

**Sundial West IV Homeowners Association
RESOLUTION BY THE BOARD OF DIRECTORS**

**EXTERIOR MAINTENANCE AND PAINTING POLICY
Effective June 12, 2018**

On the 12th day of June 2018 at a meeting of the Board of Directors of Sundial West IV Homeowners Association, whereby a quorum of the members of the Board were present in person, the Board Members unanimously

RESOLVED, to adopt the following:

Exterior Painting and Maintenance Policy, which includes the timeline for painting requirements, inspection schedule, enforcement rules, fine schedule and Appeal process for violations of the CC&R's and Rules and Regulations as may be adopted or modified from time to time by the Board of Directors for the Sundial West IV Homeowners Association.

This policy also rescinds all previous exterior painting and maintenance policies adopted by the Board of Directors.

The scope and intent of this resolution is to apply uniformly to all members of the Association.

WHEREAS pursuant to Article 5, Section 5.03 of the Declaration,

Article 5 COMMON AREA AND LOT USE AND MAINTENANCE, Section 5.03 Maintenance of Detached Dwelling Unit. *"The Detached Dwelling Unit and all other permitted Ancillary Units must be maintained by the Owner of the applicable Lot in a clean, safe, neat and attractive condition and repair and must be adequately painted and finished..."*

WHEREAS the Board of Directors recognizes the need for Rules and Regulations to ensure all Lots in the community are kept in good condition and repair, including the painting of exterior surfaces of all homes and structures in the community.

WHEREAS the Board of Directors desires to maintain the community as a Premier Property in the West valley, thus facilitating higher property values, detailed rules, regulations and enforcements regarding the exterior maintenance and painting of all structures located in Sundial West IV Homeowners Association;

THEREFORE, BE IT RESOLVED that the Board of Directors of the Sundial West IV Homeowners Association, hereby approves and adopts the following EXTERIOR MAINTENANCE AND PAINTING POLICY for any maintenance violations of the CC&R's, Association Rules and the following Exterior Maintenance and Painting policy;

EXTERIOR MAINTENANCE AND PAINTING RULES AND ENFORCEMENT POLICY

Rule

The exterior of all structures on a Lot must be periodically painted to be kept in good condition and repair. All owners will receive a notice to paint their home by January 1, 2021 unless proof of painting is provided to the Association identifying painting has been completed between January 2014 and August 30, 2018 AND 2) the paint is still in good condition and is not discolored, cracking, peeling or fading.

Application and Enforcement of Rule

- A. All owners will receive notice that all structures on their lot must be painted by July 1, 2021.
- B. The Community Management Company will send a courtesy/reminder notifications to the Lot owners, twelve (12) and six (6) months prior to the expiration of the timeframe.
- C. **First Notice:** If the Lot Owner has not submitted an Architectural Request form prior to the painting deadline, a courtesy violation notice will be mailed on the **first business day of the following week** advising the Lot Owner that they have ten (10) days to comply by submitting the Architectural Request to paint, or further action will be taken. This notice will also identify the steps available for the Lot Owner to appeal the violation notice.
- D. **Second Notice:** If the Lot Owner does not respond to the Community Management Company within the ten (10) days from the courtesy notice, the second violation notice will be mailed to the owner, identifying that they have been **fined \$250.00** for not complying with the Exterior Maintenance and Painting Policy.
 - a. This notice will identify that the Lot Owner must submit an architectural request form to the Community Management Company within ten (10) days from the date of the notice, including the colors selected, the painting vendor they will use and a scheduled date for their home (or other structure) to be painted.
 - b. This notice will also identify the steps available for the Lot Owner to appeal the violation fine and notice. All appeals must be received within ten (10) days of the date of the violation notice.
- E. **Third Notice:** If the Lot Owner does not respond to the Community Management Company within the ten (10) days from the second notice, the third violation notice will be mailed to the owner, identifying that they have been **fined \$500.00** for not complying with the Exterior Maintenance and Painting Policy.
 - a. This notice will identify that the Lot Owner must submit an architectural request form to the Community Management Company within ten (10) days from the date of the notice, including the colors selected, the painting vendor they will use and a scheduled date for their home (or other structure) to be painted.
 - b. This notice will also identify the steps available for the Lot Owner to appeal the violation fine and notice. All appeals must be received within ten (10) days of the date of the violation notice.
- F. **Fourth Notice:** If the Lot Owner does not respond to the Community Management Company within the ten (10) days from the third notice, the fourth violation notice will be

mailed to the owner, identifying that they have been **fined \$750.00** for not complying with the Exterior Maintenance and Painting Policy, and further non-compliance will result in legal action.

- a. This notice will identify that the Lot Owner must submit an architectural request form to the Community Management Company within ten (10) days from the date of the notice, including the colors selected, the painting vendor they will use and a scheduled date for their home (or other structure) to be painted.
- b. This notice will also identify the steps available for the Lot Owner to appeal the violation fine and notice. All appeals must be received within ten (10) days of the date of the violation notice.

G. Legal Action: If the Lot owner does not respond to the Community Management Company within the ten (10) days from the fourth violation notice, the Association will take the necessary Legal Action required to achieve compliance through the Association Attorney and the Court system. All costs will be a part of the judgment that is sought against the Owner.

H. Collection of Violation Fines & Charges: If the Lot Owner fails to pay any monetary fines imposed, administrative fees, and/or legal fees and costs shall be become due and personal liability of the owner. The Board of Directors on behalf of the Association may bring an action at law against the owner personally obligated to pay the delinquent amount owed pursuant to the remedies available.

All fines are cumulative.

The board of Directors reserves the right to take any action permitted by law or the CC&R's, in addition to the above mentioned fine policy

Procedures:

1. Homeowners will be notified by first class mail and/or email of all violations.
2. If the homeowner has painted their home between January 2012 and June 30 2018, they must provide proof (receipt from vendor) indicating their house was painted.
 - An inspection will be conducted on the house to ensure the paint is not discolored, cracking, peeling, or fading.
 - If the painting passes inspection, painting by January 1, 2021 will not be required.
 - If the painting does not pass inspection, the Owner will be notified that the house must be painted by January 1, 2021.
3. If the homeowner feels their house does not need to be painted within the allotted time frame, the homeowner has the right to a hearing before the Board where decisions of the Board are final.
4. Extensions on painting by January 1, 2021 per the Exterior Maintenance and Painting Policy may be allowed based on review of the Architectural Committee and approval by the Board. Please note: if a variance is given, it will be on a temporary basis to assist during financial hardship.
5. The Board will direct the Community Management Company, as to waiving or assessing of fines at each hearing or board meeting and for all pending fines and/or legal action with the Association's Attorney.

The board retains the right to amend or repeal this resolution as needed.

Submitting for Architectural Approval:

1. **Select the colors you would like to paint:** The approved paint colors for the community are available on the website. If you would like to paint your house with colors that are not a part of the pre-approved color list, you will need to obtain sample paint chips to submit for review.
2. **Complete the Architectural Request form:** Even if you've selected a pre-approved color from the website, you must still submit an architectural request form so the Community Management Company is able to track the colors & date your house is painted. If you chose colors that are not on the pre-approved list, you must submit paint chip samples via USMail.
3. **Submit the Architectural Request form:**
 - a. If you have selected colors from one color scheme in the pre-approved list, you may email your request to arch@gothoa.com **and your request will be approved within 4 business days.**
 - b. If you have selected colors that are **NOT** on the pre-approved list, or you have selected colors from multiple schemes, you must send your completed form along with the paint chip samples to Sundial West IV, PO BOX 5720 Mesa, AZ 85211. The sample chips will be reviewed by the Architectural Committee. **The process may take up to 2 weeks, depending on when the request is received.** Please make sure you give yourself enough time to receive the response back prior to the actual painting to be begin. If the color is not approved and you have already started painting, you may have to repaint!

HOMEOWNERS ASSOCIATION
C/O PREFERRED COMMUNITIES
PO Box 5720 • Mesa, AZ 85211-5720
Phone: (480) 649-2017 • Fax: (480) 649-0902
www.gothoa.com

ARCHITECTURAL REQUEST FORM

Date Submitted: _____ Homeowner Name: _____

Lot/Account: _____ Property Address: _____

Phone: _____ Email: _____

General description of work to be completed: Include dimensions, shapes, colors, and locations.
*Please attach a sketch, photograph, or sales brochure which illustrates desired additions and/or modifications.

Exterior Paint Request: House/Shed/Block Wall/Gate/Wrought Iron

Paint Scheme Selected from Pre-approved list: Scheme # _____

- | | | | |
|--------------------------|-------------------|------------|------------------|
| • Base /Main Body | Paint Brand _____ | Code _____ | Color Name _____ |
| • Trim | Paint Brand _____ | Code _____ | Color Name _____ |
| • Popout | Paint Brand _____ | Code _____ | Color Name _____ |
| • Front Door | Paint Brand _____ | Code _____ | Color Name _____ |
| • Garage Door | Paint Brand _____ | Code _____ | Color Name _____ |

NOTE: If you are choosing a color scheme that is NOT on the pre-approved list, you must submit hard copy paint chip samples with your request.

Paint Vendor Name: _____ Phone #: _____

Signing this request specifies that I will assume the responsibility for any work under the above proposed improvement that my contractor or I accomplish which may, in the future adversely affect to common area. I will assume responsibility for all future maintenance of this addition or improvement.


Homeowner's Signature: _____ Date: _____

If the requested change requires adjacent owners input prior to installation, the adjacent owners must sign below to indicate that they have no objections to the proposed change.

#1—Owner Signature: _____ Date: _____

#2—Owner Signature: _____ Date: _____

Notice to Owners

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1. It is the homeowner's responsibility to obtain permits (if needed) from the City/County before submitting to the Association for approval.
 2. The Architectural Committee has the right to reject any submittal if all required information is not submitted or legible.
 3. All work must be completed within 90 days of approval from the HOA.

For Committee Use Only

Date received: _____ Date Sent to Committee: _____ Date completed: _____
Approved: _____ Stipulations? _____ Denied: _____

Date homeowner completed project: _____ Date project completion inspection conducted: _____

Submit Completed forms to : Arch@gothoa.com