

**Association Rules and Procedures**

as of 3/15/14

The following rules and procedures were adopted on the dates indicated below in accordance with paragraph 5.3 of our CCR.. Association rules are defined as: 5.3 Association Rules By a majority vote of the Board, the Association may, from time to time and subject to the provisions of this Declaration, adopt, amend and repeal the Association Rules. The Association Rules may, among other things, restrict and govern the use of the Common Areas; provided, however, that the Association Rules shall not discriminate among Owners and occupants and shall not be inconsistent with this Declaration, the Articles or the Bylaws. The Association Rules shall be intended to enhance the preservation and development of the Properties and the Common Areas. Upon adoption, the Association Rules shall have the same force and effect as if they were set forth in this Declaration. A copy of the Association Rules, as adopted, or amended, shall be available for inspection at the office of the Association.

1. **Architectural Review Request (ARR) Form:** The ARR form that is on the web site is mandatory for all ARC submissions. (Revised by property owner vote, 3/15/14)
2. **Permits:** Owner/Builder permits must require all county inspections. (Adopted 2/18/2007)
3. **Lot Splits:** If a lot is split, as provided in Article 10.10, no additional vote is assigned nor assessment dues assessed from the new split lot until a change in ownership of one of the sections is recorded. Multiple lots owned by a single owner and combined into a single, larger lot retains the number of votes and dues assessments of the original number of lots purchased and surviving subsequent sale of combined lots. Lot owners must notify the Board of their intention to split a lot to ensure that the new split is properly recorded by the Association. Survey documentation is required to ensure the new split lot meets minimum acreage requirements. A new lot number will be assigned, and the appropriate vote and dues assessments assigned to the new owner(s) upon the transfer of ownership. (Adopted 3/21/2009)
4. **Power:** Above ground power lines must be located within the roadway easements only. All other power and telephone lines must be placed underground. (Adopted 12/7/2002; Updated 3/18/2006)
5. **ARR:** All Architectural Review Requests (ARRs) will only be valid for two (2) years from the date of board approval. Any extensions to this will need to be requested in writing and an updated ARR must be submitted to the board. Once this has been accomplished the above listed procedures will apply. (Revised by property owner vote, 3/15/14)
6. **Email correspondence.** The official email address for the POA is [admin@hlrpoa.com](mailto:admin@hlrpoa.com). Email correspondence will be forwarded to all board members, and acknowledged within 7 business days. The response will be made by the board secretary, or by a board designated individual in the case that the secretary is temporarily unable to fulfill this task. Such response shall only include language related to the acknowledgment of the correspondence, the forwarding of the correspondence to all other board members, and clarification of procedures, or basic factual information, if deemed appropriate by the secretary. If the query covers a topic already discussed during a previous board meeting and published in minutes, then a response may be given as such. A board response must be made from the board email not from a board member's personal email. (Revised by property owner vote, 3/15/14)
7. **Agenda items for Board meetings.** Agenda items are welcome for board meetings. Agenda items should be topics of relevance to the Association as a whole and to the smooth running of the POA. The board will assume the property owner raising the issue will participate in the discussion with proposed solutions. To ensure timely submission, topics will be solicited not later than (fourteen) 14 days prior to the next meeting. Submitted topics must be made in writing and include

8. **Complaints.** In accordance with the Arizona Revised Statutes, Title 33, Article 33-1803, the specific information needed by a POA Board before taking any action on a complaint includes at least four parts:-1- a formal notice to the board stating which portions of the CCR are being violated;-2- the name and lot number of the person violating the CCR;-3- the name and lot number of the person making the complaint; -4- and specific information concerning on what dates and times the violations were observed. The board cannot accept anonymous complaints. ARS Title 33, Article 33-1803 entitles the person accused of the violation to know who has lodged the complaint. The board also expects that members will attempt to resolve complaints on a neighbor-to-neighbor basis before submitting a complaint. Prior attempts to resolve issues will be a prerequisite to the board acting on any written complaint. With this detailed information the board can determine the next best steps for action, including, but not limited to, a hearing to determine one of the following: a recommendation to contact law enforcement, a recommendation to pursue civil or justice court options, and/or referral to arbitration/mediation as per the Revised Bylaws. (Revised by property owner vote, 3/15/14)
9. **Request for release of property owner information.** During our 2007 annual meeting we asked property owners whether their address, email address or phone number could be released to other property owners for ranch business only. We will continue to update this information. If a property owner request addresses, email addresses or phone numbers of other property owners and states in writing that they will use the information for ranch business only, the board will release only that data which the property owners have indicated was releasable. (Approved at the 28 Dec 07 Board meeting.)
10. **Nomination, Election and Balloting Procedures:** are available on the website.  
( Revised by property owner vote, 3/15/14)
11. **Video Taping Board Meetings:**
- The person intending to record the meeting must provide 24 hours advance notice to the official HLR Board email address ([admin@hlrpoa.com](mailto:admin@hlrpoa.com)) of the intent to record the meeting in writing via e-mail or fax, unless a blanket approval has been granted previously by the board.
  - The recording device must be visible to the board of directors at all times during the meeting while the device is recording.
  - All videotaping must be on a tripod.
  - Videotape tripods cannot obstruct the view of people attending the meeting
  - The Board of Directors shall have a right to receive a copy of the recording, at Association expense.
  - The association cannot guarantee that power will be available in the meeting space and power cords cannot create tripping hazards for other attendees at the meeting.
  - No recording shall be published in any way including, but not limited to, posting any recording to the Internet or any social networking or video or audio sharing website, unless such posting is password protected, and only available to association members.
  - If any of the above rules are not respected by the property owner, the board may rule that the PO be asked to leave the meeting. ( Revised by property owner vote, 3/15/14)
12. **Hearing Procedures:** Available at on the website ( Revised by property owner vote, 3/15/14)