

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 and rules 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 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 is updated monthly and is full of useful information, including: Community Calendar listings (*including all HOA meetings, Holiday trash schedule, events*), neighborly referrals, view and download minutes, financials, newsletters and all our governing documents, enjoy neighborhood pictures, and the Neighborhood Watch page has some useful safety and security tips. **Town Square** (www.townsq.io) is our mobile app (also runs on PCs and tablets) which allows real time access to account information, paying dues online, 'push' email announcements, and more. – signing up is required as it is 'private' and is strongly encouraged.

Associa Arizona is our community management company. They are here to provide professional management services for all aspects of the daily operation of our 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 any of our regular meetings.

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Sincerely,

Your Casas Adobes Terrace Homeowners Association Board of Directors and Associa Arizona (Managing Agent)

Key Contact Information:

- Managing Agent: Associa Arizona (www.associaarizona.com)
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 : aazcst@associa.us
Website / Mobile App: View your account information, and pay your dues online with Town Square (www.townsq.io) (use www.casasadobesterrace.com for document access, meeting schedules, holiday trash pickup, etc.).
- Neighborhood Watch: 1122 Area Leader: Martha Lee, Phone: 520.982.7865, Email: marthaslee@gmail.com
(A Pima County Sheriff's organization separate from CATHOA)
- Trash & Recycle Service: ***Fees ARE included in the HOA dues*** with service provided by Waste Management (520.744.2600) through a group contract with CATHOA. Contracting with a different service provider is not necessary and is prohibited. ***No need to start service, just put containers out no earlier than the evening before the pickup day, typically Wednesday; and away by the evening of the pickup day, typically Thursday (Thursday & Friday evenings for Holiday weeks).*** Associa is best to help you get damaged bins replaced, or a larger recycle bin (both free), etc. Extra bins are \$4 per month billed directly.
Both picked up on Thursdays (Fridays, if Holiday that week, as posted on our website)

Assessments (Dues)

Assessments from each property owner (lot) are due semi-annually the 1st day of January and July and provide the income necessary to manage and maintain Casas Adobes Terrace to the standards you expect and deserve, including:

- Common Area Maintenance, Water, and Electric
- Management, Accounting, Legal, and Website Services
- Entranceway Lighting and Security Patrol
- Postage, Printing, Supplies, Taxes & Fees, Insurance
- Trash and Recycling Collection

Homeowners (Members) 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).** It is suggested contracts for major projects (e.g., solar, roofing) be made contingent on ACC approval. Standards, Application forms and Paint colors can be downloaded from our website or obtained from the management company. Completed applications can be emailed directly to the management company. Meetings are typically held on the first Tuesday of the month.

Trash & Recycle Collection (Fees Included in Dues)

Trash & recycle collection is provided by Waste Management. **Contracting with a different provider is prohibited. Both are picked up on 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 approved containers in front of your residence no earlier than the evening before and must be put away behind your gated 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 our management company (although not recommended, you can also request it directly with WM at 520.744.2600, 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 required to park in garages and / or driveways and are **not** permitted to park in the streets at any time. **'Temporary'** street parking (subject to interpretation by the Board) is limited to guests if driveway space is not available and to vendors. Refer to the Covenants, Conditions and Restrictions (CC&Rs), Article I 'Z' and Article IV, Section 1 'U' (*amended*), 'S' and 'T' for details. Please have your guests park as close to the curb as possible (or preferably in the driveway) and to be considerate of others by not parking on the sidewalk (against State law). Our neighborhood has a lot of walkers, joggers and motorized wheelchair users. Also, when cars are parked in the street it creates aesthetic / property value issues and safety hazards for 2 way traffic (try to not park opposite on both sides), children, bicyclists, utility, delivery, street sweeping and safety and emergency vehicles.

Park

Our one acre private park is for use by homeowners, tenants, and their guests only and is maintained on a weekly basis. There are picnic tables and benches for your enjoyment. Pets are welcome, but they must be on a leash and you must pick up after them. Hitting golf balls is prohibited.

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 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.
- Garage doors are to be kept closed when not in use.
- Trailers, boats, RVs, etc., may not be parked or stored on a lot 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, nuisance or safety / health issue.
- 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 / boxes, conduits visible from the street must be painted to match the home.
- One (1) individual yard sale is allowed in addition to the Community yard sale and the Bulk Trash pickup yearly.
- Please control your pets: **prevent nuisance barking; observe leash and pooper scooper laws.**
- Well lit at night means less crime to fight, so keep your driveway lights on 'til dawn to help make those crooks be gone.
- **Our Community Website** (www.casasadobesterrace.com) has calendar (including all HOA meetings), downloadable documents and more. **Town Square** (www.townsq.io) is our mobile app (also runs on PC) which allows real time access to account information, paying dues online, 'push' email announcements, and more. Signing up is required and is strongly encouraged. **Managing Agent:** Associa Arizona at 742-5674 or email to aazcst@associa.us.