

Canoa Estates, Inc.

HOA Association Guidelines and Rules (AGR)

Canoa Estates, INC., aka Canoa Estates I (CEI), a Homeowners Association is a non-profit corporation formed in 1984 for the purpose of preserving property values and the natural beauty in the CEI neighborhood. The AGR is your current Board of Directors' interpretation of the effective Bylaws and Conditions, Covenants and Restrictions (CCR).

The primary purpose of this Board Document is to provide a consolidated outline for guidance and explanation for the Association members of the Bylaws and CCR documents. This document is not intended to replace the Bylaws and CCRs, and in the event of a conflict between this document and the Bylaws and CCRs, the Bylaws and CCRs have priority. The AGR may be periodically revised and updated by the Board within the framework of the Governing Documents of the Association.

1. Website:
 - a. The Canoa Estates website is located at canaoestatesaz.com it is the homeowner's responsibility to log on to the site to register themselves as homeowners add your email address(es) and phone number. You may also register your pet(s) and add a picture.
 - b. This website is our primary point of contact with all Association Members.
 - c. Contact Us – located on the website menu will assist you in reaching the correct person for response to your questions.
2. Administration:
 - a. Meeting notifications – Article III Section 2 – Meeting notice shall be at least (10) days before each meeting. Current notifications shall be made through:
 - i. Website
 - ii. web calendar
 - iii. message boards
 - iv. eblast (electronic mail).
 - b. Open meetings – all meetings are open to all members of the association; the following exceptions apply:
 - i. Legal advice and/or pending or contemplated litigation
 - ii. Personal, health, or financial information about a member
 - iii. Member appeal of any violation cited, or penalty imposed by the Board
 - c. Association Meeting Quorum: one-tenth (1/10th) of all members – 140 home sites entitled to vote one vote per home – 14 members establish a quorum.
 - d. Board Meeting Quorum: three Directors establish a quorum

- e. Audit Committee: An Appointed Audit Committee shall review the Association finance policies and financial records annually at a minimum. Committee members will receive no compensation for their work and will issue a statement describing the condition and accuracy of the Association financial reports and records following their review.
2. All homes within the Association must belong to the Green Valley Recreation (GVR) per Article 2 Section 1 of the CCRs.
3. All homes must pay Annual Assessments per Article IV Section 1.
 - a. Delinquent assessments will be assessed a penalty fee and after 30 days, an interest rate of two (2%) per annum above that of the bank prime rate of interest will be charged until the default is paid.
4. Architectural Review
 - a. Architectural Request Form is available on the website. The Form shall be used to submit all requests for architectural changes, additions, porches, any and all structural changes, solar panels, landscaping (trees and fences), and exterior color change requests.
 - b. Paint Colors: all are available on the website. Tru Value, Ace Hardware both have the formulas on file.
 - c. Garage Doors: Mesa Tan
 - d. Roofs: Inside of parapet surfaces (vertical) – Tan
 - i. The Flat portion of the roof may be white
 - ii. Solar panels should not extend above parapet walls
 - e. Wrought Iron and Associated Screening: Black
 - f. Lighting: Exterior lighting must comply with Pima County Regulations. Maximum of 4 – 40 watt fixtures. All fixtures must be angled no higher than forty five (45) degrees from grade. Preferred color is “warm white” which is an amber or golden color.
5. Maintenance Requests
 - a. Common Area Tree and Pruning: Maintenance requests are available on the website
 - b. The Landscaping Contractor works at the direction of the Maintenance Committee and is unable to take direct requests from Members.
 - c. Under the laws of the State of Arizona, the Association does not guarantee homeowners a perpetual view from their property. Trees and plantings constitute a unique asset to our neighborhood, benefitting all of our homeowners and Green Valley as a whole. Per Board Resolution 01/03/2001, the Board will determine if a tree “materially interferes” with a homeowner’s view.

- d. All intersections must be maintained to not materially interfere with vehicle and pedestrian safety. Trees must be trimmed to 12'0" (twelve feet) to the bottom branches that overhang the street, mailbox, or fire hydrants. No plantings should be within 2' (two feet) of the curb line for vehicle, pedestrian, and pet safety.
6. Owner Maintenance requirements:
 - a. A 2'-0" (two foot) perimeter adjacent to the roadway must be kept free of cactus and plantings. Trees that overhang the street must have the bottom branches trimmed to a minimum twelve feet (12'-0") above the surface of the roadway.
 - b. All fire hydrants and mail boxes must be kept clear of weeds, plantings, trees. A three (3'-0") no planting perimeter is required.
 - c. All properties need to be kept maintained, clear of noxious weeds and debris.
 - d. A list of approved trees and shrubs along is available on the web site.
 - e. The website has the County Plat maps available showing the Utility and Pedestrian easement in front of all properties.
 7. Parking: The primary objective of parking restrictions is to provide safe passageway on Association streets and to prohibit long-term parking within the Association of commercial vehicles or inoperable vehicles.
 - a. Sidewalks: Whether parking in paved driveways or on the street, sidewalks must remain clear and unimpeded by vehicles and recreational vehicles at all times.
 - b. Common Parking Areas: These areas are limited in nature and designed to be used as guest parking. They may not be used for storage of boats, recreational vehicles or trash bins. (exception: Trash day pick up)
 - c. Moving Containers: All mobile storage containers are permitted within paved driveways while loading and unloading. Time restrictions are no more than 72 hours unless approval granted by Board of Directors.
 - d. RVs, campers, boats, and trailers may not be parked in the subdivision with the exception of loading and unloading for 72 hour maximum per event and 144 hour maximum in any month.
 8. Rentals and Tenants: All rentals must be long term rentals (30 days or longer), **NO** Air B&B's are allowed— (no business may be operated from a residence in CE1). All rules and regulations apply including 55+ age restriction to all Rentals.
 9. Home Sales (open house events), Estate Sales, Garage Sales: Notification of all personal property sales must be provided to the Board a minimum of ten (10 days) in advance of the scheduled event.
 - a. Estate Sales will be listed on the website Event Calendar.
 - b. It is the Home Owner or Estate Sellers responsibility to coordinate parking with the Pima County Sheriff's Auxiliary.
 10. Trash Services: Recommended trash service is Republic Service, with a Thursday pick up for both trash and recycle. Use of this service will assist in reduction of the number of trucks on our streets which helps to preserve our roadways.

Canoa Estates, Inc.
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11. Policy Enforcement

- a. There shall be no fines assessed until the Member in question has been given written notice and an opportunity to appeal. At the conclusion of the appeal the Member shall be excused and the Board shall render a final decision.
- b. Continuing Violations are defined as each day a violation continues after written notice to the Member has been provided and documented.
- c. Fine Guidelines:
 1. First Violation \$100.00 (first 30 days)
 2. Second Violation \$200.00 (31-60 days)
 3. Third Violation \$300.00 (61-90 days)
 4. Each Violation Following \$500.00 (91+ days)
- d. If the corrected violation resumes within 90 days of the original resolution, the fine or enforcement process will resume at the next level.
- e. It is the Members responsibility to provide the Board with written documentation when the violations have been corrected.