

NEW HOMEOWNER INFORMATION PACKAGE



Dear New Neighbor:

On behalf of the Board of Directors of the Homeowner Association, Welcome to the Villas At Copperwynd (VAC)! We hope you enjoy our beautiful, calm, and safe community for years to come.

The Board of Directors represent the 108 owners of VAC who individually are the only members of the Association. The Board has three main duties:

- Enforce the VAC Covenants, Conditions, and Restrictions (CC&Rs) and other governing documents such as the VAC Bylaws. Please take time to review these documents since they represent the rules of the road at VAC.
- 2. Preserve the value of VAC common elements. As a general guideline, the homeowner is responsible from the bare walls in to everything within the condo including all windows and all doors. The Association looks after the common elements which make up the remainder of VAC property. The Homeowner's Handbook has a more exact breakdown of the respective responsibilities between homeowners and the Association.
- Collect assessments from all homeowners.

This new homeowner welcome package includes a number of important documents to help you as you settle into your new condo. Most of your questions can be answered by reviewing the package. However, if you have further questions related to what to do in certain situations, please contact our Property Manager who works for all homeowners and can provide you with any information you need. Please

Please make sure to register to our website at www.villasatcopperwynd.com which is the communication hub for our HOA.

Again, welcome to Copperwynd!

Sincerely,

Board of Directors
Villas At Copperwynd – HOA
Copperywndhoa@gmail.com
www.Villasatcopperwynd.com

GUIDELINES FOR COMMUNITY LIVING

PETS:

Pursuant to Section 4.1 of the VAC CC&R, residents should carry a plastic bag to dispose of dog droppings and all pets must be on a leash no longer than 6 ft at all times. Noise from pets must not be a nuisance to other owners. As a courtesy to neighbors, pet owners must pick up dog droppings in their backyard patio areas on a daily basis.

PARKING:

Pursuant to Section 4.9 of the VAC CC&R, except for service vehicles, parking on Grandview Drive should be avoided and is completely disallowed overnight for all vehicles. Parking in driveways by any vehicles is strictly forbidden at all times, except for brief periods to load or unload vehicles. Designated guest parking is for guests only, and then only for a 48-hour period and for no more than 7 days in a calendar month. Temporary exceptions to these basic rules will be granted by the Board for extenuating circumstances.

TRASH CONTAINER STORAGE:

Pursuant to Section 4.2 of the VAC CC&R, all trash containers and recycling containers must be stored in your garage at all times except from 6:30 AM to 11:00 p.m. on the day of pick-up. Owners or tenants who are unable to comply with this rule must make arrangements with a neighbor or another third party to ensure compliance.

ELECTRIC BARBEQUE GRILLS:

Electric barbeque grills are permitted on patios and balconies. Gas grills or any other open flame device, including propane, are **NOT** permitted in accordance with Section 4.23 of the VAC CC&R and the Town of Fountain Hills Bylaws.

WATER SHUT OFF:

In order to avoid major damage to homeowner or neighbor units, homeowners should shut off the water to their unit (blue handle) when they are away from VAC. The shut off is located outside the 2nd floor garage wall facing the street.

RENTAL OF UNITS:

Pursuant to Section 4.11 of the VAC CC&R, homeowners must submit a Rental Record Form to the Property Manager when renting their unit. Units cannot be rented for less than 7 days.

Continued on next page

The Villas At Copperwynd Association -- e-Homeowner Handbook

SUN SHADES:

Pursuant to Section 4.4 of the VAC CC&Rs, homeowners must submit an Architectural Change Request form to the Property Manager prior to installing the sun shades from the approved vendor. Two bedroom upper floor units can not accommodate sun shades due to balcony design issues.

SUN SCREENS:

Pursuant to Section 4.4 of the VAC CC&R, installation of sun screens on the outside of condo windows is prohibited.

MODIFICATIONS TO INTERIOR AND EXTERIOR OF CONDO UNITS:

Before renovating or remodeling condos or making any outside alterations such as landscaping, changing or painting front and garage doors and frames, or installing electronic equipment or cameras, in-ground pools or spas, homeowners must submit plans along with an Architectural Change Request form to the Property Manager for Architectural Committee approval. Homeowners should familiarize themselves with the Architectural Guidelines to understand the approval requirements. Prior to approval by the Architectural Committee, homeowners are responsible to obtain a Town of Fountain Hills permit, if required, for any activity that will be undertaken.

FEEDING OF BIRDS OR OTHER WILDLIFE:

Pursuant to Section 4.1 of the VAC CC&R, the feeding of birds, or any other wildlife, on balconies or patios is prohibited as this makes a mess for neighbors, attracts rodents which in turn attract snakes, coyotes, and bobcats, and could possibly attract woodpeckers that are problematic for making holes in our roofs, parapets, and/or stucco walls.

WHO IS RESPONSIBLE FOR WHAT

Responsible	Item	Supporting Documents
Association	Flat Roofs	5.0 of the CC&R's
	Tile Roofs	
	Outside Walls	
	Gutters and Downspouts	
	Wrought Iron Fences	
	Trees Outside Enclosed Patios	
	Irrigation System	
	Streets	
	Sidewalks	
	Streetlights	
	Mailboxes	
	Security Gates and Controls	
	Fire sprinkler system serving unit, including fire riser control	
	boxes but excluding sprinkler system inside units	Board Resolution
	Sewer Lines from sewer cleanout to street	Board Resolution
Unit Owner		5.1 of the CC&R's
	Grass and Landscaping within Yard and Patio area	
	·	
	Irrigation System within yard area of first floor unit	
	Deck for second floor unit	
	Party Walls	
	Fences and walls in court and patio areas	1.1, 3.6, 4.17 and 5.1 of the
	of lower units	CC&R's
	Sliding doors with frames and all windows with frames	
	Chang doors wan names and all windows wan names	5.1 of the CC&R's
	Front Door with frames	
	Tront Boot with numes	
	Garage Door	
	Carago 2001	
	Outside AC Unit	
	Catalac / to Crint	
	Electrical Wires serving unit up to units' electrical meter	
	Water pipes and fixtures serving unit up to unit's water	
	meter. This includes, but is not limited to, all pipes from the	
	water meter into the unit, the outside turn-off valve for the	
	unit and the floor drain trap primer valve.	
	Heating and AC Units	
	All Appliances and Fixtures	
	Everything inside unfinished inside walls	
	Fire Sprinkler System inside units	
	Sewer lines in unit and to sewer cleanout	

For the board Anders Hellstrom

ENTRY GATES AND GATE ACCESS

Signature Gates Systems and Welding Company is responsible for monitoring and maintaining our security gates.

All residents should have a Personal Access Code and a daytime Vendor Access Code. If you do not have an access code, please complete a Gate Access Change Request form at the following link:

Gate Access Change Request Form

Calling Unit Instructions for Villas at Copperwynd

To call a resident from the gate calling unit:

To dial a resident from the calling unit directory you may use two methods:

- 1. If you know only the residents last name you may scroll through the alphabetical directory using the "A" and "Z" buttons. When you have located the name of the resident you wish to call on the screen press the "Call" button.
- 2. If you know the condo unit number of the resident, you wish to call you may enter just the three-digit code and it will dial.

In both cases the calling unit will dial the same phone number that was programmed for your condo previously. You may speak with the caller at the gate and if you choose to grant them access press "9" on your touch tone phone.

To use an access code:

Personal and vendor access codes will grant access when entered with a preceding pound "#" sign. For example, if your code is 1234 you would enter #1234. Please note: Vendor access codes are only active for community designated vendor hours, 6:00am – 6:00pm Monday – Sunday. Personal access codes activate the gate 24/7.

If you require new codes or new gate access devices (aka clickers), please complete the Gate Access Change Request form at the following link: Gate Access Change Request Form

For further information related to gate access, go to the Q & A Entry Gate Operations at:

Q & A Information About Entry Gates

If you should have difficulty accessing the community, please contact the Property Manager at 480-635-1133 ext. 134 during business hours. For after-hours emergencies please contact the Property Manager at: 480-635-1133 (press #).

PARKING POLICY

In order to maintain the aesthetic appeal of the community and thereby property values, a primary function of the Board of Directors is to enforce the Association's CC&R. Section 4.9 of the CC&R addresses rules governing the operation of vehicles and parking in the community. The year-round community parking policy, outlined below, is completely consistent with Section 4.9, has been recently modified through unanimous consent approval by the Board on April 4, 2022, and is effective April 18, 2022. The Property Manager is responsible for ensuring universal compliance with this parking policy.

Owners, renters, and full-time occupants must park all vehicles in garages:

Pursuant to Section 4.9, all owner, renter, or other full-time occupant vehicles must always fit in the garage with garage doors closed, except to permit entry and exit of vehicles. The CC&R, and hence the policy, does not allow for the vehicles of any owner, renter, or other full-time occupant to be parked anywhere but in the unit's garage. There are no longer separate parking rules for winter and summer months, just year-round rules which are completely consistent with the CC&R.

Pursuant to Section 4.9, only guests (not owners, renters, or other full-time occupants) may park in designated Guest Parking areas on a temporary basis, not exceeding forty-eight (48) consecutive hours or seven (7) calendar days in a month. Based **only** on extenuating circumstances, through a request made to the Property Manager, the Board of Directors at its sole discretion can: a) approve guest usage of guest parking beyond the maximum seven (7) calendar days in a month or b) approve homeowners, renters, and other full-time occupants to use guest parking on a temporary basis. The Property Manager should be contacted to discuss any issue that a homeowner believes requires special consideration.

Pursuant to Section 4.9, parking of any vehicle in driveways at any time (day or night) is prohibited, except to load or unload the vehicle. Overnight street parking of any vehicle is also prohibited.

Vehicle Restrictions:

Pursuant to Section 4.9, mobile homes, motor homes, boats, recreational vehicles, trailer trucks, commercial vehicles, or vehicles exceeding 84 inches in height or width or 222 inches in length, are not permitted to be parked on the community's streets or guest parking areas by owners, renters, other full-time occupants, or guests.

PARKING ENFORCEMENT POLICY:

If a violation of this parking policy persists after the vehicle owner has been initially notified, up to two separate notices that demand the violation be immediately corrected will be issued. If a violation has not been corrected after 24 hours of receiving a second violation notice, the vehicle subject to the second notice will be towed at the owner's expense pursuant to Section 4.9 which states in part "the Board of Directors shall have the right to have any vehicle towed away at the sole expense of the owner of the vehicle".

HARD SURFACE FLOORING POLICY

1. Scope

This Policy applies to any proposed installation (new or replacement) of Hard Surface Flooring in any second floor Unit at Villas at Copperwynd. No Owner shall install Hard Surface Flooring in a second Unit without the prior written approval of the Association's Board of Directors. An Owner installing Hard Surface Flooring or replacing a current hard surface hard floor in a second-floor unit shall demonstrate that the completed installation will meet the requirements of this Policy.

2. Definition of Hard Surface Flooring

The words "Hard Surface Flooring" include without limitation wood, stone, tile, granite, cement, laminate, vinyl or linoleum. The manner of affixing material to the ground, such as nailing, floating or cementing, does not change classification of material as Hard Surface Flooring. Uncertainty about whether a particular material is "Hard Surface Flooring" should be resolved in a way that advances the purposes of this Policy. For example, a non-carpet material can be considered Hard Surface Flooring where the materials behave like other Hard Surface Flooring materials in terms of the material's sound conducting qualities.

3. Acoustical Standard

Installation of Hard Surface Flooring in a second floor Unit must be completed to achieve a Delta IIC 20 rating in all areas of the Unit where Hard Surface Flooring is installed whether the hard flooring installation is new or a replacement of a current hard floor.

The applicant who had the flooring installed bears the burden of establishing to the Board's satisfaction that the completed installation meets or exceeds the Delta IIC 20 or higher performance standard this Policy establishes.

4. Stairs

All stairs within a Unit must be fully carpeted.

5. Installation Requirements

- Use only state-of-the-art soundproofing products and "best practice" techniques.
- All perimeter walls, protrusions and casings must be physically isolated with sound isolation materials.
- Resilient edge strips must cover the perimeter wall of the entire subfloor
- The finished floor must be completely isolated from the perimeter wall.
- Baseboard must not touch the finished flooring surface.
- The perimeter of finished flooring must be sealed and isolated from baseboard using flexible acoustic caulk.
- No mechanical fasteners (e.g. nails, screws, staples)

ARCHITECTURAL CHANGE REQUEST PROCESS

To maintain and preserve a high standard for our community, the Declaration (Our CC&R's) for the Villas at Copperwynd include guidelines in paragraphs 4.4, 4.6, 4.7, 4.8 and 6.3 referred to as Architectural Guidelines and covered in the document Architectural Guidelines found on the website. According to the guidelines, outside changes which will deviate from the standard in color, appearance or design are not allowed. Inside changes affecting supporting structure, sound proofing or other major items of the building are also not allowed. In case of changes a homeowner feels should be acceptable; he or she can apply for permission from the Architectural Board. "Request for Approval of Architectural Change" form is available on our website or by contacting our managing company.

Remember: If you are planning to make ANY changes, always ASK FIRST if approval is needed.

For greater certainty, the following list of changes absolutely must not be undertaken without the required Committee approval:

Any exterior electronic device installations	Pet/Wildlife fence installations	
Backyard landscaping and hardscaping	Retractable front screen door installations	
Backyard spa installation	Front door staining	
Balcony floor recoating or tiling	Stair lift installations	
Exterior sunshade installations	2 nd floor hard surface installations	
Fireplace vent relocations	Window and Sliding Door replacements	
Outside antenna installations	Painting of front door	

For easy access to the **Architectural Change Request Form**, follow the link below:

Architectural Change Request Form

NOTE: The entire Architectural Guidelines and Standards document follows this page. Please review the document to understand the rules that have been put in place to manage Architectural Change Requests.



The Association maintains a master insurance policy to insure the exterior of the buildings. An example of the Perils covered on the master insurance policy include wind, hail, lightening, fire, vandalism, malicious mischief, explosion, and sudden and accidental water damage. There are certain **exclusions**, such as standard maintenance losses, normal wear and tear, pest (vermin) damage, repeated leakage and seepage of water and subsidence to name a few. This coverage is **BARE WALLS** only per the association's CC&R'S. The homeowner is responsible for insuring the entire inside of the unit, including but not limited to flooring, drywall, fixtures, ceilings, countertops and cabinets, betterments & improvements, upgrades, and your personal property.

The Association policy carries a \$10,000 Deductible, which, depending on the circumstances of the loss, could be your responsibility as the homeowner.

What Insurance Coverage does a Unit Owner Need?

- **Personal Property** coverage WITH replacement cost covering your personal belongings as the master association policy does not cover for Unit Owner's personal property.
- Unit Interior, Additions and Alterations can be covered on your personal policy when the association's policy does not pick up coverage from this Bare Wall policy. The interior, including flooring, drywall, fixtures, ceilings, countertops, cabinets, betterments and improvements or upgrades to your Unit should be covered by you as an owner to cover any gaps in coverage in the event of loss.
- Please be sure to inform your personal insurance agent that the HOA policy excludes coverage for the interior of
 the unit. Also, please be sure to notify your personal insurance agent that this association carries a \$10,000
 Deductible so that you are covered in the event you are responsible for that Deductible or loss sustained within
 your Unit that is less than the Deductible.
- Loss of Use will pay the unit owners living expense while the unit is not inhabitable due to an insured loss. If your condo is rented out, this coverage will be replaced with Loss of Rents coverage.
- Loss Assessment will pay the owners share of a special assessment levied due to an insured loss exceeding the associations master policy limits.
- **Personal Liability** pays for bodily injuries to other people or damage to their property if you are liable resulting from unintentional acts committed by qualified family members including sporting activities and acts of your pets.

Be sure to review this with your personal insurance agent today, or if you would like a competitive quote, call our Personal Lines Expert, **Tina Terrell**, direct at **949-215-9803** or **(800) 698-0711 Ext. 203**. Thank you!



