Restrictions for each unit and lot that set up age restrictions, architectural control, etc.
- d) **Articles of Incorporation**  
Sets up purpose of our non-profit Association.
- e) **Bylaws**  
Sets up how our Association should operate.
- f) **Policies and Rules (This Manual)**  
Adopted by Board of Directors defining how our Association should operate.
- g) **Plan of Operation and Budget**  
Yearly fiscal plan of operation.
- h) **Architectural Rules**  
Rules used by the Architectural Committee for approval/disapproval of exterior changes.

2. **ENFORCEMENT PROCEDURE**

The policy of the Association is that the enforcement of the Association's Declaration of Restrictions (CC&R's), Articles of Incorporation, Bylaws and Rules and Regulations be adhered to in the following order:

**First Contact(s)**

Patrol Officer or Association employee on duty. A violation regarding an exterior change or addition will be handled by the Patrol Officer or Association Employee on duty, and by a Ranger for golf course violations.

Residents are encouraged to politely inform their fellow residents regarding rule violations. For example, many residents appreciate this rather than having a Ranger or Patrol Officer speak to them.

Second Contact(s)

Patrol Manager or department head. If the matter is still unresolved, the Administrator will assist if they cannot resolve the violation.

Third Contact(s)

Administrator by personal contact and/or by written correspondence.

Fourth Contact(s)

Board of Directors of the Association, by personal contact, written correspondence, and by hearing (if requested) at Board meeting.

Fifth Contact(s)

Association's Attorney.\*

\* Everything possible is done to avoid this step because when the attorney charges the Association, **the Association back-charges the violating member all legal fees and related expenses.** If the member employs an attorney, the Association, for its protection, immediately goes to this step.

Sixth Contact

Courts.

3. RESOLUTION OF FINES

Resolution #2009-002  
April 20, 2009

**Whereas,** The Articles of Incorporation of Sun Lakes Homeowners Association #1, Inc. Article II (c)3 allows the Association to enforce The Declaration of Covenants, Conditions and Restriction for Sun Lakes Homeowners Association #1, Inc. to the extent allowed by the governing documents and

**Whereas,** The By-laws, Article VI Section 7 allows for a fine or penalty to be levied and

**Whereas,** The Declaration of Covenants, Conditions and Restrictions for Sun Lakes Homeowners Association #1, Inc. allows for The Board to levy a fine or penalty for violation of governing documents and

**Whereas,** The Board recognized that a schedule of fines must be established to provide for equitable enforcement and

**Whereas,** the Board wishes to establish a range of penalties for violations of the Governing Documents, with violation of the Declaration, unsafe conduct & harassment or intentionally malicious conduct being treated more severely than other violations and

Therefore, be it resolved that the following schedule of fines shall be implemented

1. For violations of the Declaration, unsafe conduct & harassment (including physical or verbal abuse) or intentionally malicious conduct, the first offense shall be subject to a \$200.00 dollar fine and each offense thereafter shall be subject to a fine of \$400.00 per offense, each violation constituting a separate offense.
2. All other violations of the Governing Documents shall be subject to a fine, the first offense shall be subject to a \$50.00 dollar fine and each offense thereafter shall be subject to a fine of \$100.00 per offense, each day of a violation constituting a separate offense.
3. The Board of Directors reserves the right to seek other remedies available through the governing documents or through civil and or criminal proceedings based on the number of recurring violations or seriousness of the offense(s).
4. Payment of the fine amount does not grant a variance for the violation. All violations must be corrected to come into compliance.

Approved by the Board of Directors April 20, 2009

3(a) MEMBER CITATION/FINE APPEALS REQUEST

The Board of Directors approved on February 7, 2011 a Member Citation/Fine Appeals Request form which outlines the procedures for fine appeals to the Board of Directors.

4. CODE OF CONDUCT

Members and their guests are expected to conduct themselves in a socially acceptable manner. The use of abusive, threatening or obscene language to anyone will not be tolerated. The use of any type physical force in any manner will also not be tolerated.

The Association will not become involved in personal disputes whether they are members or not. It is up to the individual(s) involved in these types of situations to contact their own attorney, sign a complaint with Maricopa County Sheriff's Department, file a lawsuit, or take any legal action they choose.

Any violation of the Association's Code of Conduct Rule is subject to disciplinary action by the Board of Directors. This disciplinary action may be suspension of use privileges for a duration of time and/or a fine may be levied. Either one or both of these disciplinary actions are authorized in our legal documents. If necessary, the Board may turn the matter over to its attorney or any governing agency.

The Association's Patrol Department is authorized to notify the Maricopa County Sheriff's Department. Any person refusing to comply with the Policies and Rules, i.e. refusing to show I.D., refusing to comply with the no smoking rule, or refusing to comply with the Code Of Conduct, may be asked to leave the Association property. Refusal to comply to leave may and can be include in the decision of the Patrol Officer to contact the Maricopa County Sheriff's Department to have the violator arrested for trespassing.

## SECTION F

### USE PRIVILEGES

1. MEMBERS

A qualified member of the Association shall be a property owner whose dues and assessments are currently paid in full. Member privileges include access to and use of facilities and participation in all activities available through ownership.

2. RENTERS

A homeowner member may assign his/her use privileges to a person renting his/her property by letter of intent to the Association office, except as hereafter specifically stated. Age restrictions in accordance with deed restrictions apply to renters. Once an owner rents his/her property, they forfeit all use privileges to their renters. The Association controls this by only issuing renter cards when the owners return their homeowners cards to the Association.

3. ADDITIONAL OCCUPANTS

The additional occupant card entitles a resident to the following:

- a) Mandatory charge to owner when the number of persons per lot exceeds two (2) residents after 30 days. The charge is 50% of the annual dues that can be paid on a monthly, semi-annual or annual basis. The fee entitles the resident to full resident use privileges with the exception of lower golf rates.
- b) For the golf course, they are entitled to be part of the draw for tee times. They cannot, however, buy annual green fees. In fact, they must pay the higher daily greens fees that are charged to renters, if they pay for their additional occupant card by the month. If the additional occupant card is paid for in advance for a minimum of six (6) months, they may use the additional occupant card to be able to play golf at resident daily rates.
- c) The men's and women's golf associations only allow owners to be members of their organizations. Since they are residents with an additional occupant card, they are entitled to join these organizations.

Any owner (whether they are from a single, double or multi-owned lot) may purchase an additional occupant card immediately and not wait until their guest privileges expire.

4. FACILITY USE RIGHTS OF MULTI-OWNERS

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

- a) Even though there are more than two (2) owners on the recorded deed of a lot in Sun Lakes 1, only a maximum of two (2) of the owners are entitled to receive homeowners cards and to pay annual greens fees. It is a requirement for all members to carry a current SLHOA1 Membership card while on

association property for identification purposes and to show to Sun Lakes HOA1 Patrol or Management when requested.

- b) The two owners of a multi-owner lot must be designated for a minimum of one (1) year. The owners may not switch back and forth from those shown on the deed.
- c) The only time the minimum requirement of one year can be changed is in the event of 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/she notifies the Association in writing of the new 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:
  - 1) Be mailed or emailed all Association correspondence, including homeowners' dues, statements, ballots, information, letters, etc.
  - 2) Be the only owner(s) published in the Sun Lakes phone directory.
  - 3) Enjoy same use privileges as all other owners, including purchasing annual green fees if they so desire.
- f) The owners of multi-owned property who are not the designated owners have the following rights and restrictions:
  - 1) Can live in the Sun Lakes Country Club home for a period of thirty (30) days with no additional charge as guests of the designated owners. Same as guests of owners of lots that are not multi-owned. (See Guest Policy, Section G)
  - 2) If the owner of the multi-owned property who is not the designated owner desires, he/she can purchase an additional occupant card immediately and not wait for a period of thirty (30) days using a guest pass. This may be the option of the undesignated owner who wants to take advantage of the benefits available instead of just being a guest.

## SECTION G

### GUEST POLICY

#### 1. DURATION OF STAY REQUIREMENTS

The Declaration of Restrictions states that Sun Lakes Country Club is specifically limited to adults. At least one resident in the household must be forty (40) years of age or older. No person who has not yet reached their nineteenth (19th) birthday shall reside permanently in SLCC.

The Board of Directors has determined that "reside permanently" means any person residing in SLCC for a period in excess of thirty (30) days per calendar year.

It also means that persons under the age of 40 may not reside in SLCC unless there is another resident over 40 years of age (owner, guest or renter) living in the household at the same time.

After a period of thirty (30) days per calendar year, guests nineteen (19) and over will be classified as resident guests and will be charged a monthly fee if the number of persons in residence exceeds two (2). 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 and later returns as a visitor in the capacity of a valid guest. (See Use Privileges, Section F, Paragraph 3.)

A person can only be a guest for thirty (30) days per year. Therefore, guest passes are only issued for a maximum of 30 days. If a guest stays longer than the 30 days, he/she must be a minimum of nineteen (19) years of age. In addition, the owner must then register the guests at the office and pay an additional occupant fee (one-half of the annual dues payable monthly in advance.)

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

(50% of annual homeowners dues divided by twelve [12] months)

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

#### 2. GUESTS USE OF FACILITIES RULES

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:

- a) Guest passes must be applied for by homeowner/renter only.
- b) Homeowner/renter is directly responsible for his guest.
- c) Guests may not use the equipment and material in the Woodshop, the tennis ball machine, Arts & Crafts Room, or Rock & Gem Rooms.

- d) When using the facilities, guest(s) must, at all times, have a valid guest pass in his/her possession unless they are accompanied by their sponsoring resident. A person can only be a guest for thirty (30) calendar days a year, even if they are sponsored by more than one member.
- e) When more than two renters live in the same dwelling, the additional renters will be considered as guests and will be issued the guest cards.
- f) All persons under 19 must be accompanied by an owner or guest with pass. Homeowners may not give a guest pass to persons under the age of 19.

3. APARTMENT RENTERS

Apartment renters are not allowed the privilege of using these facilities unless they are the guest of a homeowner and have the proper identification.

4. THE FOLLOWING FACILITIES AND EVENTS ARE FOR THE EXCLUSIVE USE OF ADULTS (NO ONE UNDER THE AGE OF NINETEEN [19]):

- Health Complex/Exercise Rooms, Jacuzzis, Sauna and Exercise (Lap) Pool (including rest rooms)
- Jacuzzi at Oasis Pool Area
- The Arts and Crafts Center
- Card Rooms
- After 7:00 p.m. Following the Friday Night Dinner
- Association-sponsored events (unless otherwise designated)

5. USE RESTRICTIONS/PRIVILEGES FOR GUESTS UNDER NINETEEN (19) YEARS OF AGE

When accompanied by an owner or a guest with guest pass, persons under 19 may use the following swimming pools and related facilities:

- a) Guests under the age of 19 can use both the Oasis and Main Clubhouse Pool until 6 p.m. on the following holidays: New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, Mother's Day and Father's Day. Hours are 10 a.m. – 1 p.m. Monday – Saturday and 10 a.m. – 2 p.m. on Sunday.
- b) All persons under 19 may dine on the Clubhouse patio, or in the Cactus Corner, or on the Oasis Ramada until 2 p.m. provided they are well behaved.

All persons under 19 must be accompanied by the sponsoring homeowner or by a person with a guest pass from the homeowner.

If Ramada area has been reserved for a private function, persons under the age of 19, whom are guests, would be allowed in the Ramada area at any time during the function.

- c) No one under the age of 19 may be in the Oasis park area except for the hours of 10 a.m. to 2 p.m. on Sundays and 10 a.m. – 1 p.m. Monday – Saturday (except on designated holidays). The Oasis park area includes the swimming pool, Jacuzzi, Ramada, and open grass area. Persons under the age of 19 may remain in the Ramada area, to eat only, until 2 p.m., as at the main pool.

If Ramada area has been reserved for a private function, persons under the age of 19, whom are guests, would be allowed in the Ramada area at any time during the function.

- d) Persons under the age of 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 and Putt course	Fishing in lakes	

- e) Persons under 19 are to use the shower located on the outside of the Health Complex next to the large swimming pool. The rest rooms located outside of the Arts & Crafts building are available for changing (rest room signs are posted). Health Center rest rooms may NOT be used by persons under 19.
- f) Children in diapers, those not toilet trained and those persons who must wear adult diapers are strictly prohibited in the pools.

- 6. Members of our Association (SLHOA #1) are the only persons entitled to have guests use our recreational facilities. Residents of SLHOA #2 or SLHOA #3 are welcome to use our recreational facilities per the Reciprocal Agreement.

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

Private parties may have young people under the age of 19 in attendance. Guests must stay in the event area. Guests are NOT to wander throughout the clubhouse or outside. Young children using rest rooms must be escorted from and to event area by an adult.

**UNDER NO CIRCUMSTANCES MAY ANYONE OPERATE A GOLF CART WITHOUT A VALID DRIVER'S LICENSE. (ARIZONA LAW)**



## SECTION H

### SWIMMING POOL RULES

- 1) ALL PERSONS USING THE POOL DO SO AT THEIR OWN RISK. NO LIFEGUARD IS ON DUTY. PERSONS UNDER THE AGE OF 19 (GUESTS) MUST BE ACCOMPANIED BY AN ADULT (19 YEARS OF AGE OR OLDER). See Guest Policy, Section G, for hours and restrictions applying to guests under the age of 19. Management reserves the right to close the pool during severe weather.
- 2) Pools are for use of members and their renters or guests only.
- 3) Association showers must be used before using the pools.
- 4) IF OILS OR LOTIONS are used, they must be removed by showering with soap before entering the pools. HELP KEEP OUR POOLS THE WAY THEY ARE – BEAUTIFUL AND “CRYSTAL CLEAR.” OILS AND LOTIONS CLOG THE FILTERS AND SMUDGE THE POOL WALLS, CAUSING COSTLY REPAIRS.
- 5) 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.
- 6) Proper swim wear is required – no street shoes, shorts or cutoffs allowed. Pool shoes also used as street shoes are prohibited. Persons who must wear diapers (baby or adult) are strictly prohibited in the pools.
- 7) Smoking is prohibited in lower areas surrounding all pools and Jacuzzis.
- 8) NO DIVING OR JUMPING ALLOWED IN ANY ASSOCIATION POOL.

Swimming pool hours are as follows: (See Section G, Guest Policy for swimming pool hours for guests under the age of 19.)

- The Oasis is open from 6 a.m. to 10 p.m.
- The main pools open at 6 a.m. and close at 10:00 p.m.
- The lap pool and Jacuzzi are part of the Health Complex which opens at 5:00 a.m. and closes at 10:00 p.m. **(Approved by BOD 8/1/12)**  
The lap pool is open from 5:00 a.m. to 10:00 a.m. for lap swimmers only.

Please note that at the entrance gate to the swimming pool, signs have been posted stating that members' and guests' identification may be checked. This is to ensure that only authorized persons are using our facilities. Please cooperate with the Patrol Officers.

## 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 "floaties," inflated "rings," or "life jackets" by children and non-swimmers is permitted. The use of plastic milk or water containers or kickboards is also permitted for exercise by persons 19 years of age or older. The use of inflatable inner tubes, rafts, boats, boards, etc., is not permitted. Noodles are permitted. Only soft inflatable plastic beach-ball type balls are permitted in the pool area. However, these beach balls must not annoy other swimmers. The Patrol Officer on duty has the right to determine if a flotation device or the type of ball being used are in compliance.

## SECTION I

### EMERGENCY - SECURITY - FIRE PROTECTION - HEALTH SERVICES EMERGENCY PHONE -- 911

#### GENERAL

The Sun Lakes Country Club's Patrol Department provides a wide range of services to the homeowners. The Patrol staff does not have police powers nor do they have arrest powers beyond that of any citizen. However, the staff observes activities within the Community; assists homeowners when possible and when within the staff's authority and assists the Fire Department and Sheriff's Department when requested or needed. FOR NON-EMERGENCIES YOU CAN REACH THE PATROL DEPARTMENT OFFICE BY CALLING 895-1000.

Due to the fact that Sun Lakes Country Club is in the County (as opposed to the city), the Community is under the protection of the Maricopa County Sheriff's Department. We are subject to traffic laws, speed limits, neighborhood watch program, etc. **For emergency situations, please always call 911 for the Sheriff's Department or Fire Department before contacting the Patrol Department.** If a crime has already taken place and there is no longer an immediate emergency, please call 602-876-1011 (Sheriff's Crime Stop).

The Sun Lakes Fire District operates in accordance with the laws of the State of Arizona and Maricopa County. The Fire Department has a professionally trained staff of Emergency Medical Technicians and Paramedics. FOR NON-EMERGENCIES YOU CAN REACH THE FIRE DEPARTMENT BY CALLING 895-9343.

Crutches, wheelchairs, walkers, etc. are available for short-term use free of charge and may be borrowed from the Posse at 895-8751. The Sheriff's Posse building is at 9531 Riggs Road and hours are 9-12 and 1-5, Monday through Friday.

It is very important that your up-to-date emergency information is on file with the Clubhouse Resource Center Office at all times. So, please complete and update the emergency form available in the Clubhouse Resource Center Office when ever a change in your contact information changes.

## SECTION J

### CLUBHOUSE

1. GENERAL

The clubhouse is for the recreation and pleasure of all members and their guests. The Administrator and clubhouse staff will assist you in any way possible. **IT IS THE RESPONSIBILITY OF EACH OF US TO PREVENT ABUSE OR DAMAGE TO THE FURNISHINGS AND EQUIPMENT.**

2. BULLETIN BOARDS/POSTED NOTICES

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

- a) Non-Association endeavors and commercial advertising notices will not be posted.
- b) No one is entitled to place notices on Association property, including on the bulletin boards, without approval by the Recreation Department staff and if necessary, by the Administrator or the Board of Directors.
- c) The maximum size of any notice is 8 1/2" x 11" (portrait or landscape).
- d) Notices for recreational and cultural activities will 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 will be responsible for maintaining their section of the display case.
- e) State dinners and religious functions must be held in SLCC facilities in order to be posted on the SLCC bulletin board. This type of event held in SLHOA #2 and SLHOA #3 facilities will be posted in their own display case. Each Association will be responsible for maintaining their section of the display case.
- f) All notices must receive an approval stamp and a removal date from the Recreation Department staff. Notices cannot be posted in excess of four (4) weeks.
- g) Types of notices to be permitted: social events, official notices and activities. Only one (1) poster per event.
- h) The bulletin board located in the laundry room is reserved for Sun Lakes community residents only. This bulletin board cannot be used for any commercial endeavors. Only the Association forms available at the office may be used. The form must be dated at the time it is posted. The Association's staff will remove notices that are not in compliance or that have been on the bulletin board in excess of 30 days.

- i) A bulletin board for use by the Board of Directors is located in the clubhouse lobby. Current notices of meetings, financial statements and minutes of Board meetings are posted on this bulletin board.
- j) All unauthorized notices will be removed. Any exceptions will require the approval of the Administrator or the Board of Directors.

### 3. DRESS CODES

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 swim wear when inside all facilities, except the Health Complex. Shirts and footwear are required.

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 the restaurant and lounge atmosphere.

#### Proper Attire For Ladies

No short shorts or swim wear will be permitted in the Clubhouse. Hair curlers are not considered proper attire. Ladies may wear any style top with the stipulation that the top is in good taste and provides sufficient body coverage so as to be appropriate for a conservative, adult community environment.

#### Proper Attire For Gentlemen

Shirts with sleeves must be worn at all times, unless in the pool area. Slacks, golf and longer length tennis shorts are permissible. Athletic shorts and short shorts are not considered proper attire.

#### Proper Attire For Tennis

See Tennis, Section M for Dress Code.

#### Proper Attire For Pitch And Putt

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

#### Proper Attire For Golf Course

- a) No athletic shorts, swim wear or tennis shorts are permissible. No halter tops, spaghetti straps or bikini tops are permissible.
- b) Men must wear collared shirts with sleeves at all times. Slacks, or golf shorts, are permissible. (No athletic and tennis shorts or short shorts are considered as proper attire.) Men's approved shorts must be no shorter than mid-thigh. (Approved by BOD 8/1/12)
- c) 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 prohibited.

ANY PERSON VIOLATING THESE DRESS CODES WILL BE REQUESTED TO LEAVE THE PREMISES BY THE CLUB MANAGER, GOLF PROFESSIONAL OR THEIR DESIGNEE TO CHANGE TO PROPER ATTIRE IF HE/SHE WISHES TO USE THESE FACILITIES. PLEASE INFORM YOUR GUESTS OF THE DRESS CODE.

4. FACILITIES RESERVATION & USE (Approved by the BOD 4/3/13)

The following facilities shall be reserved by the Board of Directors and Association Staff (Administrator, Events Manager, and Administrative Services Staff) for Association meetings, events, seminars and activities; and by SLCC Residents only for private parties or by Sun Lakes clubs or organizations: Arizona Room, Navajo Room, Navajo Room Lounge, Friendship Room, Mirror Room, Arts & Crafts Room, Large Card Room, Pro Shop and Oasis Ramada. To reserve these areas, the sponsoring resident or authorized Association Staff must complete the "Room/Facility Rental Agreement" available at the clubhouse office.

The Oasis Ramada is available for private parties and must be reserved at the Administrative Services office. **SEE SECTION "X" FOR "ROOM USE FEES"**.

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

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

The only exception to the above would be when the Board of Directors authorizes the use of the entire facilities for a large Association event (Las Vegas night, the Women's Association bazaar, etc.).

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

The Association does not participate or become involved in any of its members' funds used for games of chance, drawings, betting, etc. Association members who are involved in these endeavors on Association property are advised they cannot have any cash that is visible. The use of poker chips or other type tokens is permitted.

7. BILLIARD ROOM RULES

- a) No smoking.
- b) Do not sit on the tables. (Crutch [bridge] must be used if necessary.) Sitting or leaning on tables breaks the side cushion.
- c) Pool cues have been identified as Association property and may not leave the Billiard Room.
- d) Pool balls are stored at the front desk counter and can be checked out by members or guests. They must leave their Association Membership Card or Guest Pass when signing out the pool balls.
- e) Children 12-18 years of age may use the Billiard Room when accompanied by a resident.

8. LOST AND FOUND

Lost and found items will be documented with a date turned in. Items will be kept for 30 days and then given to one of the clubs for sale.

9. SMOKING POLICY

Smoking is not allowed in the clubhouse.

## **SECTION K**

### **PET RULES**

Pets are strictly prohibited in the Clubhouse, on the golf course, and in other recreation areas, whether leashed or not.

No animals, fowl or reptiles shall be kept on the premises except household dog, cat or bird pets owned by the owner of the lot on which they are kept; no animal shall be allowed off the lot of the owner except on a leash; and no dog, cat or bird pet shall be kept on any lot by anyone if, in the discretion of the Association, that pet is, or becomes a nuisance, threat or otherwise is objectionable to surrounding property owners. Dogs are also required to be on a leash on an owner's lot if the dog is on a portion of the owner's lot that is not restricted by a fence or the living unit. Continual barking from dogs will not be tolerated.

Owners of pets creating and/or disturbing the peace and tranquility of Sun Lakes HOA #1 will be responsible to control their pets. Homeowners are responsible in the case of renters in their property. First offense, warning letter of violation. If not corrected, second letter will be a minimum fine of \$50.00. Homeowners have 30 days to pay the fine or it will be turned over to the board for further review. Homeowners have the right to appeal. Please understand that if the homeowner does elect to appeal, the fine will remain in place throughout the appeal process.

**OWNERS ARE RESPONSIBLE FOR PICKING UP THEIR PET(S) DROPPINGS.**

## SECTION L

### HEALTH COMPLEX

1. FACILITIES AVAILABLE

The Health Complex wing includes enclosed Jacuzzi, lap pool, men's and women's exercise rooms, showers, saunas, lockers and rest rooms. The recreation and health facilities are furnished for the benefit and enjoyment of adult members and their adult guests. Persons under the age of 19 are not allowed in the Health Complex. Use of the facilities and equipment is at the risk of the user. The Health Complex opens at 5:00 a.m. and closes at 10:00 p.m. (Revised by BOD 8/1/12)

2. USE OF LOCKERS

The health center provides lockers free of charge to the residents and guests. The Association recommends that anyone using the lockers be aware that they do so at their own risk. The Association recommends that the residents use their own padlock to secure their personal belongings. No locks will be allowed over night. The Association has the right to remove the padlock of any resident who does not adhere to this policy.

3. MEDICAL LIMITATIONS

Persons having medical problems or limitations should use the Health Complex facilities **ONLY** with the advice of their doctor.

4. POSTED RULES

Observe the posted rules in the Health Complex. Smoking is not allowed in the Health Complex. Reciprocal agreement does not apply to Health Complex. SLCC residents, renters and guests only.

## SECTION M

### OASIS POOL AND RAMADA

1. The Oasis Pool area is open from 6 a.m. to 10 p.m.
2. Use Restrictions/Privileges For Guests Under Nineteen (19) years of age.
  - a) When accompanied by an owner or a guest with a valid guest pass, persons under 19 may use the Oasis pool from 10 a.m. until 1 p.m. Monday – Saturday, 10 a.m. until 2 p.m. on Sunday, and 10 a.m. to 6 p.m. on the following holidays: New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, Mother’s Day and Father’s Day.
  - b) All persons under 19 may dine on the Oasis Ramada until 2 p.m. provided they are well behaved. All persons under 19 must be accompanied by the sponsoring homeowner or by a person with a valid guest pass from a homeowner.

If Ramada area has been reserved for a private function, persons under the age of 19, whom are guests, would be allowed in the Ramada area at any time during the function.

### 3. Use of the Oasis Ramada

The Oasis Ramada is available for private (SLCC residents) and or club functions. The Ramada must be reserved at the Resource Center. **SEE SECTION “X” FOR “ROOM USE FEES”.**

4. Please refer to Section H for a complete list of Swimming Pool Rules.

## SECTION N

### TENNIS

The tennis courts are considered a "common area." The Sun Lakes Tennis Association, with Board of Directors approval, establishes rules of play for the homeowners.

All members of SLCC are both encouraged and welcome to join the Tennis Club for a nominal annual fee and participate in club play. We offer many levels of competition.

#### 1. ELIGIBILITY FOR USE OF COURTS

- a) Homeowners have priority at all times on all courts.
- b) Adult guests of homeowners, with valid guest cards may use the courts without a homeowner subject to bumping privileges by homeowners.
- c) Guests under 19 may use courts when playing with a homeowner.
- d) Scheduled events by the Tennis Association will have precedence for use of the courts.
- e) Resident Pro has use of court #3 at a time other than scheduled events.
- f) No guest of a homeowner may invite other guests.
- g) A SLHOA #2 or SLHOA #3 resident can only play on SLCC courts as a guest on a one to one basis. (i.e., in a singles match, one of the players must be a SLHOA #1 resident or guest. In a doubles match, two of the players must be SLHOA #1 residents or guests. This same restriction also applies to SunBird residents.)

#### 2. RULES

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

Singles	-	1 hour
Doubles	-	1-1/2 hours
Ball Machine	-	One hour (60 minutes)
- d) Court lights shall not be used before 6 a.m. and not after 10 p.m.

- e) Men's and Women's Tennis Club Play: The tennis courts are reserved for men's play on Tuesday, women's play on Wednesday, and mixed play on Thursday until such play is complete.

3. PROPER ATTIRE

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

4. RULES FOR BALL MACHINE

- a) ONLY homeowners certified by the Tennis Club may use the ball machine.
- b) Ball machine is to be used on court #3 after dark; court #4 days.
- c) Persons on duty at the Clubhouse shall have the authority and responsibility to question persons requesting use of the ball machine and the authority and responsibility to enforce the rules applicable to use.
- d) Key to ball machine shed must be obtained at Clubhouse desk, with a certified card issued by the Tennis Club.

## SECTION O

### LAKES (FISHING) AND WILDLIFE FEEDING

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

#### RULES

- 1) Boating, wading or swimming in the lakes is prohibited (residents must not allow their pets to swim in lakes).
- 2) The minimum size to remove catfish and bass from the lakes is 12", crappie 10". Fishing for Amurs and Koi is prohibited. For all other fish there is no size or bag limit.
- 3) The possession limit per day is a total of three (3) bass, catfish and crappie in any combination.
- 4) AMURS: The amurs are a protected fish for our lakes. They are expensive and beneficial in helping keep our lakes clean. Therefore, fishing for amurs is strictly forbidden. Any that are caught accidentally must be returned to our lakes immediately.
- 5) Attempting to "snag" any type fish in our lakes is prohibited.
- 6) **FISH SHALL NOT BE TRANSFERRED FROM ONE LAKE TO ANOTHER WITHOUT PRIOR APPROVAL FROM THE ASSOCIATION.**
- 7) It is prohibited to stock fish from other lakes and put them into Association owned lakes. To do so is against State and Federal laws. Permits and inspections are required to stock fish in the lakes. These state and federal requirements are for the protection of the fish that are presently in the lakes.
- 8) 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.
- 9) All Sun Lakes residents from Sun Lakes Country Club, Palo Verde, or Cottonwood, 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