



Rules & Regulations



Preserve Resident Information Packet:

- 1) **Gate:** The gate provides all residents with security, and the gate rules must be followed.

Your rental agent should have provided you with a gate remote and a 4 digit code to enter the complex. The 4 digit code is for your use only. If you will be expecting guests, you will need to provide the Community Manager with your telephone number where you can be entered into the gate system, and your guests can call you to get in.

PLEASE REVIEW THE ATTACHED GATE RULES

- 2) **Mail:** Every unit has a mail box that is the same number as your condo unit. The person you rented your condo from will provide you with the box key.

The Association does not distribute mail box keys, and we cannot get into your private box.

If you find the previous renter's mail in your mail box, you should leave it in the box with a note to the mail carrier that it is not for the current occupant & the mail should be returned to the senders.

When you first arrive, you will need to leave a notice in the box for the carrier as to whom you are and that you are receiving mail, otherwise they will not know.

The mail carrier delivers mail on their own time schedule, and they do not have a set time that they arrive each day.

- 3) **Parking:** Each condo is assigned one parking space that is numbered the same as your condo.

Cars must always be parked in a designated parking space.

Parking in front of buildings is prohibited.

Parking in other's assigned parking space is prohibited.

Washing cars is prohibited in the condo parking lot.

No repairs to vehicles shall be made in the parking lots.

Boats, RV's, ATV's and Trailers cannot be parked or stored in a designated parking space within the condo area. If you have one of these items, they must

be parked above the pool area in the parallel parking area up against the pool fence. You cannot store these items in these parking spaces; however, you may park them in this area on a short term basis, temporarily while you are occupying a condo.

You cannot allow anyone to spend the night in their RV's while parked within the complex.

Please be mindful that unless you are renting a RV garage, you are restricted from that area and the rear gates completely.

Be mindful when parking in front of the lower west side dumpster that your vehicle does not block the garbage truck on Mondays & Fridays. Access to the hydrant should NEVER be blocked.

- 4) **Dogs and Pets: All Dogs and Pets must be PRE-APPROVED by the Board prior to residing in or visiting a unit.** Pets must be kept on a leash at all times when in the common areas. Dogs are only allowed to relieve themselves in the 2 designated areas located at building M and in the rock area around the lower west side dumpster. Dog droppings must be picked up immediately, bagged, and disposed of in a dumpster. Dogs are not allowed to relieve themselves around any residential condo, outside the front gate, or in the landscaping along Kiowa Blvd. & Sandwood Drive.

The Board has the right to revoke dog privileges if the dog rules are not followed.
DOGS ARE PROHIBITED INSIDE THE POOL GATES

- 5) **Pool:** The entry gate is to remain locked at all times.

Do not leave the gate ajar or prop the gate open at any time.

No glass containers of any kind are allowed in the pool area.

The pool is shallow, so jumping in the pool and diving is prohibited.

Use the shower before and after each swim.

Please place a towel on the chaise lounges when you use them to minimize staining from body oils. **ANIMALS ARE PROHIBITED INSIDE THE POOL GATES SMOKING IS PROHIBITED INSIDE THE POOL GATE.**

- 6) **Clubhouse:** The clubhouse is to remain locked unless the Community Manager is in the office. Your pool gate key will unlock the rear clubhouse door by the water fountain.

Parties of 8 or more must register & reserve use of the clubhouse with the Community Manager

Please be observant to the clubhouse reservations located on the Community Managers office window, and please refrain from entering the great room during reserved times.

7) **Issues inside condo:** Are the sole responsibility of the condo owner and/or your rental agent. Please contact the person who you rented from if you have a repair or maintenance item inside the condo unit. The Association cannot help you with problems inside the condo unit, unless you have a structural or building problem such as roof leak.

8) **Condo Exterior rules & cleaning:** Balconies are for storing normal patio furniture only.

Bicycles are prohibited from being stored on the front balcony, rear balcony, under the stairwell, or anywhere in the common or limited common areas. If you have a bicycle, it must be stored in a garage or inside a condo.

Cleaning of the stairway landing and deck area adjacent to the front door of the condo unit is the responsibility of the condo owner. A hose is available, stored in the pool area for resident use. Please be mindful of the unit below not to splash other's windows or deposit your debris in the lower area. Upon request to the Association, and if an Association employee is available, and if a water source is available, the Association employee may clean your front stairway and landing for you. **BBQ'S ARE PROHIBITED FROM BEING STORED OR USED WITHIN 10' OF ANY BUILDING UNLESS IT IS A BBQ WITH A PROPANE TANK NO LARGER THAN 2.5 POUNDS, AND BOARD APPROVAL IS REQUIRED TO USE A BBQ OUTSIDE OF THE UNIT BOUNDARIES.**

BOARD PRE-APPROVAL IS REQUIRED FOR ALL SATELLITE INSTALLATIONS!

The Community Manager can be reached at (928) 505-1120 during normal business hours and at (928) 208-5366 for after hours and emergencies.

Or email at: amytelnes@frontiernet.net

THE PRESERVE AT KIOWA NORTE CONDOMINIUM OWNERS ASSOCIATION

2212 N. Kiowa Blvd., Lake Havasu City, AZ.

RULES AND REGULATIONS

Revised November 12th, 2018

CLUBHOUSE

Any Owner wishing to use the Clubhouse for any purpose shall obtain permission from the Community Manager one week in advance. After using, the Owner will be responsible for disposal of all trash and cleanup. When leaving the clubhouse turn off all lights and ceiling fans and lock the doors when you leave. Owners will be responsible for any damage incurred by owners, tenants or guests.

NO wet clothing or swimwear will be allowed in the Clubhouse or in the Exercise Room, other than use of the Restrooms.

DO NOT dispose of any soiled diapers in any receptacle in the clubhouse. If it is necessary to dispose of any diapers, please put them in outside containers. The clubhouse is not maintained on a daily basis.

Smoking is prohibited inside the clubhouse All City, County, State, and Federal Laws must be followed regarding the distance you may smoke outside of the clubhouse entrances.

POOL AND SPA

USE TRASH CANS AND RECEPTACLES PLEASE Remember this facility belongs to all of the OWNERS.

SMOKING IS PROHIBITED IN THE POOL AREA.

ANIMALS ARE PROHIBITED INSIDE THE POOL GATES

HOURS will be 7 AM to 10 PM. Summer hours will be until 11 PM.

Incontinent persons, at any age, paying special attention to young children, shall be required to wear watertight type material plastic or rubber undergarments. Use of street clothes will be prohibited. Only swimwear is allowed.

No children under the age of 16 will be permitted to use the facilities unless accompanied by an adult Owner or Renter. All gates are to remain locked at all times, along with entry to the clubhouse.

ONLY PLASTIC ware may be taken into the pool and spa area.

Radios and stereos shall be used with discretion. Please turn off completely at 10 PM.

Running, diving or loud and obnoxious behavior at any time is NOT ALLOWED.

Rafts, floats or other water toys shall not remain in the pool area when not in use and shall be used with another guests' comfort in mind.

No electrical appliances will be allowed. No foreign substance or matter may be added to the pool or spa and no metal objects of any type are allowed in the pool.

The barbeque grills and the picnic area must be cleaned after use. The grills must also be turned off when cooking is completed.

ANIMALS: Dogs and Other Household Pets

A maximum of two (2) household pets may be kept per condominium unit. **All Pets must be PRE-APPROVED by the Board and proof of vaccination must be provided to the Board prior to residing in or visiting a unit.** Pets must be kept on a leash that does not exceed six (6) feet in length at all times when in the common areas. Pets are only allowed to relieve themselves in the 2 designated areas located at building M and in the rock area around the lower west side dumpster. Pet droppings must be picked up immediately, bagged, and disposed of in a dumpster. Pets are not allowed to relieve themselves outside the front gate or in the landscaping along Kiowa Blvd. & Sandwood Drive. The Board has the right to revoke Pet privileges if the Dog and other Household Pet rules are not followed. **DOGS AND OTHER HOUSEHOLD PETS ARE PROHIBITED INSIDE THE POOL GATES AND PROHIBITED FROM THE CLUBHOUSE.** If a pet disturbs other residents, the Board of Directors will give notice to the Owner that such annoyance be discontinued or permission to keep the pet(s) will be revoked.

PARKING

One parking space will be available for each two-bedroom unit and each one-bedroom unit. NO RV's, boats, trailers or commercial vehicles are permitted without written authorization. Inoperable vehicles are to be towed away. NO washing of vehicles or repairs shall be made upon the property with the exception of emergency repairs. All access areas and walkways must be kept clear. Vehicles must be parked in designated parking spaces. Guest spaces shall be left open for Guest use. Residents shall not have more vehicles than their designated parking will allow. If a Resident has an extra vehicle or a valid reason for not parking in their garage or their designated parking space, the resident must get pre-approved from the Board of Directors to use a Guest space on a continual and regular basis.

WALKWAYS

No parking of any vehicles on walkways. Scooters, skateboards, rollerblading or bicycle riding is NOT allowed on any walkway. Keep the walking areas clear.

UNPAID MONTHLY ASSESSMENTS

Monthly assessments are due on the 25th of the month billed. Any monthly assessment not paid by the 25th of the month billed will be subject to the provisions outlined in the Late Payment Policy.

TRASH

All trash shall be placed in tied bags and placed in the dumpsters immediately. All boxes should be broken down and flattened for the convenience of others using the dumpsters. Receptacles located around the pool and clubhouse are for common area trash ONLY.

DO NOT throw trash over the walls surrounding the trash receptacles. Open the gate and lift the lid of the receptacle to dispose of your trash. Close the gates securely after disposing of trash in the dumpsters.

LEASE/RENTAL AGREEMENTS

Condominium units shall not be rented/leased by the Owner for any period less than seven (7) days. Notice must be given to the Community Manager of the Owner's Association in the form of the Rental Information Sheet within 3 days after any lease/rental agreement is executed.

SIGNS

No sign whatsoever (including, but not limited to; commercial, political and similar signs) which are visible from neighboring property shall be erected or maintained on any property.

EXTERNAL APPEARANCE OF UNITS

No reflective materials (such as aluminum foil) is allowed on windows. Shades in harmony with the overall architectural design and colors must be maintained in window coverings. Patios are to be furnished with normal patio furnishings and shall not be used for storage of bicycles, etc. Any other outdoor furnishings or fixtures (such as screen doors, security type doors or satellite dishes visible from neighboring property) are with the approval of the Board of Directors.

INSURANCE

Unit owners shall purchase an insurance policy that covers personal property, liability, and the master policy deductible. Each owner is subject to the Board Resolution recorded on February 15th, 2008 for rules covering payment of the insurance deductible and costs of damage not covered by insurance.

UNIT OWNER RESPONSIBILITIES FOR A VACANT UNIT

If a condominium unit is left vacant for more than three (3) days, the owner shall shut the water off to the condominium unit. If an owner leaves a condominium unit vacant more than one (1) week, the owner shall have a person perform weekly inspections of the condominium unit to ensure that no water leaks or other damage has occurred to the condominium unit.

PRESERVE RV/BOAT GARAGE OWNERS

Use of the RV and Boat Garage Area is exclusively for RV and Boat Garage Owners listed on the Garage Deed and subject to paying an additional monthly assessment for their use of that area.

ALL RV's and boats must enter and exit by the rear gates.

Washing of boats and RV's will be allowed in the Garage area only by the owners of the garages. Washing of other vehicles by garage owners or condominium owners is prohibited.

No animals, whether fowl, poultry, livestock or domestic shall be allowed to reside or be maintained in any Garage condominium unit.

Hosing and cleaning inside RV Garages is prohibited. Boats, RV's, etc. will be washed outside of the garages only.

**The Preserve at Kiowa Norte
Gate Rules & Regulations
Adopted 1/1/08**

Each owner will be allowed (1) 4 digit entry code, one phone number listed in the gate directory, and will be allowed to purchase a reasonable amount of gate remotes. Board approval will be required for the purchase and activity in excess of 4 remotes per condo. A second 4 digit entry may be requested in instances where a condo is rented and the owner and the tenant require 2 separate codes. This would require board approval.

The 4 digit code is for occupant and owner use only. This code is not allowed to be given out to guests, acquaintances, delivery personnel, invitees, etc. It is specifically for the use of the condo occupant and condo owner only.

The Community Manager has the ability to open and close the main front gate with a key. If any owner or occupant is expecting a large number of guests, several deliveries, or a single large delivery, a request should be made to the Community Manager to have the gate remain open for a specified period of time.

If it is brought to the attention of the Community Manager that a code, remote, or any other improper gate entry is being used by an owner, occupant, guest, or unauthorized person, the following action will take place:

- 1) **First Offense:** The code, phone number, or remote will be immediately erased from the system. The owner or occupant of the condo will need to meet with the Community Manager to reiterate the Gate Rules and Regulations to make sure they are fully understood. A new code will be issued, the phone number MAY be allowed to be reentered into the system if it is reasonable to assume safety and security of the complex is not in jeopardy, and the purchase of a new gate remote will be allowed. The OWNER of the condo, regardless if a tenant or guest has created the first offense, WILL BE responsible for paying for the remote cost. There will be no fine for the first offense, only a written warning.
- 2) **Second Offense:** \$50.00 Fine. The 2nd issued code, phone number, or remote will be immediately erased from the system. The owner or the tenant will be given the only option of remote entry to the gate. The OWNER of the condo, regardless if a tenant or guest has created the 2nd offense, WILL BE responsible for paying the remote cost.
- 3) **Third Offense:** \$100.00 Fine: At the discretion of the Community Manager, and / or the Board, additional remotes may be issued at the expense of the condo owner. After the 3rd offense, it may be determined that the security and safety of the complex has been compromised to such an extreme, that the matter may be turned over to the Association's Law Firm to handle. All legal fees as a result WILL BE the responsibility of the condo owner to pay.

The Preserve HOA reserves the right to restrict gate access of owners and their guests if the Rules and Regulations relating to the gate use are not followed, and the security of the complex is compromised.

Unauthorized use of another owner or resident code is PROHIBITED and is a violation of the Gate Rules.

Attempting to enter random codes to gain access is PROHIBITED and is a violation of the Gate Rules.

Each **OWNER** will have the right to protest or petition the board at a regular scheduled board meeting if they disagree with the removal of codes, phone numbers, and remotes.

The Preserve at Kiowa Norte
Home Owner's Association
Fine Schedule

Adopted 1/1/08

The following fines will be imposed on any owner found to have violated The Declaration, Bylaws, CC&R's, Rules and Regulations, and Gate Rules

FIRST OFFENSE: WRITTEN WARNING

SECOND OFFENSE: \$50.00 FINE

THIRD OFFENSE: \$100.00 FINE

EACH OFFENSE OCCURRING AFTER THE THIRD WILL BE DOUBLED FROM THE PREVIOUS FINE INDEFINITELY

The condominium owner **IS RESPONSIBLE** for compliance by Owner's agent, tenant, guest, invitee, lessee, etc. per Article XIII, section 15, pages 47 & 48 of the Declaration/CC&R's, therefore, owners failure to insure compliance by said persons will result in the fine being the **sole responsibility of the condominium owner.**

Fines must be paid within the same terms as any other assessment. Fines not paid within the 30 days after the due date will be subject to interest, liens, and loss of the use of the common area as stated in Article VI, Section 7, Page 29 of the Declaration/CC&R's.



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EFFECTIVE NOVEMBER 7TH, 2009 THE PRESERVE BOARD OF DIRECTORS IS NOTIFYING ALL UNIT OWNERS OF THE ENFORCE MENT OF:

ARTICLE IX ARCHITECTURAL CONTROL

ARCHITECTURAL APPROVAL. No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing by the Board.

THEREFORE, ALL EXISTING AND FUTURE EXTERIOR ADDITIONS, ALTERATIONS, OR MODIFICATIONS MUST BE SUBMITTED TO THE BOARD FOR APPROVAL IN THE FOLLOWING STEPS:

- 1) FILL OUT THE APPROPRIATE APPROVED FORM TO BEGIN YOUR REQUEST. TURN IN THE FORM TO THE COMMUNITY MANAGER.
- 2) ATTEND THE NEXT BOARD MEETING SCHEUDLED FOLLOWING THE REQUEST DATE TO ANSWER QUESTIONS OF THE BOARD & SUBMIT PICTURES TO THE BOARD REGARDNG YOUR REQUEST. IF YOU CANNOT BE PRESENT TO ATTEND A BOARD MEETING, YOU MAY REQUEST THAT THE COMMUNITY MANAGER SUBMIT YOUR REQUEST TO THE BOARD ON YOUR BEHALF.
- 3) THE BOARD WILL THEN VOTE ON WHETHER OR NOT TO APPROVE AND ALLOW YOUR REQUEST. IN ALL CASES A MAJORITY OF 3 BOARD MEMBER APPROVAL VOTES MUST BE OBTAINED.
- 4) IF APPROVED, THE ASSOCIATION SECRETARY WILL SIGN AND RETURN THE REQUEST FORM TO EACH REQUESTOR ALONG WITH ATTACHING THE

MEETING MINUTES WHERE THE APPROVAL WAS OBTAINED. THE ASSOCIATION SECRETARY AND COMMUNITY MANAGER WILL RETAIN COPIES OF THE APPROVAL. A UNIT OWNER MAY ONLY BEGIN ADDITIONS, MODIFICATIONS AND ALTERATION AFTER WRITTEN APPROVAL IS IN HAND.

- 5) IF THE REQUEST IS DENIED THE UNIT OWNER WILL BE ADVISED IN WRITING, AND ANY ADDITION, MODIFICATION AND ALTERATION MADE WITHOUT THE WRITTEN BOARD APPROVAL WILL BE IN VIOLATION OF THE DECLARATION AND SUBJECT TO FINES AND ATTORNEY FEES UNTIL CORRECTED.

IF A UNIT OWNER FAILS TO OBTAIN BOARD APPROVAL FOR, MODIFICATIONS AND ALTERATION, THE FOLLOWING STEPS WILL BE TAKEN BY THE ASSOCIATION:

- 1) WRITTEN NOTICE OF THE VIOLATION WILL BE SENT TO THE UNIT OWNER. IF THE ASSOCIATION DESIRES TO SEND NOTICE VIA CERTIFIED MAIL OR BY CONSTABLE SERVICE, THEN THE UNIT OWNER WILL BE RESPONSIBLE TO REIMBURSE THE ASSOCIATION FOR ALL FEES.
- 2) THE UNIT OWNER WILL HAVE 10 DAYS FROM RECEIPT OF THE LETTER TO EITHER CORRECT THE VIOLATION BY PROPERLY REMOVING AND RESTORING ANY AREA THAT WAS MODIFIED, ALTERED, OR TO PROPERLY SUBMIT THE APPROVED REQUEST FORM AND FOLLOW THE PROPER STEPS TO PETITION THE BOARD FOR APPROVAL.
- 3) IF THE UNIT OWNER FAILS TO RESPOND WITHIN 10 DAYS OF RECEIVING THE NOTICE THE ASSOCIATION WILL HAVE THE CHOICE TO EITHER HIRE AN APPROPRIATE CONTRACTOR TO RESTORE THE COMMON AREAS AND THE LIMITED COMMON AREAS TO ORIGINAL CONDITION OR HIRE AN ATTORNEY TO ASSIST IN DEMANDS THAT THE UNIT OWNER RESTORE THE COMMON AREAS AND THE LIMITED COMMON AREAS TO ORIGINAL CONDITION. ALL COSTS AND FEES WILL BE THE SOLE RESPONSIBILITY OF THE UNIT OWNER.



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BUILDING EXTERIOR ADDITIONS, MODIFICATIONS, & ALTERATIONS REQUEST FORM

DATE: _____

UNIT NUMBER: _____

OWNER
NAME: _____

DETAIL SCOPE OF REQUEST:

ATTACH DETAIL OF PARTS / MATERIALS QUOTE AND CONTRACTORS BID
BE SPECIFIC BY STATING BRAND, MAKE, MODEL, COLOR, SIZE, ETC.
CONTRACTORS MUST HAVE A VALID STATE LICENSE AND PROVIDE AN
INSURANCE CERTIFICATE NAMING THE PRESERVE HOA AS ADDITIONAL
INSURED.

DATE OF MEETING TO PRESENT TO
BOARD: _____

APPROVED
BY: _____
PRINT NAME & TITLE: _____
DATE: _____