

CENTER COURT HOA



RULES AND REGULATIONS

*3031 North Civic Center Plaza
Scottsdale, AZ 85251
480 941-2000*

Revised January 2015

Center Court Condominiums Homeowners Association

3031 North Civic Center Plaza
Scottsdale, AZ 85251

Pursuant to Article IV, section 4.11 of the Declaration of Horizontal Property Regime and Covenants, Conditions, and Restrictions the Board of the Center Court Condominium Homeowners Association shall adopt Association Rules in furtherance of the By Laws for the regulation and operation of the property. The Association Rules may be amended as the Board deems necessary. Therefore, the Board adopts the following Revised Rules and Regulations effective this January 2015. Section L-4 and sect B of the fine section re-affirmed on April 2012.

Individual property **OWNERS WILL BE HELD FINANCIALLY RESPONSIBLE** for misuse or damage to the community property by themselves, their guests or the tenants including vendors servicing the property. Specifically, this includes but is not limited to utility service and cable providers, taxicabs and delivery vehicles. It is the responsibility of the residents to provide ingress and egress through the gates on Earll drive during any time of day for guests of the resident or vendors providing services to their unit.

SECTION 1: HOA MANAGEMENT

A. ASSOCIATION MANAGEMENT

1. All Residents **should notify** the Association Property Manager in writing should you see violations of these rules.
2. Please direct all requests or questions regarding maintenance, landscaping, security etc. in writing to the Association Manager. The Manager can best insure your requests are given the proper priority and the Board will be alerted to any special needs.

B. *LEASING OF UNITS

Revised 2015

1. All owners are required to present to the HOA office the name and contact information of all adults occupying the unit.
2. The owner is responsible to supply the HOA office with the time period of the lease, including the beginning and ending dates of the tenancy.
3. The owner of the unit must supply the HOA office with a description and plate number of all the tenants' vehicles.
4. A twenty five dollar (\$25.00) fee needs to be paid within fifteen days of tenant moving in. This fee is for new tenants only and does not apply to renewals.
5. All rental leases shall include language stating that Center Court Policies, Rules and Regulations shall be adhered to and are part of the lease.
6. All rentals must be for a minimum of 30 days or longer.*
7. All new tenants must be screened to see if they are a level 2 or 3 sex offenders.

*** Violation of the above Section B can result in fines up to \$500.00 without any prior warning given.**

Revised 2/09

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C. SALE OF UNIT – OWNERS

Revised 2/09

1. Unit Owners are required to notify the Office Manager within five days after a Purchase Agreement is signed that their unit is being sold.
2. All owners are required to inform the office of a change of address, telephone number, and vehicle information. This information is needed in case of an emergency.

D. GUESTS / TENANTS

Revised 2/09

1. Owners are Responsible for the actions of their guests, tenants and the guests of their tenants.
2. Tenants are Responsible for the actions of their guests.
3. Guests of residents, taxi drivers and delivery people must use the Earll Gate Call Box to call the resident to get in & out of property.
4. Do not climb over the gates and walls.
5. Owners will be fined for Guests, Tenants and Tenants Guests who do not adhere to the Associations Policies, Rules and Regulations.
6. Owners and residents should identify themselves when they are requested to do so by the Courtesy Patrol Person. This is necessary to prevent trespassing.

SECTION 2: FACILITIES

E. FACILITY HOURS

1. The gymnasium, exercise room, saunas, hot tubs, tennis courts and pools hours are 6:00am to 1 through Thursday; weekends and holiday's closing time is 12:00 am midnight; and Racquet ball courts close at 10:00 pm every night.

F. GYMNASIUM FACILITY MEMBERSHIP USAGE

1. The gymnasium area **requires sign in** on the facility Use Log.
2. All guests must be accompanied by a Resident if in the facility or be registered with the office..
3. Residents are permitted up to five (5) guests at one time. If the number of guests are beyond five (5) the resident is **required** to complete a reservation form accompanied by a deposit of \$50.00.
4. Maximum number of a resident and guests authorized to use the facility is limited to twenty (20) persons at any one time.

➤ G. POOLS & SPAS

Revised 2/09

1. No lifeguard is on duty at Center Court. Residents and guests swim at their own risk.
2. No diving is allowed.
3. Children under the age of 16 must be accompanied by an adult over 18 years old at all times.
4. Children must be over 14 years old and supervised by an adult over 18 years old to use the spas.
5. All pool gates must be latched at all times per Scottsdale City Ordinance # 3096.

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6. Pets are not permitted in the pool enclosures under any circumstances.
7. Infants in diapers, adults in diapers and children in training pants are not permitted in the pools or spas. Only "Swimmer" diapers are allowed.
8. No person shall run, shout, or be loud and boisterous in the pool areas.
9. Music is allowed, but volume must be kept at acceptable levels not to disturb others.
10. Persons using the pool and spa must wear proper bathing attire, no other attire will be acceptable. Nude bathing and shoes are not allowed in the pool or spas.
11. **NO GLASS** of any type is permitted within the pool areas.
12. No Inflatable items are permitted in the spa areas.
13. Pool furniture must not be removed from the pool enclosures.
14. Skateboards, motorized vehicles, roller blades, bicycles etc are not permitted in the pool areas.
15. Everyone is requested to shower before entering the pools and spas.
16. Residents are allowed four (4) guests at the pool.
 - a) If you are planning on having more than 4 guests you must contact the office at least 48 hours before hand and reserve the Ramada. You will be permitted to use the Ramada for a limit of 4 hours. You will be required to fill out a form and leave a \$50.00 refundable clean up fee.
 - b) You can only have up to 20 guests and are responsible for their behavior. If you have more than 20 guests you will be fined without warning.
 - c) You are responsible for your guests obeying the pool rules and all other rules of Center Court.
 - d) You must also sign an agreement that you are responsible for your guests and will not hold Center Court responsible for any injuries they sustained while on the property.

☞ **Violation of the above rules can result in fines being issued without prior warnings.**

H. GYMNASIUM AREA

1. You are **required** to "sign In" on the Facility Log when using the Gymnasium facilities.
2. No Food, Glass or beverages are permitted on the basketball court.
3. Entry/Exit doors must remain closed at all times and not be wedged open.
4. Black soled shoes are not allowed on the basketball court.
5. Lights must be turned off after usage of the facilities.

I. TENNIS COURTS

Revised 2/09

1. Playing time on the courts is limited to 90 minutes if other parties are waiting.
2. Lights are on a timer, **Do not** attempt to turn the lights off when you leave.
3. Skateboards, motorized vehicles, roller blades, bicycles and pets are not permitted on the tennis courts.

SECTION 3: PARKING . PROPERTY . PETS

J. VEHICLES and PARKING

Amended 2/ 2011

1. Guest Parking is permitted **only** in uncovered parking spaces.

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2. Vehicles parked in another units space may be towed at the owner's expense.
3. Vehicles parked in fire lanes or in front of dumpsters will be towed.
4. No commercial vehicles or trailers may be parked in open spaces overnight **UNLESS** authorized by law or by the Board of Directors.
5. No trucks over 3/4 ton may be parked on Center Court property.
6. Vehicles that appear to be abandoned (expired or no license plate, flat tires, dripping fluids, spider webs, etc.) may be towed at owner's expense.
7. Only minor or emergency repairs are permitted on Center Court property.
8. No oil changes are permitted on Center Court property.
9. No Washing of vehicles is permitted on Center Court property.
10. Parking spaces, both assigned and open, are for the parking of motor vehicles (including motorcycles) only.
11. No bicycles, tricycles, trailers, recreational vehicles, all-terrain vehicles, campers or any other storage items are allowed to be parked or stored in these parking spaces.
12. No chains, cables or other materials are to be attached to the parking structure, steel poles in the parking structure or carport roof.
13. Bicycles, tricycles are only to be kept in an owners storage room, inside an owners unit (this does not include the owners patio area), or in the Associations designated bike rack area located at the East side entrance to the gym.

K. GROUNDS and SIDEWALKS

Revised 2/09

1. Skateboards, motorized vehicles, skates or roller blades and bicycles are not to be operated on sidewalks.
2. Littering is prohibited including beverage cans, paper containers and cigarette butts.
3. Residents may not plant any items in common areas on Center Court Property.
4. Residents may not alter the landscaping on Center Court property but may request landscape changes, if put in writing and submitted to the board.

L. BALCONIES – PATIOS – LANDINGS

This Revision 3/07

1. Balconies, patio areas and landings must be kept in clean and sanitary condition.
2. Only appropriate items such as plants and patio furniture are allowed on the balconies / patios.
3. Balconies, patios and landings **may not be used for storage** for storage of any kind including pets or pet supplies.
4. In landing areas only plants are allowed and only in a manner not to obstruct the normal flow of traffic or hinder use of emergency services. All other items **not approved** by the Center Court Board will be disposed of by the staff. *Re-affirmed April 2012*
5. Drying of towels or bathing or laundry items **are not allowed** on balcony railings.
6. Residents shall not alter a balcony/patio without the written consent of the Board Of Directors.
7. Fire producing grills **are not to be USED** on balconies/patios.
8. Propane gas tanks, even if empty **may NOT be stored** on Center Court property. Only Electric Grills are permissible per the City of Scottsdale Fire Codes. Any violation of these rules will subject the owner to a **\$ 500.00 Fine; No first time warning will be sent.**
9. Wind Chimes – One large or 4 small wind chimes will be permitted to be placed on balconies or patios. If a noise complaint is made the wind chimes must be disabled or removed.

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10. Enclosures – As per CC&R section 9.09 enclosures are not permitted on balconies or patios. The owner can request the board to make exceptions. Any enclosure must consist of a see through material such as clear plastic, plexiglas or wire mesh that is approved by the board.
11. Sun Shades – As per CC&R section 9.09 sunshades are not allowed on balconies or patios. The owner can request the Board for an exception if their unit is in direct sunlight. The sun shade must be completely rolled up when the sun is not shining directly on their unit.
12. Wooden Railings – The wooden railings on all balconies shall be kept clear of all items due to a safety hazard to the residents below them.(CC&R 9.04)

M. WINDOW and PATIO DOOR TREATMENTS

1. Windows, screens and window coverings shall be kept in good repair.
2. No Foil or reflective materials shall be placed in the window or patio door areas.
3. No signs of any kind are allowed in the window or patio door areas **without prior written approval** of the Board.
4. Only Security Screen Doors of black or crème color may be installed.
5. Window treatments must be within guidelines set forth in the CC & R's.

N. NOISE and NUISANCES

1. Residents and guests **will refrain** from activities that create excessive noise when outside their unit (ie. Basketball bouncing, honking of horns, loud conversations and the use of power tools) If there is a complaint from others, the noise level is unacceptable and **finer will be imposed.**
2. Residents and guests **will refrain** from excessive noise within their unit (ie Music volume, bass levels, slamming of interior or exterior doors, loud and or disturbing conversations within the unit, on the patio or balcony, or in entry ways. **Fines will be imposed.**
3. Residents and guests **will refrain** from excessive noise caused by loud conversations or playing of music on patios, balconies and entry ways, especially after 10:00 P.M. **Fines will be imposed.**
4. Owners will give Center Court Management **prior notice** of any construction work to be done on their unit. **Construction work is not allowed** on Sundays till 12:00 noon and before 8:00 A.M. and after 6:00 P.M. during the week days and on Saturday.

O. PETS

1. Only two (2) Pets per unit are allowed.
2. All Pets must be kept on a leash when outside, Scottsdale City Ordinance # 2459.
3. Dogs must use only designated areas located at each trash dumpster.
4. Owner must remove any droppings with bags that are provided, Scottsdale City Ordinance # 2459.
5. Pet disturbances ie. dogs barking and cats howling are not allowed. It is your responsibility to keep your pets noise levels under control.
6. Food, water, cages, bedding and litter boxes are not allowed on balconies, patios or entry ways.
7. Kitty litter must be disposed of properly.
8. Pets shall not exceed a weight of (30) pounds.

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P. LEAKS, FLOODS AND WATER DAMAGE

1. Effective April 1, 2007 all new floorings such as tile and wooden floors will require a noise reducing membrane to be installed.
2. Owners and their residents must report all leaks, floods and water damage in their units to the office immediately. This must be done so the HOA can make sure that the repairs are done in a prompt and proper way and prevent the damage from spreading to other units.

CENTER COURT CONDOMINIUMS HOA RULES and REGULATIONS FINE STRUCTURE

The Board of Directors is given the authority to establish and enforce the Rules and Regulations for the Association. In Arizona, paragraph 33-1242 (11) of the Condominium empowers condominium boards to impose reasonable monetary penalties upon unit owners for violation of the CC & R's, By Laws and Rules and Regulations of the Association. All owners are obligated and ultimately responsible for ensuring their own, or tenants compliance with the CC & Rs, By-Laws and Rules & Regulations set forth by the Homeowners Association. The Homeowners Association has no contractual relationship with the lessee, owners or their authorized agents.

Revised 6/95, 1/99, 8/00, 12/00, 4/02, 5/04, 6/05 ,4/06, 3/07, 2/09, 2/11 ,4/12, 1/15

A. FINES

1. The following *finer will be assessed* for violations of the Center Courts governing documents. Unpaid fines will be treated in the same manner as HOA fee delinquencies, a \$25.00 late fee per month.

First Occurrence	Written Warning/No Fine
Second Occurrence	\$100.00 Fine
Third Occurrence	\$200.00 Fine
Fourth and Subsequent Occurrences	\$300.00 Fine
*Fines up to \$500.00 with no prior Warnings	

B. EXCEPTION TO THE FINE SCHEDULE

Re-affirmed April 2012

1. Rules & Regulations Section "B" Leasing of Units. No prior warnings.
2. Rules & Regulations Section "G". Pool Rules. No prior warnings.
3. Grills: Operation of an open flame grill on a patio / balcony will be fined \$500.00 for every violation. No prior warnings
4. Propane gas tanks; Storage of a propane gas tank, full or empty on Center Court property will be fined \$500.00 for every violation. No prior warnings.
5. Damage caused to Center Court property including the gates will be fined \$500.00. No prior warnings.
6. Glass or glassware in the Pool Areas Will be fined \$500.00. No prior warnings.

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C. APPEALS PROCESS

If an owner wishes to appeal a violation notice or fine they must use the following procedure:

1. The appeal must be submitted in writing to the Board of Directors within 10 days of the notice of the fine. Notice must be mailed to the Center Court Office.
2. The Board will decide if the appeal will be heard or whether an outside mediator would better serve the involved parties. The appealing party will be responsible for paying any mediation fee. If the Board hears the appeal, they will review the facts and arrive at a final decision. The written decision will be sent to owner within three (3) business days after the hearing.

D. NON PAYMENT of ASSESTMENTS

1. Assessments are due on the first day of each month. A late fee of \$25.00 is assessed to all unpaid accounts on the 16th day of the month.
2. If the account remains unpaid for 60 days the HOA will either file in small claims court or have their attorney file a lien on the unit.
3. The Board may decide to instruct the attorney to start a foreclosure after a 120 day time period.
4. The HOA will not accept payments after the account has gone to the attorney.
5. The owner will be responsible for all legal fees. Should any member of the Center Court staff be required to appear in court, the plaintiff/defendant requesting the appearance will be billed for the staff members time as well as any and all legal costs.