

The Golf Cottages
at
Gainey Ranch Condominium Association

Standards and Rules
(updated September 14, 2017)

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Common Area Maintenance Responsibility

(Amended: 10/1/13)

The Golf Cottages Declaration states that the “Association shall be responsible for that maintenance, repair and replacement of the Common Elements. Common Elements are defined as the entire property excluding the Condominium Units.” The Golf Cottages Declaration states that the individual homeowners are responsible for all maintenance, repair and replacements within the Condominium Unit. This Rule is intended to clarify the allocation of Maintenance responsibilities between Common Elements (Association responsibility) and the Condominium Unit (Homeowner responsibility). This Rule is not in conflict with the Golf Cottages Declaration.

Association Maintenance Responsibility

1. All structural components of the buildings, including the exterior of the garage.
2. Any public utility, water or sewer lines, pipes, ducts or flues within the Condominium unit that form any part of the system service at the point that it serves more than one unit.
3. All landscaping except for the portion located within exclusive use areas, i.e., patios and entryways.
4. Caulking and sealing around exterior of doors, windows and other building elements.
5. Roofs.
6. Building Walls.

Exterior Painting

(Adopted: 7/20/94 Revised: 5/27/15)

The Board of Directors recognizes that some areas described below as an Association responsibility, are designated exclusive easement areas. However, the Board of Directors determined the following to be the most practical and reasonable method of ensuring the uniform appearance of all Golf Cottages building exteriors.

A. Association Responsibility

1. When deemed necessary to paint an entire building, the Association shall be responsible for the painting of all stuccoed surfaces including, but not limited to, designated exclusive easement areas, such as patio walls, balcony walls, entry ways and exterior surfaces of outside storage areas.
2. The cost of minor repairs, preparation and painting of the areas described in paragraph 1, above, shall be borne by the Association. However, exclusive easement walls and doors requiring other than minor surface crack repair remain the responsibility of the owner.
3. Whenever possible, exterior painting will be scheduled during winter months to allow for the greatest exposure of surfaces due to plant die back resulting in frost damage.
4. If a professional painter recommends painting and the Board of Directors considers it to be in the best interest of building maintenance, the Association may cause areas described in paragraph 1, Section B, 1 (Homeowner Responsibility) to be painted at the owner's expense.

B. Homeowner Responsibility

1. Each homeowner is responsible for the maintenance, repair and, when necessary, painting of the following areas which service the owner's condominium exclusively: balcony and/or patio railings, all doors and gates, overhead patio and/or balcony and all window frames.
2. Any plant materials originating within the patio or courtyard areas are the homeowner's responsibility to maintain. If plant material must be removed to allow painting and if the homeowner does not remove such material after notification, then the material will be removed by the Association. Any damage to the stucco while removing plant material will not be the responsibility of the Association. When the painting is complete, it shall be the homeowner's responsibility to put the previously removed landscape material in order by either replacing it on a trellis or removing it from the area. If the landscape material is not cleaned up within 14 days after painting is complete, the Association shall have the right to do whatever it deems appropriate to restore the area at the homeowner's cost. The homeowner will be charged for the cost of any such removal or replacement of the plant material.

Hard Surface Flooring

(Adopted: 7/21/17)

Owner/occupants of a second-story-only unit* within the Golf Cottages Association may not install new hardwood, tile, or similar flooring within their unit unless an approved noise limiting under layer material is also installed and approved by the Master Architectural Committee.

If an Owner installs any hard surface flooring without written approval from the GRCA MAC and Golf Cottages Architectural Board after the date of the adoption of this rule, the Association shall have the right to enforce this provision by proceeding at law or in equity as provided for in the Association's Declaration. Further, pursuant to Section 4.09 of the Declaration, the Association acting through the Board or its duly authorized agent shall have the right at all times upon reasonable notice (and at any time in case of an emergency) to enter upon or in any Condominium Unit to abate any infractions, to make repairs, or correct any violation, and in connection therewith shall have the further right to assess all costs incurred against the Owner, such assessment to be secured by the lien provided in Section 5.01 of the Declaration.

Owner/occupants must obtain written approval to change or add any hard surface flooring by submitting a request to the GRCA Master Architectural Committee for approval before installation. Proof of said purchase and a sample of the proposed flooring and noise limiting under layer material must be available from the upper-story-only owner/occupants for inspection. Owner of first floor units below must be notified and provided opportunity to comment of a proposed remodeling project that proposes to remove carpeting and replace with hardwood, tile or similar flooring. Carpet with padding may be installed in second-story-only units without permission.

Any second-story-only unit that currently has hardwood, tile, or similar flooring as of the date of rule adoption will be GRANDFATHERED, with the following conditions: Should their hardwood, tile, or similar flooring need repair or replacement of 50% or more of the "Grandfathered flooring": the approved noise limiting under layer material will be required and owner/occupants must obtain approval from the Master Architectural Committee. Proof of said purchase and installation must be available for inspection. Owners of first floor units below are to be notified by MAC if hard surface flooring is being changed or added.

Current second-story only units who list their property for sale must inform their listing real estate agent of the new Golf Cottages Association Rule and Standards. This rule is effective upon the date of adoption by the Golf Cottages Board.

*Second-story-only units are #s 1, 5, 12, 20, 24, 28, 29, 33, 36, 37, 41, 48.

**Lower-story-only units are #s 2, 6, 11, 19, 23, 27, 30, 34, 35, 38, 42, 47

Landscape

(Revised & Approved: 10/28/14)

This rule applies to the courtyards, patios and balconies in limited common areas (inside the courtyard walls where the homeowner has an easement for use and a requirement to maintain.) Limited common area will be used to refer to all these areas in the rule below.

BEFORE planning to change your courtyard or patio landscaping, contact the GRCA Architectural Coordinator. The coordinator will be able to provide you with the information you will need to get proper approvals for all plants, trees, grass and hardscapes. Plans need to be submitted and approved before any changes are made. If you have a professional landscape architect, he or she may contact GRCA directly to find out what is required and what is not allowed.

No vines or plants may be used that cling independently to the stucco walls. (Example: cat's claw vine). Vines that cling to the stucco cause stucco damage when removed, hide stucco cracks or faults, hide evidence of termites, and harbor insects and debris. Trellises for courtyards and patios are approved on a case-by-case basis. No clinging vines will be permitted on trellises.

If grass is planted, it must be at least one foot away from the building foundation, to limit water damage to the foundation walls.

Dwarf trees or shrubs are preferred. Trees will not be allowed that will block views of neighboring units. Tree species when mature should not grow above the roof lines. Large trees have damaged sidewalks and building foundations when mature. GRCA can provide names of trees that remain small and will not damage hardscape.

New citrus trees are not allowed. This rule is to minimize the roof rat population.

No planting by homeowners is permitted in the common areas or golf course property. In exception cases, these requests will be reviewed on a case-by-case basis.

No statues, sculptures, hoses, hose containers, pots, planters or other decorative items may be placed at the front of or adjacent to garage doors or in any of the front yard landscaping.

Certain hardscape items and landscape items may need to be approved by neighboring units.

GRCA maintains an Illustrated Plant List that shows all approved plants for homeowners. This book can be used as rough guidelines in addition to the above rules for the limited common area plantings. It is available in the Administration Office and at www.gaineyranchca.com.

Limited Common Area Maintenance

(Approved: 9/24/13)

The patios, courtyards, balconies and garages of our units are defined as “limited common areas”. This means that as a Golf Cottage owner, you have an easement to use these areas, but not ownership. The driveway to your garage is also a limited common area. Other areas outside the courtyards are referred to as “common elements” and are maintained by the Association.

Although the homeowner does not have ownership of these areas, they are required to maintain them properly at all times, whether in residence or not.

Outside patio furniture and personal property should be maintained in good condition and not be visibly torn, ripped or damaged in appearance. This includes, but is not limited to, such items as umbrellas, rugs, flower pots, patio furniture, patio heaters, pool equipment, appliances, decorative items, etc. If owners are to be absent from their unit for an extended period of time, patio furniture and other accessories that are easily subject to wear (fabric, plastic, wood, etc.) and can be easily blown about by the high winds, should either be stored in the garage or firmly secured to prevent toppling over, blowing onto the golf course, or into Gainey Ranch common areas.

Courtyard landscaping (trees, plants, bushes, etc.) should be maintained in good condition at all times. Dead plants should be removed and replaced. Existing plants and trees should be maintained up to Gainey Ranch standards and trimmed or pruned regularly. Any change in courtyard landscape or hardscape needs to be submitted to the Master Architectural Committee for approval before work commences.

Debris and dirt should not be allowed to accumulate over long periods attracting bugs and other rodents. Appropriate ground cover or gravel should be placed over any dirt areas to prevent blowing dust.

Although the driveway is defined as a limited common area, no personal items may be stored there. This includes, but is not limited to, vehicles, gardening equipment, hoses, bicycles, pots, lighting, exercise equipment, personal decorations, etc. These items may not be placed in the common areas or golf course area.

Gainey Ranch Maintenance needs access to these limited use areas on a periodic basis to perform maintenance to the common elements such as the walls and roofs.

If an owner fails to correct any maintenance deficiencies or violations after receiving written notice to do so, the Board is authorized to make the corrections and to levy a special assessment for the cost of any such work to the homeowner.

Paint Colors

(Approved: 12/30/11)

Building Color, including front door
Terracotta Sand – DE6136

Railing and Building Accent Color
Warm Hearth – DE6110

All colors are Dunn Edwards colors:

Dunn Edwards

8686 Frank Lloyd Wright Blvd
Scottsdale AZ, 85254
Phone: (480) 483-3131

Other brands of comparable color and quality may be used.

Parking

(Approved: 10/2/13)

Parking is not allowed on the aggregate concrete access road used for automobile entry to Golf Cottages #45 – 48. There isn't sufficient room to allow access for emergency/fire vehicles, golf and maintenance equipment and homeowner ingress and egress when a vehicle is parked on this access road.

Parking is not allowed on the grass or any landscaped area.

Homeowners and guests have 2 parking spaces available in their garages and 2 in their own driveway. If 5 or more vehicles need to be parked during the day, they must park on the main blacktop paved Gainey Ranch Loop Road or make arrangements with Security to use Estate Club parking.

Homeowners or renters not occupying their Golf Cottages residence are not allowed to park or store any vehicle on any Golf Cottages driveway for more than 14 consecutive days.

Overnight parking is prohibited on any roads.

Sun Control Devices

(Approved: 9/24/13)

All sun control devices require Gainey Ranch Architectural Committee approval prior to any construction or installation. Additional information regarding submittal/approval can be obtained at the Gainey Ranch Community Association office. No other sun control devices are approved.

- I. **AWNINGS** are reviewed on an individual basis.
 - A. Fixed Awnings are reviewed on an individual basis and will be approved only for restricted locations based upon architectural compatibility as determined by the GRCA Master Architectural Committee. They must be in the shape of the window. Valances, if used, must be straight (not scalloped) at the bottom and edge binding must match the awning color.

Approved Fabric: SUNBRELLA
Approved Color: MOCHA #4616
Approved Frame: TO MATCH FABRIC COLOR

Fixed awnings are constructed of fabric stretched and wrapped over a painted metal frame, which is permanently attached to the exterior wall.

Retractable Awnings are reviewed on an individual basis and will be approved only for restricted locations based upon architectural compatibility as determined by the GRCA Master Architectural Committee. Valances, if used, must be straight (not scalloped) at the bottom and edge binding must match the awning color. Retractable awnings are not to be left in the extended position when not in use.

Approved Fabric: SUNBRELLA
Approved Color: MOCHA #4616
Approved Frame: TO MATCH FABRIC COLOR

Protective metal hoods as required will be painted to match the adjacent stucco color. No conduit or junction boxes may be exposed on the building exterior.

- II. **SUNSCREENS** are reviewed on an individual basis.
- A. Fixed Screens, including the frame and hardware, are constructed out of bronze finished anodized metal to match the window frame. The approved screen color is dark bronze.
 - B. Retractable Screens must be dark bronze in color and only allowed on the rear elevation. Retractable sunscreens will be track-mounted flush against the building within ½” of the window frame and all hardware will be concealed in a protective box matching the color/finish of the building exterior. No conduit or junction box may be exposed on the building exterior.
- III. **UMBRELLAS** Deck and patio umbrellas must be kept in good condition. Fabric may not display graphics of any kind, including logos, lettering, advertisements, designs, stripes, etc. Fabric colors which are highly contrasting to the building colors are not permitted.
- IV. **RETRACTABLE ROLLING SHUTTERS** are reviewed and approved on an individual basis prior to installation. Shutters must be track-mounted and constructed of pre-painted (baked enamel) slats. Slats and hardware must be housed in a protective box installed directly above the window or door. Box and all other hardware must be painted to match the exterior color of the building. No conduit or junction boxes may be exposed on the building exterior.

Approved Materials:	DOUBLE WALLED OR PVC VINYL or ALUMINUM SLATS
Approved Color:	BEIGE
Location:	WINDOWS SPECIFICALLY APPROVED

- V. **GLASS TREATMENT**
- a. Stained/Colored Glass will be approved on an individual basis for design and location.
 - b. Tinted Glass beyond that which has been installed by the builder must be reviewed and approved on an individual basis. Reflective glass and reflective film will not be approved.
 - c. No Reflective Material including but not limited to aluminum foil, reflective screens or glass, mirrors or similar type items, are not permitted to be placed on the outside or inside of any windows.

Termite Control & Containment

(Approved & Adopted: 11/19/92)

In order to properly protect the buildings at the Golf Cottages against termite invasion, the Board of Directors of The Golf Cottages Homeowners Association has adopted the following rule that applies to The Golf Cottages homeowners:

A. Annual Inspection

1. The Golf Cottages Homeowners Association shall contract with a properly certified termite control company for an annual termite inspection of all building exteriors.
2. The results of the inspection shall be delivered to the Association in writing with recommendations for any treatment necessary.
3. The annual inspection shall be conducted, whenever possible, during the season of the year when termites are most active.
4. The cost of the annual inspection shall be paid by the Association and included in the monthly assessment amount.

B. Buildings Covered Under Pre-treatment Warranties

If the termite activity is noted on a building still under the 5 year pre-treatment warranty, the pre-treatment supplier shall be notified immediately and appropriate treatment, scheduled.

C. Buildings No Longer Under Pre-treatment Warranties

1. If the termite activity is noted on a building no longer covered by a pre-treatment warranty, the Association shall be responsible for the cost of the appropriate treatment.
2. If evidence of termite activity is observed by a resident on the interior of an individual residence, the resident shall immediately contact the Maintenance Department in order to promptly arrange for treatment and the Association shall be responsible for the cost of such treatment.
3. If a professional exterminator recommends treatment and the Association considers it to be in the best interest of that building's maintenance, the Member may not refuse treatment of the interior surface of their unit. In the event the Member objects to the prescribed treatment, the Association may overrule the Member in order to cause treatment to all required building interior surfaces.

D. Homeowner Negligence

1. The Member shall be personally liable for the cost of any treatment caused through the willful or negligent act of such Member or their agent or representative. Payment of such costs shall be subject to Article X, Section 2 & 3 of the Gainey Ranch Master Declaration.
2. Each Member shall be responsible for informing any tenant, agent or representative who occupies their residence about the existence of the Termite Control & Containment Rule. Since in accordance with this Rule, the Association is responsible for coordinating all termite related activities on the property, any such personal expenses incurred by a Member or their representative will not be reimbursed.

Each homeowner shall permit persons authorized by the Board when so required, to enter his property for the purpose of performing termite inspection or treatment provided that all requests for entry are made in advance and at a time convenient to the homeowner.

Water Line Homeowner Maintenance

(Amended & Adopted: 4/13/10)

Recognizing the potential of major water damage to one or more units as a result of absentee ownership, the Golf Cottages Board of Directors has initiated a Pressure Reducer Valve (PRV) inspection program. The program consists of periodic inspections and repairs, if needed, to each unit's water outlet system consisting of the PRV; gate or ball valve (each unit's on and off valve); and hose bib with the required back flow preventer. This program is critical and plays a major role in helping prevent potential water damage, protecting The Golf Cottages property and insurability.

The inspection will check to see if the PRV is set at the appropriate water pressure and if it is functioning correctly. The Golf Cottages Association is to pay the cost of the inspections. Each homeowner is responsible for all repairs and maintenance of the water outlet system. Reasonable notice shall be given for any repairs that are the homeowner's responsibility. If repairs are not made in a timely manner, the Association will arrange for the repair to be done and the homeowner will be billed.

The Association and its associates shall have the right of access to check the accuracy and working conditions of said valves. Homeowners will be given adequate notice of the inspection dates. Each homeowner must comply with the inspection by facilitating access to the valve (usually in the courtyard). Failure to arrange access to accommodate the scheduled inspection will result in additional trip charges plus an administrative fee, billable to the homeowner.

All water lines, pipes and plumbing systems servicing a unit must be maintained in good working order. Leaks, corrosion and breaks must be promptly repaired or replaced by the homeowner at the unit owner's expense.