

**CONTINENTAL COUNTRY CLUB  
RULES AND REGULATIONS**

Approved May 1, 2000, Revised March 2002 and October 2009

The foundation for any high quality Homeowner’s Association is understanding the Covenants, Conditions and Restrictions (CC&Rs) and the cooperation of the property owners. Each property owner should have received a copy of the CC&Rs during the purchase of property. If necessary, you may obtain a replacement copy for a small fee. We urge you to review the CC&Rs to gain a full understanding of the community organization and operation.

Pursuant to the CC&Rs, the Association, by a majority vote of the Board, has adopted the following Rules and Regulations, which shall be known as Continental Country Club Rules and Regulations. All efforts have been made to ensure that this document complies with the CC&Rs. However, if there is a conflict between the two documents, the CC&Rs take precedence.

The procedures for architectural submittal, addressing violations, and a fine schedule have been included. The Rules and Regulations do not take the place of the CC&Rs. All owners must comply with all of the provisions of the CC&Rs. The Rules and Regulations are designed and written to amplify and clarify the provisions of the CC&Rs regarding Architectural Control, lot usage, and exterior appearance.

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## ARCHITECTURAL CONTROL COMMITTEE SUBMITTAL AND APPROVAL

- 1) All exterior improvements and/or modifications, including painting and reroofing, shall be approved by the Architectural Control Committee *prior* to work commencement. Even if guidelines are set forth in these Rules for a specific modification, the item still needs to be submitted to the Architectural Control Committee for prior written approval before work is commenced, unless otherwise specified in the Rules.
- 2) Approval is obtained by submitting a Design Review Form, available at Continental Country Club, online, or by calling 928.526.5125 or 877.526.5125.
- 3) Any work commenced or performed without prior approval is subject to fines in accordance with paragraph 14 of the *Amended and Unified Declaration of Restrictions Continental Country Club*.
- 4) Non-approved work may require restoration to the original condition, or to be brought into compliance by other means, as decided by the Architectural Control Committee.
- 5) Work must be performed as approved or the approval is considered void.
- 6) Continental Country Club reserves the right to inspect completed work for compliance.
- 7) Work shall be completed within the expected completion date.
- 8) All portions of the structures shall be within the property setbacks. Setbacks, measured in feet, are:

	Front	Rear	Sides
Lakeside Acres I	25	25 <sup>1)</sup>	25
Lakeside Acres II & III	20	20	10 <sup>2)</sup>
Marina del Lago	25	20	15 <sup>3)</sup>
Sunridge	20	20	8 <sup>2)</sup>
Woodridge	25	25	10 <sup>2)</sup>
All Others	20	25	10 <sup>2)</sup>

**NOTE: Lots bordering the golf course or open space must maintain 25 feet to lot line.**

<sup>1)</sup> Structures on lots bordering the lake must be 20 feet from the maintenance easement, which is 50 feet from the lake.

<sup>2)</sup> Minimum separation of 20 feet between structures located on adjacent parcels.

<sup>3)</sup> Minimum separation of 30 feet between structures located on adjacent parcels.

## LOT USAGE

- 1) All lots, homes, townhomes, and condominium units are restricted to single family residential use. No mobile structures are permitted on any lot.
- 2) No commercial, industrial or institutional activities are permitted.
- 3) All structures must include at least one standard size single carport or garage.
- 4) Outbuildings are not permitted (e.g. separate garages, work sheds, storage sheds, etc.).

## HOME BUSINESSES

- 1) Commercial, retail, industrial, and institutional businesses are strictly prohibited.
- 2) An Owner or resident's activity on his Lot shall not be considered a business if ***all*** of the following conditions are met:
  - a. The activity of the business is not apparent or detectable by sight, sound or smell from outside the Lot;

- b. The business is conducted inside the home;
- c. The business employs only residents of the home;
- d. The activity conforms to all applicable zoning ordinances or requirements for the Property;
- e. The activity does not involve persons coming on to the Lot, or the door-to-door solicitation of Owners or other residents in the Property; **and,**
- f. The activity is consistent with the residential character of the Property and does not constitute a nuisance or a hazardous or offensive use or threaten security or safety of other residents in the Property, as may be determined from time-to-time in the sole discretion of the Board.

## SIGNAGE

The following signage is permitted within the guidelines specified below:

- 1) Address and name identification signs are permitted on mailboxes and next to the front door of the house without approval. Approval is required for ornate or decorative signage that is part of the landscaping or not attached to the mailbox or house.
- 2) Property owners may display a sign that indicates that the property is protected by a home security service. The sign must be provided by the service and must not exceed 100 square inches.
- 3) Construction company signs are permitted during the time of construction. Restrictions are as follows: no more than one (1) sign per construction company, no larger than 24 inches by 30 inches, may be displayed. All such signs must be removed immediately upon completion of construction.
- 4) “**For Sale**” signs are permitted and must comply with the City of Flagstaff sign ordinance regarding size and location.
- 5) “**Political**” signs are permitted; however, they must be removed within 48 hours of the election.
- 6) “**Garage Sale**” signs may be posted the day of the garage sale.
- 7) All permitted signs, not otherwise specified, are limited to a maximum of 24 inches by 30 inches.

## FENCES

Fences, hedges and walls are prohibited except for those circumstances outlined below, and all must be approved prior to construction.

- 1) **Split rail** fences are permitted for landscape purposes only, and may not exceed 42 inches in height.
- 2) **Privacy fences** are permitted for purposes such as: dog run, private courtyards, and private patios, and shall not exceed six feet in height or enclose more than 150 square feet in area. No portion may encroach into the setbacks. Privacy fences shall be attached to the house, made of wood, and painted the identical color as the base paint of the house.
- 3) **Privacy screens** are detached landscaping features, and may be made of wood fence or stable trellis-type material. It is strongly encouraged to incorporate trees and other vegetation into the screen. Privacy screens may be constructed in the setback; however, they shall not exceed six feet in height and shall not extend greater than 15 feet for a single screen, or 30 feet total lineal length on the lot.
- 4) **Ornamental iron** will be considered on a case-by-case basis.
- 5) **Chain link** and other metal fencing materials are prohibited, unless concealed from view by a wooden fence.

## **TREE REMOVAL**

- 1) Permission to remove dead trees or trees less than 3 inches in diameter is not required.
- 2) Tree removal in conjunction with new construction or room additions must be addressed in the blueprints and Design Review Form submitted to the Architectural Control Committee.
- 3) Approval is required for the removal of native trees greater than 3 inches in diameter. The Architectural Control Committee may require that replacement trees be planted on the lot.

## **FIRE HAZARDS**

- 1) All chimneys shall have a U.L. or I.C.B.O. spark arrestor attached to the flue.
- 2) Pine needles shall not be allowed to accumulate on the roof.
- 3) Lots shall be cleared of hazardous vegetable growth, dead wood, pine needles, and other flammable or host materials.
- 4) No outside fires are permitted except in outdoor BBQ grill/smokers. Open fires are prohibited by a City of Flagstaff ordinance.

## **LANDSCAPING AND EXTERIOR MAINTENANCE**

- 1) Natural, earth-tone colors are encouraged for building exteriors. Colors must be within the spectrum of the approved color palette, available for homeowner viewing at the Front Desk. Approval must be received from the Architectural Control Committee *prior* to commencing any work.
- 2) Natural landscape and xeriscape are encouraged. There is no prescribed plant list.
- 3) All yards must be landscaped with natural materials within six (6) months of occupancy.
- 4) Landscaping requests must be made to the Architectural Control Committee for review, and must be approved *prior* to commencing any work. There is wide latitude in the use of groundcovers; however, plain dirt and/or weed cloth is unacceptable.
- 5) All lots shall be maintained free of litter, trash, construction materials, and other items which would cause an unsightly or dangerous condition.
- 6) Weeds are not permitted.
- 7) Wild or native grasses shall be cut or mowed on a regular basis. Height of wild or native grasses must never exceed 15 inches.
- 8) Dead plants, shrubs, trees, and other vegetation must be removed promptly. Flowers and wild grasses shall be pruned/cut once dormant to avoid an unsightly appearance.
- 9) Holiday decorations, including lights, are permitted. All decorations, including lights, must be removed within 30 days of the holiday.
- 10) Firewood may be stored in an unscreened area, as inconspicuous to public view as possible.
- 11) Outdoor areas used for storage (e.g. lawnmowers, snow blowers, overflow storage, clotheslines, etc.) shall be screened from adjacent properties conforming to paragraph 3 of the *Amended and Unified Declaration of Restrictions Continental Country Club*.
- 12) No roof-mounted mechanical equipment is permitted (e.g. air conditioners, swamp coolers, etc.).
- 13) Approval is required *prior* to installing any awnings, roll-a-shields, or roofing materials.
- 14) House exteriors shall be maintained in good repair. Broken windows, peeling or faded paint or stain, damaged or unpainted siding, including garage doors, are some examples of disrepair.
- 15) Trash and recycling bins may be placed curbside no earlier than the night before pickup, and must

be stored unobtrusively by the evening of pickup.

- 16) Bulk items may be placed curbside no earlier than the week prior to the scheduled pickup.

### **SATELLITE DISHES**

- 1) The Continental Country Club Homeowners Association permits the use of television satellite dishes in conformance with the provisions of The Federal Communications Commission; however, the dish must be less than one meter (39.37 inches) in diameter.
- 2) The dish may not encroach upon common areas, adjacent property, or setbacks.
- 3) The dish installation should be in the most inconspicuous location allowing for acceptable signal quality, and must be shielded from view from the street and neighboring properties. If installed on the ground, the association may require landscaping to shield the dish from view.

### **SOLAR APPLIANCES**

- 1) Active solar applications such as solar heating must have prior approval by the Architectural Control Committee. All solar hardware and equipment shall be integrated into the structure and landscaping.

### **AIR CONDITIONING UNITS**

- 1) The Association permits evaporative coolers and/or AC Units; however, installation of said units must be in the most inconspicuous location. The Association may require landscaping around the mechanical unit for screening purposes. No roof mounted equipment will be permitted, per paragraph 13d in the *Amended and Unified Declaration of Restrictions Continental Country Club*.
- 2) The evaporative cooler and/or AC Unit must match the color of the house. The Association may require the unit to be painted if the color is not offered by the manufacturer.

### **VEHICLES**

- 1) Vehicles must be parked in the garage, in the driveway, or in areas designed specifically for parking vehicles. Parking vehicles on lots (off driveways and parking slabs) is prohibited.
- 2) Construction of additional parking slabs must be submitted to the Architectural Control Committee *prior* to construction. Parking areas may be constructed of poured concrete, pavers, or compacted gravel.
- 3) Parking on the street is prohibited between the hours of midnight and 7am, November 1 to April 1, in accordance with the City of Flagstaff Seasonal Parking Ordinance.
- 4) Inoperable vehicles may not be stored or parked for more than seventy-two (72) hours upon any lot, driveway, common area, or area visible to other lots, property, common areas, or streets.
- 5) Recreational vehicles, trailers, and/or boats parked on the lot or street (and not within the owner's garage) for more than seventy-two (72) hours shall be considered in violation of the *Amended and Unified Declaration of Restrictions Continental Country Club* and these Rules and Regulations, and are subject to fines.
- 6) No vehicle shall be constructed or repaired (with the exception of emergency repairs taking less than twenty-four (24) hours to complete) upon any lot, driveway or street or any area visible to other lots, property, or common areas.

## WINDOW COVERINGS

- 1) Windows shall not be covered with sheets, blankets, towels, boards, aluminum foil, or other non-standard window dressings.

## PETS

- 1) House pets are permitted. The only lots upon which horses will be permitted are those lots designated in the Lakeside Acres CC&Rs. *No exotic animals will be allowed.*
- 2) No animals may be kept within a home for the purpose of breeding or for other commercial purposes.
- 3) Pets must not be allowed to make unreasonable noise or be a nuisance to neighbors. Property owners experiencing problems with excessive noise or barking are requested and encouraged to contact the City of Flagstaff Animal Control at (928) 774-1414.
- 4) Pets outside the home are required to be under positive control of the owner.
- 5) Owner must clean up any and all pet droppings. Accumulation of pet droppings in the owner's yard and failure of an owner or resident to clean up after his or her pets, both within the common area and upon the property of others, is unacceptable and subject to fines.

## ENFORCEMENT AND FINES

Consistent with the Planned Community Act of the State of Arizona, the Association intends to adhere to the following enforcement procedures for most situations. However, the Association has the right to change these procedures or vary them as circumstances arise, and to act in the best interest of the Association.

- 1) An initial violation will result in a letter requesting the situation to be remedied within a particular time period, to be given in the letter.
- 2) Should the violation(s) not be remedied in that particular time frame, the owner will be given the opportunity to discuss the violation with the Board of Directors of Continental Country Club. This hearing must be requested in writing, no more than ten (10) business days from the date of the letter.
- 3) If the situation is not remedied by the date of the hearing, a letter detailing the fine schedule will be sent to the homeowner's address of record. The fine schedule may be assessed retroactively to the original date of notice, and fines may be assessed on a daily, weekly, or monthly schedule.
- 4) If the Architectural Control Committee deems that the violation(s) has/have not been remedied for an excessive amount of time, the Architectural Control Committee may require Continental Country Club to hire a professional or a contractor to remedy the situation as defined in the *Amended and Unified Declaration of Restrictions Continental Country Club*. All costs incurred for this enforcement will be levied to the property owner.
- 5) If an owner does not pay the fine imposed before they become delinquent, the Association may place a lien upon the property for the unpaid fines.
- 6) ***Property owners shall not commence improvements or building of a structure without prior approval. The fine for this violation is \$200 per day.***

## APPEAL

Homeowners have the right to appeal a decision made by the Architectural Control Committee regarding design review submittals and/or violations. A letter of appeal must be sent to the Membership Services Director who will then set an appointment with the Architectural Control Committee to review the homeowner's appeal.