

KEMPTON CROSSING

Homeowners Association

PROPERTY OWNERS

MANUAL

Rules and Regulations

Chandler, AZ

July 2015

This manual contains:

1. Rules and Regulations
2. Useful Telephone Numbers
3. Architectural Review Request Form
4. Architectural and Landscape Guidelines
5. Dues Collection Policy
6. Enforcement Procedures
7. Common Area Reservation Form

RULES AND REGULATIONS

The Board of Directors of the Kempton Crossing Homeowner's Association is charged with the responsibility of managing the assets of the Association in relation to maintaining the standards of the community. This manual is not intended to be a substitute for each owner having a copy of the recorded documents pertaining to their property. The recorded documents are the CC&R's, the Bylaws and the Articles of Incorporation.

The goal of this manual is to be a quick reference to use in addressing issues and submitting questions.

NOTES ON OPERATIONS

The Management Company is an extension of the Board of Directors. The Management Company is charged with the task of fulfilling the duties assigned to it by the Board. All calls are to be directed to the Property Manager.

ADDITIONS/MODIFICATIONS: No addition, building, fence, wall or other structure shall be commenced, erected or maintained upon the property until the plans and specifications have been submitted to and approved by the City of Chandler and the Architectural Review Committee of the Kempton Crossing HOA. **Homeowners should be aware that in addition to approval by the Kempton Crossing Architectural Committee, the City of Chandler might also impose requirements for approval and permits.**

ANIMALS: Only a reasonable number of generally recognized house or yard pets shall be maintained on any lot. No animal shall be kept or bred for commercial purposes. No animal shall be permitted to make an unreasonable amount of noise or create a nuisance. No structure for the care, housing or confinement of any animal shall be maintained so as to be visible from neighboring property. When walking a pet, it must be on a leash. No pets are permitted in the tot lot area. Feeding of wild animals/birds is not permitted.

ANNUAL MEETING: A meeting of the homeowners is held annually at which time vacancies for the Board of Directors are filled. A quorum of 131 property owners is needed to conduct the meeting. It is important that you attend.

BUSINESS: No gainful occupation, profession, trade or other non-residential use shall be conducted on any lot.

CLOTHES DRYING FACILITIES: Outside clotheslines or other outside facilities for drying or airing of clothes shall not be erected, placed or maintained on any property unless they are erected, placed and maintained exclusively within a fenced service yard or otherwise not visible from neighboring property.

COMPLIANCE: All Board of Directors, homeowners, their family and guests and tenants of owners of Kempton Crossing must abide by the CC&R's, Bylaws and Rules and Regulations.

COMPLAINTS: All complaints must be in writing, signed by the complainant and delivered to the Management Company for presentation to the Board of Directors at their next regular meeting for action by the Board.

COMMON AREAS: "Common Area" shall mean all real property owned by the Association for the common use and enjoyment of the owners. The Common Areas are maintained by the Association for the benefit of the homeowners. Use of the ramadas and common areas for parties and group activities by a resident requires permission from the Board of Directors. A form is available from the Management Company and can be sent by mail, fax or e-mail.

DUES: Dues are quarterly and are due on or before January 15th, April 15th, July 15th and October 15th. Dues are deemed late if unpaid after (ie 30th) of the month in which they are due and a late fee charge will be placed on the account. The late fee will be based on the greater of \$15.00 or 10% of the unpaid balance or such other amount that might be authorized by Arizona Statutes. In the event dues are not received within 60 days of the due date, a lien will be placed on the property for the delinquent amount due plus late fees and lien fees. A lien will stay in place against the property until such time as the account is paid in full. All legal and collection costs will be charged to the property owner.

FIREARMS: No firearms, pellet guns, BB guns or other similar devices are to be discharged within the community or community common areas. Fireworks are not permitted on any lot or in any common area.

GARAGE DOORS: Garage doors shall be kept closed except for ingress and egress of vehicles or during times of house or yard maintenance. Garage doors are to be painted to match the body color of the house.

GARBAGE/GARBAGE CANS: No garbage, garbage can or trash shall be kept, maintained, or

contained on any lot so as to be visible from any other lot or any common area. No incinerator shall be kept or maintained on any lot. Garbage cans should be placed on the driveway for pickup not before the evening preceding the day of collection and removed no later than the evening of the day of collection. All garbage cans are to be stored either in the garage or behind the fence and not be visible by any neighbor or from any common area. No refuse pile or other unsightly objects shall be placed, accumulated or maintained anywhere on any lot.

GATES: Walk gates and R-V gates accessing the rear yard must be a metal frame with wood slats. The metal frame and wood slats may be painted to match the masonry wall, stained or finished natural. The wood slats must be kept in good repair and replaced if damaged or deteriorated.

LEASING (RENTING): Leasing must be for a period of 30 days or more. It is the responsibility of the owner to provide the association with a copy of the lease agreement. The lease agreement must state that the tenant will abide by the Declaration and all rules and regulations of the Association. It is the responsibility of the owner to provide the tenant a copy of the Association's Rules and Regulations. The property owner is responsible for the actions of the tenant and correspondence concerning any infractions of the Rules and Regulations will be directed to the owner. The Association will not communicate with the tenant or a property manager.

MAINTENANCE — HOUSES: Homeowners are responsible for maintaining in good finish and repair the house's exterior stucco, trim, driveways, walkways and perimeter walls.

MAINTENANCE — WALLS: See Article VI, Section 8.1, paragraph (t) for comprehensive information concerning the responsibility and maintenance of walls.

MAINTENANCE — YARD: Owners shall maintain their lots free of weeds and debris. Lawns shall be neatly mowed, trimmed and kept weed free. Lawns shall be watered so as not to allow the grass to die during hot weather. Lawns that are allowed to go dormant during the winter months must be kept weed free. Bushes shall be trimmed and dead plants, trees or grass shall be removed and replaced. If decomposed granite or other landscape rock is used, it must be of an earth tone color. All rock areas shall be treated with pre-emergent, weed control at regular intervals to retard weed growth. The front yard shall have a minimum of 12 plants. See the Architectural Guidelines for prohibited plants.

NUISANCE AND OFFENSIVE ACTIVITIES: No activity shall be conducted on any property that will in any way unreasonably disturb the owner or resident in any other home. No activity shall be conducted which may endanger the health or welfare of the owner or resident in any other home.

PAINTING: The Architectural Committee has developed a list of approved body and trim colors to be used when repainting your home and walls. You must select from this list and submit an application to the Architectural Committee. Any request for a variance from this list must be submitted to the

Architectural Committee for approval prior to starting to repaint.

PARKING: Vehicles may not be parked on any gravel areas. They must be parked on the driveway or the street. Boats, trailers, campers may not be parked on the property except for short durations for the purpose of loading or unloading. Commercial vehicles exceeding the size specified in the CC&R's may not be parked on the property or the street. Vehicles should not be parked over night on the street.

PENALTIES/FINES: When violations occur, the following will be the procedure followed by the Board of Directors and the Management Company.

- (1) First Offense: Letter to owner of the infraction with ten days to resolve the problem and notify the management company
- (2) Second Offense: Letter to owner of the infraction with a \$50.00 penalty with ten days to appeal the penalty in writing to the Board of Directors. Penalty will continue until violation is corrected.

Any violation not corrected will be turned over to the Association's attorney for enforcement and all legal costs charged to the homeowner. Any unpaid fines will be turned over to the Association's attorney for collection and all legal costs charged to the homeowner.

YARD SALES/GARAGE SALES: Yard sales shall not commence before 7:00 a.m. A sign may be placed in the yard advertising the sale not more than two days prior to the sale and must be removed immediately after the sale. All items for sale must be kept on the driveway or in the garage and any left over items must be removed from view immediately after the sale. Yard sales and garage sales are not permitted on Sunday.

USEFUL PHONE NUMBERS

Fire— 911

Fire non-emergency — 480-782-2128

Ambulance — 911

Police-911

Police non-emergency — 480-782-4528

Barking Dogs — 480-782-4130

Electric - SRP (Salt River Project) Customer Service-602-236-8888
24 hour electric emergency — 602-236-8811

City of Chandler Information-480-782-2220
Code Compliance (neighborhood services) — 480-782-4320

Management Company

Cornerstone Properties, Inc. (602) 433-0331 cpihoa.com

Solid Waste Services — 480-782-3510

Water

City of Chandler — 480-782-2280

July, 2015