

**WilloWalk Condominium Association
Homeowner Guide**

Introduction

The purpose of the following material is to provide a general overview of the arrangements made thus far for governing the community.

The CC&R=s also establish a number of rules that govern the community's members. The following material summarizes some of those rules. This information is intended to serve as an overview of the CC&Rs and other documents. It is not intended, and should not be relied upon, as a complete description of all the rules pertinent to any particular unit or home.

In the event of any conflict between the contents of this booklet and the CC&Rs, the later prevail. Before you take action relating to your unit, please review again all of the specific documents which pertain to your unit, in order to be certain that you understand fully your rights and duties as a community member, as well as how the community is structured.

This guide sets forth the rights, duties, responsibilities, and obligations of each Homeowner and resident (tenant or guest). If each resident follows these guidelines WillowWalk will always be a pleasant and beautiful place to live.

The rules of good citizenship, sound judgment, and fairness should apply at all times.

GENERAL

The CC&R bind all Homeowners, renters, and guests to the standards set forth in this Homeowner Guide. Homeowners are responsible for their own actions and the actions of their guests, renters, employees, and vendors. Homeowners are permitted to have friends or relatives occupy their condominium and use the common area facilities as residing residents only. *Homeowners are responsible for providing a copy of the Homeowner Guide to anyone occupying their unit.*

If a resident causes damage to his/her unit, another resident's unit, or the common areas, the resident is required to pay for all damages. A Homeowner is responsible for any damage done by his/her renters, guests, employees, and vendors, and will be required to pay for such damage.

Owners must carry personal property insurance for the contents of their unit. Owners must carry personal insurance coverage for structural damage in order to cover the deductible of the association's policy or in cases where the damage is less than the association deductible. ***Also known as an HO6 Policy.***

Nothing shall be done or kept in any unit, storage area, assigned parking space, guest parking spaces, or the common area which would increase the rate of insurance on the building, and/or contents, result in the cancellation of insurance, or be a violation of any law.

No flammable, combustible/explosive fluids, materials, or chemical substances shall be brought into the building, kept in a unit, or stored anywhere on the premises.

Distribution of advertising to each unit is prohibited unless written authorization is granted by the Board of Directors.

No one should block or impede another resident's ingress or egress from the garage.

Residents must comply with all city, county, state and federal laws.

Guidelines may be revised or expanded by the Board of Directors as the community grows.

RENTAL UNITS

Tenants must be registered with the Management Company and copies of rental agreements/leases ***shall*** be forwarded to the Management Company. Leases are restricted to be a minimum of 90 consecutive days. No short-term rentals are permitted. In the case of violations by a renter, the renter and Homeowner will both be notified and, even though the renter is responsible for his/her actions to the Homeowner, the Homeowner is ultimately responsible to the Association.

EMERGENCY CONTACT INFORMATION

Telephone numbers must be on file with the Management Company in case of emergency. Owner should provide in writing daytime and evening phone numbers for both themselves and their resident, if applicable. If the unit is a part-time residence, alternative home phone numbers and addresses must be provided to the Management Company. If the resident will be away for an extended period of time (more than 2 weeks), the above information should be forwarded to the Management Company.

Homeowners and residents (hereinafter referred to as residents) should inform the Management Company of an emergency. The units in WilloWalk are NOT master keyed and you are the only person(s) with access.

OWNER EMPLOYEES/VENDORS

Residents are responsible for the actions of any employees and vendors they hire and are further responsible for these people being admitted into the grounds and other areas of the community.

Employees of residents and/or their families are not permitted to use the pool, spa, Community center or any other recreational facility.

The approved working hours for vendors is 8:00 a.m. to 4:00 p.m., Monday through Friday. Any exceptions must be arranged with the Management Company during regular working hours. Emergency service personnel are allowed at anytime under the supervision of the resident.

PARKING

Residents shall use their assigned parking space for parking. **Visitor parking areas (uncovered) are located on Vernon and Encanto. Parking spaces adjacent to building C are reserved for customers of the businesses between the hours of 7:30 a.m. to 6:00 p.m. They are available for resident or guest use after 6:00 p.m. until 7:30 a.m.** These spaces are available on a first-come basis. Vehicles parked in tow zones will be towed at the owner's expense.

No truck, mobile home, travel trailer, tent trailer, trailer, camper shell, detached camper, recreational vehicle, boat, boat trailer, or other similar equipment or vehicle may be parked, stored, or repaired in any area of the community. Only minor emergency vehicle repairs are permitted.

ACCESS CARDS & KEYS

Access cards to the lobbies, parking garage, and amenities are provided at move-in. Areas

such as the clubhouse, conference room, theater, and fitness center have limited access. Reservations and deposits are required for use of the theater and clubhouse.

Additional pool keys are available from the Management Company at a cost of \$10.00 per key. You must be current on your Association assessments and the key fee must be prepaid before your replacement or extra key is issued.

Lost or stolen access cards must be reported to the security monitoring company immediately. Additional cards must be purchased from the Management Company.

LOBBIES, HALLWAYS, PATIOS & BALCONIES

To maintain the aesthetics of the community, the following rules shall apply. Patios and balconies shall be kept free and clear of all rubbish, debris, and other unsightly materials.

Outdoor patio furniture must be of resort quality, i.e., aluminum, steel or iron. (Limited to a reasonable amount) Color of furniture and accessories must blend with exterior color of unit. ***No resin, wicker, wood or household furniture will be permitted.***

Not permitted: (the following are examples only)

Antennas	Hoses (not in use)	Towels
Bicycles	Toys	Water Bottles/Coolers
Blankets	Laundry	Weavings & Wall Rugs
Book Shelves	Pictures	Wind Chimes & Bells
Exercise Equipment	Shades & Shutters	Swimsuits
Filing Cabinets	Signs	Hanging Plants
Large and/or objectionable statues		

****No astro turf, carpet, tile or other floor covering may be installed on any patio or balcony by the Homeowner.**

Any items visible for neighboring property or the common areas must be in good repair at all times.

If there are any questions as to what is allowable on a balcony or patio, contact the Management Company for clarification or submit for approval on the enclosed Architectural Request Form.

***For the safety of all residents, nothing—including pots and plants—shall be hung from or placed on balcony rails or ledges.**

For cleanliness, sanitary and health reasons, no dirt, substances, or objects shall be thrown or swept from the doors, windows, balconies or patios. Rugs, dust cloths, and dust mops also shall not be shaken from these areas.

To ensure against fire hazards, no fireplace of any kind may be used or stored on patios or balconies.

No items of any kind are permitted in the hallways, including door mats, door hangings, potted plants, welcome signs, name plates, etc.

DECORATIONS

Decorations, welcome signs, name plates, etc., are not permitted on entry doors or lobbies. Holiday decorations displayed in good taste are permitted but must be removed within a timely manner (decorations should be removed within 5 days following the holiday). **Decorations may not be attached to the exterior structure.**

ARCHITECTURAL CHANGES

Exterior improvements or alterations are not permitted.

WINDOW COVERINGS

Drapes, blinds, shades, screens and any window covering affecting the exterior appearance of the building must be of a white or off-white material. To request approval contact the Management Company for an architectural approval form. No reflective materials will be permitted on windows.

BBQ GRILLS

Barbecue grills are not permitted on patios or balconies.

INSURANCE

The Association Master Liability Policy covers the exterior structure of your home, along with the common areas and amenities. Items not covered under this policy include your contents and anything not permanently attached to the structure (i.e., appliances). Owners are required to have personal insurance for their contents, coverage for structural damage should be included to cover the association's insurance deductible or structural damages that are less than the associations insurance deductible.

If you have questions regarding the Associations policy, please contact City Property Management for the policy number and agent phone number.

PETS

Pets are restricted to generally accepted household pets. No more than (1) one cat and (1) one dog (or in the alternative, two dogs or two cats) **Dogs may not exceed (40) forty pounds.** Animals must be carried or on a leash no longer than six feet at all times when

they are being taken through common areas. Pets are not to be walked in interior common areas, parking garage, and/or pool area. Droppings must be pick-up immediately by the pet owner.

Situations should not be created which will cause a dog to bark and disturb other residents. Pets that make an unreasonable amount of noise, cause an odor, or become a nuisance will not be allowed.

NOISE

Be a considerate and caring neighbor when operating your radio, stereo, television, piano or musical instruments as well as when entertaining guests. Loud noises are annoying and interfere with the rights of your neighbors. Noise-related problems should be worked out between neighbors. If resolution is not possible, the Phoenix Police Department should be contacted for information. It is not the responsibility of the Management Company to monitor or enforce noise-related concerns.

CABLE

Basic (22 channel) cable service is included as part of your association dues. Additional cable packages are available at the request and expense of the homeowner directly from Cox Cable. Billings for extra service shall be mailed directly to homeowner.

TRASH

All trash, including newspapers and magazines, must be disposed of in plastic bags which are securely tied. No trash, including cardboard containers, shall be deposited or abandoned outside of the trash dumpsters. All liquids should be emptied before being placed in a garbage bag to prevent spills in the trash shoot. Garbage which could leak or block the shoot should be taken directly to the trash dumpsters.

Removal of large items (i.e., washers, dryers, mattresses) is the responsibility of the resident and these items shall not be placed in or near the dumpsters.

Boxes must be disassembled or cut down flat prior to placing in dumpsters. NO hazardous material, bio waste, etc. shall be put in dumpsters.

No trash may be left in any common area.

DELIVERIES

Deliveries such as newspapers, packages, water bottles, etc., may be temporarily left in front of your unit for no more than twelve (12) hours. Arrangements should be made to have these items moved inside your unit or held elsewhere if the resident is unable to personally remove these items within this time frame. Items left longer than twelve (12) hours may be removed and disposed of by the Management Company.

STORAGE

For safety reasons, there shall be no personal property stored or placed in the general common areas. Items stored in general common areas, including hallways, are subject to removal and disposal without notice.

GENERAL MAINTENANCE RESPONSIBILITY

The Association maintains and repairs the exterior of the buildings excluding individual balconies, patios, doors and windows and maintains the pool/spa, landscape, and community center. The roofs, parking lots and other common area are maintained by the Association.

Owners are responsibility for all utilities such as electricity, gas, etc. Items such as toilets, pipes and drains that serve only that owners unit are the Owners responsibility. *Only in rare cases are plumbing related problems the Association's responsibility. In general many units must be affected in order to consider an issue a problem of the main line or common elements.*

All appliances and interior finishes are the owner's responsibility. Fireplaces, patios, balconies, doors, and windows are maintained and replaced by owners.

These examples are provided to give owners a quick reference of who is responsible for maintaining particular items. Contact the Management Company if you have questions or refer to the CC&Rs Article 5-Maintenance and Repair for specifics.

RULES FOR THE USE OF COMMON AREA AMENITIES

An adult 18 years of age or older must accompany children under 14 years of age at all times.

Smoking is not allowed in any of the common area restrooms or Community Center.

No advertising of any kind in the pool and spa area is permitted.

Barbecues should be cleaned after each use and gas turned off.

The pool and spa area will be available on a first-come basis for residents and their guests and is not available for reservations.

The Community Room will be available for reserved parties and will not be open for general use. A \$200.00 deposit will be required with \$150.00 refundable and \$50.00 retained as a use fee. Should repairs for damages or cleaning exceed the amount of deposit, homeowner will be liable for the balance and their account assessed with that amount.

CHRISTMAS TREES & WREATHS

Residents are urged to use artificial Christmas trees and wreaths. Fresh-cut Christmas trees can be a fire hazard and create debris when taken through the common areas, if a fresh cut tree is used, the branches must be removed individually and placed in plastic

bags before removing the tree from the condominium. This also applies to fresh-cut wreaths and garlands. Residents are responsible for cleaning any tree needles and debris that may be left when taking fresh-cut trees, wreaths, and garlands through the common areas.

POOL RULES

No lifeguard is provided--Swim at your own risk!
Please have consideration of others and use common sense safety rules

1. No diving, running, or horseplay in the pool area.
2. Close and lock the pool gate after entering and exiting.
3. NO PETS or animals are allowed in the pool area (with the exception of those assisting the handicapped).
4. Life saving equipment is for emergency use only.
5. Pool quiet hours are between 10:00 p.m. and 8:00 a.m. Please use headphones on all sound devices or use at a volume level as to not disturb others.
6. No bicycles, skateboards, or skates are allowed in the pool area.
7. Use of the pool and Jacuzzi is restricted to residents and guests of the WillowWalk Condominiums.
8. No children under fourteen (14) years of age are allowed in the pool area unless accompanied by an adult who is either a resident or a guest (18years or older).
9. Glass containers are not permitted in the pool or spa.
10. No one under the influence of drugs or alcohol is permitted in the pool area.
11. No soaps or oils are permitted in the pool.
12. Employees of residents and/or their families are not permitted to use the pool or Jacuzzi.
13. Persons with infectious or contagious health problems are not permitted to use the pool or Jacuzzi (Maricopa County Ordinance).
14. Proper swimwear is required for the pool and Jacuzzi.
15. Towel off excess water before entering the restrooms.
16. Please return any furniture you move to its original location.
17. **Children wearing diapers are not permitted in the pool AT ANY TIME.**

In case of Emergency Dial 911

Mechanical failures should be reported to City Property Management Co., at (602) 4374777