

GREENLAW TOWNHOUSES UNIT II
HOMEOWNERS ASSOCIATION
Rules, Regulations & Guidelines

Updated – September 2023

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**THESE RULES AND REGULATIONS SHOULD BE MADE AVAILABLE TO YOUR TENANTS, GUESTS AND INVITEES.
YOU MAY OBTAIN COPIES FROM HOAMCO OFFICE AND ALSO ON THE WEB SITE.**

<https://www.greenlawtownhouses2.com>

These Rules and Regulation are intended to benefit the common good and as a result maintain the property values and encourage neighborly cooperation. It is the responsibility of each lot owner to be familiar with the Covenants, Conditions and Restrictions (CC&Rs) and to inform all occupants, residents, tenants, guests, and invitees of the requirements for living at Greenlaw Townhouses II. All infractions of Rules and Regulations and the CC&Rs will be addressed to the lot owners and any fines levied will be levied against the lot owner rather than the tenant or occupant as prescribed in the CC&Rs of the HOA and Arizona Revised Statute.

1. APPROVAL REQUIRED

Pursuant to Article VII of the CC&R's, Greenlaw Townhouses Unit II HOA is subject to architectural control established by the Association. Except for the original improvements constructed by the Developer, no building, fence, wall or other structure shall be erected upon any lot or other portion of the property, or shall any exterior alteration (including without limitation paint colors, trim, shape and character of any of the buildings or improvements upon the property) be made unless approved in writing by the Association. The following listed items below require approval by the Board:

- *Any remodeling, painting, guttering or other changes in exterior appearance of any Unit.*
- *Installation of air conditioning units, solar panels, sky lights, heating units, compressors, evaporative coolers, or similar equipment.*
- *Satellite dishes and TV antennas. No antenna "towers" shall be allowed.*
- *Alteration of landscaping or drainage patterns of lawns in front yards, and visible side yards including any change in surfacing materials. This includes removal of trees.*
- *Addition of front yard landscaping, hedges, walls, fences, lights, obstructions of any kind.*
- *Addition of balconies or other exterior structural changes to the property.*
- *Addition or modifications of exterior lighting, subject to dark sky regulations. Please note that Flagstaff is a dark sky city. Any outdoor lighting must adhere to the city regulations. [<http://www.flagstaffdarkskies.org/dark-sky-solutions/dark-skysolutions-2/residential-lighting-tips-2/>].*
- *Addition of decorative awnings or screening devices.*

The Board of Directors shall review an application submitted to it and issue its written decision in a timely manner, within a timeframe as determined by the Board, in no case longer than thirty (30) days. The application form is attached to this document or may be requested from the HOA.

2. NO CHANGES WITHOUT APPROVAL

- Any exterior alteration approved by the Board must be done or performed in accordance with the specifications as approved.
- No change, deletion or addition to the plans and specifications approved may be made without the prior written approval of the Board.

3. RESIDENTIAL USE & TENANCY

- Each lot is restricted for use as a single family dwelling for residential use only.

- No part of any lot shall be used or caused to be used or allowed or authorized in any way for any business or commercial activity whatsoever.
- No fraternity or sorority or other group shall use any Lot as its residential headquarters.

4. ASSOCIATION MAINTENANCE

- The Association shall provide exterior maintenance upon each lot for painting, roofs, decks, railings, exterior building surfaces and front yard landscaping as originally built, excluding homeowner modifications.
- Association has responsibility for maintenance and cleanliness of the common areas of the subdivision, including, but not limited to, entry signs, drainage and flood control areas, perimeter walls, walkways, paths, common parking areas, streets and other facilities. The HOA also contracts with service providers for snow removal on HOA streets.

5. OWNER MAINTENANCE

- Owners of each unit are responsible for keeping backyards, side yards, patios and front yards clean and free of debris and trash.
- Driveway oils stains should be cleaned up immediately, as the HOA does not maintain driveways. Fines may be imposed if stains are not removed in a timely manner.
- Lot owners are responsible for timely ice and snow removal from driveways, sidewalks, walkways on their lots in accordance with city regulations. The HOA does not remove snow from roofs or gutters.
- Screens and windows are to be maintained in good condition by the homeowner.

6. COMMON AREAS

- Every owner shall have a right and easement of enjoyment in and to the Common Areas.
- No planting or gardening in Commons areas is permitted.
- No pets of any kind are to be kept in the Commons areas including in kennels, runs or chains. All pets authorized by Article II(c) of the CC&Rs will be kept on leashes at all times. Clean up immediately after your pet.
- Common areas must be kept clear of trash and debris, lawn furniture and toys.

7. INSURANCE

- In accordance with Article V(e) of the CC&R's, lot owners shall be responsible for obtaining all fire, hazard, liability, personal property, medical, injury, flood and any other type of insurance to the extent desired by such owner.
- The procurement and maintenance of such insurance shall be the sole obligation of the lot owner. *The HOA does not provide a blanket insurance policy.*

8. PARKING

- Parking is not allowed on any association street or alleyway at any time. Eva, Heidi and Jeffrey Loops are not city streets. They are owned and maintained solely by the HOA. Under city code, the streets are considered "Private Fire Access Lanes". Consequently, cars parked in violation may be booted and/or towed by a contracted independent towing company.
- In accordance with Arizona House Bill 2395: A person may not park a vehicle in a private driveway if **any part** of the vehicle **or an attachment** to the vehicle, **including a hitch or trailer**, blocks an area of the sidewalk and impedes continuous pedestrian use of the sidewalk in a manner that is not consistent with the Americans with Disabilities Act. Violations may result in fines and/or towing of the vehicle.

- No house trailer, mobile home, motor home, camper, truck, tent trailer, boat, bus, tent or similar facility or vehicle shall be lived in on any lots, driveways, or streets of the HOA.
- No vehicles, equipment, or furniture or other object may be repaired, modified, or worked on at any time on any HOA lots, streets or driveways.
- No vehicle may be parked in any yard area.
- Any boat, unattached camper, trailer, must be kept within the owner's garage and not on the streets, yards, or driveways of the HOA.
- If a vehicle is deemed to be parked in a manner that adversely affects snow removal, blocks ingress or egress, blocks mail delivery or emergency vehicle access, that vehicle may be towed away immediately without notice.

9. LANDSCAPING

- Lot owners are responsible for trimming backyard vegetation to keep limbs and branches from damaging the townhouse structure and fences.
- The HOA does not maintain the trees, bushes or lawns in your backyard.
- Each lot owner agrees to allow the Association the use of any exterior water hydrant or exterior electrical outlet as required to maintain the landscaping in the area of that lot, without charge for such use.
- No alteration of established drainage patterns is permitted, in front or back yards. **WATER SYSTEMS MUST BE LEFT "ON" FOR THE SPRINKLER SYSTEMS TO OPERATE DURING THE WATERING SEASON.**
- Lawn chairs, and yard ornaments are not allowed in the front lawn areas that are maintained by the HOA.
- No open fires or burning shall be permitted on any part of the properties. Fire pits (with or without screens), open fires or wood burning of any kind are **NOT** permitted in the backyard, side yard, or front yard of any lot or common area whatsoever.
- Small barbecues may be used in backyards specifically and only for food preparation, but must be attended by an adult at all times when hot.
- Portable basketball hoops, play equipment, lawn furniture, may not be placed or maintained in commons areas, driveways or streets.
- No outdoor laundry lines are allowed.

10. PETS

- Pets are permitted.
- No animals, except for ordinary domestic dogs or cats are permitted to be raised, bred (*as long as not for commercial purposes*) or kept on any Lot.
- No kennels, pens or similar structures are permitted on any lot. Residents must watch, control and clean up after their pets at all times.
- Refer to City of Flagstaff leash law, noise ordinances, and bite liabilities. Direct any pet complaints to the Flagstaff Police Department.

11. FENCES & WALLS

- Any wall which lies on a common lot boundary line of any two lots shall be considered a "common wall." Common walls between properties are the responsible of the adjoining owners, as detailed in Section 4 of the CC&R's.
- No lot owner shall allow any machinery or appliance nor any sound producing equipment to be placed against or near any common wall so as to disturb the adjoining owner's peaceful enjoyment of his property.

12. NUISANCES

- No noxious or offensive activity may be carried on or permitted on any part of the properties, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood, including those items detailed in Article II (i) of the CC&Rs. The Board, in its sole discretion, shall have the right to determine the existence of any such nuisance.

13. ANTENNAS AND SATELLITE DISHES

- Satellite dishes are permitted and restricted as per FCC law.
- Wiring must be secured and both the dish and wiring must be located so as to be as unobtrusive as possible.
- Any antenna must be approved and shall be limited to ordinary size and style of TV antenna.
- No antenna "towers" shall be allowed.

14. TRASH CONTAINERS AND COLLECTION

- No garbage or trash shall be placed or kept on any lot, except in covered containers of a type, size and style which are approved by the City and acceptable to the appropriate garbage/trash collector
- Garbage containers may be brought to curb in front yard from 4:00 PM of the day prior to pick up until 10:00 PM on the day of pickup. At all other times keep bins inside the garage or against the garage wall. Alleyways are not to be used for garbage or recycle containers or debris or refuse of any kind.
- In no event shall such containers be maintained so as to be visible from neighboring properties except to make same available for collection and then only for the shortest time reasonably necessary to effect such collection. This is done to enhance the appearance of the Community.
- All rubbish, trash, or garbage shall be promptly removed from lots and shall not be allowed to accumulate thereon.

15. WINDOWS, SCREEN DOORS AND COLORS

- Window coverings may be drapes, curtains or blinds.
- Front doors must be painted to match the body color of the unit.
- Storm doors and security doors may be only black, tan or brown in color. Storm or security doors added to the unit must be approved by the HOA.
- Replacement windows require HOA approval and may only be tan, dark brown, or bronze. Homeowners are responsible for ensuring that installers replace the window trim to the original placement. Replacement windows MAY NOT be installed over the current trim.
- Changes may not be made to windows, doors, or storm doors by individual lot owners without HOA approval.

16. HOLIDAY LIGHTING

- Holiday lighting is allowed, however, every effort should be made to mount such displays in locations that are not obtrusive. Appropriate circuitry should be designed to avoid use of exposed cords and wiring.
- All holiday lighting should be in place for only (30) days prior to and (30) days after the date of the holiday.
- During holidays, decorations may be placed in windows or on the exterior of the unit in a non-damaging way.
- Decorations are to be removed in a timely manner.

17. MACHINERY AND EQUIPMENT

- No machinery or equipment of any kind shall be placed, operated or maintained upon or adjacent to any Lot, except such machinery or equipment as is usual and customary in connection with residential, building, structure, or other improvement on the Lot.
- No outside speakers, amplifiers or other sound producing equipment shall be permitted on any lot.
- No visible tanks of any kind are permitted on any lots.

18. SIGNS AND FLAGS

- Except as expressly permitted pursuant to applicable laws, ordinances or regulations of the federal, state or City government, no signage, advertisements, or lettering deemed unsightly shall be on any part of HOA lots or common areas. One "For Sale" sign may be placed on a lot if no larger than four square feet and no higher than four feet. For more details, please refer to Article 2(d) of the CC&R's.
- In accordance with Arizona Statute 33-1808 (www.azleg.gov/ars/33/01808), the following flags may be displayed on a lot:
 - The American flag, or an official or replica of a flag of the United States army, navy, air force, marine corps or coast guard if the American flag or military flag is displayed in a manner consistent with the federal flag code
 - The POW/MIA flag
 - The Arizona state flag
 - An Arizona Indian nation flag
 - The Gadsden flag
 - Holiday and sports team flags during the corresponding season; must be removed within 30 days after the holiday, event or season
- No more than two flags may be displayed simultaneously on a lot.
- Political signs may be displayed on a lot and should be located in areas that do not obstruct lawn maintenance (for example, a sign in the member's foundation flower bed would be acceptable, signs in the grass areas would not be acceptable). Display of political signs is prohibited earlier than 71 days before the day of a primary election, or later than 15 days after the day of the general election. Display of a political sign for a candidate in a primary election who does not advance to the general election is prohibited later than 15 days after the primary election. As per City of Flagstaff code, the maximum aggregate dimension of political signs on a member's property, may not exceed 16 square feet. Flashing or lighted signs are not allowed.

GREENLAW TOWNHOUSES TWO

ARCHITECTURAL MODIFICATION REQUEST

Date of Request: _____

Homeowner's Name: _____

Unit Address: _____

Homeowner's Phone: _____

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

Requested Project Description (include/attach visuals/samples, etc.)

Permission is hereby granted for the Board of Directors representatives to enter the property to make reasonable observations and inspections of the request and completed project.

Homeowner's signature: _____

Review Completed Date: _____

Application Approved: _____

Application Denied: _____

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