



The Refuge Community Association, Inc.

# Policy and Procedure Handbook

## Rules Section

April 12, 2016 Revision

**THE REFUGE COMMUNITY ASSOCIATION**  
**Policy and Procedure Handbook**

**RULES SECTION**

**This Section is intended to be a “pull out” section to be provided to Renters, Family Members, Visitors and Guests and is intended to summarize the Policy and Procedure Handbook of the Association**

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**XVIII. RULES SECTION**

1. **Vehicles** – The definition of “Vehicles” encompasses but is not limited to: Automobiles, trucks, campers, motor homes, travel trailers, R.V.s, boats, trailers, personal watercraft, construction equipment, motorcycles, dirt bikes, ATVs, utility vehicles, golf carts (electric or gas powered), rails, dune buggies.

No vehicles of any kind, except golf carts and electric and/or manually powered transportation devices (including but not limited to Segway’s and electric bicycles) are allowed on any road or street in the Community unless they are registered for on or off road use and licensed and operated by a person possessing a valid driver’s license. The Association encourages all Members to obtain liability insurance for golf carts that are driven within the community’s roads and streets. The posted 25-mile per hour speed limit is to be obeyed. The driving of a vehicle on the golf course without the club’s permission is considered trespassing and subjects the operator to arrest. Driving on vacant lots within the Community is also prohibited except when the Member has obtained an approved plan from the Design Review Committee for construction. Overnight occupancy of any vehicle is prohibited.

Washing of a Member’s car, truck, boat, RV or other licensed vehicle is permitted in the owned driveway or the street in front of the Member’s property.

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2. Parking – Parking vehicles of any kind is restricted to the owned driveway. Parking on vacant lots is prohibited except during construction. Parking on the roadway without permission of the Association is prohibited (see section 10.16.3 of the CC&R's). However, parking on the Community's roads or streets is permitted for short durations for the purpose of attending a function at a Member's residence. Storage of vehicles in the driveway, or on the side or the rear yard of the residence is prohibited. Boats and recreational vehicles may be parked in an owner's driveway only for the purpose of loading and unloading or cleaning and for not more than a twenty-four (24) hour period, unless the homeowner has contacted the Association Manager with a request for an extension of this period and the reasons for such extension. The Association Manager may extend the duration to not more than a total of seventy-two (72) hours.

- Excessive or Oversize Vehicles – An exception to parking only on the owned driveway is granted for oversize vehicles (one trailer, motorhome, or boat and trailer with a tow vehicle) and for up to one passenger vehicle for which there is not room in the owned driveway. No property owner shall be permitted to have excessive or oversized vehicles parked in front of their property for more than a twenty-four (24) hour period, **unless the homeowner has contacted the Association Manager with a request for an extension of this period and the reasons for such extension.** The Association Manager may extend the duration to not more than a total of seventy-two (72) hours. The exception to this notification provision is granted for the following holidays or events:
  - i. President's Weekend
  - ii. Desert Storm
  - iii. Memorial Weekend
  - iv. 4<sup>th</sup> of July
  - v. Labor Day
  - vi. Thanksgiving
  - vii. Christmas
  - viii. New Year's

If oversized vehicles or passenger vehicles that cannot be accommodated in the owned driveway will be in the Community for longer than 72 hours, owners should park them in the Community's Storage Area. Failure to adhere to the Parking Rules for the roadways will make the vehicles subject to towing without further notice and at the owner's expense.

- In the event an owner has guests for more than seventy-two (72) hours whose vehicle(s) cannot be parked in the owned driveway, the owner is required to contact the Association Manager to request an exemption from the roadway parking requirements for a period of time not to exceed a total of seven (7) days for no more than 2 vehicles and then only after the neighbors adjacent to the owner's home have been notified by the Association Manager of the specific exemption granted.
- Emergency Access on Roadways – Property Owners will not restrict any roadway access for emergency vehicles at any time, including blocking any fire hydrants.

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3. Rentals/Tenants – The rental or lease agreement shall not be for a period of less than four (4) months: daily, weekly, and monthly rentals are expressly prohibited. Owners are to notify the Association Manager of their tenant's names, phone numbers and the starting and ending dates of the lease prior to the tenant's occupancy. Owners who lease must provide their tenants with copies of these Rules and the appropriate pages of the CC&R's of The Refuge Community Association. You are encouraged to include a complete set of these documents as part of the lease or rental agreement. Should the Association have to provide your tenants or renters with the appropriate documents, a charge in accordance with the Association's Fee Schedule will be applied to your accounts. Under Arizona law owners are responsible for their guests' and tenants' actions.
4. Noise – No loud music shall be permitted at any time. Unreasonable noise, which disturbs or tends to disturb the peace and quiet of a neighborhood, family or person, is prohibited. It shall be conclusive evidence that the noise made was unreasonable if it was made after 10:00 P.M. and before 6:00 A.M Sunday night through Friday morning or midnight to 8:00 a.m. Friday night through Sunday morning.
5. Signs – Both the CC&R's (Section 10.15) and the Design Guidelines place restrictions on signage within The Refuge. Any exceptions must have prior approval of the Design Review Committee. Owners wishing to arrange for the flying of the American flag on prescribed holidays may contact the local Kiwanis Club to secure this service at a nominal fee.
6. Architectural Changes –
  - The Design Review Committee must approve exterior changes to the residence, including landscaping, with plans submitted in advance to the Association Manager who will submit them to the Design Review Committee.
  - State law allows certain flags to be flown; however, the Committee must approve the location and mounting in writing. Please submit requests in writing to the Association Manager.
7. Code of Conduct – All Property Owners, guests, invitees and outside vendors shall adhere to a code of conduct as fully stated in section IV and XIII of the Policy & Procedure Handbook, in connection with their treatment, actions, language and behavior towards other Property Owners, Board Members, Association staff, Security Officers, employees, agents and vendors. Abusive and/or disrespectful behavior will not be tolerated. Violations of this section shall also constitute violation of the Governing Documents.
8. Pets – Pets are to be leashed at all times when walked within the Community. Do not allow pets to trespass or discharge liquid or solid waste onto property of others, however if solid waste is deposited onto the property of others, it must be immediately removed. Waste is prohibited on the streets and common areas. The owner of such

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pets shall immediately remove all waste after discharge. The owner shall at all times have full and complete control over their pets. Residents shall remove pet waste from his/her own property within two (2) days.

9. Hazardous Materials and Activities – No hazardous materials, such as uncovered paint cans or any uncovered flammable substances that could create an explosion, fire or any obnoxious odor, or risk to the safety of another Property Owner shall be stored on the property at any time. No hazardous materials may be stored within the Storage Area of the Community.
10. Holiday Decorations – Holiday decorations and/or lights may be displayed on a Member's property in a reasonable and tasteful manner. Decorations and lights may be displayed up to thirty (30) days preceding the applicable holiday and must be removed within fifteen (15) days following the holiday.
11. Common Area Storage Lot Use – The Association's storage area located on Allegheny Lane is only for the use of The Refuge property owners and approved Lessees and Renters. This area abuts community home sites on three sides. It is imperative that when using the storage area, the adjacent neighbors are respected when it comes to noise and the height of units. Parking of any units against the block walls that exceed the height of the walls is discouraged. Trash shall not be discarded in the storage area.

The storage area will only be used for parking of personal vehicles, trailers, boats and RV's. All stored units shall be in good operational condition and moveable. Using the storage area for commercial uses, fixed structures, sheds, equipment, containers or construction materials of any type is strictly prohibited. ***The storage area shall not be used for the repairing, servicing, cleaning, or maintenance of any vehicles (CC&R's 10.16.1).***

Owners of all vehicles, trailers, boats and RV's stored in the Storage Lot shall complete the Common Area Storage Parking Registration Form to register all units and obtain a Refuge decal tag to place on the unit. The Registration Form can be obtained at the Gatehouse or by contacting the Association's Manager prior to storing. *Failure to register unit and NOT displaying a Refuge decal tag will subject the stored unit to towing/removal at owner's expense (CC&R's 10.17). No overnight occupancy is allowed in the storage area.*

Storage of units longer than fourteen (14) days will be subject to a monthly storage fee. It will be the responsibility of the owner to notify the Association's on-site security personnel prior to storing any units in the storage area for either short term or monthly storage. *Non-payment of monthly storage fees will subject the unit to towing.*

Below is a sample of The Refuge decal tag (or similar type tag) that will be issued for units stored in the Association's storage area. Registration of units must include

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owner's lot number; name; contact information, and a copy of the unit's current registration.



12. Yard Sales – Yard Sales are strictly prohibited in the Refuge Community.