

NORTHERN MANOR TWO TOWNHOUSE ASSOCIATION

RULES AND REGULATIONS

Revised June 2017

The following “Rules and Regulations” have been developed in accordance with the “DECLARATION OF COVENANTS, CONDITIONS, & RESTRICTIONS” and the “BYLAWS” of Northern Manor Two Townhouse Association (hereinafter “NM2”). All Rules and Regulations must be sent to any Member’s tenants; and the Member’s tenants must abide by, and obey, all Rules and Regulations to the same extent as a Member.

PROTOCOL FOR ENFORCEMENT OF RULES AND REGULATIONS VIOLATIONS:

FINES AND PENALTIES:

Any infraction of these Rules and Regulations, or any provisions of the CC&Rs, Articles of Incorporation, or Bylaws, by a Member (Owner), family member, tenant, guest, invitee, or licensee, may result in a fine against the Member, and the Member (and, in some cases, the tenant) shall be penalized as follows (in addition to other penalties, disabilities, or remedies available to NM2):

1. **FIRST VIOLATION:** *Optional* warning, whether oral or in writing, by the Property Manager, employee of the Association, or Board member, notifying of the violation, penalty, and/or suspension of Member’s membership rights. Suspension of a Member’s rights are also transferred to the Member’s tenants.
2. **SUBSEQUENT VIOLATIONS:** Minimum of \$100 fine and/or loss of Member’s membership rights. Suspension of a Member’s rights are also transferred to the Member’s tenants.

Members should notify the management office immediately, in writing, upon correction of the noted violation. Subsequent or continued violation of the same rules, by the same Member or tenant, will result in additional penalties, as prescribed by the Board of Directors.

Unless otherwise indicated in any notice of an offense, a continuing offense shall be subject to further fines and/or penalties every 14 days, until remedied.

VANDALISM will involve a fine, as outlined above, plus reimbursement to the Association for actual replacement or repair costs, and for such other amounts as fully set forth in the Governing Documents.

WATER USAGE: Our streets are in bad condition, and water puddles make the potholes worse. Therefore:

1. Washing vehicles, hosing down your carport, dumping large amounts of water (from wading pools, fountains, or ponds), and running toy water sprinklers is NOT permitted.
2. If a Member, tenant, or guest is observed wasting water, or if a noticeable trail of water goes more than 25 feet from Member’s property line, in the concrete trough in the middle of the road, Member will incur a penalty for wasting water.
3. It is permissible to water the plants on your patio and to occasionally, sparingly, hose the patio down or deep-water a tree.

TRASH BINS: Trash bins are conveniently located at nine (9) locations around the property.

1. All residents are required to bag their biological (food) trash. It reduces the attraction of vermin, flies, smells, and possible food-borne illnesses.
2. If you put boxes in the dumpster, **you must flatten them**. Failure to do so will incur a penalty, because whole boxes use too much space, and lead to overflowing trash containers.
3. Old appliances, toilets, bath tubs, furniture, water heaters, mattresses, contractor materials, construction materials, or any item too large to fit in the trash container with the cover closed must be disposed of by the resident. Putting such items in the dumpsters violates our contract with Parks & Sons, the company who disposes of our waste.
4. Leaving any items outside of the trash container will result in the Member being charged a haul away fee of \$100.

PEST CONTROL SERVICE: The common areas are sprayed monthly, when funds are available. The patio area and inside each dwelling is the responsibility of the Member. Notify the Property Manager immediately for extermination of bee swarms and wasp or hornet nests on the common areas. Member may pay for pest control inside the residence at a discounted rate of \$18.50. Exterminix comes on our property twice a month, on the 1st and 3rd Mondays of each month; and you can call the Company and ask for service for the inside of your home on one of those days by calling 602-942-2847.

NOISE, NOXIOUS, AND OFFENSIVE BEHAVIOR:

1. No noisemaking devices are permitted for use on the patio past 10 p.m.
2. All parties and get-togethers must be kept at a volume that does not disturb the enjoyment of the surrounding residents/homeowners. At any time, noises such as loud music, yelling, screaming, and/or crowd-related noises should not be so loud as to disturb nearby residents; and in no event should such noises be audible past 10 p.m. Please remember that all Members are responsible for the conduct of their guests and tenants; and domestic disturbances will be reported to the Phoenix Police Department, and fines may be issued by NM2. Multiple offenses for noise violations of any kind may be reported to the Phoenix Police Department, and fines may be issued.
3. No “bouncy houses” may be placed on the grass common areas, but may be put on the concrete basketball court and volleyball court. Vehicles may not drive on the grass areas to reach the basketball court or volleyball court to install the bouncy house.
4. No parties or tables and chairs are to be placed on the grass common areas, as such can damage the grass and sprinkler system. Nothing is to be placed on the grass which may damage the lawn and/or sprinkler system. Members and tenants must clean up the common area after any party.
5. No car, truck, or other vehicle shall be driven over the grass or other common areas, as such can damage the grass and sprinkler system.

LITTERING: Littering will involve a fine, as outlined above. Every resident is responsible for cleaning their own parking areas and keeping the area free of any and all types of debris, including but not limited to, cigarettes, leaves, paper trash, food, and miscellaneous litter.

SIGNS: Real Estate “For Rent” or “For Sale” signs (hereinafter “Sign”) may be posted on the rear gate.

1. No Signs are permitted on the carport, storage shed, front shrubbery bed, or anywhere on the common areas.

2. A Sign may also be posted on the inside, or the outside, of the front window. If the Sign is placed on the inside of the window, the screen may be removed so that the Sign may be seen. The screen must be replaced when the Sign is removed.

3. Only Signs which are not larger than a standard real estate sign (24 inches by 18 inches; or three square feet) are permitted.

4. Signs advising of an “alarm service” are permitted on the rear gate, fence, and the front entrance.

5. No other sign of any type is permitted, other than that of a political nature, and then only during election cycles and in compliance with the laws of the State of Arizona. A Member must advise his realtor of the Sign regulations.

6. Signs denoting “NO GUEST PARKING BEHIND RESIDENT HOMES” will be posted at each entrance to the NM2 property. It is the Member’s responsibility to assure that their guests do not double park behind their residence or park in parking spaces not belonging to the Member. (The two-story homes have two parking spaces. The one-story homes have three parking spaces. The parking spaces are the width of the home.)

Signs found in violation of these rules and/or the laws of the State of Arizona will be removed and discarded.

PATIO SALES: Each Member is permitted two (2) weekends or four (4) individual days each year to conduct a personal patio sale. Fines will be assessed for sales conducted in violation of these rules.

1. The sale may be conducted on four single days during the week or two consecutive days twice a year.

2. All sales are to be held on the Member’s patio area or inside the home.

3. No sales are to be permitted in the front yard, any common area, or any parking areas.

4. Signs are permitted to be posted on the day, or days, of the sale. The signs must be removed by the end of the last sale day.

5. If a Member needs more than four days for their patio sale, or wishes to have subsequent patio sales, a request can be made, in writing, to the Board of Directors via the Property Manager.

From time to time, NM2 may hold a community-wide yard sale in the Clubhouse, to raise funds for any particular project.

PARKING RULES: The parking areas in the rear of each home are for the exclusive use of that resident and/or their guests.

1. There are two (2) parking spaces for a two-story home, and three (3) parking spaces for a single-level home.

2. The parking spaces are based solely on the width of each home/Lot.

3. A Member or tenant should contact the Property Manager if anyone is illegally, and without consent, parked in the Member’s designated parking spaces. In such event, the illegally parked vehicle may be towed, and/or fines may be levied against the Member illegally parked.

4. It is the Member’s responsibility to assure that their guests do not double park behind their residence or park in parking spaces not belonging to the Member. Any vehicle double parked behind a residence is subject to immediate towing, without notice and/or a fine.

5. Parking identification tags **may** be given to each Member. Such tags identify the Member as a person authorized to tow illegally parked vehicles from their assigned parking area, only. This privilege is

not transferred to a tenant. Tenants who wish to have an illegally parked vehicle from their assigned parking area should call their landlord or the management company, APM, to have the vehicle towed.

NO PARKING: The spaces directly behind the carports or storage sheds are tow away zones. Observe the signs posted on all carports, advising of the location as a tow away zone.

1. Member, or the owner of the towed vehicle, is responsible for all charges to retrieve any towed vehicle. Advise all guests of this rule, to prevent cars from being towed.
2. A fine may be added to, or in lieu of, towing.
3. The Member will be responsible for payment of all fines imposed by illegal parking.

CLUBHOUSE PARKING: The parking spaces directly in front of the NM2 Clubhouse on Loma Lane are for the exclusive use of “short-term” parking for guests or for anyone attending either NM2 or private clubhouse functions.

1. Residents’ cars are **not permitted** to be parked in this area without express permission of the Board. If a resident’s vehicle is observed parked in this area, it may be towed without notice, and/or the resident fined for illegal parking.
2. If a guest’s vehicle is observed continually parked overnight in this area, the guest will be considered a resident, and their vehicle may be towed without further notice. The Member may also be fined.
3. If a guest needs to park in the Clubhouse parking area for more than two (2) days, advise the Property Manager and request permission for the guest to park in the Clubhouse parking area. Permission may be granted by the Board of Directors for a maximum of seven (7) days.

FIRE LANES: The City of Phoenix has designated fire lanes on our streets. The fire lanes are easily identified by **red painted curbs** and metal signs alongside the red curbs. These fire lanes are designated automatic two-away zones by the Phoenix Fire Department.

1. Any vehicle parked in a fire lane may be towed without notice, and the Member may also be fined.
2. If the Fire Department observes a vehicle parked in a fire lane, the vehicle will be towed by the Fire Department.

The tow company hired by NM2 may patrol the streets every day between the hours of 3 p.m. and 5 a.m. and tow any illegally-parked vehicle in any unauthorized zone, whether a fire lane, by a dumpster, double-parked behind a parking space, or behind a storage shed.

POOL AREA/GRILL AREA RULES AND ETIQUETTE:

The pool and pool patio areas the pool/water area and the patio area surrounding the pool (within the interior gate). The grill patio area is the area where the barbeque grills are located (between the keyed entry gate and the interior pool gate).

1. **NO ALCOHOL OR DRUGS PERMITTED AT ANY TIME:** No alcohol or drugs are permitted in either the pool/pool patio area or the grill patio area. Any beverages brought to the pool must be in either paper, plastic, or metal containers. Absolutely no glass containers of any kind, bottles, or dishes are permitted in either the pool, pool patio, or the grill patio areas. Anyone caught with alcohol in the pool or grill areas will lose all pool privileges, at the discretion of the Board of Directors.

2. **Pool I.D. Pass (when applicable):** Should NM2 require a pass to enter the pool or grill areas, the pass must be carried in these areas at all times. No exceptions. This pass must be with the Member or tenant at all times while in these areas. Anyone not having a pass shall be considered a trespasser and will be required to leave the area immediately. There will be replacement fee if the pass is lost or stolen. Do not loan the pass to anyone. Do not let anyone into the pool/grill areas if you have any doubt as to their being a resident of NM2. Trespassers are not covered by the liability insurance policy of NM2. Members and tenants are responsible for their guests at all times.

3. The pool and grill areas are for the use and benefit of Members, tenants, and their guests, only. Anyone else will be considered a trespasser. The Phoenix Police Department may be called if trespassers refuse to leave the area.

4. **AGE REQUIREMENTS:** Any person under the age of 16 years in the pool, pool patio or grill patio areas must be accompanied by an adult at all times (whether or not swimming). Underage persons will be required to leave the pool immediately. Repeated violations will lead to penalties and non-access to the pool and grill areas.

5. **SMOKING:** Extinguish cigarettes and cigars in a proper ash tray, only. Smokers observed extinguishing their cigarettes or cigars on the ground, in the pool, pool patio, or grill area will be required to surrender their pool key and will lose their pool privileges for a period of time to be determined by the Board of Directors. Juveniles, under the age of 18 years, observed smoking at the pool will be asked to leave the area and will be restricted from the pool area.

6. **RUNNING:** No running, horseplay, bullying, or unnecessary splashing is allowed in the pool or grill areas.

7. **EMERGENCY EQUIPMENT:** The floatation device and loop pole stored on the side of the pool shed are for emergencies, only. These tools are not to be played with. Lost pool privileges and/or a fine will be assessed for playing with the emergency equipment, and violators may be required to immediately leave the pool area.

8. **BICYCLES, ETC:** Bicycles, tricycles, scooters, roller skates, roller blades, skateboards, or wheeled objects of any kind, are not allowed in the pool or grill areas. Trampolines are not permitted. Strollers for small children and wheelchair-like devices are permitted, and are the only exceptions.

9. **PETS:** Pets are not allowed in the pool, pool patio, or grill patio areas at any time. A violation of this rule may result in the Board of Health closing the pool.

10. **GRILL PATIO & POOL PATIO AREAS:** Grills and picnic tables have been provided for the use of all residents. If you use the grills or picnic tables, clean them after use. Make sure they are ready for the next user. Take your garbage with you and place it in a dumpster.

11. **DEBRIS IN POOL:** Do not throw things into the pool. Pool filters may be damaged, and are expensive to replace.

12. **POOL ATTIRE:** Wear suitable swimwear while in the water. Tee-shirts and cutoffs, or other non-swimwear, can leave fibers in the water and can damage the filter, which is expensive to replace.

13. **POOL & GRILL AREA HOURS:** Members, tenants, and guests should only visit the pool and grill areas between the hours of 8 a.m. and 10 p.m. If the pool is closed, access to the pool is prohibited. The pool may close, from time to time, seasonally or for repairs or cleaning, etc. Any persons caught in the pool or grill areas when the pool is closed will be subject to the loss of pool privileges and/or fines and/or arrest as a trespasser.

14. **MUSIC AND LANGUAGE:** Be considerate to others in the pool and grill areas, as well as the neighbors living by the pool. If you play music while in the pool and grill areas, keep the volume down.

Loud music or profanity is not permitted. Violators will be required to leave and/or fined and suffer loss of pool privileges.

15. ENTRY AND POOL AREA GATES: The pool area access gate must be closed at all times. The outer entry gate must be locked, at all times. Arizona law requires it. **DO NOT PROP THE GATES OPEN.** Do not permit any person not in possession of a key or pool pass (when required) to enter these areas. The NM2 liability policy does not cover trespassers. If you let someone in the pool or grill areas, and they do not have a key, you could be responsible for any injuries and/or liabilities incurred.

16. POOL KEYS & I.D. PASSES: Do not give or loan your pool key to anyone. Pools keys are available from the Property Manager. A \$25 deposit is required. The deposit is refundable when your home is sold. The key cannot be duplicated, and an additional deposit will be required to obtain a replacement key. Required pool passes (when required) are available from the Property Manager. The initial pass is free of charge. Replacement passes are available for a non-refundable fee.

VIOLATION OF ANY OF THE ABOVE RULES WILL RESULT IN LOST POOL PRIVILEGES AND/OR A FINE.

VEHICLE REPAIRS: No mechanical repairs or overhaul will be permitted in any parking area or carport unless it is minor in nature and can be completed within ten (10) hours after repairs have begun. Any gasoline or oil spills are required to be cleaned, in a proper manner, immediately.

STORAGE: Storage, of any kind, is not permitted in any parking space, either on the asphalt, on top of the carport, or on top of the storage shed. All garbage cans, boxes, cleaning equipment, ladders, furniture, and miscellaneous items must be kept in the storage shed, patio area, or in the dwelling, out of sight from the street and neighbors. Trailers pulled behind vehicles and used for work should be cleaned of debris, equipment, tools, etc., daily.

BICYCLES & MOTORCYCLES: A bicycle or motorcycles may be parked in an assigned parking space or on the patio.

1. No cycle shall be ridden or parked on a sidewalk or common area.
2. Any two-, three-, or four-wheeled vehicle improperly parked will be towed at the owner's expense, and the Member may also incur a fine.
3. No unlicensed motorcycle, ATV, motorized scooter or skateboard may be ridden anywhere at NM2.

STORING CARS: Any vehicle parked in a carport, street, or guest parking, that is inoperable, will be tagged with a time to remove.

1. If the vehicle is not removed by the noted deadline, it will be towed.
2. The owner of the vehicle, or the Member whose guest owns the vehicle, may also be fined.
3. A vehicle is deemed inoperable if it has expired plates, or if it is disabled in any manner.
4. Any vehicle, properly licensed, parked in the carport areas and not being used, must be kept free of cobwebs and debris; and the tires must be inflated.

CARPORTS AND FRONT ENTRY: Keeping carports and front entries clean is the Member's responsibility.

1. Sweep your carport and front entry with a broom, blower, or a vacuum. Do not sweep or blow debris into the middle of the NM2 streets; pick up the debris and dispose of it in a dumpster.
2. Hosing off carports is not permitted.

3. All areas outside of the Member's plat lines, as defined by a deed of trust, are considered commons areas.

4. The rear lot line for each home extends to the drip line of the parking awning. NM2 assumes responsibility for maintenance of the carport cover, the asphalt surface beneath it, and the exterior of the storage shed. (Termite damage to the storage shed is the responsibility of Member. However, at the present time, NM2 does have termite insurance coverage.)

5. If the Member's front entry is carpeted, it must be kept clean and in good repair.

LANDSCAPING: Shrubbery and grass in the common areas are maintained by NM2, and care is given by the landscaping vendor chosen by the Board of Directors of NM2.

1. Members or residents should not interfere with the landscapers.

2. The CC&Rs prohibit any gardening outside of private patio areas.

3. If you have a question or problem pertaining to landscaping, please call the Property Manager.

4. If a Member wishes to plant shrubs or flowers outside of the patio area, a request must be made, in writing, to the Board of Directors. The request must contain the specific type and number of shrubs wanted. If approved, the Member will be responsible for the planting and maintenance of the approved shrubbery or flowers. However, even though the Member is responsible for the maintenance of the approved shrubbery and flowers, the landscaping vendor may have occasion to trim the shrubbery and/or flowers or pull dead plants.

5. If any plants are installed without permission of the Board of Directors, the Member will incur a fine and may also have to remove what was planted.

6. No trees may be planted in the flowerbeds. All trees will be removed by the landscape vendor.

BOATS, TRAILERS, OR MOTOR HOMES: If a boat, trailer, or motor home fits completely under the carport cover, and does not extend beyond the drip line on the street side, it is permitted.

1. All vehicles must be properly licensed and kept clean.

2. No open storage or hazardous materials are permitted in a trailer.

3. Trailers or motor homes are not permitted for use by an overnight guest.

EXTERIOR OF HOMES: All Members must receive written permission from the Board of Directors before making any changes to the patio or building exterior, common area shrubs, or carport.

1. This restriction includes painting any exterior surface of the home, storage shed, carport cover, or fence.

2. Any item that was part of the original construction (screens, doors, fences, windows, etc.), must be in place, unless written permission was given by the Board of Directors to change it.

3. The Member may be required to remove, or return to original condition, any changes made without permission.

4. There will be an automatic penalty of \$100 for any change made without permission, whether or not the Member is required to remove the change and return it to the original condition.

5. Members are responsible for the maintenance and painting of all exterior additions permitted by the board of directors (patio covers, security doors, gutters, window security bars, and wrought iron railings on top of block walls, flowers, and bushes).

6. All wrought iron is required to be painted either black or Navajo white.

7. Block walls are required to have stucco and to be painted Navajo white. Navajo white stucco is recommended. (Refer to the NM2 website for the color codes and places to buy paint.)

8. Patio covers must be painted, and should be painted to match the color of the house exterior or the trim.

9. Any Member wishing to replace their fence with a block wall must contact the Property Manager for the specifications. After the initial painting, or colored stuccoing, NM2 will be responsible for painting the block wall at the same time our homes are painted. Member is responsible for keeping the block wall and gate in good repair.

10. Address numbers may be placed on Member's back gate or the wall near the back gate. Member may **not** replace the address plaque on the front of the home.

11. Gutters must be painted the same color as the fascia to which they are attached. Gutters were not part of the original construction of NM2, and therefore, if a homeowner wishes to have gutters installed, he/she must fill out an architectural request and submit it to the Board of Directors.

PETS: Residents are permitted to keep pets.

1. Breeding for commercial purposes is not permitted.
2. Damage to any common areas by any pet, or disturbing other residents, may bring penalties.
3. Dogs are required to be on a leash when on the common areas or easements, in accordance with State law.
4. Not picking up the waste from your dog may incur an automatic penalty.
5. The patio area of each Member must be kept free of pet feces. If a pet's feces can be smelled by the neighbors or passersby, a penalty will be incurred.
6. Animals are not to be fed outside of your patio or home. No food (water being the exception) is to be left outside in any common area, parking area, on a fence, or on a storage shed.

RULES OF CLUBHOUSE RENTAL: The clubhouse is available for use for private social functions by all NM2 residents.

1. There is a rental fee and a refundable security deposit for use of the Clubhouse.
2. Meetings for business or fraternal groups are not permitted.
3. No decorations in the Clubhouse, at the time the Clubhouse is rented by a Member, are to be removed, covered up, moved, or damaged. Any other decorations not already in the Clubhouse, which you wish to have for a party, must be approved by the Board member (or Board representative) renting the Clubhouse to you.
3. The deposit will be refunded after the function is over, provided the Clubhouse is returned to its original, clean condition and there is no damage, no items missing, no smoking or drinking has taken place, and no guest has parked illegally in a red zone, Member's designated parking area, or other area deemed illegal for parking.
4. Anyone caught drinking alcohol during a clubhouse function will result in the Member or tenant losing all clubhouse privileges, at the discretion of the Board of Directors.
5. Guest parking is permitted only in the parking areas in front of the Clubhouse. In the event of more guests than parking spots, guests must park on the public streets (31st Avenue).
6. If a guest parks in a Member's private parking space, the vehicle will be subject to towing, without notice, and the Member or tenant renting the Clubhouse subject to a fine.
7. The Clubhouse key must be returned the day following the function, to the person who supplied the key.
8. Reservations are to be made in advance.
9. All proceeds go directly to a Clubhouse fund and are used for NM2 social functions.

WINDOWS: Anything visible from the outside of any home, such as drapes, curtains, blinds, or screens, must be kept in good repair.

1. Sheets, towels, blankets, newspaper, wrapping paper, tin foil, reflective materials, or any like items, are not permitted to be used as window coverings. Any drapes, curtains, or other window coverings must be off-white or white, if such can be seen outside of the home.
2. All homes were originally fitted with uniform shade screens. The original or authorized replacement screens must be in place at all times (with the exception of when a “For Sale” or “For Rent” sign is in the window.)
3. Members are responsible for maintenance of their screens and for replacement of lost, damaged, or stolen screens. The HOA website (www.northernmanortwo.com) lists two companies where you can have the appropriate screens replaced.
4. All screens, on each face of your home, must match. One type of screen can be on the front of your home, and a different type of screen may be on the back. Mixing types of screens on the front or the back is not permitted.
5. All replacement screens must be of the kind, type, and color approved by the Board of Directors.

MISCELLANEOUS: All clotheslines, equipment, ladders, basketball hoops, garbage cans, storage piles, electrical extension cords, tools, and entrance trellises must be kept concealed inside of the home or patio, etc., so as to not be visible to a neighbor.

1. Nothing may be left on top, or draped over, the patio area walls at any time.
2. Fabric gazebos are permitted on your patio area, but must be a neutral color (tan, beige, off-white, Navajo white, etc.) and not more than two feet above the fence line.
3. American Flags may be displayed by all Members in accordance with federal law and/or the laws of the State of Arizona.
 - a. Flags must be mounted on a flagpole and inserted into a flagpole holder, which is mounted on the Member’s storage shed.
 - b. The Flag may only be displayed between sunrise and sundown, unless there is a light shining on the Flag after sundown. Any Flag displayed after sundown and not properly lit will result in the Member receiving a penalty.
 - c. If the Flag becomes worn or damaged, it may not be displayed. It must be properly disposed of in accordance with federal or Arizona law.
 - d. The Flag must be of a size that will hang freely from a pole and not touch the ground.
 - e. The Flag must be displayed at a greater height than any other flag on the street.
 - f. Any other flag must be displayed at a lower height than any American Flag on the street.
4. The speed limit for all streets in NM2 is 5 mph. The law allows children to play in the streets, so the speed limit must be obeyed.
5. Residents may have decorative lights on their patio area; however, any decorations to be placed on the front of the home must be approved by the board of directors.
6. Holiday decorations may be placed on the front of a home; however, the decorations must not be placed on any plants or other vegetation, and must be removed within seven (7) days after the holiday.

LANDLORD RULES: All property owners who use their unit for a rental must follow the laws of the State of Arizona and the Governing Documents:

1. Notify the Property Manager of the date of move-in, renter's correct name, and the age and number of people to live in the home.
2. Provide each renter with a copy of the latest Rules and Regulations and other Governing Documents. Inform the renter(s) that they are governed by the Governing Documents and must abide by the Governing Documents the same as any Member.
3. Any violation of any rule by a tenant or the tenant's guests will be assessed directly to the Member.
4. If a tenant has not been given a copy of the Governing Documents, and is found in violation of any rule or regulation, a penalty will automatically be levied against the Member.

TENANT RULES: Tenants at NM2 are required to abide by the same Governing Documents that all of the Members abide by.

1. Landlords are required to provide all tenants with copies of the Governing Documents. If your landlord has not provided the documents to a tenant, the tenant may request a copy from the Property Manager. Any copy costs will be charged to the Landlord/Member.
2. Before changing anything to the exterior of the home, permission must be obtained from the Member/Landlord, who must also obtain permission from the Board of Directors. The Board of Directors conducts all business directly with the Landlord/Member-not the tenant.
3. If there is an **emergency** (roof leaking, portion of house falling off, etc.), and you cannot contact the Member/Landlord, you may contact the Property Manager for assistance.
4. If a Member is in arrears of any monthly or special assessment, or has any fine against their property for a violation, then that Member and the Member's tenants will not be afforded the use of the pool, Clubhouse, or other amenities usually afforded a Member.

REPLACING AIR CONDITIONING/HEATING UNITS: When a Member replaces the HVAC system, the Member must place two boards under the new unit. The boards must be eight feet long and four inches by four inches. (4" x 4" x 8'). What is now supporting the air conditioning and heating unit only rests on two roof rafters. After a period of time, the weight of the unit creates a low spot on your roof. When it rains, the low spot becomes a puddle of water. The water eventually causes a leak, creating insulation damage and yellow stains on the inside of the home. The 4"x 4" boards distribute the weight across six rafters, diminishing the change of the roof depressions. **Lastly, please contact the Property Manager so the roof can be inspected after installation.** Any roof leaks or damage to the home caused by improper installation or improper maintenance of the unit, shall be the responsibility of the Member.

SATELLITE DISH PROTOCOL: This information must be provided to your dish provider upon requesting installation. Subcontractors are known to ignore the rules and install as they see fit. Noncompliance of these rules will result in penalties to the Member and/or a demand to remove the satellite dish.

1. No satellite dish, antennae or communications device is to be physically attached to any NM2 building structure (per CC&Rs Article XI, Section 9). This includes roofing surfaces, fascia boards, firewalls, fencing or anything directly connected to the building structure. Improper mounting of these devices can affect the integrity of the roofs, as well as void any current roof warranty.
2. The only acceptable method of mounting is the use of a sled, weighed down by not more than four concrete cinder blocks (Diagram included). **The installation must be as out of sight as possible (not visible from the ground).** All cables and wires are to be neatly installed (not dangling or unorganized) to the building and painted to match. (Body: Navajo white paint code: SSSL 10-0-L-5. Spartashield paint.

Trim: Tan, number 33-1813-11. Veraflat, Base L. These codes are only good at Dunn Edwards. See the NM2 website for further information regarding paint to be obtained from **Home Depot.**)

3. If tenants are occupying the home, the Member should include this regulation as an integral part of the lease. If these rules are not followed, violation letters will be issued with fines and/or the installation will be removed with necessary roof repairs charged back to the Member.

If you have any questions regarding these Rules and Regulations, please consult APM.