



RULES AND REGULATIONS FOR KIERLAND GREENS OWNERS & RENTERS



Important Homeowner and Resident Information

Revised JUNE 2025

Kierland Greens Condominium Council of Co-Owners, Inc.

Homeowner Guide and Rules and Design Guidelines

Introduction

This Homeowner Guide and Rules and Design Guidelines (“Rules” or “Guide”) was compiled to conform with the Second Amended and Restated Declaration of Condominium and Declaration of Covenants, Conditions, Restrictions and Easements (as may be amended from time to time) (CC&Rs) of the Kierland Greens Condominiums for the purpose of protecting your property, and to make the Kierland Greens Condominiums a pleasant and beautiful place in which to live.

This Guide sets forth the rights, duties, responsibilities, and obligations of each Homeowner and renter, and their respective guests. They were designed to supplement and define many portions of the CC&R's. However, in the event of a conflict between this Guide and the CC&Rs, the CC&Rs will control. We urge you to read them and refer to them when in doubt about a particular situation.

The rules of good citizenship, sound judgment, and fairness should apply at all times.

Attached you will find Exhibit B (Section 12.7) that summarizes the maintenance responsibilities for various areas of the community.

Management Team:

- **Tom Olm On-Site Manager Tuesday – Saturday 9am – 3pm, 480-206-2930**
 - EMERGENCIES - If you have an after-hours emergency, please call Tom Olm at the above number or Greg Kaiser President Board of Directors 360-961-4064, Stan Marx, Vice-President of Operations 201-306-7469, or Roz Fulmer 815-481-3851.
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GENERAL

All Homeowners, renters, and their respective guests are bound by the CC&R's and the standards set forth in this Guide. Homeowners are responsible for their own actions and the actions of their guests, renters, employees, and vendors. Homeowners are permitted to have friends or relatives occupy their condominium and use the common area facilities as residing residents only. Homeowners are responsible for providing a copy of this Guide to anyone occupying their unit. For security reasons, guests of residents must have a resident with them at all times when using the amenities.

Homeowners and residents must inform Tom Olm the onsite manager if they are going to be away for 30 days or more. The phone number is 480-206-2930 for safety reasons only.

Homeowners and residents are responsible for the actions of any employees and vendors they hire and are further responsible for these people being admitted into the grounds and other areas of the community.

Homeowners and residents are urged to meet delivery people and vendors and, if necessary, accompany them while on the property.

RENTAL OR LEASE OF UNIT

When a condominium unit is leased or rented, the following procedures must be adhered to:

The owner or designated agent must submit the following information (via a Rental Registration Form...see Exhibit A) to the Property Manager, Tom Olm, kghoamanager@gmail.com regarding the tenant at least 7 days prior to move-in:

1. Name and contact information of each adult who will occupy the unit.
2. Emergency phone number to contact for any incident.
3. Time period of the rental or lease including start and end dates.
4. Description and plate number of tenant's vehicle.
5. Submit \$25.00 Rental Resident Filing Fee made out to: Kierland Greens HOA and mail to 15221 N Clubgate Dr. Unit 2136, Scottsdale AZ 85254 or you may pay by credit card which you can provide on the registration form, or the HOA can charge your HOA account monthly for the number of tenants you registered the previous month. Owner's choice.

Once all forms are filed and the \$25.00 fee is paid, an Entrance Gate Access code will be e-mailed to the owner to issue to the renter. RENTER IS NOT ALLOWED TO USE THE OWNER'S CODE.

Note: If a new resident moves into Kierland Greens Condominiums and the above information (and payment) has not been provided, then the new resident will not receive entry codes and will be denied use of the common areas of the Pool/SPA and Fitness Center.

RULES OF CONDUCT FOR ALL OWNERS/RENTERS

Outlined on the following pages are the rules of conduct that all owners/renters must adhere to. **Any violation of these rules may result in the issuance of fines by the HOA.**

VENDORS & CONTRACTORS

Residents who employ people on a regular daily or 24-hour long-term basis (i.e. health care or maid service), shall provide the name, company, address, and telephone number of their employee to the Management Company to confirm that such persons are not trespassers.

Employees of residents and/or their families are not permitted to use the pool, SPA, or any other recreational facility.

The approved working hours for vendors is 7:30 a.m. to 5:00 p.m., Monday through Friday. On Saturdays vendors can do "Quiet Work" such as painting, carpet installation, etc. ***NO sawing, no cutting or hammering allowed on Saturdays. NO NOISE!!!*** Quiet work that will not disturb neighbors, such as landscape trimming or interior work, is allowed to begin at 7:00 a.m. Any other exceptions must be arranged with the Property Management Company during regular working hours. Emergency service personnel will be allowed but must be under the supervision of the resident. **NO WORK IS TO BE DONE ON SUNDAY'S OR ANY FEDERAL HOLIDAYS. A \$500 fine will be issued to the homeowner.**

Construction debris created by vendors and packing boxes brought on site must be removed from the property and not placed into common area dumpsters. *There is no dumping allowed of water waste materials into any of courtyard, onto our landscape period. Residents must ensure that their vendors do not litter the common areas.*

If a resident causes damage to his/her unit, another resident's unit, or the common areas, the resident is required to pay for all damages to the extent not covered by insurance. A Homeowner is responsible for any damage done by his/her renters, guests, employees, and vendors, and will be required to pay for such damage. **Be aware, the building foundations are built with post-tension cables. Therefore, DO NOT cut the concrete without consulting with the HOA.**

Nothing shall be done or kept in any unit, storage area, garage, or the common area that would increase the rate of insurance on the building and/or contents, result in the cancellation of insurance, or be a violation of any law. No flammable, combustible/explosive fluids, materials, or chemical substances shall be brought into the building, kept in a unit, or stored anywhere on the premises.

ENTRANCE GATE

Kierland Greens Offers an exclusive gated entry system. This system is in place to deter trespassing and ensure the quality of life within the complex. If you are purchasing a unit, when you go to settlement (close) you will be given a New Owners Registration Form, which needs to be completed and returned to the Management Company (either in person or via email). Hand-held entry gate remotes are available for purchase from the on-site manager. Owners who do not acquire a unit through escrow are responsible for contacting the Property Management Company to comply with this provision. Kierland Greens uses an IPAC LiftMaster gate system that automatically scans a barcode for entry to the community. Vehicular barcode labels are available by completing the Owners Registration Form and returning it to the on-site manager.

PATIOS AND BALCONIES

Patios, balconies, and balcony railings are considered part of the Common Area. To maintain the aesthetics of the community, the following rules shall apply.

1. Patios and balconies shall be kept free and clear of all rubbish, debris, and other unsightly materials.
2. Gas and Charcoal Barbecues of any kind are strictly prohibited by the Kierland Greens condominium Counsel of Co-Owners and the City of Phoenix Fire Department. Electric grills are permitted.

Permitted:

1. Outdoor patio furniture (limited to a reasonable amount).
2. Potted plants, maintained in a neat, well-trimmed, and well-maintained manner.
3. Electric Grills are the only type of grills that are permitted on an owner's patio/balcony.

Not Permitted (the following are examples):

Motorized Scooters, Skateboards, Rollerblading.
No hanging swimsuits, towels, flags, laundry off balconies
Glass Water Bottles/Coolers
Wind Chimes & Bells
Hoses (not in use)
No Exercise Equipment on balconies
No Weavings & Rugs on patio walls
No Signs on Garage doors

Please refer to the Exhibit B - Guidelines for Balcony Displays for further clarification on this issue.

For cleanliness, sanitary and health reasons, no dirt, substances, or objects shall be thrown or swept from the doors, windows, patios or balconies. Rugs, dust cloths, and dustmops shall not be shaken from these areas.

Balcony drains are designed to evacuate rainwater only. Excess water from washing balconies, or watering plants, should not be allowed to drip from balcony drains.

To ensure against fire hazards, no fireplace of any kind may be used or stored on the patios and balconies.

A United States Flag no larger than 3 X 5 may be displayed from the patio or balcony in accordance with the federal flag code on 4th of July and Flag day.

ARCHITECTURAL CHANGES

Ceiling-mounted fans, outdoor carpets, or tile may be installed after approval by the Board of Directors.

Drapes, blinds, shades, screens - anything affecting the exterior appearance of the building - must have the approval of the Board of Directors prior to installation.

All windows and arcadia doors must present a standardized appearance from the outside. If an owner desires to change their windows, the new windows must conform to the HAO. These guidelines can be found on the Kierland Greens website.

A standard security door has been selected and does not require prior approval. Any deviations from the following standard (i.e., color, size, and vendor) will require written approval from the Board.

Company:	Steel Shield (623) 581-3667
Style:	Colonial
Color:	#4000 Mushroom Basket
Finish:	Powder Coat, Hammered Texture
Hardware:	Slim Line, Antique Brass
Sills:	Bronze
Optional Bug Screen Frame Color:	Black
Optional Bug Screen Color:	Charcoal
Optional Glass Frame Color:	Black

Phantom screen doors have also been approved for rear and side doors and/or windows as long as they conform to the following standard. Any deviations require prior written approval from the Board of Directors.

Company:	AZ Retractable Screen Solutions (602) 431-1661
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Color:	Almond
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PETS

Animals must be carried or on a leash no longer than eight feet at all times when they are being taken through common areas. Droppings must be retrieved immediately by the pet owner. No pets shall be allowed in or tethered outside the exercise room or pool area. Pets shall not to be confined on the Patio/Balcony. **No pets allowed over 30 lbs each animal. Animal Control will be called and the owner of the unit will be fined. Any pet owner who does not pick up their dog waste will be fined according to the fine policy. ONLY owners and tenants are allowed to have pets on property, no visiting pets are allowed as they have not been approved by the onsite manager. That is why all pets are pre-approved via the registration form at time of rental to ensure that the weight restrictions are being followed.** Dogs shall not be permitted to bark and disturb other residents to the point that they are deemed to be a nuisance by the Board.

STORAGE

For safety reasons, there shall be no personal property stored or placed in the general common areas. Small personal shopping carts cannot be stored on the property except within a unit. Items stored in general common areas, including entryways and courtyards, are subject to removal and disposal without notice. The Association shall not be liable for the loss or damage for any personal property left in the common areas.

Deliveries such as newspapers, packages, water bottles, etc., may be temporarily left in the restricted common area entryway to each unit no more than twelve hours. Arrangements should be made to have these items moved inside the condominium or held elsewhere if the resident is unable to personally remove these items within this time frame.

INSURANCE

The Association Master Liability Policy covers the exterior and structures of your unit, along with the common areas and amenities. If you have questions regarding this policy, please contact the Management Company to obtain the name of the Association's insurance agent. Each owner and resident is responsible for obtaining insurance for property not covered by the Association's insurance policy including, but not limited to, additions and improvements, furnishings and personal property in the unit or limited common elements. Owners and residents are encouraged to review the Association's master insurance policy with their own insurance agent to ensure that proper insurance is obtained that complies with the CC&Rs.

The Association Master Liability Policy can be found on the Kierland Greens website: www.kierlandgreensaz.com.

KEYS

Though the on-site manager does not have access to the mailbox station cubicle, a replacement mailbox key and lock is available for purchase and installation by scheduling with the on-site manager. In addition, the on-site manager maintains a stock of LiftMaster single button remotes for the entry gate and barcodes for vehicle access, plus additional FOB's. Contact the on-site manager for more information regarding entry access to the property.

Residents are urged to provide a condo key to the on-site manager for emergency access. If accepting this option, the resident must sign a release of liability for the Association, Management Company, Board of Directors, and on-site manager. Whether access is granted or not, the resident shall be responsible for any damage to his/her unit if entry is necessary due to an emergency. As stated earlier, an emergency number should be provided to the on-site manager if you plan to be away for a long period of time.

SCOOTERS, SKATEBOARDS, AND ROLLERBLADES

Because of several nuisance complaints and serious safety issues, it is in the best interest for the safety of the operator of a skateboard, scooter, and rollerblades, as well as the protection of vehicle traffic and welfare of the residents, that they be prohibited anywhere on property.

MAJOR REMODELS, STRUCTURAL CHANGES OR ALTERATION OF CONCRETE SLABS/POST-TENSION CABLES

To help prevent post-tension cables issues, no interior structural changes whatsoever shall be commenced, erected, maintained, made or done without the prior written approval of the Board. An Architectural Request Application (Exhibit C) must be filed in order to gain Board approval. By way of illustration, but not limitation, the following are considered interior structural changes: moving, removing, adding, or altering walls, doorways, plumbing fixtures, permanently installed safes, waste or water pipes, insecticide tubes, cable television wiring, hot tubs and the like.

EXERCISE ROOM AND BARBEQUE AREA

Access to the Pool, Spa, Ramada, or Fitness Center, requires use of a “FOB”. Each FOB has a unique number permanently assigned to the owner of a specific condominium. The FOB is active during Pool hours (5:15 am to 10:00 pm). An owner with outstanding dues or violations will have the FOB deactivated until the issue is resolved. Not following Pool rules may result in deactivation of the FOB for a minimum of 30 days. The penalty for allowing access to someone without an active key FOB is the FOB may be deactivated for a minimum of 30 days. Note: the key FOB may also be used at the pedestrian gates for access to the property.

The pool and spa area, exercise room and barbecue area may not be used for sales, political, profit making, or commercial purposes. Children under 14 years of age must be accompanied by an adult 18 years or older at all times.

Any common area event with 16 or more attendees must be scheduled three days in advance with the on-site Property Manager via a Ramada Reservation Form (Exhibit D)

All persons using the pool and spa area, exercise room, or barbecue area must be appropriately attired and should be courteous in the length of time they use the equipment so all residents may benefit from its use. Upon leaving the amenities, the doors should be latched and locked. For security, never prop open any door or gate for any period of time.

The barbecue area will be available on a first-come basis for residents and their guests and is not available for reservations except for parties sponsored by the Kierland Greens Condominiums or pre-scheduled and approved events for 16 or more. Please be courteous so all may benefit in the use of this amenity. On-site Manager has the Reservation form for the Ramada area.

The user will be responsible for keeping the grill and tables clean and seeing to the grill being lit and turned off, and all trash shall be promptly removed or placed in the proper containers. Grills are to be cleaned after each usage each time.

Vehicle Policy

Vehicles and/or equipment that are non-compliant with the Association’s vehicle policy may be subject to immediate tagging, towing, and removal of the vehicle from association property.

Please review the following to ensure your vehicle is in full compliance with the Kierland Greens vehicle policy:

- Vehicles may not be stored in the community at any time. This also includes those with vehicle covers. (Assigned parking spaces are not exempt from this rule)

- Unregistered or abandoned vehicles may not be stored in the association at any time.
- No motor vehicle classed by manufacturer rating as exceeding 3/4-ton which may include mobile homes, travel trailers, tent trailers, trailers of any type, camper shells, detached campers, recreational vehicles, buses, boats, boat trailers, commercial vehicles, work trucks carrying equipment, or any other similar equipment or vehicle may be parked, kept, maintained, constructed, reconstructed or repaired on any part of the community. NO PODS are allowed on property. If an owner/renter has a POD delivered, owner/renter will be fined \$500 per day that the POD is on Property. No moving vehicles are allowed parked by the unit more than 8 hours per day and may not be parked overnight. NO moving vehicles (ex: U-haul truck) are allowed to be parked in any courtyard per the City of Phoenix Fire Department Ordinance, no blocking unit garages.
- Except for emergency repairs, no automobile, motorcycle, motorized scooter, motorbike or other motor vehicle or equipment shall be constructed, reconstructed, serviced or repaired in an owner's garage or on property. No inoperable vehicle may be stored or parked on any portion of the property or in a garage.

If you lease your unit, please ensure your tenants are informed of the association's vehicle policy. Management has been directed to begin enforcing these guidelines as early as May 15th, 2025.

Any vehicles and/or equipment in violation of the community's vehicle policy may be towed at the owner's expense. If the association is required to remove a vehicle and/or equipment from the community, it will be at the sole cost and expense of that owner. **ANY VIOLATION TO THE VEHICLE POLICY WILL RESULT IN A \$500 FINE. PARKING PERMITS ARE REQUIRED FOR ANY VEHICLE PARKED MORE THAN TWO NIGHTS OUTSIDE OF GARAGES.**

KIERLAND GREENS MOVING POLICY

The following are the guidelines for moving in or out of Kierland Greens

1. **No Packing Containers are allowed to be on property at any time, loading or unloading. If an owner/renter has a POD delivered, owner/renter will be in violation, POD company will be called and container will be towed away. Owner of unit will be fined \$500 for having a POD/Container on Property.**



2. **All Moving vehicles are to be parked on the street, load & unload from the street, NOT in the courtyards, City of Phoenix Fire Ordinance. No vehicles of any kind are allowed parked in the courtyard of the garages. Moving trucks can only be parked on the street for no more than 8 hours per day and may not be parked overnight. All tenant vehicles are to be parked at all times in the unit's garage.**



PARKING

Residents are **required** to use their garage for parking, and garage doors shall be closed except when entering or egressing. Visitor parking areas are located throughout the complex and are for visitors and permitted vehicles. These spaces are available on a first come basis. To ensure there is no trespassing or improper use of guest parking spaces, a visitor cannot park more than two (2) consecutive nights a week without a pass. Parking for out of town guests is permitted for up to two consecutive weeks with a pass. Residents can request extensions if the visitor will be staying for longer than two weeks. Passes are available from the On-site Manager for \$10.00 per day or \$150.00 per month. If a resident has more than two (2) vehicles or a vehicle that is otherwise permitted to be parked in Kierland Greens is too large to fit in the garage, a pass is necessary to park in other designated areas. Vehicles parked on the streets or motor courts within the complex without a pass, or otherwise parked in violation of the CC&Rs or of fire or safety ordinances of the City of Phoenix, will be towed after notice to the owner, if reasonably possible, or after posting on the car for forty-eight (48) hours. Tow fees will be the responsibility of the unit owner.

The HOA shall not be liable for any towing fees, storage fees or any damage to a vehicle caused by towing. The streets are narrow and street parking will obstruct the view of pedestrian and oncoming vehicular traffic. This is a serious safety issue and the Association requires that owner's vehicles be parked in their garage, or visitors vehicles parked in a nearby visitor parking space. Big trucks for delivery/moving may not drive on the Courtyard, as their weight is too heavy for the brick pavers.

Waste Disposal Policy

The Kierland Greens HOA Association has seen a rise in improper waste disposal. All community residents are responsible for ensuring that any bulk items or non-approved dumpster items must be removed from the community appropriately. Owners are ultimately responsible for any improper disposal of waste in the community, dumpster areas. These costs may be passed back to the owner if a violation occurs.

Please note: Waste Management charges additional overage fees for items that do not comply with standard disposal guidelines. These charges are passed on to our homeowners. Please help avoid unnecessary costs to our association by informing tenants and contractors of the proper disposal procedures.

Examples of items that will not be picked up by Waste Management include:

- Appliances: Refrigerators, freezers, dehumidifiers, and air conditioners (due to freon).
- Hazardous Waste: Paints, oil, chemicals, batteries, and electronic waste.
- Construction/Remodeling Waste: Drywall, flooring, roofing materials, and other building materials.
- Oversized/Heavy Items: Bundled or single items exceeding 60 lbs., or items that

require more than one person to lift.

- Liquids: Including those in containers.
- Dirt, Rock, and Gravel: Not considered standard waste.
- Car Parts: Primarily tires and car batteries.
- Specific Hazardous Materials: Propane tanks, aerosol cans, fluorescent light bulbs, dead animals, old paint cans and certain cleaning products.
- Sharps: Syringes, needles, etc.
- Ammunition and Firearms: Considered hazardous.
- Electronics: Old TV's Computer equipment, and ALL other electronics.

The association relies on our owners and residents in helping keep Kierland Greens a clean, safe and comfortable community for all. **FINE OF \$500 WILL BE IMPOSED FOR ANY ABOVE VIOLATIONS DIRECTLY TO THE UNIT'S OWNER.**

GARAGE DOOR POLICY

CC&R Article 5, Sections 5.17 and 5.25

As of June 25th , 2025

1. Who is responsible for maintaining the garage door panels?

The Kierland Greens Condominium Council of Co-Owners (HOA) is responsible for the garage door panels (including metal frame) and exterior wood frames as part of the exterior component of the buildings.

2. Who is responsible for maintaining the garage door opening hardware?

Unit owners are responsible for maintaining the operating mechanisms of the garage doors, including opening motors, rails, large door spring, and all other hardware.

3. Who pays for the repair costs?

The HOA will cover the costs for the maintenance, repair and replacement of the garage door panels (and metal frames) and exterior wood frames, (excluding damage or repairs that are due to the negligence of the owner or tenant). If there is negligence, then the repair costs will be billed to the owner of the unit. Owners are to pay for any repair costs to the interior large garage door spring, the opener mechanism and interior wood door frame.

Garage door panels and exterior wood frames are considered Limited Common Elements (“LCE’s”) because they are part of the condominiums that benefit all the Unit Owners (as a part of the aesthetics of the community). As such, the HOA is obligated to maintain the panels. Having the responsibility to maintain the garage door panels provides the HOA with greater control over the uniformity of appearance of the complex. Unit Owners are obligated to cooperate with the HOA to provide access to the garage doors to effectuate the repairs/replacements of the garage door panels pursuant to Article V, Section 5.17.3 and 5.25 of the Declaration.

POOL RULES

No lifeguard is provided – swim at your own risk!

1. **NO GLASS ANYWHERE IN POOL AREA, SPA AREA, NOT AT THE GRILL, UNDER THE RAMADA, NOWHERE!!!**
2. Keep gates closed and locked - do not prop open.
3. No animals allowed except for service animals.
4. Persons with sore or inflamed eyes, colds, nasal or ear discharges, boils or other acute or obvious skin body infections, or cuts shall be excluded from the pool.
5. If incontinent, wear tight fitting rubber or plastic pants or a swim diaper.
6. Shower and use the toilet before entering the pool or spa.
7. No drinks, candy, tobacco, popcorn, gum, alcohol, or food of any kind shall be permitted in the pool or within one foot from the water's edge surrounding the pool or spa.
8. Running, jumping, scuffling, riding shoulders, diving, cannonballs, or horseplay is not allowed.
9. **No boards, inner tubes, rafts, or other inflatable devices are permitted in the pool except for personal floatation for small children under the age of 6 yrs old.**
10. Lifesaving equipment is for emergency use only.
11. Pool, SPA, and Ramada areas are closed between 10:00 p.m. and 5:15 p.m.
12. No children under (14) years of age are allowed in the pool area unless accompanied by an adult who is either a resident or a guest (18 years or older).
13. No soaps are permitted in Pool or SPA.
14. Bicycles, scooters, skateboards, and other forms of transportation equipment are not allowed in the pool area except for wheelchairs or other similar devices for the handicapped.
15. Abusive or profane language, intoxication or illegal drug use will not be tolerated.
16. All trash is to be placed into trash cans.

17. Persons with bandages, cut-off jeans, or makeshift swimsuits are not permitted in the Pool or SPA - Only proper swimming attire is allowed in Pool or SPA.
18. Do not climb in or over the fence surrounding the Pool, SPA and Fitness Center.
19. Return furniture to original location without dragging on pool deck.
20. Smoking (including e-cigarettes) is prohibited in all areas of the Ramada, SPA, Fitness Center, restrooms, and pool area.
21. For emergencies dial (911).
22. No soap, shampoo, or product of any kind is allowed to be used when utilizing the pool shower area.

MISCELLANEOUS

Distribution of advertising to each unit is prohibited.

Security Notice: this property has 24-hour electronic surveillance and recording equipment. Notwithstanding this, Owners and occupants of Units, and their respective guests and invitees, are responsible for their own personal safety within the Kierland Greens Condominiums. The Association, including, without limitation, its officers, directors, agents, employees, and on-site manager, may, but are not required or obligated to maintain or support certain activities which promote or enhance safety within Kierland Greens Condominiums, including, without limitation, monitoring or restricting access into all or portions of Kierland Greens Condominiums. However, the Association, including, without limitation, its officers, directors, agents, employees, and on-site manager shall not in any way be considered insurers or guarantors of safety or security within Kierland Greens Condominiums, nor shall they be held liable for any loss, injury or damage by reason of failure to provide adequate security or ineffectiveness of security measures undertaken.

The property has two pedestrian gates: near the entry gate and near the exit gate by Building 04. The key FOB or monthly pedestrian code may be used for entry. The quarterly pedestrian code is printed on the billing statement from the management company and included in the monthly newsletter.

Lockboxes are not allowed on the front door to the condominium. Please contact the on-site manager for approved areas to place a lockbox.

No one should block or impede another resident's ingress or egress from the garage or courtyards. The washing of vehicles is permitted in the courtyards, provided a water-regulating device is used on the end of the hose. Residents should use caution with harsh detergents that damage or stain the brickwork. Remember that higher water consumption results in higher fees to all residents. Please use water wisely.

Residents are urged to use artificial Christmas trees and wreaths. Fresh-cut Christmas trees can be a fire hazard and create debris when taken through the common areas. If a fresh cut tree is used, the branches must be removed individually and placed in plastic bags before removing the tree from the condominium. This also applies to fresh-cut wreaths and garlands. Residents are responsible for cleaning any tree needles and debris that may be left when transporting fresh-cut trees, wreaths, and garlands through the common areas.

In an effort to be considerate to neighbors, motorcycles must be kept at low RPM's until off the property. Be a considerate and caring neighbor when operating your radio, stereo, television, piano or musical instruments as well as entertaining guests. Loud noises are annoying and interfere with the rights of your neighbors. Noise-related problems should be worked out with neighbors. If resolution is not possible, the Phoenix Police Department or code enforcement should be contacted.

EXHIBIT A

Kierland Greens Condominium Council of Co-Owners, Inc.
c/o 6501 Greenway Pkwy. Ste. 103, Box 419
Scottsdale AZ 85254

Or e-mail: kghoamanager@gmail.com and azkgroz@gmail.com

RENTAL REGISTRATION FORM

In order to keep the Association's records current, and in connection with the Association's Resolution Regarding Rental Property, the following information must be provided by owners whose unit within the Association is used as a rental property in accordance with A.R.S. §33-1260.01 every time a new lease is executed. This is also necessary to provide gate and FOB codes.

OWNER INFORMATION:

Unit # _____ Property Address: _____

Owner Name(s): _____

Phone number(s): _____

Email(s): _____

Mailing Address: _____

PROPERTY MANAGEMENT (If applicable):

Company / Contact: _____

Address: _____

Phone number(s) / Email(s): _____ Is

the Property Management Company Responsible for: Payment of Assessments: ___ Yes ___ No

Repairs: ___ Yes ___ No Violations Matters: ___ Yes ___ No

TENANT INFORMATION:

Name(s): _____

(Mandatory) Home: _____ (Optional) Work: _____

(Mandatory) Cell: _____ (Optional) Other: _____

(Optional) Email: _____ (Optional) Emergency Number? _____

Lease Date: _____

VEHICLES (Include Year / Make / Model / License Plate / State): (Optional)

Vehicle 1: _____

Vehicle 2: _____

PET POLICY:

Kierland Greens restricts pets to a weight of not more than 30 pounds. Renters should be aware that if they bring pets into the neighborhood that weigh over 30 pounds, you as the owner of the unit will be fined. Owners, by signing below, acknowledge that they have read this paragraph and will ensure that tenants adhere to this rule.

Number of Pets / Type/ Weight: _____

As an owner, you are responsible for the action of your tenants, residents, and guests, who will be expected to abide by all governing documents for Kierland Greens. Please sign below stating the above information is true and correct to the best of your knowledge.

Owner: _____ Date: _____

Owner: _____ Date: _____

Please return the completed form and \$25 rental registration fee payable to Kierland Greens HOA or by credit card at time of submitting this registration form via e-mail to the property manager, Tom Olm at kghoamanager@gmail.com or 15221 N Clubgate Drive, Unit 2136 Scottsdale AZ 85254. The rental registration form and fee of \$25 must be submitted **within 7 days prior to the tenant's arrival date of the new lease.**

Incomplete or late forms may result in a \$15 late fee. EVERY TIME YOU RENT YOUR PROPERTY, THIS FORM MUST BE COMPLETED WITH YOUR ADULT TENANTS INFORMATION.

Check# _____ or Payment below with Credit Card.

Name on Card: _____

Credit Card#: _____ **Exp:** _____

CVS# _____ **Zip Code of Card#** _____

Exhibit B

KIERLAND GREENS HOA GUIDELINES FOR BALCONY DISPLAYS

Balconies (and the railings associated therewith) are considered Common Areas in Kierland Greens. As such, the HOA is responsible for maintenance of the railings as well as responding to leaks caused by the balconies. This relieves the homeowner from having to incur maintenance expenses.

However, as Common Areas, there are several rules that must be followed. They include:

1. A homeowner may not paint the railing or outer wall of the balcony.
2. No objects may be hung off the railings. This includes, but is not limited to, towels, flags, banners, plants or any other object.
3. No electronics may be mounted on the railings or the top of the balcony walls. This includes, but is not limited to, electronic surveillance equipment, satellite television disks, high frequency radio antennas, and the like.
4. Decorative lighting is allowed only during 'the holiday season'. This period starts November 25th and ends January 8th. No decorative lighting should be hung at other times. Holiday decorations, which are displayed in good taste, are permitted. Appropriate holiday decorations may be displayed four weeks before the holiday and removed two weeks after the holiday.

The purpose of these rules is to ensure that Kierland Greens has a consistent, upscale appearance. Please adhere to these guidelines. Violations of these rules may result in fines to the homeowner.

Exhibit C

ARCHITECTURAL CHANGE REQUEST APPLICATION

Community Name: Kierland Greens Condominium Council of Co-Owners, Inc.

Homeowner Name: _____

Account #: _____ Bldg#: _____ Unit#: _____

Property Address: _____

Cell#: _____ Owner e-mail: _____

Work to be performed by: _____ To be completed by: _____

Provide a description of the request in detail, with photos and use additional pages and drawings as necessary as NO architectural changes can be made to the exterior of any building without Board approval. Include type of materials to be used, photos of windows, doors, etc., color(s), dimensions of structure and location of the remodel. **Please submit a copy of your approved City of Phoenix permit.**

Submit to: Tom Olm
15221 N Clubgate Dr. unit 2136
Scottsdale AZ. 85254

attn: Tom Olm – Property Manager
Tom’s Phone #: 480- 206-2930
Tom’s email: kghoamanager@gmail.com

The Homeowner agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs. Any damage to any other unit during this remodel is the sole responsibility of the Homeowner who is doing the remodel, not the Board of Directors, nor any other homeowner. The Homeowner agrees to comply with all city, county and state laws and to obtain all necessary permits and provide to the Association a copy of the permits.

Homeowner’s Signature

Date

The above-described Architectural change is: Pending – Request more information Approved Disapproved or Approved subject the following conditions:

Name of Association Representative-Signature

Date

Board Member Representative – Signature

Date

Exhibit D



RAMADA RESERVATION FORM

DATE OF EVENT: _____ **TIME OF EVENT:** _____

OWNERS NAME: _____ **UNIT#:** _____

Purpose of event: _____ **Time:** _____

I wish to reserve the following, (check all that apply):

- Ramada** **Tables (how many)** _____ **Chairs (how many)** _____ **Grill (one only)**
 Other: _____

The following rules and regulations apply to this event:

1. NO GLASS PRODUCTS ALLOWED IN THE ENTIRE POOL AREA, INCLUDING THE RAMADA AND GRILL AREAS.
2. NO COOLERS WITH ANY GLASS PRODUCTS ARE ALLOWED WITHIN THE GATES OF THE ABOVE AREAS.
3. NO GLASS COOKING OR SERVING DISHES ALLOWED AT ALL.
4. IF ANY OUTSIDE SERVICES ARE BEING USED, OWNER MUST NOTIFY THE PROPERTY MANAGER TO RECEIVE A VENDOR GATE CODE FOR SECURITY.
5. OWNER MUST CLEAN UP ALL AREAS THAT ARE USED BY THE END OF THE EVENT AND ALL TRASH CANS USED MUST BE EMPTIED AND TAKEN TO THE DUMPSTER NEAR THE POOL AREA.
6. ALL TABLES AND CHAIRS MUST BE CLEANED OFF AND RETURNED TO THEIR PROPER AREAS AT THE END OF THE EVENT.

FAILURE TO DO ALL THE ABOVE WILL RESULT IN A \$500.00 PENALTY.



KIERLAND GREENS CONDOMINIUM COUNCIL OF CO-OWNERS, INC.

FINE POLICY

Effective: May 16, 2024

The Fine and Appeals Policy stated below shall be followed for the Kierland Greens Condominium Council of Co-Owners, Inc. All homeowners will be responsible for fines levied on their renters (either short-term or long-term leases) and the fines will be applied to their monthly HOA statements. The Board reserves the right, at its discretion in special circumstances, to immediately impose a fine in any amount the Board deems appropriate after a verbal warning by a Board member or the onsite manager if the offender refuses to cease the fineable offense. The fine may be imposed without a written notice. In all other fineable circumstances, the following fine policy will be enacted:

FIRST WRITTEN NOTICE: If a fine is to be levied, a Board member will call and /or email the homeowner prior to sending out the first notice, attempting an immediate resolution to the issue, and describing the violation and required corrective action. An initial notice of the violation will also be mailed via regular mail to the homeowner, requesting compliance within one-week (7 days) of the call or email notice. No monetary fine will be assessed with the First Written Notice.

SECOND WRITTEN NOTICE: If the violation still exists after 7 days of the first call or email notice, a second notice (via email) requesting compliance within one week (7 days) shall be sent to the homeowner. A **\$100.00 FINE** will also be assessed, and payment will be due immediately with second notice.

THIRD and FINAL NOTICE: If the violation still exists after ten (10) days, a notice requesting immediate compliance shall be e-mailed and sent via certified mail to the homeowner. A **\$250.00 FINE** will be assessed and due immediately with each notice.

CONTINUING/RECURRING VIOLATIONS: If the violation continues without resolution after the final notice, or there is a recurrence of the violation within three months of the original violation, the board reserves the right to refer the issue to counsel. All legal fees and fines will be billed back to the homeowner.

NOTE: Failure to pay any fine shall subject the Owner to the same potential penalties and enforcement as failure to pay any assessments under Article 9 of the CC&Rs.

(continued on next page)

Listed below are possible actions that could result in a fine and any other violations listed in the Rules & Regulations booklet, including but not limited to:

1. Dog off leash or dog waste left on the ground, dog over 30lbs.
2. Any type of littering on the property.
3. Guest Parking outside for more than two (2) days without a parking permit,
4. Pool violations (as noted in the Owners Rules & Regulations Booklet),
5. Noise violation after 10 PM (per Phoenix statute),
6. Fighting in the common areas,
7. Community destruction,
8. Vendors violating dumping waste on property, violating quiet/construction work allowed times.
9. Use of gas BBQs on private patios, glass inside the entire pool area, including the Ramada area,
10. Balcony violations (i.e. hanging objects off balcony railings).
11. Dumpster violations
12. Vehicle violations

***BOARD DISCRETION:** Notwithstanding the above provisions of the violation policy, the Board at its sole discretion may at any time assess a fine in an amount up to \$5,000.00 for any incident the Board deems to be egregious, dangerous, or that may threaten the life, health, safety, or welfare of any person (resident or owner), or that causes damage to any Association or other Owner's property.*

The Board also reserves the right to rescind any fine if the offender is making a best effort to correct the offense, but due to physical restrictions, is unable to correct the offense within the established timeline. In addition, nothing in this Fine Policy shall limit the Board of Directors' right to seek immediate Injunctive Relief at any time regardless of the presence or absence of notices hereunder, for any violation that the Board of Directors determines in its sole and absolute discretion constitutes a material danger to persons or property and requires intervention by police or other civil agencies. The Board of Directors reserves the right to take any action permitted by law or the CC&Rs.