

OAK CREEK ESTADOS RULES AND REGULATIONS

(revised 8/28/21)

These rules and regulations serve as guidelines to protect, preserve and enhance the Estados' property. The Board of Directors of the Oak Creek Estados Condominium Association is empowered by the By-laws of the Corporation and the Horizontal Property Regime Declaration and by Section 3, Title 33, and Arizona Statutes Chapter 9 to determine the Rules and Regulations.

AMENITIES AND COMMON AREAS

- A resident is someone who occupies a unit in the Estados. The rights of use of all amenities belong to resident as long as the unit remains in good standing with the Association. Owners are residents unless the unit is rented out, then the rights of use of the amenities pass to the tenant. Owners will be notified in writing of infractions necessitating suspension of amenity privileges, fine or possible lien.
- Residents are responsible for the actions of themselves and their guests. They are also responsible for damage to any Estados property caused by the resident or their guests. Parents or Guardians are responsible for the actions of their children. Guests are expected to adhere to all Estados Rules and Regulations.
- Use of amenities is reserved for Estados residents and guests. Residents must accompany their guests when using any amenity.
- Amenity keys open the tennis/pickleball court gates, the barbeque grill locks and the door to clubhouse bathrooms. Amenity cards open the pool and spa gates. For safety and security purposes all doors and gates must remain closed and locked after entering and exiting.
- DO NOT GIVE OR LEND YOUR AMENITY KEY OR CARD TO ANYONE FOR ANY REASON. DO NOT ATTEMPT TO COPY THE AMENITY KEY. A replacement fee of \$75.00 will be charged for replacement of any amenity key or card.
- Common Areas begin at the end of your patio or balcony. Personal items are not allowed on any grassy Common Areas. Do not trim or plant anything in Common Areas without Board approval. Please be mindful of safety and access to Common Areas in entryways to units.
- Do not make or permit to be made any alteration or addition to any portion of the Common Areas without prior Board approval.
- Owners must use an AZ certified tradesman to be reimbursed for repairs found to be the Association's responsibility. Any repairs made by a contractor who is not AZ certified results in a forfeiture by the owner for any and all reimbursements.
- Non-destructive recreation in grassy areas is permitted. Activities that pose a significant risk to the safety of others are prohibited. Damage to the lawn, sprinklers or any unit is prohibited.
- Climbing of any trees or walls is prohibited.
- The use of any form of wheeled recreation vehicle through building upper and lower breezeways is prohibited. Pedestrians have the right of way on all sidewalks and throughout the Common Areas of the Estados Complex. All Bike riding, roller skating, skateboarding, etc. must stop when a pedestrian approaches on the sidewalk.
- No camping is allowed anywhere within the Estados.
- No bird seed or bird seed feeders allowed on common area ground. Birdseed attracts snakes and rodents.
- Personal belongings left in the Common Areas will be placed in the "lost and found" area/box in clubhouse.

SHORT TERM RENTALS (AIRBNB)

- In accordance with HB 2672, all owners providing a short-term rental must supply the office with contact information for who is responsible for responding to complaints in a timely manner.
 - Owners providing a short-term rental are required to hold a current transaction privilege tax (TPT) license. A current copy of the TPT must be on file with the office.
- As of 9/1/19, all owners and property managers must submit a fully completed Tenant Information Form, a \$25.00 processing fee and a \$15 amenity fee payable to Oak Creek Estados for every new short term rental reservation. This must be submitted within two days of occupancy.
- Per Arizona Revised Statute 33-1260.01, the Association is allowed to charge a fee of \$25.00 for each new rental tenancy and an additional fee related to the use of the amenities. Noncompliance with these regulations will result in a fine of \$50 dollars and 3 months loss of your amenity key/card and loss of all amenity privileges for the owner, tenants or guests. Offering additional rentals without paying Association fees due will result in higher fines and further suspension of your amenity privileges.
 - Short term tenants should comply with the parking regulations and requirements. Short term tenants driving in an unsafe manner, speeding or putting others at risk will be reported to law enforcement and the owner will be considered in violation of HOA rules.
- Short term tenants are only allowed 2 cars per unit.
- Parties or large gatherings in units with short term tenants is strictly prohibited. Loud noises or conduct that is considered inappropriate or dangerous to others is not allowed. If short term tenants are found to be in noncompliance, law enforcement will be contacted.
 - Short term tenants are only allowed one pet per unit and are responsible for all property damages and/or personal injuries resulting from their pet.
 - If a unit is occupied by a short term tenant and the Tenant Information Form and fees are not in the Office, maintenance will not enter the unit.
 - Requests for maintenance by short term tenants outside of the HOA's responsibility will be referred to the unit owner.
 - Requests to the Estados office for unit access by short term tenants requires verbal approval by the unit owner and a current Tenant Information Form on file with the office and positive identification of the short term tenant. NO ACCESS WILL BE GRANTED WITHOUT DOCUMENTED APPROVAL. A charge of \$25.00 will be billed to the unit owner for office work outside of normal operating activities.
 - Owners whose short term tenants have violated any of the aforementioned rules will be fined per the stated penalty schedule.

MECHANICALS-FURNACES, COOLERS AND AIR CONDITIONERS

- Furnaces, coolers and air conditioners are the property of the unit owner. They must be maintained in good working order. Inspection and maintenance must be completed annually or earlier if needed. Owners will be liable for negligent maintenance that causes loss or damage to common elements or other unit's property.
- Services provided by Estados leading to the operation of mechanical units will be discontinued if negligent maintenance is causing ongoing loss or damage to common elements or other unit's property.
- Owners having work done on any mechanical unit must first contact the Estados office manager. Office managers may have recommendations/considerations for work done on furnaces, coolers and air conditioning units.
- At no time is anyone allowed on the roof without office manager approval.

PATIOS, BALCONIES AND CATWALKS

- Patios and balconies must be kept clean at all times. No storage is allowed on patios or balconies, including firewood, garbage, coolers, bikes, dog crates, box(s) and storage containers, etc. No hanging

of garments, bathing suits, towels, bedding, rugs, etc. is allowed. No shades, awnings or privacy screens are allowed on any patio or balcony per HPR 9.08.

- No flammable items may be stored or used on patios and balconies. Open flame devices on patios and balconies are prohibited by order of Sedona Fire Marshall. Only electric barbecues are allowed.
- No birdseed or birdseed feeders allowed. Hummingbird feeders are allowed.
- Planters, pots, furniture and decor on the upper breezeways or second floor balconies need to be lifted up to allow air to circulate beneath items to discourage moisture buildup.
- Do not hang anything from or put any holes into the brown beams or posts. Holes in the beams and posts are where carpenter bees' nest.

SATELLITE DISHES AND HIGH-SPEED INTERNET ANTENNAS

- Written approval from the unit owner is required and a copy should be provided to Estados office.
- Only roof installation is allowed, and must be approved and coordinated with the Estados office.
- Upon disconnection of service, all pieces of the apparatus must be disconnected and removed. In the event a renter does not comply, the unit's owner is responsible.

TENNIS/PICKLEBALL COURTS

- Tennis/Pickleball courts are for playing tennis or pickleball only.
- Hours are from 8:00 AM until dusk and gates are unlocked with amenity key.
- Residents and guests may occupy only one court at a time.
- Residents and guests are limited to 4 for per court.
- Appropriate tennis shoes are required.
- Food, candy, and glass containers are prohibited on the courts.
- No dogs (other than service dogs) or other pets are allowed on the courts.
- Lock gates upon entering and exiting the courts.
- If others are waiting to use the courts, please relinquish your court after one hour of play.

COOKING GRILLS

- Read operating instructions posted in grill area before attempting to use grills,
- Amenity key opens master gas supply valve.
- Master gas supply valve must be turned off and grills cleaned after each use.

CLUBHOUSE

- Clubhouse hours are from 10:00 AM to 7:00 PM daily.
- Residents must accompany guests while in the clubhouse.
- Clubhouse is an amenity that may be used by any resident in good standing with the Association; however, it must be made available to Estados personnel at any time.
- Clubhouse may be reserved by any resident whose unit is in good standing with the Association, for any non-commercial (non-revenue) event, through the Estados office. A reserved clubhouse is not available for use by other residents with the exception of Estados personnel.
- The clubhouse is a smoke free, alcohol and drug free environment.
- Clubhouse may be reserved up to one month in advance for any hours between 10:00 AM and 10:00 PM. If necessary to schedule event longer than one month in advance, Board permission is required. A \$100.00 deposit is required at time of reservation. Deposit is returned if clubhouse is clean and free from damage and all kitchen and clubhouse items are intact at end of event. All cancellation notices must be given no less than 24 hours prior to scheduled event for refund.
- Reservation of the clubhouse does not reserve use of any other amenities.

SIGNAGE AND ADVERTISING

- For sale, for rent, for lease signs must be inside the condo units. Signs must be commercially produced and cannot exceed 18 x 24 inches in size. Industry standard size open house signs are permitted on Common Areas of Estados property between 8:00 AM and 6:00 PM and must be removed after 6:00 PM.
- In accordance with the Estados Horizontal Property Regime, it is a violation to display signs of any form of advertising from your unit, property or common areas, i.e., open house or business signs.
- Rummage/garage/moving/tag type of sales must be confined to the inside of the condo units. No advertising of these type of sales are allowed on Estados property. An Estados Community Board is located inside the clubhouse and items for sale or resident news may be posted here. Board reserves the right to determine appropriateness and length of display time for advertising or displayed material.

LITTER AND DUMPSTERS

- Recycling is good for the environment and is encouraged. All types of recycling are available behind the Clark's Market, including clothing.
- Urns at the end of the building are for disposal of cigarettes/cigar butts and ashes only. All other trash should be placed in dumpsters located throughout the complex. Littering in common areas is strictly prohibited.
- Trash bags must be tied and disposed of in dumpsters located throughout the complex. Trash left outside units or next to dumpsters is prohibited and attracts snakes and rodents.
- Furniture, mattresses, doors, Christmas trees, appliances, TVs, computers, automotive items such as oil and tires, and oversized items may not be disposed of in the dumpsters or left in the dumpster area. If assistance is required for the disposal of these or other items, please contact the Estados office.
- Placing renovation debris in dumpsters is prohibited, it must be removed by the contractor or resident performing the renovation.
- No trash will be allowed that prohibits the full closure of the dumpster lid.
- Any violation of the aforementioned results in a fine per the stated penalty schedule.

POOL AND SPAS

- **NO LIFE GUARD ON DUTY. SWIM AT YOUR OWN RISK.**
- Pool and Spa hours are 8:00 AM to 10:00 PM
- Each unit is limited to a total of 6 guests in the pool and spa area. Residents must accompany guests.
- Lap swimming in pool hours are 8-10 AM and 8-10 PM daily.
- Children under the age of 14 shall not use the pool without a parent or adult guardian in attendance (18 years of age or older). Anyone who is not proficient in swimming must be accompanied by an adult (18 years of age or older) who is proficient in swimming.
- For health reasons, anyone using the pool that is incontinent or in diapers **MUST** wear tight-fitting, waterproof swim pants. Any person with health problems should follow their doctor's order regarding the use of the pool or spa.
- Safety belts, small inflatables (arm inflatables) or noodles may be used for safety reasons. Rafts, lounges, inner tubes and any other kind of larger inflatable are prohibited. Throwing of balls and other objects in and around the pool is prohibited. Running on the pool deck and diving into the pool is prohibited. Conduct that poses a danger to others is prohibited.
- Loud noises such as, but not limited to, cell phones, music or audio players with external speakers, etc., are strictly prohibited.
- Pool may be seasonally heated. Spas are heated year-round.
- Proper swim attire must be worn. No cutoffs or streetwear. For safety reasons shoulder length hair should be tied back or in a bathing cap.

- To avoid problems with the filtering system, please remove excess suntan lotion or oil before entering pool or spa.
- ABSOLUTELY no glass containers, food or snacks within the pool and spa gates. Dispose of trash in the trash receptacle located outside the west end of the clubhouse or in nearby dumpsters.
- Pool and spa gate must remain closed and locked at all times and anyone occupying either area must be in possession of their amenity key at all times.
- No smoking, alcohol or drugs at any time.
- Spa covers must be completely removed before use and replaced after use.
- Disregard of the above listed rules constitutes a violation and will result in the loss of amenity key and/or fine, to be determined by the Board.
- The BOD reserves the right to ask any guest or resident to vacate the pool/spa area if that guest or resident refuses to comply with the aforementioned. Law enforcement will be contacted if that guest or resident remains noncompliant.

PET MANAGEMENT

- Pets (cats, dogs, etc.) are not allowed to roam freely throughout the complex and all dogs MUST be on a leash.
- One dog only is allowed per unit.
- Two pets are only allowed per unit.
- Pets are not permitted in the pool/spa areas or tennis courts unless they are a Certified Assist Animal.
- Proof of Rabies vaccination must be on file with Estados office.
- Proof of Certified Assist Animal must be on file with Estados office.
- Please pick up after your pet. Pet waste disposal containers are located on the east end of B building near perimeter road and the west end of clubhouse across from perimeter road. Yavapai County Animal Control laws require all pet waste be cleaned up immediately.
- Do not walk your pets on the lawn area, this may cause brown spots and damage to grass.
- For the safety of your pets and others, never leave your pet unattended on your patio or balcony.

PARKING AND CARPORTS

- All vehicles parked at Estados must have current registration and be in good repair. Storing of any vehicle is prohibited. Estados parking is for residents and guests.
- Parking areas including carports must be kept clean from any leaking fluids such as antifreeze, etc. Residents are responsible for cleaning soiled concrete in a timely manner. If not cleaned in a timely manner, the unit owner will be charged an appropriate cleaning fee.
- Trailers, buses, RVs, and any for-hire vehicle are prohibited from using carport spaces or open parking without Board approval.
- Each unit is assigned one covered carport space. Open parking is for extra vehicles in good running order with current registration. Park within the lines of both carport and open parking. Parking in another unit's space requires written permission from the owner and must be on file with Estados office. The Board has the final decision in all parking matters.
- Only metal pans may be used under a vehicle that leaks. Cardboard and any absorbent material or compound are prohibited.
- Items including boxes, firewood, bikes, may be stored on the lower ledge of your carport space, but must be covered with a brown tarp. Any damages to Estados property caused by any stored items will be the sole responsibility of unit owner.
- No appliances may be stored on Estados property, except for carports, and only for a maximum of 7 days. Please notify the office if storing appliances in your carport.
- Repair maintenance or repair work in any carport or open parking is prohibited.

- Non-compliance of parking and carport rules and regulations may necessitate the towing of the vehicle at the owner's expense. Any vehicle deemed to be abandoned will be towed.
- No storage of any flammable material or liquid, or toxic substance is allowed in carports.

OWNERS AND RESIDENTS

- Owners are bound by the Rules and Regulations and other Association documents. Unit owners are responsible for informing tenants, guests, workers and others of these documents and providing them with a written copy.
- As of 9/1/19, all owners and property managers involved in a new rental agreement must submit a fully completed TENANT INFORMATION FORM and a \$25.00 processing fee payable to Oak Creek Estados. For long term rentals (30 days or more), the TENANT INFORMATION FORM must be submitted within 2 days of occupancy. All parties must review the Leasing Regulation and Application Form before rental.
- Subletting is strictly prohibited.
- In accordance with section 9.06 of the Horizontal Property Regime, the Board of Directors is authorized to enter any unit to perform necessary emergency repairs and maintenance. This obligates owners to provide access to the Board of Directors either by a unit key to be stored securely by the Estados or by providing the name of a contact person who will be available at all times.
- In accordance with section 9.08 of the Horizontal Property Regime, all window coverings that face outdoors must be similar in color to the exterior building. Blankets, tablecloths, etc., are strictly prohibited. Café type curtains may be used only in windows facing inner corridors. All window treatments must be in good repair.
- Units unoccupied for any length of time must be checked on a regular basis by an owner appointed individual. Daily checks are encouraged.
- All owners must have liability and content insurance for their condo. Proof of this insurance should be on file in the Estados office or be made immediately available to the Board upon request.
- Music and loud noises, such as gatherings and moving, must be kept to a minimum at all times. The time period between 10:00 PM and 7:00 AM is considered to be "quiet time". Residents having unresolved conflicts between each other should consider outside mediation at their own expense.
- Renovation noise should be only between the hours of 9:00 AM and 5:00 PM. No renovation debris is allowed in the dumpsters.
- Maintenance staff is not authorized to do work at the verbal request of residents. Please complete a Maintenance Request Form available online or in the Estados office.
- Please contact the Yavapai County Sheriff Dept. or dial 911 with any concerns of Yavapai County, Arizona State or Federal law compliance or to report a crime.
- Owners with Estados issues should contact the Estados office, not Board members. Renters with Estados issues should contact the unit owner or rental manager.