

# *Las Colinas*

## *Condominium Owner's Association*

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# Rules

Updated September 2011  
Additions 9/24/2013, 3/2/2020, 6/22/2021

The authority to develop Rules and Regulations is granted to the Board of Directors in Article IV, Section 4.3B of the Bylaws. The purpose of these Rules and Regulations is to protect, preserve and enhance the property values and living experience at the Las Colinas Condominiums. Your commitment to our Community is greatly appreciated.

It is the responsibility of the owner to see that all tenants, guests, invitees, and contractors are made aware of these Rules, which apply to everyone who resides or uses the facilities within Las Colinas.

## **SANCTIONS**

- A. Clean-up fees beginning in the amount of \$200.00 may be assessed.
- B. Fines beginning in the amount of \$200.00 and increasing by \$100.00 increments for continuing violations will be assessed against those units in violation of these Rules, our Governing documents, or any City Ordinance. Failure to pay the fines can result in late fees, as well as loss of privileges to vote, run for the Board, or use common area facilities, and collection action by the Association's Attorney.
- C. Violation assessments, beginning in the amount of \$2,500.00, may be assessed for serious violations, along with \$100.00 per day until compliance. This is a matter of contract, so if legal fees become required, they can be assessed in addition. Failure to pay will result in legal action by the Association's Attorney.

## **INJUNCTIVE RELIEF**

When it is necessary for the Association to get an injunction against a homeowner, the cost of the injunction will be billed to the owner.

## **CRIME FREE**

- A. Las Colinas is a Crime Free Community. Owners are required under the Governing Documents to observe all Laws and Ordinances, and insure that their family members, tenants, guests, invitees, and contractors do as well.
- B. Las Colinas adopted a Zero-Tolerance Policy for Crime, including Domestic Violence. Suspicious, threats of violence, or violent activity should be reported to the police immediately! Call 911. Please also report such activity to the Association.

**DELINQUENCY POLICY**

- A. Association fees are due and payable on the first day of every month.
- B. If full payment is not received by the fifteenth day of the month, a late charge of \$25.00 can be assessed against the account, along with 10% interest on unpaid balances.
- C. Failure to pay the statement account can result in additional collection remedies by the Board of Directors, **including foreclosure**. All costs incurred in the collection of the debt will be assessed against the owner's account.
- D. Rules violations and delinquencies can result in loss of use of Homeowner Association facilities, including access to Association purchased water.

**INSURANCE**

All owners are to maintain a Condominium Owner's policy on their unit for contents and liability. Further, they are required to list the Las Colinas COA as a named insured. This provides notice to the Association if insurance is allowed to lapse. Your policy should include a loss assessment provision to cover the Associations' \$25,000.00 deductible and coverage for water damage from your Unit. Please advise your insurance carrier to mail or FAX your proof of insurance to the Association.

**RESERVE ACCOUNT**

The Association shall charge the equivalent of two month's assessments at the time of any sale, to fund the Reserve Account and improvement projects.

**VEHICLES, PARKING, AND STORAGE**

- A. A notice of violation will be placed on any vehicle that is parked outside of designated parking, in a fire lane, in reserved parking areas within the Las Colinas community or in another resident's assigned parking area. Vehicles so noted will be subject to towing without further notice.
- B. Inoperative vehicles may not be stored or parked anywhere on the property. Flat tires, wrecked or disabled conditions, no plates, expired tags, broken glass, and excessively leaking engine fluids constitute an inoperable vehicle. Such vehicles will be towed, at the owner's expense.
- C. Vehicles which are over 20 feet in length are not permitted to be parked within Las Colinas, as they may create a hazard to other residents and guests attempting to navigate driveways and parking lots within the community. Commercial vans of 1/2 ton or more may not be parked in covered parking spaces.
- D. Parking areas may not be used for anything other than the parking of properly licensed, operable vehicles. The storage of any item or vehicle in the carports or designated parking areas is strictly prohibited.
- E. Vehicle maintenance, including washing of the vehicles, is prohibited.

## **RULES – Page 3**

### **NOISE**

It is impossible to live peacefully in a densely populated environment unless you are willing to demonstrate courtesy toward your neighbors and other residents. Loud noise can be the single most annoying and discourteous experience in condominium living. Please have respect for the peaceful enjoyment of others.

Noise must be kept to a minimum. Avoid loud noises or disturbances at any time. No home improvement projects after 8:00 pm. Report disturbances of the peace to the police. City Ordinance defines noise heard beyond your property line (walls and floors) as too loud. That includes music, video games, TVs, etc. Fines start at \$200.00.

### **CHILDREN**

- A. Children must be supervised by their parents while on the property. Parents are responsible for any damage caused to or by their children's activities within the complex.

### **PETS**

- A. Domestic pets are permitted to owners at Las Colinas. Farm or barnyard animals are not permitted. Exotic pets must be approved by the Board of Directors.
- B. Any damage to common elements, structures and common areas caused by a resident's pet will be repaired at the unit owner's sole expense. In the event the property is a rental unit, it will be the responsibility of the unit owner to pay for the necessary repairs.
- C. Pets are not permitted to run at large outside of the unit. Pets shall have the necessary licenses, tags, and identification, and shall be leashed at all times. Fines start at \$200.00.
- D. Pets shall not be tethered or left alone anywhere within the Las Colinas community. Pets must not be left unattended on patios or balconies. Pets must be under the direct control and supervision of their owners at all times. Fines start at \$200.00.
- E. Continuous or after-hours barking will be reported to Animal Control. Continuous barking dogs will result in fines starting at \$200.00.
- F. Pet owners must remove all animal waste immediately from common areas. Clean-up costs of no less than \$200.00 will be billed to the unit owner.
- G. Pets are not permitted in the pool areas at any time.
- H. Pitbulls/mixes and rottweilers/mixes are banned from the property, at any time for any reason.

## **RULES – Page 4**

### **POOL RULES**

- A. Hours of Operation are Monday through Sunday 7:00 a.m. to 10:00 p.m.
- B. Children 14 years and younger **MUST** be accompanied by a responsible adult at all times.
- C. Children may not wear diapers or plastic pants in the pools. Proper swimming attire is required for everyone at all times.
- D. No pets are permitted in the pool or pool area at any time.
- E. No food or beverages are permitted in the pool area. No glass items are permitted within the pool area. No alcohol.
- F. No running, rough play or ball games are permitted in the pool area.
- G. Arizona Statute Pool rules are posted at both pool areas, and must be obeyed. Remember, there is no lifeguard on duty. Swim at your own risk.
- H. The Las Colinas pools are for the exclusive use of owners. Guests must be accompanied by an owner or tenant on the lease, at ALL times.

### **CLUBHOUSE AND BBQ AREA RENTAL POLICY**

- A. The clubhouse and BBQ facility is for the exclusive use of owners, their guests, and invitees.
- B. The clubhouse and BBQ facility may be used for private functions only if the owner of the property is a member in good standing, with no debts or rules violations recorded against the unit.
- C. Reservations must be made at least 48 hours in advance of the event. Please contact the Association during business hours and complete a reservation form.
- D. A refundable deposit of \$75.00 is required prior to the reservation being accepted.
- E. The clubhouse will be inspected following the event. Failure to restore the clubhouse to its original condition will result in a forfeiture of the deposit and the owner will be assessed all costs to restore the clubhouse to its original condition.
- F. Persons using the clubhouse shall conduct themselves so that their actions will not be offensive to others.

### **DUMPSTERS**

- A. Do not place furniture, mattresses, or carpet in the dumpster. (Leave next to it.)
- B. Do not discard flammable or hazardous materials in the dumpsters. The owner will be subject to charges for cleanup costs and fines for violation of this rule.

## **RULES – Page 5**

### **BALCONIES AND PATIOS**

- A. Balconies and patios are not to be used as storage areas, and shall be kept clean and uncluttered at all times.
- B. No clothing or household items shall be left out or otherwise displayed on balconies, patios, railing, stairwells, or parapets.
- C. No appliances of any kind shall be stored, displayed, or used on balconies. (Except for washer/dryers with written approval of the Board.)
- D. No open flame cooking appliances are permitted to be operated on balconies or patios, or within 10 feet of any structure. Propane tanks, or ANY flammable items may NOT be stored on balconies or patios.
- E. Privacy coverings for balconies and patios shall be tasteful and of a neutral color, in order to blend with the overall appearance of the building exteriors. Prior written approval must be obtained from the Board of Directors before such coverings may be installed.
- F. No pets shall be allowed to remain unattended on patios or balconies. These are not meant to be used as "kennels" in the absence of the owner or tenant. Feces and urine may NOT be allowed to damage the buildings, including the concrete or wrought iron. Pet owners are responsible for preventing their pets from depositing feces or urine on the patios and balconies, which are Limited Use Common Area Elements. The barking of unattended dogs on balconies or patios is annoying to the neighbors and is prohibited.
- G. No trash, garbage or other household waste shall be placed or stored on balconies, patios, or stairwells for any amount to time.
- H. No exterior alterations, additions, permanent decorations, or structural improvements of any kind shall be made to any patio, balcony, exterior wall, or common element without prior written approval of the Board of Directors.

### **UNIT MAINTENANCE AND ARCHITECTURAL CONTROL**

- A. It is the responsibility of each owner or resident to maintain and keep in good repair all plumbing fixtures and appliances within the unit. This includes toilets, faucets, dishwashers, refrigerators and ice makers, angle-stops, HVAC condensation lines, and all pipes and tubing which serve the appliances and plumbing fixtures. Owners or residents must immediately notify the Association of all water leaks. The Association will arrange the repairs and charge the owner for the material and labor. Costs of repairs for water damage to any unit caused by the intentional or unintentional neglect of the resident will be charged to the unit owner.
- B. Unit owners shall be responsible for the cost of correcting damage to common elements caused by the owner or resident which are exclusive to his or her particular unit.

## RULES – Page 6

### UNIT MAINTENANCE AND ARCHITECTURAL CONTROL (cont.)

- C. Washing machines and dryers are permitted, only after approval of an architectural request by the Board. Required plumbing and electrical must be to code. A payment of \$10.00 per month is also required.
- D. All unit owners must submit for architectural approval for any structural alteration or improvement to their units and written approval must be granted by the Board of Directors before any such work can be done. Proper permits must be obtained and work be performed by a licensed contractor.
- E. No landscaping outside of a unit is permitted without written approval from the Board of Directors. Painting of any Common Area surface is prohibited.
- F. Unapproved additions or modifications to any unit or violations of the rules regarding unit maintenance and architectural control can result in fines starting at \$200.00 per day, until the violation is corrected and the property inspected for compliance.
- G. Each unit is responsible for all electrical costs relative to that unit. Unauthorized access of residents to common area utilities is prohibited and will be considered as theft. Such action can result in fines of \$100.00 per day.
- H. HVAC restrictions. Replacement of HVAC Units can cause substantial damage to the the Common Area roofs, walls, and adjoining Units. HVAC systems may NOT be replaced without prior approval of the Board. HVAC units must be replaced with split systems. Prior approval is required, along with an inspection fee of \$200.00, unless an approved vendor is used. Owner is responsible for the condensation line replacement, the electrical shut-off on the roof, and all wiring. Damage to common area or other Units will be assessed to the owner. Packaged systems and mini-splits are not permitted. The Association has the right to inspect HVAC systems at the owners' cost and require correction of damages at the owner's expense.
- I. Storage areas in buildings 22, 23, and 24 are actually access areas for Common Area plumbing and access must be available to the maintenance staff when necessary. These areas can be rented to homeowners at the rate of \$25.00 per month. The Association will always retain access to those areas.
- J. Tile Ban - upper floors. Tile is heavy and may be a structural problem in the upper units. Hard floors create a noise problem for the adjoining Units and noise abatement has not been effective. Therefore, the installation of tile or any hard flooring on the 2nd and 3rd floors is prohibited. Carpet only. In addition, installation of granite and stone tiles is also banned in second and third floor units. The Association may estimate the cost of removal of the tile and notify the owner giving them 30 days to remove the tile or the Association will assess the cost of the tile removal and file a lien on the property if the cost is unpaid.
- L. Failure to maintain your plumbing such that water damages the building and/or your neighbor's property can result in suspension of water service to your unit. Owner's are responsible for the cost of repairs to common area or other Unit owner's property.

## **RULES – Page 7**

### **USE OF UNITS AS RENTAL PROPERTIES**

Las Colinas has governing documents (CC&Rs, Bylaws, and Rules); following them is mandatory; not optional. The Association has had recorded Rules on Leasing Policy since 9-12-1991. In addition, the Association recorded a Rental Ban effective 2-15-2010, prohibiting the rental of any unit purchased after 2-15-2010.

It is the owners' duty and responsibility to observe the provisions of the Rules on leasing, all other policies and rules, and Arizona law.

- A. Leases must be of duration of no less than 6 months. We recommend a 6 month lease, followed by month-to-month with a 30 day notice of non-renewal.
- B. A background check shall be conducted as part of the Application process.
- C. A copy of the executed lease, including all required Association Addendums, must be provided to the Association upon signing, and prior to tenant(s) moving in. Or, full names of all occupants, including photo identification and date of birth, vehicle(s) make and model, must be provided. Or the information required under Arizona law.
- D. The landlord is responsible for ensuring compliance by all tenants, guests, and pets with the Association governing documents and rules. The unit owner is responsible for all costs for damages, fines, fees or other costs the Board of Directors may direct to the unit.
- E. The Association has the right to designate an exclusive rental agent for rental units at Las Colinas.
- F. Dogs are prohibited in rented units, for any reason, for any period of time.