



Dorado Country Club Estates
Master Association

RESOLUTION

Process for Handling Architectural (Structure and Landscaping) Issues within Dorado by the Dorado Master HOA

The purpose of the Master Association of Dorado Country Club is to maintain Dorado Country Club as a first-class residential development through the administration of its Covenants, Conditions and Restrictions and By-Laws. In keeping with that mandate, and upon advice of the Master Association attorney, the following procedures were presented to the delegates and presidents of the 12 individual associations and accepted by a unanimous vote on November 16, 2011.

THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the architectural policies and procedures set forth in the following Policy Resolution based on the advice of the Master Association's attorney; establishes the Architectural Review Committee (ARC) as a committee; and confirms and adopts the architectural standards contained in the following Checklist. The following is a how-to for the Neighborhood Associations in the handling of complaints related to individual homeowners before and after approaching the Master Association. If the following standards are upheld and the procedures are followed by each of the 12 smaller associations, should court action be required, the individual Owner would be 1 Owner against 550 Owners and therefore give further validity to the architectural and maintenance requirements as set forth in this document.

Please note that unless an individual association has it as a part of its CC&Rs, Arizona law does NOT allow for anyone to enter an Owner's property without permission unless it is an emergency related to life and limb.

It is in everyone's best interests to keep the name of the complainant anonymous. It is also in everyone's best interests to follow the timelines should further measures need to be taken. Please remember that no matter how annoying the problem, we are neighbors and will continue to live in the same neighborhood.

1) STEP 1

- A) Complaints should go directly to the president of the association or to any Master Association (MA) executive board member. If the initial contact is an officer, the Master Association executive board member will inform the association president. If a management company is involved, the President's responsibility is to forward the complaint to the management company.
- B) Either the president or the management company makes written contact with the homeowner. The letter should contain the following:
 - i) Purpose of the letter - to let the homeowner know that there is a problem.
 - ii) The tone of the letter should be friendly and informative. The letter should include the nature of the problem and what the association thinks should be done; why the work needs to be

done; the impact on the neighborhood of not doing the work; the responsibility of the homeowner in regard to the CC&Rs.

- iii) A deadline for completion of the necessary work. The optimum time for this first contact is 10 - 15 days depending upon the individual situation. It is important that each association or management company remain consistent in terms of the days allowed.
- iv) Contact information (association president or management company agent).
- v) If there are recommended workers who will do the necessary work, it would be nice to include their names and phone numbers WITH a comment saying that the association is not responsible for either the quality of the work performed or the cost. Adding the names of recommended workers in the area is only a courtesy.
- vi) The Architectural Review Committee is informed so that they can also monitor the problem.
- vii) After 5-8 days a friendly follow-up phone call is recommended.

2) STEP 2

A) If no response is received within the time set by the Neighborhood Association or the management company, a certified letter is sent to the owner by the Neighborhood Association. This letter requires a 30 – 45-day time span depending upon the individual CC&Rs. Include a copy of the first letter. The letter should include the following:

- i) Purpose of the letter (i.e. the problem).
- ii) Quoted sections from the CC&Rs which apply to the problem. This also includes any responses allowed by the association's CC&Rs.
- iii) The time allowed for work to be done. By ARS statutes, this is usually 30 - 45 days.
- iv) Contact information.
- v) The Architectural Review Committee is informed.

2) STEP 3

A) If the Neighborhood Association or management company has not had any response, the following steps should be taken.

B) The MA Architectural Review Committee writes a letter to the Owner indicating the problem and requesting that the necessary work be done. This should be sent certified and, again, another 30 – 45 days is the usual period of time.

C) If there is no response, the Architectural Review Committee submits its report to the MA for further action.

D) Possible Actions:

- i) The Neighborhood Association or management company can, depending again upon the individual CC&Rs bring the matter up as an agenda item.
- ii) Fines can be levied dependent upon a vote by the Neighborhood Association's board of directors and provisions of the CC&Rs.
- iii) Depending upon the individual CC&Rs, a lien may be placed on the property. This is a suggestion which should be discussed with each Neighborhood Association's attorney.

Under Arizona law, unless it is part of the CC&Rs, there is not much more that can be done. It becomes a matter of conscience on the part of the Owner. It is against the law to trespass on someone else's property, even for the purpose of making repairs or for maintenance, without permission of the Owner. AND, if an association decides to initiate its own cleanup or repair work, the association is responsible and those costs cannot be levied on the Owner.

Architectural Control Checklist

11/17/10

General Responsibility

Owners are responsible for properly maintaining the exterior of their dwelling, fences, and any other structures on their lots. Maintenance includes actions necessary to preserve the appearance of the property, prevent deterioration, and to repair or replace materials that have deteriorated. Failure to comply with this responsibility may be a violation of the Dorado Country Club Estates Master Association CC&Rs.

The following are examples of those conditions, which will be considered a violation of the Architectural Control Guidelines if visible from the street, adjacent property or common areas:

1. Physical Structures

- Any surface with severely peeling, cracking, mildewed, or fading paint.
- Trim (including shutters, fascia, tiles, gutters, and flashing) which is severely faded, broken, missing, rotted, dirty.
- Mailboxes which are severely dented, bent, broken.
- Driveways, or patios that are visibly broken, deteriorated, or otherwise damaged.
- Incomplete architectural alterations/projects.
- Inappropriate visible storage of building materials, lawn maintenance materials or equipment, toys, or refuse.
- Walls, gates, or fencing that are broken, rotted, leaning, severely weathered or otherwise damaged.

2. Yards and Natural Items

- Lawns in excess of eight (8) inches in height, lawn edges overgrowing manmade surfaces, and grass not trimmed around structures, planted areas and trees.
- Planted areas and/or grassy areas containing an excessive amount of, or overgrown with, weeds or fallen leaves, or areas that are eroded, missing ground cover.
- Accumulated trash or debris.
- Conditions which cause erosion or flooding.
- Shrubs and trees obstructing walks, paths, or streets or that have become overgrown (too large) for the space.
- Dead trees, palm prawns, stumps, bushes, lawns, or other vegetation.

3. Other

- Trash and recycle containers stored in street view during other than trash pickup days
- Non operational or unregistered vehicles parked on the street or in driveways.
- Vehicles parked on landscaped common areas
- Vehicles parked so as to impede the flow of traffic
- Other: _____

**This Resolution was approved by a unanimous vote of the Dorado Master HOA
Board of Directors on Nov 16, 2011.**

Attested:

Linda Hitt

Signature

Lynda Huber

Signature

Linda Hitt

Printed Name

President of the Dorado Master Association

LYNDA HUBER

Print Name

Secretary of the Dorado Master Association