

**RULES AND REGULATIONS**  
**of the**  
**CLIFF ROSE HOMEOWNERS ASSOCIATION, INC.**  
**(CRHOA)**

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**SECTION 1.**

**RULES and REGULATIONS in GENERAL**

**1.1 Authority:**

The Rules and Regulations contained in this document are the Cliff Rose Homeowners Association (CRHOA) Governing Documents and authorized by the By-Laws, Article II, Section 2.1.d. and Article VI in addition to CC&R Article II, Section 1C of the Cliff Rose Homeowners Association (CRHOA), Inc.

**1.2 Purpose:**

These Rules and Regulations are established for the betterment of the community of the Cliff Rose homeowners and residents. When a prospective homeowner purchases property in Cliff Rose, they agree to abide by the documents governing the Cliff Rose Homeowners Association (CRHOA). These governing documents are provided to each new homeowner and renter to ensure that ignorance of the rules is not a factor in non-compliance.

**1.3 CC&R Definitions:**

Unless otherwise defined, capitalized words and Rule language have the same meaning as defined in the CC&R Declaration.

**1.4 Payment of Annual Dues:**

Annual dues must be paid on time in January of each year. Dues paid later than the 31st of January will be assessed a late fee of \$25 in addition to interest penalties. Be aware that the CRHOA can foreclose on property that is delinquent in paying HOA dues. For additional information, refer to the Cliff Rose Homeowners Association Collection Policy found on the CRHOA website at [cliffrosehoa.org](http://cliffrosehoa.org).

Please remit your annual dues payment to:

Cliff Rose Homeowners Association  
Attention: Annual Dues  
PO Box 1000  
Prescott, AZ 86304-0831

## SECTION 2.

### RULES and REGULATIONS - Selected from the CC&R for Reference:

#### 2.1 Reasoning:

The following rules and regulations that are listed below were selected from the CC&R Governing Document. The reason for having them included in this document is that issues related to these subjects are common occurrences in almost any planned community and repeatedly are sources of misunderstanding within the individual members of the CRHOA community.

#### 2.2 Selected from the CC&Rs:

**2.2.1 No vehicle parking** shall be allowed on unpaved portion of the residential lot (Ref. CC&R, Art. V, Sect. 1B, Amendment 3; dated 14 Oct. 1997)

**2.2.2 No unlicensed vehicles** are to be stored on any residential lot (Ref. CC&R, Art. V, Sect. 1L)

**2.2.3** Only common household pets are permitted at Cliff Rose. Maintaining livestock, nondomestic animals, or raising household pets for the purpose of sale are prohibited. Pets must be confined in such a manner as to not disturb neighbors. Animal waste should be removed in a timely manner avoiding odor and unsanitary conditions. (Ref. CC&R, Art. V, Sect. 1D)

**2.2.4 Dogs** must be on a leash when outside the home or fenced back yard. It is required that the dog walker must pick up after them immediately on yards, sidewalks, streets, common areas and vacant lots. (Ref. CC&R, Art. V, Sect. 1D, amendment 3; dated 14 Oct. 1997). **Barking dog issues:** it is imperative to obtain evidence of a nuisance dog prior to contacting the Board or City of Prescott animal control. This is done with an audio/video camera. If you can legally obtain (you cannot force the dog to bark at you, you cannot enter another homeowner's property) a barking dog audio/video of 5 minutes of continuous barking then you will have a case and the HOA and City can both proceed with enforcement. If the dog barks continuously but not longer than 5 minutes at a time, you may still have a case. You would need to have several videos to show that the dog is a nuisance. If the dog barks at you through your fence, this is also considered a nuisance. It is always best to try to discuss this issue with the neighbor who owns the dog.

*Note: It is in the dog owner's best interest to avoid this type of complaint because it can become very expensive as both the HOA and the city will be imposing fines (see fine schedule: 3.8.7b).*

**2.2.5 No lots shall be used for storage of rubbish** nor for storage of any property or thing that will cause lots to appear cluttered, unclean, or untidy. (Ref. CC&R, Art. V, Sect. 1K).

**2.2.6** Each lot owner is responsible for the **outside maintenance** of their property and is also responsible for water, sewer and garbage collection fees for the lot. (Ref. CC&R, Art. IV, Sect. 4)

## **SECTION 3.**

### **RULES and REGULATIONS of the HOMEOWNERS ASSOCIATION:**

#### **3.1 General Property Standards**

#### **3.2 Architectural Review Committee (ARC) Criteria**

#### **3.3 Common Areas**

#### **3.4 Unimproved Residential Zoned Property (Vacant Lot) Maintenance**

#### **3.5 Recreational Vehicle (RV) Storage Lot**

#### **3.6 Contractors**

#### **3.7 Drainage Maintenance**

#### **3.8 Enforcement of Governing Documents**

#### **3.1 General Property Standards:**

**3.1.1 Resolving Rule Disputes between Neighbors:** When a rule dispute occurs between neighbors, they should first try to resolve complaints among themselves. If the dispute cannot be resolved, the complaining party should fill out the “Contact” form found on the main menu at [cliffrosehoa.org](http://cliffrosehoa.org), so that our CRHOA manager can investigate the situation and attempt to resolve the problem.

**3.1.2 Vehicle Parking:** RVs, Travel Trailers, Camper Shells, Boats, or Utility Trailers are not to be parked in a driveway, separate pad, or on the street for longer than 72 hours at a time, and they are not to extend into the sidewalk, or the street where there is no sidewalk. (This should allow time for loading, unloading, or cleaning.) This rule applies to all vehicles whether resident owned, rented, or belonging to a guest. (On-street parking is also regulated by Prescott City Code.)

This rule is not to be avoided by moving the vehicle from the driveway to the street and back to the driveway, etc. in order to extend or circumvent the 72-hour limit.

**3.1.3 Trash and Recycle Cans:** City of Prescott trash and recycle bins are to be stored so that they are not visible from the street. Personal trash bags and cans must also be out of sight except on special pick-up days. Cans stored outside should be placed behind a structure approved by the Architectural Review Committee that obscures the cans from view. Bushes/shrubs can also be used to obscure cans.

**3.1.4 Billboards and Advertising Signs:** No billboards or advertising signs of any character shall be erected, placed or permitted on the property, except for the signs used to identify properties. Only "For Sale" or "For Rent" signs are approved for use and shall be the standard 18 x 24 inch sign used by realtors. One additional rider 6x24 may be attached to the sign. A literature box may be placed next to the "For Sale" sign if required. (See also the CC&R, Article V, Section 1F and the Prescott City Code).

**3.1.5 Political Signs:** Political signage may be placed on an owner's lot with the following stipulations:

- (a) The maximum aggregate total dimensions of all political signs on an owner's lot shall not exceed nine square feet;
- (b) Political signs shall not be displayed earlier than seventy-one (71) days before the day of a primary election and no later than fifteen (15) days after the day of the general election; and
- (c) A sign for a candidate in a primary election who does not advance to the general election shall be removed no later than fifteen (15) days after the primary election.

**3.1.6 Association-Specific Signs:** Association-specific signs are signs that support or oppose a candidate for the Board of Directors or the recall of a board member or an Association ballot measure that requires a vote of the Association Members.

Association-specific signs:

- (a) are allowed in the front or front side facing yard;
- (b) may be displayed between the time vote materials are received and three (3) days following the results of the vote;
- (c) may take up an aggregate of up to nine (9) square feet;
- (d) may be commercially or non-commercially produced;
- (e) may be one or two-sided. Both sides of a two-sided sign count toward the aggregate square footage limit;
- (f) may include any number of candidates or issues; and
- (g) may not include profanity and discriminatory text, images or content based on race, color, religion, sex, familial status or national origin as prescribed by federal or state fair housing laws.

**3.1.7 Display of the Flags:** Each lot may have one flagpole not to exceed the home's roof line in height above ground level. Only the following flags may be displayed on an owner's lot:

- (a) The American flag or an official or replica of a flag of the uniformed services of the United States by an association member on that member's property if the American flag or a uniformed services flag is displayed in a manner consistent with the federal flag code (P.L. 94-344; 90 Stat. 810; 4 United States Code sections 4 through 10);
- (b) The POW/MIA flag;
- (c) The Arizona state flag;
- (d) An Arizona Indian Nations flag;

- (e) The Gadsden flag;
- (f) A First Responder Flag, as defined by A.R.S. §33-1808(M)(1);
- (g) A Blue Star Service Flag or a Gold Star Service Flag;
- (h) Any historic version of the American flag, including the Betsy Ross flag;
- (i) Any other flags that may be allowed by the Arizona Revised Statutes for planned communities as amended from time to time; and
- (j) Any other flags that may be allowed by the Board of Directors.

**3.1.8 Property Maintenance/Compatibility:** All property within the Cliff Rose development must be maintained such that it is compatible with the prevailing quality and residential image of Cliff Rose. This includes yard and structure maintenance. Plants and trees must be properly trimmed, yards clear of weeds and debris, driveways and walks repaired and structures painted. This also includes the maintenance of vacant lots.

**3.1.9 Exterior Lighting:** The City of Prescott supports the “Dark Sky” concept. Exterior lights can only be a maximum of frosted 25 watt incandescent or 4-watt fluorescent (approx. 160-210 lumens, this information is on the box) or equivalent. The lights must not project upwards into the night sky. Frosted or translucent lenses help considerably. Lights brighter than 210 lumens must be on a motion sensor with a shut off delay of no more than 5 minutes. 1-2 minutes are usually adequate to deter trespassers. Please ensure your motion activated lights are not causing a disturbance to your neighbors.

\*\*Maximum values apply to the combined light of multiple bulbs within fixtures.

Holiday lights may be put up starting Thanksgiving and must be taken down no later than January 15<sup>th</sup>.

### **3.1.10 Rental/Lease of Homes:**

- a) **Terms:** The home and its lot must be leased together, in their entirety, and cannot be subleased.
- b) **Reporting to the Association:** Owners must inform the Board by written notice via the “Rental Information Update” form under the “Forms” main menu item on the Cliff Rose Website. The completed form must be sent to the Cliff Rose HOA manager whenever they lease/rent their home. This written notice must be accompanied by a confirmation that the lessee/renter is informed of and has been provided a hard copy of the current Rules and Regulations [see c) and d) below]. These actions shall be complied with no later than the commencement of the lease.  
The name and phone number of the lessee/renter must be supplied on the form as well as any property management contacts if applicable.
- c) **Informing the Lessee/Renter:** It is the owner's (not the Association's) responsibility to make sure the lessee/renter understands that all matters regarding maintenance and repair of the home are to be handled with the owner and not the Association.
- d) **Providing Hard Copy of the R&R:** It is the owner's responsibility to supply a copy of these Rules and Regulations to the lessee/renter, and the owner is to ensure that the renter and occupants comply with the provisions of such documents.

### **3.2 Architectural Review Committee (ARC) Criteria:**

**3.2.1 Introduction:** The following rules have been established by the Cliff Rose Homeowner Association's Board of Directors to assure compliance with Article V of the Declaration of Covenants, Conditions and Restrictions (CC&R). These rules apply to all properties within the Cliff Rose community. The primary purpose is for all new or existing structures and property to be in relative harmony with all other structures as determined by the ARC. All exterior materials must be compatible with the prevailing quality and residential image of Cliff Rose.

**3.2.2 The ARC:** The Board of Directors has appointed an Architectural Review Committee (hereafter referred to as the ARC) to review and approve all planned land and building improvements which may impact the appearance and value of the community. The ARC provides guidance for property development and/or improvements within the subdivision -including, but not limited to, site planning, building design, building materials and landscaping. The basic criteria in reviewing plans require that the design and the exterior materials and color scheme are compatible with the prevailing quality and residential image of Cliff Rose. Any proposed improvement must fit and complement the specific site on which it is to be located. The email address is [cliffrosecarc@gmail.com](mailto:cliffrosecarc@gmail.com)

**3.2.3 Design Recommendation:** The ARC recommends that you obtain the services of a qualified designer or architect for the design of your custom home. The cost for this professional assistance will be offset by a more efficient use of resources, structural soundness, and greater homeowner satisfaction. The value of properties within Cliff Rose is enhanced by the views, the rural character, the natural vegetation, and scenic beauty. Preservation of existing trees and natural vegetation is also an important consideration. Maintaining these assets through the design and quality of all improvements is a function of the ARC.

**3.2.4 Improvements that Require Review:** All land and building improvements or alterations visible on the outside of the home require review and written approval BEFORE any work can commence. Owners must submit an ARC application, along with supporting documentation, by mail, email or the documents can be dropped off at the CRHOA management office. Such improvements include but are not limited to the following:

- 3.2.4.1 All buildings** including accessory structures.
- 3.2.4.2 Property improvements** such as fences, retaining walls, paving, patios, spas, pools, alternate energy source installations such as solar panels and wind generators, as well as landscaping shrubbery, ground cover, trees, etc.
- 3.2.4.3 All exterior** materials and colors.
- 3.2.4.4 Alterations or additions** to any of the above. If in doubt, send your question to [cliffrosecarc@gmail.com](mailto:cliffrosecarc@gmail.com). It's always best to get approval than to risk an unauthorized change and be fined.

**3.2.5 Plan Approval Process by the ARC:** The ARC is responsible for the process in which plans are received, reviewed, and written approvals and disapprovals are issued. The following steps shall be followed in submitting plans and materials for ARC review. The necessary forms for submittal are available online at the Association's website: [www.cliffrosecarc.org](http://www.cliffrosecarc.org)

**3.2.5.1** The lot owner is responsible to submit the *ARC worksheet* which identifies the lot number (if known), lot owner, mailing address and telephone number. They must also identify the name, address and phone number of the designer/architect and building/contractor. Submit to: [cliffrosearc@gmail.com](mailto:cliffrosearc@gmail.com) or mail it with the plans to:

Cliff Rose Homeowners Association  
Attention: Architectural Review  
Committee PO Box 10000  
Prescott, AZ 86304-0831

**3.2.5.1.1** The lot owner is responsible to supply one copy of the specified **drawings (building plans)**, including landscape/drainage plan, color samples for paint, roofing, gutters/downspouts and any other items required by the ARC, and submit to the above mail address:

**Note:** you can also contact the ARC director via email and arrange a drop off in lieu of mail.

**3.2.5.2** It is mandatory that final plans and **supporting materials** be submitted to the ARC for written approval before any site clearing, excavation or exterior modification is started. Considering the seriousness of this violation of this Section, the fine assessed for any violation of this Section shall be a minimum of \$2,500.00.

**3.2.5.3** Article V, Section 1, paragraph A of the CC&R states that if the ARC does not approve or disapprove the plans and specifications within 30 days after submission, approval will not be required. The required **30 days approval time** will not begin until the ARC has a complete and correct package containing all the materials specified herein. If the package is incomplete, the lot owner will be notified of such deficiencies.

**3.2.5.4** **Completion Time:** All construction approved by the ARC must be completed within one year from the date of commencement. If not, a new approval is required.

**3.2.5.5** **Document Submittal:** Documents submitted for ARC plan approval shall include the following detail:

*Note: The ARC members may request additional information for their review. For example, a color sample painted on material similar to that being painted may be required to assure adequate muting of certain colors.*

**1) Site Plan:** (Minimum scale: 1 inch = 10 feet) Show property lines, setbacks, easements, buildings, driveways, sidewalks, patios and/or decks, and fences - including dimensions. Also show trees having a trunk diameter of 3 inches or larger, measured at one foot from the ground.

**2) Grading Plan:** (Minimum scale: 1 inch = 10 feet). Show structures,

improvements and trees - including existing and proposed grades and contour, flow lines and lot drainage, driveway slopes, the finished floor elevations referenced to the top of curb at center of driveway, etc. (Grading plan information may be incorporated into the site plan drawing provided the information is clearly readable.)

**3) Floor Plan:** (Minimum scale: ¼ inch = 1 foot) Show all floor spaces and dimensions; show interior floor level transitions; include all balconies, decks, garages and storage structures; indicate square footage of livable floor space on each level.

**4) The minimum livable floor space** in any new dwelling in this tract is 1200 sq. ft.

**5) Dwellings with more than one story** above grade level are not permitted. A walkout basement is permitted.

**6) Each dwelling will provide a two-car garage.**

**7) Roof Plan:** (Minimum scale: ¼ inch = 1 foot) Show hips, valleys, ridges, roof pitches and roofing materials. (For a list of approved roofing materials, see “**General Architectural Standards,**” **Section 3.2.8).**

**8) Exterior Elevations:** (Minimum scale: ¼ inch = 1 foot) Show proposed roof pitches, hips, ridges, roofing materials, pop-outs and all finish materials; show existing and finished grade lines on all exterior elevations. Indicate any condition that will affect the structure's exterior (see **Acceptable/unacceptable styles, materials, colors, etc.**).

**9) Exterior Colors and Finishes:** Provide color samples and describe all exterior finishes.

### 3.2.6 Definitions of Features for Painting Purposes:

**3.2.6.1 House/Stucco/Body:** The main walls of the home which are either stucco or some type of siding.

**3.2.6.2 Trim:** The fascia board which generally runs around the lower roofline, and is usually wood. Any wood that "trims" (runs around) a window(s) or door(s).

**3.2.6.3 Pop-Outs:** Usually on the front and sides of the home. An area around windows and doors that is usually 4-6 inches wide and extends out 2-3 inches.

**3.2.6.4 Exterior Doors:** Front entrance door, rear entrance door(s), side entrance door(s), garage door(s). The paint color of all exterior doors must be approved by the ARC.

**3.2.6.5** When **repainting**, a "Repainting, Evaluation and Approval Worksheet" must be submitted for consideration. A color chart is also available for keeping the uniformity in the area (except for the adobe type model which is usually decorated in southwestern colors). Worksheet and approved colors are available on website: [www.cliffrosehoa.org](http://www.cliffrosehoa.org).

**3.2.7 Landscape Plan:** (Minimum scale: ¼ inch = 1 foot) Show size, type and location of all trees and shrubs and ground cover to be used on site; also show all walks, patios, fences, and decks as



they relate to the landscape elements.

**3.2.7.1** The site landscaping for any portion of the lot with new construction that faces a street must be completed within three (3) months of Close of Escrow (COE).

**3.2.7.2** Importance is placed on leaving undisturbed as much of the **natural vegetation** as possible. Landscaping suggestions can be found on the CRHOA website at [www.cliffrosehoa.org](http://www.cliffrosehoa.org).

**3.2.7.3** Exposed faces of **retaining walls** should not exceed 6 feet in height. Care shall be exercised to preserve both your scenic views and those of your neighbors. The City of Prescott requires special engineering for retaining walls exceeding a height of four feet. Special treatment of sloped surfaces is permitted to prevent soil erosion. Such treatment, when used, must have details described. Care shall be exercised to prevent drainage washout to any property.

**3.2.8 General Architectural Standards:** The following styles, materials, colors, etc. for building in Cliff Rose are set forth in the details for ARC plan approvals. Any plan detail not covered by this list, or identified as "unacceptable" must have a variance from the ARC prior to any use.

**a) Design Styles:**

**Acceptable**

Contemporary Ranch  
Santa Fe (Pueblo)

**Unacceptable**

“A” Frame  
Swiss Chalet  
Geodesic Dome  
Log Homes

**b) Multi-Story Dwellings:**

**Acceptable**

Single story dwelling  
Single story with walkout basement

**Unacceptable**

Two-story dwelling above grade level

**c) Roofing Materials:**

**Acceptable**

Tile  
Architectural shingle  
Standing Seam Metal  
Metal shake

**Unacceptable**

Wood shake  
Rolled (except on Santa Fe)

**d) Exterior Siding Materials:**

**Acceptable**

Wood - Cedar, Fir, Redwood  
Lap Hardboard  
Hardboard and Masonry stucco  
Stem stone or rock wainscoting  
Brick  
Aluminum Siding – if combined with  
brick, stone or rock wainscoting

**Unacceptable**

4' x 8' Hardboard sheets  
Shingle  
Slump block  
Concrete block unless as retaining wall  
or architectural  
Stone or total rock construction

**e) Exterior Colors:**

**Acceptable**

Muted (desert) Tones\*

**Unacceptable**

High contrast color scheme  
Overly Bright colors; overly Dark  
colors

\* Contact ARC Chair for pre-approved color samples or visit [www.cliffrosehoa.org](http://www.cliffrosehoa.org)

**f) Exterior Structures:**

**Acceptable**

Retractable (telescoping)  
Antennae or fold over CD or Ham  
radio.  
Antennae support to be retracted or  
folded over when not in use.  
Supporting structure must be inside  
the house

**Unacceptable**

No fencing in front of the home.  
No exposed raw concrete block fence.  
No material to be woven through or  
attached to chain link fences visible  
from the street.

**g) Fencing**

**Acceptable**

**Style:** solid, chain link, or vertical stake. Supporting structures for fencing must be inward-facing.

**Height:** Maximum six (6) feet high.

**Color:** Compatible with surrounding structures for chain link.

**Materials:** Plastered structures, vinyl, wrought iron, chain link, concrete (if preformed), concrete block (if split-faced), architectural block (color-toned or plastered) or wood

**Height:** Maximum six (6) feet high.

**Color:** Compatible with surrounding structures for chain link.

**Unacceptable**

No fencing in front of the home.

No exposed raw concrete block fence.

No material to be woven through or attached to chain link fences visible from the street.

[Rules continued on next page]

### 3.2.9 Satellite Dishes and Antenna:

- a) Applicability: The Association’s Declaration and these rules and regulations will govern the installation and operation of all Antenna (defined below) within the Association;
- b) Collectively, the following antenna shall be known as “covered antenna”:
  - 1) an antenna or satellite dish designed for over-the-air reception of signals direct broadcast satellites (DBS) that is 1 meter or less in diameter,
  - 2) an antenna or satellite dish designed for multi-channel multi-point distribution (wireless cable) providers (MMDS) that is 1 meter or less in diameter, or
  - 3) Antennas designed to receive television broadcast signals (TVBS) regardless of size;
- c) Any antenna other than a Covered Antenna, must be approved by the Association prior to installation, including, without limitation, antennas used for AM/FM radio, amateur (ham) radio, CB radio, Digital Radio Services (DARS) and antennas used as part of a hub to relay signals among multiple locations (“Other Antenna”) (“Covered Antenna” and “Other Antenna” collectively referred to as “Antenna”);
- d) Wiring. Only one line or wire may be run from an Antenna to the dwelling. All Antenna wiring installed on the outside of the dwelling must be affixed to the dwelling, painted to match the dwelling and be hidden from view as much as practical by utilizing under roof areas and corners of the dwelling; and
- e) Manner of Installation. Installation Antenna should be completed by a licensed contractor/installer. Antenna shall be installed and secured in a manner that complies with all applicable codes, safety ordinances, city, state and federal laws and regulations, and manufacturer’s instructions. Antennas must be secured so that they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the Antennas, or cause property damage, including damage from wind velocity. The purpose of these rules is to ensure that Antenna rea installed safely and securely, and to minimize the possibility of detachment and resulting in personal injury or property damage.

### 3.2.10 Solar Energy Devices

- a) Installation of solar panels, solar tubes, skylights or other solar energy devices (“Solar Energy Devices”) by an owner on the owner’s dwelling must be preapproved by the ARC;
- b) Prior to installation of solar panels, the owner must submit an application together with, but not limited to, the following to the ARC:
  - (1) drawings that fully describe the proposed location, size and pitch of the solar panels;
  - (2) a pamphlet, brochure or other similar information, that describes the proposed material and aesthetics of the solar panels;
  - (3) information regarding the solar panel’s color, frame and wiring, which should match the home’s colors as closely as possible; and
  - (4) assurance that the panels are non-glare.
- c) No Solar Energy Devices may be placed on or encroach on the common area.
- d) The Solar Energy Device must be placed at a location on the dwelling that does not interfere with the Solar Energy Devices’ use, efficiency or functioning and is the least visible from other lots or from any part of the common area;

- e) The owner is responsible for seeking and obtaining any required City approvals and/or permits prior to the commencement of Solar Energy Device installation;
- f) The owner shall be solely responsible for the installation, care, maintenance and replacement of all Solar Energy Devices. In no event shall the Association be responsible for any damage to the Solar Energy Device due to any cause or thing;
- g) Any changes, alterations, adjustments, or deviations from the approved submitted plans must be re-submitted for to the ARC for reconsideration prior to commencing work;
- h) Solar Energy Device installations must be adequately engineered to assure integrity of the structure to which the Solar Energy Device is affixed;
- i) Solar panels shall be placed and arranged such that reflected solar radiation or glare shall not be directed onto any habitable portion of an adjacent structure or roadways;
- j) So long as the following restrictions do not unreasonably restrict the installation and use of the solar panels or adversely affect or impair the efficiency or functioning thereof and do not unreasonably delay the installation and use thereof or result in an unreasonable cost increase:
  - (1) Any installed solar panels shall have the appearance similar to a skylight installed flat on the roof surface,
  - (2) Frames shall be constructed of a non-reflective material, with colors matching the roof color as closely as possible.
  - (3) Any solar panel equipment that is visible; such as, lines, conduits, mounting brackets, panel boxes, wire, mesh netting etc. shall be screened and/or painted to match adjacent surface;
- k) The owner has the burden to prove that the above rules will interfere with the Solar Energy Device's use, efficiency, or functioning, or will cause an unreasonable cost increase; and
- l) Any successor-in-interest to the owner shall be obligated to comply with the provisions of, and be bound by the obligations of such owner under these guidelines.

### **3.3 Common Areas:**

**3.3.1 General:** Common areas within Cliff Rose subdivision have been deeded to the Cliff Rose Homeowners Association, and the maintenance of these common areas is the responsibility of the Association. Common areas provide several benefits to Cliff Rose residents. In particular, water flow within the subdivision is accommodated by several drainage ditches located within these common areas. Utility easements may also be located in these areas. Residents gain benefits of the common areas as they provide natural, unaltered space between homes, allowing residents to experience the native environment and unique ecosystem that is an integral part of our high desert location.

**3.3.2 Expenses** associated with the maintenance of these common areas are paid from dues assessed each homeowner within the subdivision. The Association Board, through a Maintenance Committee, monitors the condition, and use of these common areas. Residents who have concerns about common area condition, including safety issues, should contact the CRHOA Management Company.

### 3.3.3 Membership Assemblies:

- a) Membership may peacefully assemble and use the common areas to discuss matters related to the Association including board elections or recalls, potential or actual ballot issues or revisions to the governing documents, property maintenance or safety issues or any other Association matter.
- b) A member may invite one political candidate or one non-member guest to speak to an assembly of Association members about matters related to the community. The assembly must be intended for Association members only. The Board reserves the right to determine whether the purpose of the assembly is a matter related to the community.
- c) If general common area is used for the assembly, the assembly must be peaceful and not interfere with activities in the vicinity.
- d) The Association will not prohibit a member from posting notices regarding the assembly on bulletin boards located in the common area or within the common area facilities. However, the Association will not promote, advertise, or otherwise provide any notice of the assembly, either within the membership and residents of the Association or outside of the Association. The assembly of members does not constitute an official members' meeting unless the meeting is noticed and convened as prescribed in the Association's governing documents and Arizona law.

### 3.3.4 Restricted Activities:

- a) **No motorized vehicular traffic** is allowed on common areas. The only exceptions are vehicles associated with contract maintenance or public utilities.
- b) Residents **may not park vehicles nor store items** of any kind on common area parcels.
- c) Residents **may not construct** any building, storage area, shelter, lean-to, or extend over or into common area parcels.
- d) Residents **may not place signs** on common area parcels. This includes, but is not limited to, sale signs, business advertising, and political signs.
- e) **No gardening** of any type, including trees and shrubs, is permitted on common area parcels.

## **3.4 Unimproved Residential Zoned Property (Vacant Lot) Maintenance:**

**3.4.1 Definition:** An unimproved residential lot is defined to be a vacant parcel of land that has been zoned for residential construction and which is owned by any individual(s) or an entity.

**3.4.2 Mandate:** Unimproved residential lots within Cliff Rose must be minimally maintained to standards set forth by City of Prescott Code, in addition must be maintained to Cliff Rose HOA standards. The responsibility of compliance belongs with the owner or owners of the lot.

**3.4.3 Usage:** Unimproved residential lots within Cliff Rose may not be used for storage or parking of any kind

**3.4.4 Weeds:** Unimproved residential lots within Cliff Rose must be kept free of weeds in excess of 12" high on the entire lot. Keeping in mind that vegetation is beneficial to wildlife and erosion control, some growth on lots is allowable within these guidelines, however, all vegetation should be trimmed no higher than 4" on the 10-foot easement measured from the curb. Spraying to kill all vegetation is not recommended, but encouraged when applied on sidewalk and driveway cracks and crevices.

**3.4.5 Unkempt Lot:** Owners will be notified that their property must be maintained and must respond within the requested number of days, or by a requested calendar date. If no response is received, the necessary maintenance for that lot will be arranged by the HOA and billed to the lot owner.

**3.4.6 Bushes and Trees:** Unimproved residential lots within Cliff Rose may contain bushes and trees; however, they must be living. Dead or diseased bushes and trees must be removed.

**3.4.7 Erosion:** Unimproved residential lot erosion that causes adjacent sidewalks and streets to be coated with mud/dirt/rocks must be corrected, and the resulting mud/dirt build-up must be removed on a timely basis.

**3.4.8 Complaints** concerning vacant lots within Cliff Rose will be handled on a case-by-case basis. Lot owners will be notified, where necessary, and a description of actions to correct violations will be provided by the CRHOA management company. The Board reserves the right, in the absence of lot owner responses to requests for violation corrections, to take whatever action is necessary. This may include correcting the problem and billing the lot owner or referring the violation to the City of Prescott authorities.

### **3.5 Recreational Vehicle (RV) Storage Lot:**

**3.5.1 General:** The Cliff Rose Homeowners Association operates and maintains a recreational vehicle parking lot for the convenience of Cliff Rose homeowners.

**3.5.2 Definitions and Requirements:** Recreational vehicles are defined to be a motor home, travel trailer, fifth wheel, camper, boat and trailer, enclosed vehicle trailer, or ATV. Any other type of vehicle may be allowed as space permits with the provision that the space will be reclaimed by the lot administrator if necessary to accommodate a defined vehicle.

Since there are more home lots within Cliff Rose than there are spaces available in the RV parking lot, parking spaces are allocated on a first-come, first-served basis. **A Parking Agreement**, available from the parking lot administrator, must be signed by both the administrator and the homeowner, and payment of an applicable lease fee is required before a vehicle may be placed in the lot.

**3.5.3 Leasing, Payments and Conditions:** Leasing fees may be paid in six-month (January-June and July-December.) or one-year increments. Homeowners paying for a full year are billed in December for the following year and payment must be received by February 1st. Homeowners paying in six-month increments are billed in June and December and payments must be received by February 1st and August 1st, respectively. Payments not received by the due date will be assessed a late fee until payment is received. Unused fees are refunded to the homeowner in the event the assigned parking space is vacated prior to the end of the billing period with a minimum 30-day notice.

**3.5.4 More Info:** For further information, or to initiate licensing of an available space, please contact the CRHOA management company.

### **3.6 Contractors:**

**3.6.1 General:** General Contractors, sub-contractors, materials suppliers, and others providing services and work in the Cliff Rose established area must be aware of and comply with Prescott City Codes and Cliff Rose Rules and Regulations.

**3.6.2 Conditions or Safety Concerns:** Residents and Contractors who have concerns about a violation of Rules and Regulations, construction area condition or safety issue, should contact the CRHOA management company.

### **3.7 Drainage Maintenance:**

**3.7.1 General Requirements** are imposed by the City of Prescott. Living in the "Desert Southwest" requires adequate provision for drainage to protect both private and public property. As more land is developed within and around Cliff Rose, the requirement for adequate drainage becomes even more critical. While a developer is required to provide drainage easements as part of the subdivision plat, responsibility for maintenance of that drainage lies with property owners on whose land the easement is located. Prescott City Code (Title XVI, Chapter 16-2: "Drainage Regulations") clearly specifies this responsibility.

**3.7.2 CRHA Drainage Requirements** are rules and regulations that were developed to ensure the integrity of drainage within Cliff Rose, and to keep drainage landscaping consistent with subdivision norms for all homeowners. These rules and regulations have their roots in state and local building codes and drainage regulations, but are more specific, and are an enforceable part of the documents governing Cliff Rose Homeowners Association.

- 3.7.2.1 Planning Drainage Modification:** Plans for new drainage or drainage modification on individual lots must be approved by the Maintenance Committee. This is required to insure that drainage plans integrate with existing drainage system for the subdivision and do not adversely affect drainage on adjoining properties or common areas.
- 3.7.2.2** For **existing drainage**, repairs must match the color and material previously used. A complete list of planned replacement material must be provided to the Maintenance Committee for approval.
- 3.7.2.3 Concrete:** If concrete is used for a drainage channel, its color must match or be compatible with existing rip-rap.
- 3.7.2.4** Rip-rap drainage channels must be underlined with designated plastic liner or fabric sheeting. Fabric liner is preferred for stability, longevity and it is beneficial to the water table.
- 3.7.2.5** Drainage impediment must not be allowed. Landscaping and/or lot improvements must not cause any restriction to drainage water flow through subdivision drainage easements. Drainage flow impediment can be caused by fencing, retaining walls or other structures and also by vegetation growth of any kind.



- 3.7.2.6 Street culverts maintenance is the responsibility of the City of Prescott. Homeowners should notify the City's Street Maintenance Division, or the Maintenance Committee concerning culvert debris and flow restrictions. Note: driveway culverts must be kept debris free by the property owner(s).
- 3.7.2.7 Questions or concerns regarding drainage in common areas should be referred to the Maintenance Committee.
- 3.7.2.8 Compliance: Failure to adequately create and/or maintain drainage on private property may result in action by the City or the Association to ensure compliance.

### **3.8 Enforcement of Governing Documents**

**3.8.1 General:** From time to time a homeowner may violate one or more of the terms contained in CRHOA governing documents. Because compliance with the contents of these documents is required, and because such compliance maintains the quality of life that makes Cliff Rose unique, the CRHA Board of Directors is tasked with correcting non-compliance issues. If notification to the homeowner in non-compliance does not yield resolution, the Board has no other course of action than to institute a fine. Fines must be paid, and the non-compliance issue(s) must be corrected. Failure to do so may result in legal action by the Board.

**3.8.2 Fine Administration:** Fines are assessed to gain compliance and are administered only when an impasse between a non-compliant homeowner and the Board has developed. It is the duty of the Board of Directors to ensure that violations of the governing documents are corrected in a timely manner.

**3.8.3 Assessment:** Fines are assessed by the Board of Directors, and begin after the 14<sup>th</sup> day non-compliant homeowners receive written notification of the violation from CRHOA's management company.

**3.8.4 Unpaid Fines:** If fines are not paid and the non-compliance is not corrected immediately after written notification that fines have begun, the applicable fine will continue to accumulate daily. When the accumulated fine reaches \$500 or more, regardless of time passed, the CRHOA management company will notify the homeowner in writing that it may be instituting legal action to include collections and/or injunctive relief.

**3.8.5 Legal Action:** Fines will be owed and continue to accumulate daily until paid or a legal action has been rendered. If the non-compliant homeowner corrects a violation prior to legal action, fine accumulation will cease as of the date of correction. It is the responsibility of the homeowner to inform the CRHOA management company that the issue has been corrected so a determination can be made. Payment of the total fine at the time correction has been completed may avoid legal action. If legal action becomes necessary, recovery of court costs and attorney fees will be pursued. For additional information, please refer to the CRHOA **Collection Policy** found at [cliffrosehoa.org](http://cliffrosehoa.org).