

PARCEL 10 PHASE 3 VILLAGE GREEN
OWNERS GUIDE TO ALTERATIONS ON COMMON ELEMENTS
March 13th, 2018

This owner's guide is referred to in the CC&R's under the amended section 8.2 Common Elements paragraph (c) Alterations and Improvements Made After January 1998. This document may be modified by the Board at any time. It is to be distributed to any owner requesting it by the Management Company. This document does not apply to changes approved prior to the date of this document.

A. ALTERATIONS & IMPROVEMENTS REQUIRING "REQUEST FOR ACTION" FORMS pursuant to A.R.S. (Arizona Revised Statute) 33-1260;
Prospective buyers are to be furnished a statement as to whether the records of the Association show any alterations or improvements to the unit that violate the declaration.
Therefore, the following items must have a Request for Action form in the Association files for disclosure purposes.

NOTE: For these alterations the owner must state in writing that they accept all liability for damage and will maintain them properly. Also the owners must inform future owners of the potential liability.

A. ALTERATIONS & IMPROVEMENTS NOT REQUIRING BOARD APPROVAL

1. Installation of fans in patio ceilings.

B. ALTERATIONS & IMPROVEMENTS REQUIRING BOARD APPROVAL

The following must be submitted in writing to the Board for approval at any of the October-April monthly meetings. For these alterations the owner must state in writing that they accept all liability for damage and will maintain them properly. Also the owner must inform future owners of the potential liability.

1. Skylights, Sola Tube, Sun Light or any devices made by any manufacturer to allow exterior light through the roof.
2. Any alteration or improvement to anything structurally outside the condo including heat pumps, air conditioners or furnaces
3. Partition Walls with Decorative Block:
These must conform in style and structure to the wall around the patio at 657 S. Saguaro Way. They must not exceed thirty inches in height above exterior ground level. Approval of adjacent homeowners must be on the application to ensure no unacceptable obstruction of view.
4. Patio Expansion, see Sections E and G5

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5. Garage Expansion, see Section F.
6. Replacement of windows. Window frames must be dark brown, or cream/tan colour similar to Navaho White.
7. Removal of interior structural walls. Since such walls support the roof structure any modifications to, or removal of, such walls must meet current building codes and a drawing showing the modification must be submitted for approval by the Association.
8. Painting of garage aprons or sidewalks. They will be maintained by the owner and must be earth tones or compatible with the surrounding area.
9. Surface covering of existing or approved patio slabs with tile or carpet
10. Expansion of existing slabs shall not to exceed 30" beyond original masonry columns with the exception of the Coronado model. That model may extend the existing slab which is already beyond two feet across the back the same distance as the furthest point is now. In some cases the 30" limit may be increased to match an existing neighboring slab.
11. Fill in patio slab areas within boundaries of existing columns or to partition walls built byUDC
12. Tiling of sidewalks. They will be maintained by the owner and must be earth tones or compatible with the surrounding area.
13. Installing of exterior light fixtures on sides of garage door, which will be maintained by the owner and must be compatible with the surrounding area.
14. Antennas or satellite dishes shall be installed in such a manner as to be as inconspicuous as possible from the ground and will not be attached to the roof or parapet in such a way that will cause leaks in any part of the building. The owner assumes responsibility for any damage.
15. Down spouts providing the top end is left open for flow of water from the scupper in the event the down spout plugs. Down spouts must match existing colour scheme and the owner is responsible for cleaning and repair.
16. Installation of exterior sun screens on windows and building walls
17. All alterations and improvements on common elements not specifically described within this document shall require board approval.

C. WHAT IS NOT ALLOWED

1. Any walls on the sides of patios other than approved 30" partition walls or walls constructed by UDC.
2. Modifying any submitted plans after approval by the Board
3. Patio Mist Systems that damage patio ceilings
4. Patio enclosures or modifications into an Arizona Room

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D. EXTENSION OF EXISTING PARAPET TO COVER MORE PATIOS

An extension of an existing parapet in a straight line to cover more patios will be approved by the Board as long as the parapet was originally built by UDC. The request must be in writing and the contractor must meet the requirements detailed under G-1 in this document, and must follow or exceed the specifications under G-5 in this document. The owner must agree to their responsibilities under G-1 to G-5 in this document.

E. MOVING EXISTING PARAPETS FOR PATIO EXPANSION

Since these alterations extend the structure of the patio beyond the original UDC limits, the Board must be assured that the changes do not interfere with adjacent homeowner's rights. Any alterations to patios other than those under B-10 and structure require:

1. A scale drawing of the existing patio area top view showing existing privacy walls built by UDC and the adjacent units patios. Then overlay on the same drawing showing exactly the area to be expanded by the slab and structure. The drawing shall include the owners name and address. The request shall also state that they have received and read this Owners Guide.
2. The drawing will be attached to an approval form for the association with enough space for at least 6 signatures from neighbouring owners within a 75 foot line of sight radius from the alteration. Each approval form shall state who is requesting the change and that they will conform to all conditions in this document.
3. The form will have lines for owners to sign their name, address and the date they signed.
4. Adjacent owners must approve of the change since their sight lines may be directly affected.
5. The Board shall then approve or turn down the project.

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F. EXPANSION OF SINGLE GARAGES TO DOUBLE

Since these alterations extend the structure of the garage beyond the original UDC limits, and affect driveways and sidewalks, the Board must be assured that the changes do not interfere with adjacent homeowner's rights. Any such alterations require:

1. A scale drawing of the existing garage and driveway area top view showing existing structures built by UDC and the adjacent units patios. Then overlay on the same drawing showing exactly the area to be expanded by alterations. The drawing shall include the owners name and address. The request shall also state that they have received and read this Owners Guide.
2. The drawing will be attached to an approval form for the association with enough space for at least 6 signatures from neighbouring owners within a 75 foot line of sight radius from the alteration. Each approval form shall state who is requesting the change and that they will conform to all conditions in this document.
3. The form will have lines for owners to sign their name, address and the date they signed.
4. Adjacent owners must approve of the change since their sight lines may be directly affected.
5. The owner must file a written request with the Board asking approval for the expansion. They must state in the request that they have received a copy of this Owners Guide and agree to its provisions including the easement of encroachment as stated in the CC&R's. The contractor must meet the requirements detailed under G-1 in this document and must follow or exceed the specifications under G-5. The owner must agree to their responsibilities under G-1 to G-5 in this document.
6. If the Board is satisfied that the owner understands their responsibilities, they can approve the project.

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G. RESPONSIBILITY OF THE PROPERTY OWNER

The alteration or improvement of any portion of the common element by an owner creates the following responsibilities for the owner to check out and follow up on.

1. CONTRACTORS/AGENTS

- * Contractors/agents must be licensed, bonded, and obtain building permits if required by the city/county/state statutes.
- * All outside work must be approved by the Board of Directors on a "Request for Alteration Form" prior to commencing the project. The work must be completed within the forty-five (45) days specified in the "Request for Alteration" form and the owner must be in residence during the time all work is performed.
- * Any damage to common elements by the contractor/agents is the responsibility of the owner to return the common element to its original condition.
- * Work shall be performed during the hours of 7 a.m. and 4:30 p.m.
- * When possible contractor vehicles must be parked in the driveway or designated guest parking areas. Equipment and construction vehicles may be temporarily parked on the street or driveway in front of the construction site. Streets must be kept clear for emergency vehicles. If they leak oil, cardboard or other material shall be placed under the vehicle. Damage to asphalt shall be the responsibility of the contractor.
- * All sawing, sanding and fabricating must be performed in the garage, not outside the premises, with the exception of cutting tile.
- * Construction equipment is enough noise to put up with, so no loud radios, etc.
- * The outside area shall be cleaned up at the end of each day. No trash left on patios, driveways or yards.
- * You may be asked to halt the project in the event a violation of these Rules and Regulations is verified.

2. FUTURE MAINTENANCE

The property owner may be subject to a fee for costs from time to time to maintain the changes. This will be determined by the Board existing at the time of roofing, painting, etc...

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3. SALE OF PROPERTY

It is the owners responsibility to notify a new owner at time of sale, what their liability for leaks, maintenance etc. are on the changes made to the common elements. Failure to do this will not relieve you of the responsibility.

4. CHANGES TO EXISTING LANDSCAPE & WATERING SYSTEM

Any changes to the existing landscaping, grass or landscape drip system required by alterations to the common elements must be done by Association's lawn service.

The Associations lawn service will be contracted by the property owner during off association work hours and compensation paid directly to them. Any removal of trees or bushes will also be paid for direct to them.

5. SPECIFICATIONS REQUIREMENTS FOR GARAGE OR PATIO EXPANSIONS

These specifications are not intended to replace any Mesa or Maricopa County Building Codes. In all cases their current building codes must be followed, however, our 10-3 building requirements shall not be diminished by their codes. The owner, not the Board, must follow up with the contractor/agent to assure that these specifications are followed as a minimum on any approved project:

- * Column Footings; Any new column must have a footing at least 16" x 16" x 12".
- * Patio or Garage Slab: Minimum of 4" thick with re-bar reinforcement; wire mesh is not allowed.
- * Masonry Columns: 12" x 16" column, top of columns to match other columns in Phase 3, columns to be stucco. Beams resting on the column will be anchored to the column.
- * Beams: Beams between columns shall be attached to the columns and strapped to any existing beam that it extends.
- * Parapet Wall: Height and structure of the finished parapet to match the existing parapet,
- * Sheathing: 1/2" exterior 5 ply plywood on roof and parapet or matched material to the existing material on the parapet or walls.
- * Ceiling: Either 1/2" exterior grade sheetrock or preferably exterior plywood. Vents must be installed between joists on the patio to match existing vents. Garage may require fire rated sheetrock by code.
- * Roofing; All seams with the existing roof must be thoroughly sealed. All roofing shall be completed by the Association's roofing company and will be contracted by the property owner and compensation paid directly to them.
- * Scuppers: Metal scuppers to assure adequate flow of water must be installed with no

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opening for water flow into walls or ceiling.

- * Matching: All materials, lines, ceiling, stucco finish, trim, and paint must match the existing structure.

H. RESPONSIBILITY OF THE BOARD OF DIRECTORS

The Board's obligation is to see to it that the rights and property values of all owners are protected.

If any owner alters anything on the "common elements" portion of the association judged not appropriate for the good of all, that owner shall be requested to remove or return to original condition that which has been altered. If the owner refuses the request, the Board shall inform the management company of the problem in writing. The management company will contract for the removal of the alteration and /or return it to its original condition. The owner will be billed for all work done.

As of January 2018 owners will be assessed a \$50 fine if an approved "Request for Action" form is not on file with the Property Management and the Association prior to making any alterations to the common elements identified in this document.