

Tanglewood Vistas Townhouse Association Rules & Regulations

Tanglewood Vistas Townhouse Association is a 52-unit complex managed by Peaks HOA Management Company and a volunteer Board of Directors. The Board of Directors encourages your cooperation in keeping Tanglewood Vistas Townhouse Association an attractive place to live and a community in which we all take pride.

The following Community Rules & Regulations are a supplement to the Covenants, Conditions and Restrictions (CC&Rs) for the Tanglewood Vista Townhouse Association and Property Owners. These Community Rules and Regulations shall be deemed to be in effect until amended by the Board of Directors of the Association and shall apply to all owners, renters, visitors and users of the Tanglewood Vistas Townhouse Association and its properties.

Whether you are a Unit Owner or a tenant, all persons living in the Tanglewood Vistas Townhouse Association must observe and abide by these Rules and Regulations. Unit Owners will be held responsible for the actions of occupants residing in and/or visiting their home. It is also the Unit Owner's sole responsibility to provide a copy of these Rules to their tenant(s).

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Air Conditioning

Air conditioning may be installed in Tanglewood Vistas Townhouses with the prior approval of the Association's Architectural Review Committee (ARC). The factors considered shall include, but are not limited to, the proposed location of the condenser, the proposed aesthetic screening of the condenser, and the noise level of the air conditioning unit. Guidance on air conditioners can be requested from the HOA Association Manager.

Alteration to Unit Exteriors

No alteration or modification or addition may be made to the unit exterior (e.g. roof, siding, windows or doors, shade/decorative screens, decks or entry areas) without specific and prior approval of the Architectural Review Committee. Proposed exterior changes may be submitted to the ARC for review. Unapproved exterior changes are violations and shall be referred to the Board for action.

Architectural Review Committee (ARC)

The ARC reviews requests from homeowners for all proposed changes to the exterior of a townhouse. Requests are submitted through the Association Manager's office and sent to the committee for review. The ARC Committee sends its recommendation to the Board for final action, and decisions should be communicated to homeowners within 4 weeks of requested ARC submission.

Board of Directors

Tanglewood Vistas Townhouse Association is managed by a 5-member Board of Directors voted into voluntary service by homeowners at the Annual Meeting. Each member serves for a term of 3 years.

Business Use

No part of any lot, home or property shall be used, allowed or authorized in any way for any business, professional or commercial activity that creates foot or vehicle traffic or that may compromise residential use in the community by sight, sound or smell.

Common Areas

- The Common Areas include all lands owned by the Association outside each plotted lot.
- Homeowners are responsible for any damage to the Common Areas resulting from negligence or misconduct by family members, guests, tenants or pets, and the HOA can assess the Homeowner the cost of the repairs per the Violation Policy.

Decks and Patios - both front and rear areas of Townhome exteriors

- are to be kept clean and free of trash.
- furniture is limited to outdoor furniture.
- Barbecue grills may be used on patios or decks in accordance with City of Flagstaff ordinances and/or fire codes. When not in use, propane/gas sources must be turned off.
- NO charcoal or wood grills or wood burning fire pits are allowed.

Driveways

- Permanent driveway parking is not encouraged.
- No parking of boats, trailers, or RVs is permitted in driveways.
- Snow removal from driveways and walkways, when needed, is the responsibility of the homeowner.
- Stains and oil leaks on the driveway are the responsibility of the homeowner. Cleanup or repairs pursuant to any damage will be charged back to the homeowner.
- Only motor vehicles currently registered for use on public streets and highways may be parked on driveways.

Dumpsters

Waste disposal is dictated by the City of Flagstaff. Violations are subject to fines. Dumpster use is limited to “normal” household waste. PROHIBITED items include, but are not limited to: Mattresses, furniture, construction materials and materials removed for renovation, carpeting, hazardous waste, flammable materials, landscaping matter and debris - a complete list can be found on the City’s website.

Flags

A Flag as described in the CCR’s may be flown from the garage.

Garages

- Our garages were designed to hold two cars. Permanent driveway parking is not encouraged, but allowed.
- Garages should be used for the storage of vehicles and household goods. Garages shall not be converted in any way to accommodate additional temporary or permanent living areas, for business uses, or for any other purpose that prevents the owner from parking vehicles or storing household goods.
- Owners may replace and update their original wood garage doors and mechanisms to metal doors at their own expense. To do this they must submit an Architectural Request Form and receive approval. The goal is to maintain a uniform style of garage door within the community.

Garage Sales

- garage sales shall be limited to 2 per year/townhouse
- sales hours to be no more than from 7am to 2 pm
- one sign shall be permitted within said lot, no signs are allowed in HOA common areas.
- Association Manager shall be given notice of proposed sale

Gutters

Gutters are optional for each unit. Individual owners may install rain gutters and downspouts at their own expense with approval of the Architectural Review Committee.

Individual homeowners are responsible for the cleaning and maintenance of gutters and downspouts attached to their unit.

Holiday Decorations

Decorations and lighting may be placed in windows and on the exterior of the Townhouse and common areas not more than 30 days prior to the holiday and removed no later than two weeks after the holiday.

Insurance

Tanglewood Vistas Townhouse Association provides hazard and liability insurance for its homeowners. Our hazard insurance covers physical damage to our townhomes resulting from standard perils that such insurance typically covers such as fire and storm damage. Our policy is a “walls out” policy, which means that it covers the exterior and structural components of our townhomes, but does not cover interiors. Association coverage stops at the inner edge of the exterior wall studs, the lower edge of the ceiling joists, and the upper surface of the subflooring. (Thus the drywall on the interior surfaces of the walls and ceiling, floor coverings, cabinetry, countertops, appliances, plumbing and gas pipes and fixtures, electrical wiring and fixtures, HVAC units and personal property are not covered.) The purchase of additional insurance for these components is the homeowner’s responsibility.

The Association also carries general liability insurance which protects the Association from claims arising from injuries which may occur on the Common Areas. This insurance also does not protect individual owners from claims arising from their ownership, maintenance or use of their individual townhomes, and the Association strongly advises all owners to discuss individual insurance needs with their agent.

Landscaping

Landscaping and irrigation system maintenance at Tanglewood Vistas are the responsibility of the HOA. Homeowners and residents may not plant, shape, trim or alter any aspect of the Common Area landscaping without approval from the board. Homeowners may not adjust or alter any aspect of the irrigation system. If residents see an irrigation problem, they should notify the Association Manager.

Leasing

An entire Townhouse may be rented to a “Single Family” under the following conditions:

- Leases must be at least thirty (30) days in duration.
- No sub-leases or short-term rentals shall be allowed.
- The Owner shall make each tenant aware of the requirements of the Declaration, By-Laws, Rules and Regulations, and any other documents governing the association.
- The owner must provide occupant contact information and duration of lease to HOA Association Manager prior to occupancy by the tenant.
- The Owner shall remain liable for compliance with the Documents governing the Association.

- The Owner shall be responsible for any violations thereof by his tenant or his tenant’s agents, licensees, invitees, guests, or pets.
- All notices shall be sent to the Owner.

Noise control

- No person residing at Tanglewood Vistas or their guests or tenants shall make any noise loud enough to disturb their neighbors between the hours of 10 p.m. and 7 a.m.
- At no time shall the residents or guests of Tanglewood Vistas conduct themselves in such a way as to interfere with the quiet enjoyment of the other residents or guests.
- No speakers, amplifiers or other sound-producing equipment shall be permitted to be installed, placed, or maintained on the exterior of any building or lot, nor shall interior units project noise at levels that would constitute a disturbance to other residents.
- Construction contractor hours shall be Monday thru Saturday, 7 a.m. -6 p.m. per Flagstaff City Ordinance.

Parking

- No parking is permitted on any grass or gravel areas throughout the Association.
- Parking is restricted to the non-fire lane side of our streets, per posted signage.
- Parking on the street is prohibited during snow removal.
- See additional parking information under “Snow Removal.”
- Overnight street parking is not allowed between the hours of 10 p.m. and 7 a.m.

Pest Control

Pest Control, including skunk abatement, termites, and insect abatement, is the responsibility of the homeowner. Exterior enclosures, *e.g.* under decks, are prohibited, as they encourage burrowing and nesting.

Pets

- A reasonable (2 or less) number of domestic pets, of varieties generally recognized as house pets, shall be allowed in a unit.
- Pets shall not be permitted in the common areas unless they are on a leash and/or within the immediate control of their owner or caretaker.
- The owner or caretaker of an animal shall promptly remove any solid waste produced by their animal within the common areas, including roadways.
- Pets must not be allowed to be a nuisance to the neighbors, which would include, but not be limited to, periods of extended barking (either indoors or outdoors).
- Pets shall not be tethered and left unattended in the common area or on decks/patios.

Roofs

Modifications to roofs, such as skylights and solar tubes, must have prior approval of the Association’s Architectural Review Committee (ARC). Repair of exterior and/or interior leaks that result from discretionary modifications are the sole responsibility of the homeowner.

Signs

All signage must comply with the following:

- One "For Sale" or "For Rent" sign may be placed in the Common Area in front of the unit.
- Size of the sign is to be no larger than eighteen by twenty-four inches (18" x 24") and sign riders no larger than six by twenty-four inches (6" x 24").
- Political signs are permitted in accordance with State and Municipal ordinances.
- Signs other than those above shall be permitted only with prior board approval.

Single Family Residential Use

Each Lot is restricted to use as a **dwelling for single-family residential use**. "Single Family" shall be defined as a group of one or more persons each related to the other by blood, marriage or legal adoption who maintain a common household, or a group of not more than three (3) unrelated adults with their dependents who maintain a common household.

Snow Removal

- The Association is responsible for periodic snow removal and/or plowing of snow from the Association's streets, and removal from the roofs of the Units, when necessary.
- Homeowners must keep snow from building up around the exterior walls of the Units, patios and decks to prevent water from snow melt from entering through walls, windows and/or doors.
- Snow removal from driveways and walkways, when needed, is the responsibility of the homeowner.
- Snowplows may not be used to clear driveways as they may damage the pavers or the concrete.
- Homeowners shall not use any deicing chemicals or granulated salts or other products produced for snow removal on any hard surfaces as these products may cause damage to the concrete or to pavers.
- Parking on the street is prohibited during snow removal.

Streets

The two streets within the Association (N Plateau Drive and N Whitetail Way) are **private** streets. Snow removal is part of street maintenance and is provided by the HOA.

Violation Policy

A Violation Enforcement and Fine Schedule adopted by the Board of Directors to set forth procedures for enforcement of the Declaration and the Rules and Regulations of Tanglewood Vistas Townhouse Association.

Wild Animals

- Feeding of birds (bird feeders) and squirrels is discouraged as it attracts rodents, insects, skunks and snakes.

- Feeding of wild and feral animals is prohibited and is a violation of City of Flagstaff ordinances.

Winterization

Unit Owners have the responsibility to have their units properly winterized when their unit is vacant for any length of time during the winter months.

The following guidance is provided for winterization:

- It is recommended that Units be kept at a minimum temperature of 55 degrees in order to prevent freezing of water pipes and appliances.
- Cabinets with plumbing to exterior walls should be kept open to help circulate heated air and prevent freezing of pipes.
- Insulated winter hose bib covers are recommended for exterior spigot.
- Any unit that is not occupied should have the water turned off to the unit and the pressure in the pipes released.
- **PLEASE BE ADVISED** that damage to your unit or surrounding units due to your failure to maintain adequate heating and/or failure to turn water off may result in you paying for the damage incurred to both your unit and other affected units.

HOA Management Company Contact:

Peaks HOA Management Company
Attention: Marlene Larson, Association Manager
Office Phone: 928-556-1461
Association Manager (AFTER HOURS): 928-310-6783
E-mail: peakshoamgmt@gmail.com

[FINE SCHEDULE TO BE ADDED HERE]