

**GREENFIELD VILLAGE
RV RESORT ASSOCIATION
MESA, ARIZONA**

**ADMINISTRATION
RULES AND FORMS**

**Adopted: 01/04/12
Revised: 11/22/12
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This Administration - Rules and Forms document offers Owners and renters examples of subsidiary policies and procedures under which Greenfield Village is governed. Source of policies and forms is listed for further access. Additions will occur as needed.

Advisory and Processing Committees

Brief explanation of purposes of various volunteer committees, reporting to the Board of Directors or to the Manager. See **Resort Governance**, available on the GVR web site and on the Owner Portal, for relationships between and among Board of Directors, General Manager, and various Committees.

Assistance Animal Confidential Disability Certification Letter

Pursuant to Federal and State Fair Housing laws, an individual who is disabled may request that an Association make a "reasonable accommodation" in its policies and procedures in order to afford a disabled person equal opportunity to use and enjoy their home and the community's Common Areas. This policy in its entirety is available in the Administration Office in Policy and Procedure Manual. Required Confidential Disability Certification Letter can be found in that policy.

Buying/Selling Information

Required documentation and fees associated with property exchange in the Resort; includes Long-term and Short-term rental information and restrictions. This information is also available on the GVR web site and on the Owner Portal.

Enforcement and Fine Schedule

This Schedule covers four major categories of violation and the associated fines: Unapproved Architectural Modifications, Maintenance, Parking, and Use Restrictions and Nuisances. The Policy in its entirety is available in the Administration Office in Policy and Procedure Manual.

Federal Fair Housing Act

Greenfield Board and Operational Structure

Flow chart includes respective responsibilities among Board of Directors, General Manager, and Committees. This chart is found in **Resort Governance**, available on the GVR web site and on Owner Portal.

Open Forum Procedures

Permitted times prior to and during Board Meetings for Member interaction as dictated by Arizona Statute. This document is also posted on Owner Bulletin Board on-site.

Pet Information and Rules

Describes pet owner courtesies and restrictions and transportation of pets within Resort (including Citrus Complex Pet Park).

Pool Information and Rules

Outlines pool and spa rules for adults and children.

Rental (Park Model/RV) Restrictions and Authorization

Form is required registration by landlord and renter; explanation on Long-term and Short-term restrictions, age, and pet restrictions. This form is available in the Administration Office.

Sundry Homeowner and Renter Regulations

From A to Z, various daily living, common sense rules on attire, badges, clotheslines, guests, parking, recycling, speed limits, you name it! Check this out!

GREENFIELD VILLAGE RESORT

A brief presentation for each Advisory and Processing Committee's charge is presented. See Policy and Procedure Manual for complete information for each Committee.

ADVISORY COMMITTEES

- **Document**

This Committee is appointed by and reports to the Board of Directors and is charged with clarifying and up-dating governing documents for accuracy and compliance with Federal Law and Arizona Statutes; recommending proposed amendments for inclusion on the Annual Homeowners Meeting ballot for approval by homeowners; and assuring Owner Portal and GVR web sites reflect accurate presentation of such documents.

Finance and Budget

This Committee is appointed by and reports to the Board of Directors and is responsible for analyzing and forecasting expenses and income in the Operating Fund. According to Board policy of 5/17/17, commencing immediately after the Annual Meeting, Committee will begin on-going consultation with the General Manager and the BOD working toward a final fiscal year proposed budget to be presented to the Directors for inclusion on the ballot of the Annual Meeting for homeowner approval.

- **Long Range Planning**

This Committee is appointed by and reports to the Board of Directors and is responsible for analyzing and forecasting expenses and income in the Replacement and Repair Reserve Fund, and maintaining a twenty-year projection of expenses. Commencing immediately after the Annual Meeting, Committee will begin on-going consultation with the General Manager and the BOD working toward a final fiscal year proposed budget to be presented to the Directors for inclusion on the ballot of the Annual Meeting for homeowner approval..

- **Nominating**

This Committee is appointed by and reports to the Board of Directors and is responsible for seeking qualified candidates to serve as directors on the Board of Directors. These candidates are vetted by the Board of Directors and the Administration and presented to the homeowners through a Meet the Candidates program for inclusion on the ballot of the Annual Meeting for homeowner selection.

- **Marketing**

This Committee is appointed by and reports to the Board of Directors and is responsible for publicizing Greenfield Village Resort on the GVR web site and in public media.

PROCESSING COMMITTEES

- **Architectural/Landscaping Processing**

This Committee is appointed by the Board of Directors and reports to the General Manager and is mandated to review applications for construction or landscaping projects to ensure compliance with CC&Rs and Regulations; where necessary, to assist the homeowner in steps needed to meet those requirements; and to approve or disapprove the project, to be followed by on-going supervision of an approved project to ensure compliance to completion.

- **Common Area Improvement**

This Committee is appointed by the Board of Directors and reports to the General Manager. The Committee follows direction under the General Manager researching needed Common Area improvement projects. The Committee is not involved in soliciting contractor bids. The projects this Committee oversees must be approved by the Board of Directors.

- **Election Teller**

This Committee is appointed by the Board of Directors and reports to the homeowners at the Annual Meeting. The Committee is responsible for the annual paper ballot tallying process; that is, verification of tellers, ensuring security of the ballots and ballot box before, during, and after election, undertaking vote counting, and announcing results to the homeowners at the Annual Meeting. The Committee establishes a vote-recount procedure if necessary. Committee is not responsible for the electronic voting process through Election Buddy.

- **Welcome**

This Committee works with the General Manager and the Activity Director to welcome all residents to the Resort, particularly new owners and new renters. Objectives are to assure new residents feel welcome and included through personal visits and by providing information about and invitations to Resort events and Mesa services. Members answer questions about the Resort, learn of interests and expertise of new residents, and present a Greenfield tote bag of complimentary gifts.

MANAGER ASSISTANCE COMMITTEES - *ad hoc*

- **Beautification/Flower –**
- **Common Area Utilization –**
- **Internet Service Project -**
- **Solar/LED -**

GREENFIELD VILLAGE RESORT BUYING/SELLING INFORMATION

Purpose: To make sales in our Resort transparent and consistent regarding what information is needed. All outside realtors and Greenfield Owners opting to sell their unit(s) must make sure the following information is explained to and understood by the new Owner, thus making this a satisfactory experience.

1. **Disclosure process.** This is an exterior building and grounds inspection done by members of the Architectural/Landscaping Processing Committee (A/LPC). Disclosure will identify updates that need to be made due to the changes that have occurred to the GVR governing documents and to the Mesa City and Arizona state codes since the last sale of the property. **Both the seller and buyer must sign this document.** Who pays for these upgrades is negotiable between the buyer and seller.
2. **Pet restrictions.** If the new Owner has a pet, the property purchased **must** be located in the pet section. **Only 1 pet is allowed per property. Exception is made for those buyers who have an assistance animal with appropriate documentation.**
3. **RV Lot purchasing.** Before buying a Lot on which to place your RV, the following criteria must be met:
 - a. All Lots in the Resort have minimum and maximum RV length restrictions. Check to make certain your RV will fit. Check Administrative Office for this information.
 - b. The age of the RV **cannot be older than 10 years, and it must be in good condition.**

Note: If you have any questions about the above criteria, please contact the Resort General Manager.

4. **Purchasing a Park Model or an open RV Lot as a rental property.** A property may be rented for a maximum of 270 days in any given year. **No long-term rentals are allowed.**
5. **Fees.** The fees that are required for the sale to be finalized are as follows:

a. Repair and Replacement (Reserve) Fund	\$1,250
b. Disclosure	\$ 135
c. Transfer	\$ 265
d. Title	varies
6. **Permits. Permits are required** for all exterior changes or modifications to buildings or grounds at the Lot site.
7. **Governing Documents.** Potential buyers, especially those buying with the intention to rent out the unit, must be aware that Greenfield Village CC&Rs (3.20) prohibit Long Term Leases exceeding 270 days and Short Term Leases less than 28 days. Potential buyers should, before agreeing to buy, read **all** of the Bylaws, Conditions Covenants and Regulations (CC&Rs), as well as Architectural/Landscaping Design Regulations to better understand how the Resort is governed. These can be found at www.greenfieldvillage.com

Note: If there are any questions about the above information, please contact the General Manager. Not understanding the information above could result in another administrative fee.

Disclaimer: Not all information to make your transition legal may be listed here. Check with your agent or the GVR Administrative Office if additional information is needed.

4/15/20, 3/22/21, 12/21

GREENFIELD VILLAGE RV RESORT

FEDERAL FAIR HOUSING ACT 42 USC. 3600-3620

In order to comply with the Federal Fair Housing Act (the Act) and the Regulations promulgated by the Department of Housing and Urban Development (the Regulations), the Board of Directors of Greenfield Village Homeowners Association on behalf of Greenfield Village RV Resort hereby adopts the following policy:

- (a) Age Restrictions.** Greenfield Village is a 55 Plus Community Resort. At least one resident must be 55 years of age or older (the Qualifying Resident), no person under the age of 55 may reside on a Lot unless the Qualifying Resident is residing in the Resort, and no person under the age of 18 years shall be permitted to occupy a Lot except as a guest (the Age Restrictions). (See CC&Rs 3.6a)
- (b) Tenants, Lessees, Owners.** The Age Restrictions apply to all occupants, whether Owners, residents, guests, tenants, lessees, or otherwise, and regardless whether such occupancy is a result of a written or verbal agreement, lease, installment sales agreement, purchase contract, or other agreement or arrangement. (See CC&Rs 3.6b)
- (c) Advertising Requirements.** All advertising of sales, rental, or related material for Lots within Greenfield Village must include reference to Greenfield Village as a 55 Plus Community, and all agreements, leases, or other occupancy arrangements must disclose the existence of these policies and procedures. (See CC&Rs 3.6c)
- (d) Age Restriction Exceptions.** If a Qualifying Resident dies or terminates residency of a Lot as result of illness, divorce, or legal separation, and if the remaining resident is not 55 years of age, so long as (i) at least 80% of the Lots in Greenfield Village have a Qualifying Resident, and (ii) the remaining resident is at least 45 years old, the remaining resident may continue to occupy the Lot without violation of the Age Restriction ruling. However, if the remaining resident is less than 45 years of age (but more than 18 years old), so long as at least 80% of the Lots in Greenfield Village have a Qualifying Resident, the Association shall have the right, if it reasonably determines that the lifestyle of the remaining resident is believed to be compatible with the mature lifestyle intended in Greenfield Village, to elect to allow the remaining resident to reside on the Lot without violation of the Age Restrictions. (See CC&Rs 3.6d)
- (e) Facilities and Services.** Significant facilities and services specifically designed to meet the physical and social needs of older persons, as required by the Act and the Regulations, shall at all times be available to residents of Greenfield Village. (See CC&Rs 3.6e)
- (f) Self-Certification.** The Association shall take advantage of and comply with the requirements of any self-certification procedures provided for in the Regulations. (See CC&Rs 3.6f)

GREENFIELD VILLAGE RV RESORT

OPEN FORUM PROCEDURES

OPPORTUNITIES TO KEEP YOUR BOARD OF DIRECTORS APPRISED OF YOUR INTERESTS, NEEDS, CONCERNS

Following is Board policy of December 14, 2005, and November 13, 2013, relating to the Open Forum preceding the monthly Open Board of Directors meetings:

1:00 pm – The President will chair an Open Forum under rules stated in Arizona Statute 33-1804.

- Forum will continue for no longer than one half hour
- Time limitations may be placed on each Owner wishing to speak
- No guarantee that all Owners wishing to speak will be able to do so
- No registration to speak is required
- Management and/or directors may respond, but are not required to do so

At conclusion of Open Forum but no later than 1:30 pm, Open Board of Directors meeting will convene.

- To speak to an agenda item, Owner must sign appropriate sheet at door
- Owners signing to speak to an agenda item will be recognized by the President after Board of Directors discussion of each item and prior to vote on that item
- If all those registered have been given fair opportunity to speak, it is possible, but not guaranteed, that Owners may be able to speak on a second agenda item at the appropriate time
- There shall be no response dialogue from management or Board of Directors on any item; however, directors have privilege to rebut comments from the floor prior to vote

GREENFIELD VILLAGE RV RESORT

PET INFORMATION AND RULES

Greenfield Village RV Resort permits ownership of pets as described below. Courtesy from pet owners is requested to allow the enjoyment of our Resort by all residents.

Lots permitting pets are in the southeast area only (Lots #103 through #132 and Lots #148 through #201). Pets must be restricted to pet area at all times except for walking outside the boundary walls (outside 48th Street wall or elsewhere) or in the Pet Park.

Pet Park. Pets are also allowed in the fenced Pet Park in the Citrus Complex, on a leash from the adjacent parking in the Citrus Complex to the Pet Park. They may be off-leash while in the Pet Park. Pets in the Pet Park must not disturb other Citrus Complex users.

Transporting. Pets must be transported, not walked, to the Pet Park (NO PAWS ON THE GROUND). The only exception is when walking from the adjacent parking area to the Pet Park.

One pet permitted, i.e., one dog, or one cat, or one bird, or one such other animal as the Board may approve. (See C&R 3.13)

Registration. Pets must be registered annually with the office, and registration must include proof of current vaccinations as required by law.

Clean-up of waste is the responsibility of the pet owner, whether in the pet area or outside the 48th Street wall (or elsewhere) or in the Pet Park. Pet owners are asked as a courtesy to all homeowners to restrict pets from depositing waste on anyone's personal property.

Greenfield Village Pet Club will monitor the Pet Park to ensure that no trash or waste is left behind.

Leash required while pet is off the Lot. A leash no longer than 6 feet is required by Arizona law.

Transporting pets through the no-pet area is permitted only when entering the Resort, exiting the Resort, or transporting a pet to the Pet Park.

Bathing a pet in any restroom or shower, whether at poolside or the satellite facility, is expressly prohibited.

Visitors with pets: The pet must remain in the vehicle or in the home if not in the pet section or on 48th Street, must be on a leash between the vehicle and the home, and may not stay overnight except in the pet area.

Visitors with pets are subject to the same rules as a resident with pets.

**GREENFIELD VILLAGE RV RESORT
POOL INFORMATION AND RULES**

NO LIFEGUARD ON DUTY

Outdoor Pool Hours

7 am until 10 am	<u>Adult Only</u> exercise classes in large pool; small pools open
10 am until 12 pm	Adult, share with children/supervising adult
12 pm until 2 pm	<u>Adult Only</u> laps, recreational swimming
2 pm until 4 pm	Adult, share with children/supervising adult
4 pm until 6 pm	<u>Adult Only</u> personal exercise, swimming
6 pm until 8 pm	Adult, share with children/supervising adult
8 pm until ? pm	<u>Adult Only</u> swim, soak, relax, review another great day!

Children under 18 must be accompanied by a supervising adult who will remain in the outdoor pool area as the responsible adult for monitoring safety and behavior.

Children under 12 in the outdoor Jacuzzi must be accompanied by supervising adult **IN OR SITTING BESIDE THE OUTDOOR JACUZZI**. Limit time spent in heated pool to avoid overheating.

Children under 3 are permitted in outdoor pools provided they wear a **SWIM DIAPER**. For safety, the child must be constantly supervised by an adult **IN THE SAME POOL**.

No Children under 18 allowed at any time in Indoor Jacuzzi. Adults advised to have buddy' for safety reasons.

General Rules

1. Shower before entering any pool. Shower again if you applied any lotions, oils, or zinc oxide between swims.
2. No lotions, oils, or zinc oxide may be applied while in any pool.
3. Use headphones or ear buds with any audio devices. Audible music should come only from the deck speakers for organized pool events.
4. No diving or jumping into pools; no running on pool deck.
5. Cans and soft plastic bottles allowed. Glass and brittle plastic bottles are prohibited in the pools and on the deck.
6. No tag, excessive splashing, or competitive water games allowed in the pools or on the deck.
7. No cut-offs or clothing other than usual swimwear shall be worn in the pools.
8. No large floats, rafts, chaise lounges, or inner tubes allowed in the pools. Small individual floats, noodles, and water wings are acceptable.
9. Non-swimmers should use securely-attached and approved belts or vests.

No one should use any pool, day or night, when alone.

Name badges and guest badges must be with personal effects while in pool area

3/15/17, 3/29/21

GREENFIELD VILLAGE RV RESORT
SUNDRY HOMEOWNER AND RENTER REGULATIONS

ATTIRE

Shirts and shoes must be worn in all Common Areas, swim suits may be worn in pool area only; cover-up must be worn while traveling to and from pool area. Shirts must be worn in Exercise area.

CLOTHESLINES

Outside lines and use of railings for drying or airing clothes, wet towels, and swim apparel are prohibited.

FLAG ETIQUETTE

All flag displays should abide by the **Etiquette of the Stars and Stripes**.

GUESTS and VISITORS

Adults 18 or older and children 17 or younger who stay overnight with a resident are considered guests and must be registered. Guest badges are required and are available for a \$5 refundable deposit. Residents may entertain guests for a period not to exceed six weeks in a 12 month period and not to exceed three consecutive weeks at any one time. Guests are welcome to enjoy the various amenities of the Village but must be accompanied by a resident.

MAIL

Mail is distributed to Lot-numbered boxes Monday through Saturday. Include your Lot number in the address at Greenfield Village. All Resort communications such as newsletters, General Manager information, etc., will be put in your mailbox when the Post Office is open. See Resort Mail section in this Handbook for further information.

NAME BADGES

Badges, available from Administration Office, must be worn by all residents and guests for purposes of identity and residency when using Common Areas. They are not only a security factor but are a simple way to allow other residents and staff to address you in a friendly and personal manner and to get to know you more quickly. Badges must be available with personal effects when using pool area.

PARKING

Two transportation vehicles is maximum, parked on and within driveway boundaries of the Lot. No vehicle parking on setbacks; however, special accommodations may be made to Lots for parking of golf carts (see Architectural/Landscaping Regulations Process). Visitors may park on street during the day only; RVs may park on street to load and unload only for 48 hours with

permit from Security staff. No parking in Citrus Complex except for use of Complex facilities. Vehicle repair and oil change are prohibited activities anywhere within Resort walls.

RECYCLE

GVR recycles various items in drop-off bins in Citrus Complex. Rules change frequently, so refer to the handout supplied by the Administration Office on Mesa Recycling.

REGISTRATION

All residents will check in at Administration Office upon arrival and receive various appropriate documents for your stay in the Village. All residents will register identification for age verification, submit pet and vehicle(s) information, and receive Administrative notices.

RV UNITS

Consult the Architectural/Landscaping Regulations Process for allowed and prohibited types of RVs in GVR, minimum and maximum length of RVs, age of unit, restrictions on types of sewer hoses, and other associated rules, including storage of cargo and boat trailers. Rvs must be spotted on Lot by Security staff upon arrival.

SITE MAINTENANCE

Maintenance of Lot, Park Model, Shed, and vehicles is responsibility of the resident. Keep your property in conformance to government regulations applicable to health, welfare, and safety and to our governing documents. An In-Resort Caretaker for your property is required during your time away from the Resort. Refer to Administration information for suggestions on preparing your property for your absence. The General Manager shall be the sole determiner of appropriate appearance of property.

SEWING MACHINE USE

Resort sewing machines are available for resident use. They are found in the Kokopelli Room in the Citrus Complex; hours of availability are listed in the Activities Office hallway and at the Kokopelli Room. Security will open the Room and lock again upon request.

SMOKING

Smoking and e-vaping are not allowed in Common Areas. This includes the streets.

SPEED LIMITS

Speed limit on Village streets is 10 mph; walkers, bicycles, golf carts, and vehicles have equal right to use streets in GVR.

SUBLEASING OF UNIT

Subleasing of Lots or Park Models is not permitted in our Resort.

TRASH

Trash is picked up at each Lot. Ask Administration Office as to days and time as these may vary. Use heavy-duty plastic garbage bags and place on the appropriate side of the street NO EARLIER THAN 8 A.M. on pick-up day. Use of trash containers in the Common Area for garbage is prohibited. Landscape debris will not be picked-up at each Lot. Cuttings/trimmings must be cut into short lengths, tied, bagged or boxed, and placed in the roll-off located at the north end of the Citrus Complex.

UTILITIES

Suggested sources:

Telephone and Internet Service:	Century Link 480-641-1680
Electricity:	Salt River Project (SRP) 602-236-8888
Satellite Service:	DISH Network 888-825-2557
	DIRECT TV 888-777-2454

WASHING VEHICLES and UNITS

Since we live in a desert, we strive to conserve water. Free-running hoses are not allowed; use a shut-off nozzle and avoid allowing water to run freely in our streets.

COMMUNITY SAFETY

All residents are advised that they have the responsibility for the security of their property.. Locking your vehicles and doors, trimming landscaping away from windows, providing adequate lighting and possibly an alarm system, storing valuable items in a safe or bank deposit box – will help avoid threats to your and the community's safety.

Do not give your clicker (remote) or the code to anyone! Stipulate to vendors to enter through the Quinn Street gate; they will be allowed into the Resort on your prior arrangement with the Security staff. Ask your guests to use the Quinn Street entrance and, if necessary, the procedures posted on the pedestal at the gate.

The Federal Housing Act prohibits discrimination on the basis of age or familial status except where qualified under the "housing for older persons" exemption for 55 Plus communities. Greenfield Village is a 55 Plus Community and complies with all regulations required by HUD