

# CASAS ADOBES TERRACE



## HOMEOWNERS ASSOCIATION

### WELCOME TO THE CASAS ADOBES TERRACE COMMUNITY!

Congratulations on the purchase or lease of your new home! On behalf of The Casas Adobes Terrace Homeowners Association (CATHOA) and its management company, Associa Arizona, we are delighted to welcome you as a new property owner or tenant. The Casas Adobes Terrace Homeowners Association has been established to protect and enhance your property's value, to maintain common areas, and to promote harmony within the community.

As a property owner in Casas Adobes Terrace you hold membership in the Association. Membership qualification is outlined in the recorded Declaration of Covenants, Conditions, and Restrictions (CC&Rs), which are among the governing documents for your community. The CC&Rs also define the standards by which common areas and individual properties are maintained, policies are enforced, insurance is maintained, and architectural control is regulated. We very much encourage you to review your documents in order to best acquaint yourself with the beneficial regulations of the community where you now own or lease property per CATHOA's rental policy.

In addition to the legally required disclosure information per ARS 33-1806 provided on CD by Associa Arizona, please also find attached a list of 'friendly reminders' to assist you in more easily becoming familiar with your new community and to make your transition a helpful and friendly experience. We thank you in advance for your cooperation with our practices and rules, consideration for your neighbors, and conscientiousness regarding the property values, safety, and quality of life within the Casas Adobes Terrace Community.

Our Community Web Site: [www.casasadobesterrace.com](http://www.casasadobesterrace.com) is full of interesting things including Community Calendar listings (*including all HOA meetings*), classified ads, neighborly referrals, the HOA page where you can see and download minutes, financials, newsletters and all our governing documents and the Neighborhood Watch page has some useful safety and security tips. There is also a private Board email that is checked periodically: [casasadobesterrace@yahoo.com](mailto:casasadobesterrace@yahoo.com).

Associa Arizona has been selected as your community management company. They are here to provide professional management services for all aspects of the daily operation of your community. Since each owner has a voice in the Association, they are dedicated to maintaining an open line of communication between you and your Association's Board of Directors and Committees.

Again, congratulations on your choice of property in Casas Adobes Terrace! Should you have any questions regarding your community, please do not hesitate to contact Associa Arizona and they will be happy to assist you. Also, we hope you'll choose to visit us at our regular meetings.

Sincerely,

Your Casas Adobes Terrace Homeowners Association Board of Directors

#### Key Contact Information:

- Management Company: Associa Arizona (formerly Lewis Management Resources, Inc.)  
Community Manager: Heather Donlan, CAAM, CMCA  
Address: 6840 N Oracle Road, Suite 130; Tucson, AZ 85704  
Phone / Email: 520-742-5674 / Fax: 520-742-1523 / Email : [tucinfo@associa.us](mailto:tucinfo@associa.us)  
Website: [www.associaarizona.com](http://www.associaarizona.com) View your account information, Associa Advantage, and pay your dues online (use our Community Web Site for document access).
- Neighborhood Watch: 1122 Area Leader: Martha Lee Phone: 877-3832 Email: [marthaslee@gmail.com](mailto:marthaslee@gmail.com)
- Trash & Recycle Service: **Fees ARE included in the HOA dues. No need to start service, just put containers out on pickup day.** Waste Management, Inc.; 744-2600 for Holiday schedules (or see our or WM's websites), problems or replacement or additional containers, etc. **(You must reference Casas Adobes Terrace HOA group contract).**  
***Both picked up on Thursdays*** (Fridays, if Holiday that week)

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### Friendly Reminders

#### Assessments

Assessments from each property owner provide the income necessary to manage and maintain Casas Adobes Terrace to the standards you expect and deserve. Your assessment income is used for:

- Common Area Maintenance, Water, and Electric
- Management, Accounting, Legal, and Website Services
- Entranceway Lighting and Security Patrol
- Postage, Printing, Supplies, Taxes, Insurance
- Trash and Recycling Collection (**see below**)

Assessments are due semi-annually the 1<sup>st</sup> day of January and July and are subject to a late fee and interest if not paid by the 15<sup>th</sup>. Make checks payable to: Casas Adobes Terrace Homeowners Association.

#### Homeowners and Board of Directors Meetings

The Annual meeting of the Homeowners Association (HOA) Members and Board election is held in the month of October. Regular meetings of the Board of Directors are typically held every other month at 6:30 p.m. at Christ the King Church at 2800 W Ina Road. Schedules are posted on our website. Homeowners are welcome to attend all HOA meetings.

#### Architectural Control Committee (ACC)

Architectural control is an important asset to the community. **Written approval of any exterior change must be obtained prior to beginning any improvements, including landscaping** (re-painting or re-rocking with the same color does not need pre-approval). Application forms, Standards and Paint colors can be downloaded from the website or obtained from the management company. Completed applications can be emailed directly to the management company. Meetings are typically held at the Nanini Library at 6:30 p.m. on the first Tuesday of the month.

#### Trash & Recycle Collection

Trash & recycle collection is provided by Waste Management with **fees included in the HOA dues. Both are picked up on the same day – Thursdays** (Fridays if there is a holiday during the week – check our or WM's websites for schedule). Items are to be placed in the appropriate containers in front of your residence no earlier than the evening before and must be put away behind your gate and wall or in your garage and out of view from the street no later than the evening of collection days. There is also a bulk pickup day in the Spring. You can get a larger recycle or replace damaged containers free or extra containers for \$4 / month each by contacting the management company (You can also request it directly with WM at 744-2600, but you must reference CATHOA's Group Account). It is a good idea to put a note on any container out for exchange.

#### Parking

Homeowners and Residents are **not** permitted to park in the street. **'Temporary'** street parking is limited to guests and vendors only. Refer to the Covenants, Conditions and Restrictions (CC&Rs), **amended** Article IV, Section 1 U for details. Please ask your guests to park as close to the curb

as possible, and to be considerate of others by not parking on the sidewalk. Our neighborhood has a lot of walkers, joggers and motorized wheelchair users. Also, when cars are parked on the street it creates a safety hazard for 2-way traffic, children, utility, and emergency vehicles.

#### Park

The park is maintained on a weekly basis. There are picnic tables and benches for your enjoyment, but there are no cooking facilities. Pets are welcome to use the park, but they must be on a leash and you must pick up after them.

#### Landscape

For each property, there must be at least two trees with a minimum height of six feet, when newly planted in the front yard. Additionally, each property must have at least two shrubs planted in the ground in the front yard. No tree, shrub, or plant of any kind may overhang or otherwise encroach upon any sidewalk or other pedestrian or bikeway from the ground level to a height of eight feet (8'). All dead plants (including tree stumps) must be removed (*and replaced if that takes you below the minimum count above*).

Weeds are unsightly plants that hinder the beauty of our neighborhood. The best way to prevent / control weed growth is to spray a pre-emergent during the spring, and then apply a weed killer on those that do pop up. Any dead stems must be pulled out.

#### Other Helpful Tidbits

- Front and side yards and entry ways/porches are not storage areas and shall be kept neat, clean and orderly at all times.
- Driveways should be free of automotive fluid stains and spills. Oil pans, cardboard or carpet squares, etc., used to prevent stains must not be visible from the street when in use and removed when a vehicle is not parked over them.
- Trailers, boats, RVs, etc., may not be parked or stored in view from the street or neighboring homes.
- No residence may be used for business purposes.
- No activity may be conducted which may constitute a public disturbance.
- No clotheslines may be visible from a neighboring property.
- No reflective materials may be installed on windows.
- Mailboxes must be well maintained, painted black, standing straight and in compliance with ACC standards.
- Exterior cables, electrical and gas equipment visible from the street must be painted to match the home.
- Please control your pets: **prevent nuisance barking; observe leash and pooper scooper laws.**
- Community Website: [www.casasadobesterrace.com](http://www.casasadobesterrace.com) has calendar (including all HOA meetings), downloadable documents and more. CATHOA's Managing Agent is: Associa Arizona (formerly LMR) at 742-5674 or email to [tucinfo@associa.us](mailto:tucinfo@associa.us).