

# Sierra Hills HOA

**Sierra Hills HOA**  
is managed by:  
**Red Mountain Management, LLC**  
**P.O. Box 30730**  
**Mesa, AZ 85275**

**480-641-6300 (phone)**  
**480-664-1603 (fax)**  
**RMMAZ.com (website)**



## Handbook

September 1, 2018

### Attention Landlords

If you lease your home, you must fill out a tenant registration form and submit it to Red Mountain Management. Please inform you tenant of the community rules and give them a copy of this information. If you have hired a leasing agent, you should require that the agent provide verification that all renters have been given a copy of the rules and will be held responsible for their behavior.

Additional copies of this handbook may be purchased from the management company.

Managed By:



---

P.O. Box 30730, Mesa, AZ 85275-0730 Tel: 480.641.6300 Fax: 480.664.1603

---



**GENERAL INFORMATION**

**PAYMENT ADDRESS**

Please send payments with the coupons provided to the following address:

Sierra Hills HOA  
c/o Red Mountain Management  
P.O. Box 64802  
Phoenix, AZ 85082-4802

**GENERAL CORRESPONDENCE ADDRESS**

Please send all other correspondence to the following address:

Sierra Hills HOA  
c/o Red Mountain Management  
P.O. Box 30730  
Mesa, AZ 85275-0730

**E-MAIL**

To contact the Management Company by email for general business, please use the following:

admin@rmmaz.com

**TABLE OF CONTENTS**

Forward .....2

Board of Directors.....2

Meetings.....2

Property Manager.....3

Documents of Authority .....3

Articles of Incorporation.....3

Declaration / CC&Rs .....4

Bylaws and Rules and Regulations.....4

Rules and Regulations Document.....4

Design Guidelines .....4

Violations.....5

Sales Requirements.....5

Single Family Residential Use.....5

Association Rules and Regulations.....6

    Antennas .....6

    Decorations .....6

    Gate Codes & Gate Code Posting .....6

    No Soliciting.....6

    Pets .....7

    Recreational Equipment.....7

    Trash and Recycling Cans .....7

Parking and Vehicles .....8

Architectural Approval .....8

Late Fee Policy .....10

Rules Enforcement and Fine Policy.....11

General Information.....12

Notes and Numbers

## **FORWARD**

Welcome to the Sierra Hills Subdivision. With the purchase of your home, you have legally become members of the Sierra Hills Homeowners Association as defined in the documents that you should have received upon purchase. As such, you are legally obligated to follow certain deed restrictions, CC&Rs, Bylaws, Design Guidelines, and Rules and Regulations.

It's important to note that this handbook is not a legal document nor is it a verbatim copy of the official rules noted in the associations documents. It's intended to inform you of the commonly questioned rules. It is important that you read all documents associated with your purchase.

It is also extremely important that you read this handbook and keep it handy for reference.

If your home is being used as a rental, by friends or by a family member, then it is your responsibility to make sure that a copy of this handbook is available and has been read by the occupying persons.

If you have any questions, please feel free to contact the Management Company.

## **BOARD OF DIRECTORS**

The Sierra Hills Homeowners Association is governed by a Board of Directors (currently composed of three (3) members) who must be owners. Terms of office are for two years and elections are held each year at the annual meeting. The Board is responsible for the administration of the affairs of the Association as set forth in the Rules, Regulations, and the CC&R's.

## **MEETINGS**

The Board of Directors meets as necessary several times per year. The Annual Meeting is generally held in May. Notices of Board meetings are sent in advance of the meeting.

## **RULES OF ENFORCEMENT AND FINE POLICY**

*Amended 01/17/07*

### **Enforcement:**

Scottsdale Sierra Hills Homeowners Association has established the following policy for Covenants, Conditions and Restrictions violation enforcement and any applicable monetary fines. The goal of this policy is to protect all Members of the Association from excessive costs in enforcing the CC&Rs, and to safeguard the value of the member's property. Any letter assessing a monetary fine will have the original letter sent certified mail and a copy sent regular mail or courier to ensure that the homeowner is properly notified.

### **Nuisance Violations:**

For verified nuisance violations, including vehicle violations, parking issues, loud noise, noxious odors, loud parties, and pet violations, the home or lot owner will be notified immediately. There will be an expectation that the violation will be stopped immediately and not repeated. If not stopped, a fine as indicated below will be assessed. Second violations of the same type will result in heavier fines.

### **Other violations:**

A warning letter will be sent to the homeowner outlining the substance of the violation, the pertinent rule or regulation, any other information that may be required by law, the time allowed for correction (normally 10 days) and the appeal process available.

### **Fine:**

If the issue is not resolved within the allotted timeframe, a fine letter will be sent by certified mail, with a copy sent by regular mail or courier and an initial fine of \$50.00 will be assessed. All information required by law will be included in the letter. The initial fine for posting a gate code will be \$500.00.

Subsequent violations or failure to resolve the problem within the allotted timeframe will result in subsequent fines of \$100.00 each, except for posting a gate code which will be \$500.00 per incident.

The Board reserves the right to establish different fine amounts for specific rule violations. Such fines will be published at the time of their adoption by the Board of Directors.

## **LATE CHARGES AND DELINQUENCY POLICY**

*Adopted 6/14/07*

Sierra Hills Homeowners who are delinquent in paying their HOA dues and or other fees due and payable to the association will be charged late fees, other penalties and fees and or legal fees according to the schedule listed below:

**30 days late:** \$30.00 late charge and a late notice sent.

**60 days late:** Intent to lien letter sent.

**90 days late:** Lien will be sent out by attorney. Legal fees, lien filing fees, recording fees per current fee schedule of association's attorney will be posted to the owner's account.

**120 days late:** Further attorney action for collection (new quarter); charges posted to account as directed by attorney.

Every quarter thereafter the association will continue to charge quarterly fees and late charges consistent with the above delinquency policy. At the time that the association forwards the delinquent account to the association's attorney, no further notices of delinquency will be sent to the owner by the association.

All above described charges will be posted to the delinquent owner(s) account.

## **PROPERTY MANAGER**

The Board has authorized, as is within its powers, a management company to perform certain duties for the Association. These duties include, but are not limited to, the collection of dues, payment of bills, intake and processing of architectural requests, preparation of monthly and annual financial reports, and assistance in the enforcement of Rules and Regulations.

All correspondence regarding the Association should be directed to:

**Sierra Hills HOA  
c/o Red Mountain Management, LLC  
(see address on back cover)**

## **DOCUMENTS OF AUTHORITY**

You should have already received a set of documents, including the Declaration, the Articles of Incorporation, the Bylaws, Design Guidelines, and any Rules of the Homeowners Association. These should not be confused with the "Commissioner's Public Report," which is a document compiled by the Arizona Real Estate Commission prior to the subdivision and sale of raw land. These documents can also be found on Red Mountain Management's website, [rmmaz.com](http://rmmaz.com).

## **THE ARTICLES OF INCORPORATION**

The "Articles" is the instrument by which an incorporated Association is formed and organized under the State's Corporate status. The Association is incorporated as a non-profit corporation organized under Chapter 5 of Title 10 of Arizona revised statutes. These articles are filed with the Arizona Corporation Commission.

## **THE DECLARATION / CC&Rs**

Also known as the CC&Rs, the Declaration sets forth certain restrictions of use of the property, both individual and common areas. It is recorded in the official records of Maricopa County, Arizona. It is the most detailed and important document and takes precedence should there be a conflict with any document other than the Articles. Its function is as follows:

1. Establishes voting rights within the Association.
2. Defines the Association, its officers, and members.
3. Establishes guidelines for budget development and Assessments.
4. Mandates minimum Insurance levels.

## **BYLAWS AND RULES AND REGULATIONS**

The Bylaws set forth the policies and procedures on how the Corporation and its Board of Directors will conduct the business affairs and carry out the responsibilities outlined in the "CC&Rs."

The Rules and Regulations outline the basic "Do's and Don'ts" for the quiet enjoyment of your home. As with any Association, open communication between you and your neighbors will be of great value to you and your property.

## **DESIGN GUIDELINES**

The community Design Guidelines establish:

1. The guidelines for designing a residence and landscape
2. The process for submitting plans for approval
3. The inspection process

Since these guidelines are, in some ways, more restrictive than the requirements of the City of Scottsdale, all owners must receive approval from the HOA before submitting for approval from the City.

## **CONCLUSION**

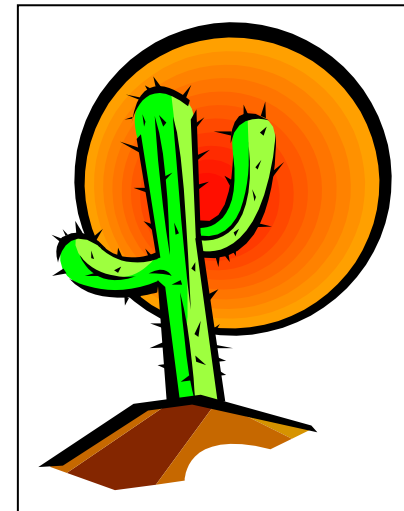
This handbook is intended as a brief overview of the Association and all owners are *strongly encouraged* to read all other documents that pertain to Sierra Hills.

All owners are encouraged to become involved in committees, the Board of Directors, annual meeting, etc. Please contact a Board Member or the Property Manager if you are interested.

The Board of Directors is committed to preserve, protect, and enhance the value of Sierra Hills as the community was intended.

Board of Directors

## **SIERRA HILLS HOMEOWNERS ASSOCIATION, INC.**



## PARKING AND VEHICLES

**Parking:** Passenger Vehicles owned by the resident(s) must be parked in the garages or improved driveway of the home but may not be parked on the street in front of the residence/project except for short periods of time on a non-reoccurring basis. Vehicles owned by visitors, delivery or service vehicles, employees or contractors, may be parked on the street for up to 24 hours, on a non-reoccurring basis.

**RV and Commercial Vehicles:** Upon written request, the Board may approve the storage or parking of certain limited types of recreational vehicles (including boats, campers, jet skis, etc.) within the community. Without approval, recreational vehicles may be parked outside occasionally, and for not more than 24 hours for the purpose of loading, unloading, cleaning, etc.

Commercial vehicles are allowed for the purpose of providing service to a home, but, if owned by a resident, may not be parked or stored in the community except allowed by law.

**Unlicensed Vehicles:** Unlicensed vehicles (to include motorized scooters, ATC's, golf carts, quads, and the like) may not be driven on community streets or in any NAOS area or vacant lot. No vehicles of any kind may be driven by an unlicensed driver.

## ARCHITECTURAL APPROVAL

1. Prior to the commencement of any construction, installation, alterations, or additions of any exterior improvements, written approval must be obtained from the Architecture Committee.
2. All modifications, plans and specifications submitted to the Architectural Committee must be submitted on an official modification form and must show the nature, type, size, color, shape, height, location, materials, approximate cost, and other material attributes.
3. Such changes include all those to parts of the home visible from neighboring lots, including landscaping.
4. All changes to the front, side and rear of the lot require Architectural Committee approval.
5. All Committee approvals are in addition to any required municipal or county approvals or permits, and the Owner is solely responsible to ensure conformity with building codes and permits, if applicable.

## VIOLATIONS

Violations of the CC&Rs or of HOA rules will be enforced through the use of the Sierra Hills Rules and Regulations as referenced in this handbook. In cases of violations, the appropriate owner will first be warned and given a specific timeframe for resolution of the problem. If the problem persists, a fine may be assessed. To appeal a violation the member shall provide the property manager with a written Intent to Appeal as required in the Sierra Hills HOA Homeowner Appeal Hearing Process. Such statement must be received by the property manager within twenty one (21) calendar days after the date of the notice.

## SALES REQUIREMENTS

Arizona laws require a seller to furnish the buyer a copy of the governing documents of the Association, along with a certificate containing (1) the name, address, and telephone number of an Association contact, (2) a statement with respect to the current status of all regular and special assessments due from the seller, (3) a statement of whether a portion of the unit is covered by insurance maintained by the Association, (4) a statement of any information the seller may have of any alterations or improvements that violate the governing documents, and (5) any knowledge of the seller of any violation of the health or building code with respect to the unit. **This obligation is carried out by the Property Management Company through the disclosure process.**

## SINGLE FAMILY RESIDENTIAL USE

Short-term rentals of homes in the community are not allowed, however, longer term leasing of a home to another family is appropriate. Homes shall be used exclusively for residential use by a single family. No trade or business may be conducted in the home if such business could disturb neighboring properties causing a nuisance or involve activities unusual in a residential area.

## **ASSOCIATION RULES AND REGULATIONS**

### **ANTENNAS**

No external radio antenna, aerial, television antenna, satellite dish, or other similar apparatus will be installed on any lot that is visible from any neighboring property without first receiving location approval from the Architecture Committee. The official modification form should be used for submitting the proposed location.

### **DECORATIONS**

Holiday decorative items do not require approval; however decorative items may not be displayed more than forty five (45) days prior or thirty (30) days after the actual holiday.

### **GATE CODES AND GATE CODE POSTING**

Publishing or posting of gate codes (including in the public portion of the MLS) is strictly prohibited. Violation of this policy will result in an immediate fine of \$500.00.

Owners who require group access for parties and other activities may request a limited access “party code” from the Property Management Company to be listed in the party or event invitation. Publishing or posting a code other than a party code for such an event will result in a \$500.00 fine.

### **NO SOLICITING**

Commercial soliciting within the community is prohibited. Owners may not invite or permit any salesperson or solicitor into the community unless the person’s activities are restricted to their lot.

### **PETS**

All pets must be leashed when outside an Owner’s lot. Pet waste must be immediately removed and disposed of appropriately.

### **RECREATIONAL EQUIPMENT**

No permanent basketball goals, swing sets, or other play structures visible from neighboring properties may be constructed without prior approval from the Architecture Committee.

### **TRASH AND RECYCLING CANS**

Trash and recycling cans may be visible from the street or from neighboring properties only on collection days. Brush and bulk trash removal, please refer to the City of Scottsdale website. Brush and bulk trash collection days are on a four-week rotation.

