

ECHO
CANYON INC.

HOME OWNERS ASSOCIATION
5700 NORTH ECHO CANYON PARKWAY
PHOENIX, AZ 85018

ECHO CANYON IN THE 21st CENTURY

Decades ago, a covenant was signed with the City of Phoenix declaring Echo Canyon a natural horticultural area. It states that the preservation of the property "in its natural and existing state would lend to the attractiveness, desirability and intrinsic value of the Property". We, the Property Owners of Echo Canyon, subscribe to this Covenant. We take pride in the simple desert beauty of the Canyon, in its spectacular views and in the subdued distinction of the homes.

In order to preserve the dignity of Echo Canyon for the decades to come, a set of rules has been established and are set forth at the end of this book, following the listing of your Echo Canyon residents and friends.

MANAGEMENT

Echo Canyon Homeowner's Association is managed by the Osselaer Management Company. They maintain a mailbox at the guardhouse, or can be reached at (602) 277-4418.

Your dues should be sent to them in a timely manner using the coupon books and envelopes provided for this purpose. Dues not received by the 15th of the month will incur a late fee.

SECURITY

Echo Canyon has 24-hour security service provided by Weiser Security Services, Inc. The phone for the guardhouse is (602) 840-2560.

Identifying decals for resident's vehicles may be obtained at the guardhouse. Temporary passes are available for houseguests with their own vehicles.

To facilitate traffic movement at the guardhouse, you are requested to notify the guards of any guests or workmen that you are expecting, so that they may enter quickly without creating a back-up at the entry.

Guest lists for parties must be left at the guardhouse with the resident host's name.

If you will be out of town for more than a few days, a vacation form, available at the guardhouse, should be completed and left with the guards. This serves to alert the guards that you are out of town, as well as providing emergency contact information should a situation arise in your absence.

Many homeowners, who are away for the summer, leave large self-addressed stamped envelopes for the guard to periodically send mail (not forwarded by the USPS) to them at their designated address.

The Association assumes NO responsibility for cash or other valuables left by homeowners at the guardhouse for pick up by a third party.

COMMITTEES

Committees have been established by the Board to assist it in efficiently carrying out its responsibilities. Members are appointed on a first-come, first-served basis, by submitting a simple committee application form to the President of the Board following the annual meeting. The committee chairs are appointed by the President with the approval of the Board of Directors.

Unlike the Board, committees meet on an "as-needed" basis, with information posted on the guardhouse bulletin boards. As with Board meetings, all committee meetings are open to all homeowners. Even if you are not a voting member of a committee, you may still attend and participate in any discussions.

Committee Descriptions

Budget and Finance – Reviews financial statements, provides input for the preparation of the annual budget, monitors the association's reserve study and forwards recommendations to the Board.

Clubhouse Activities – A subcommittee of hospitality, organizes and manages the clubhouse library and plans special programs for interested homeowners.

Election – Functions on an "as-needed" basis to be in charge of the annual election proceedings, including all mailings preparatory for the election, verifying a quorum on the date of the annual meetings and tabulating votes.

Facilities Maintenance – Oversees maintenance, improvements and projects related to the clubhouse, pool area, tennis courts, guardhouse, walls/fences, streets and lighting in the community and provides recommendations to the Board.

Governance – Assists the Board in following the governing documents as well as recommending changes and/or additions to them, and reviews and recommends action to redress grievances, resolve disputes and enforce compliance.

Grounds Maintenance – Oversees the maintenance, improvements and projects related to the common area landscaping and grounds (e.g., irrigation, washes, bushes, trees, etc.) and provides recommendations to the Board.

Hospitality – Welcomes new homeowners, and plans and executes social events for the community.

Pool – Sees that the pool area use rules are being observed, and provides recommendations to the Facilities committee related to any needed changes or improvements.

Security – Works with the Guard Company, the guards and the community to maintain and provide the best service possible for the homeowners.

Tennis – Sees that tennis court rules are being observed, and provides recommendations to the Facilities committee related to any needed changes or improvements.

Recycle these items only!



Plastics

Check bottom of containers for code symbols 1 or 2. These include 2-liter soda bottles, detergent bottles, milk jugs, and shampoo bottles

- **NO PLASTIC BAGS, pool chemical containers, dinnerware or frozen dinner trays**



Foam

Food containers such as meat trays, cups, egg cartons or packing materials with the code symbol 6

- **No "peanut" packing material**



Glass

Food and beverage containers only (labels OK)

- **No light bulbs, glassware, ceramics, mirrors or window glass**



Paper

Such as computer, construction and writing paper, file folders, grocery bags

- **No facial or toilet tissue, paper towels, napkins, diapers, pet food bags, or thermal fax paper**



Junk mail

- **No self-sealing envelopes**



Magazines/Telephone Books

Catalogs and staples OK

- **No paperback or hardbound books**



Newspapers

Include all inserts

- **Remove plastic bags**



Cardboard/chipboard

Packing, facial tissue boxes, dry food boxes such as cereal, cake mix and cracker containers (remove liners), shoe and gift boxes, towel and tissue rolls

- **No bar soap or detergent boxes, OR 6- AND 12-PACK BEER AND SODA CARRIERS or frozen food boxes**



Milk cartons

Includes juice and creamer cartons and juice boxes (remove caps and straws)



Aluminum

Beverage cans, frozen dinner trays, pie plates, foil, food containers

- **Do not crush**



Metal

Such as food cans (labels OK), metal lids, small metal appliances, hub caps, scrap metal, **EMPTY** aerosol cans, screen doors (remove rubber lining), lawn chairs (remove webbing), wire clothes hangers

- All material must be clean, dry & empty
- No grass, yard or food waste
- Do not bag, box or tie
- Buy recycled and recyclable!



For more information, call

602-262-7251

EMAIL: pwwserve@phoenix.gov

WEB SITE: www.phoenix.gov/GARBAGE

TTY: 602-253-8796



City of Phoenix

PUBLIC WORKS DEPARTMENT

101 South Central Avenue
Phoenix, Arizona 85004



printed on recycled paper with soy ink

COMMON AREAS

Common area facilities are for use only by property owners and their guests.

MAIL

You may receive your personal mail in your slot at the Guard House, or in the Postal Service Box in your cul-de-sac.

Outgoing mail may be dropped in the mailbox at the exit lane.

The Echo Canyon Property Owner's Association has a mail box at the security gate. The address is 5700 Echo Canyon Parkway, Phoenix, AZ 85018.

PET REGULATIONS

Echo Canyon follows the Phoenix City Ordinance regarding leash and waste disposal.

All animals must be on a leash when in common areas.

The City's solid waste regulations require residents to properly dispose of animal waste, which can become a health hazard.

To assist you in complying, there are a number of sunken containers in the perimeter of the inner circle which should be used for disposal of pet droppings.

Violation of these rules is subject to a \$200 fine.

GROUNDS CARE

Mike Reins is our grounds care supervisor and can be reached through the guardhouse.

POOL AREA

Everyone using the pool area does so at his/her own risk. Neither the Association, its Board of Directors nor the Management Company assumes any responsibility for accidents or injury. There is NO lifeguard at the pool or spa, and diving is prohibited.

Infants taken into the pool must wear a leak-proof diaper, and ALL children under the age of 14 MUST be accompanied by an adult.

NO GLASS OF ANY KIND IS PERMITTED IN THE POOL AREA. ANYONE BRINGING FOOD INTO THE AREA IS RESPONSIBLE FOR ITS CLEANUP. Failure to do so will result in fines.

Pool furniture is not to be removed from the area.

While County Code requires that we keep the back door to the lower level of the Clubhouse locked at all times, keys to that door, providing access to the kitchen, lower level bathrooms and saunas, are available for each and every homeowner at the guardhouse.

TENNIS COURTS

Reservations for use of the tennis courts may be made a maximum of 48 hours in advance, using the sign-up sheets posted adjacent to the courts. Reservations may be scheduled for up to 2 hours. If players are more than 10 minutes late, the reservation is considered cancelled and the court becomes available.

At the reserved time, a player must obtain and sign for the tennis court gate key, which is kept at the guard house, and must return it at the completion of play.

The courts are to be reserved exclusively for playing tennis. NO activities other than tennis are permitted on the courts.

Only REGULATION TENNIS SHOES PERMITTED.

PARKING

Temporary parking areas are provided for each block in Echo Canyon for guests and workmen.

In general, temporary is defined as a period of not more than 15 days in a 2 month period, although exceptions are allowed on a case-by-case basis.

Workmen's vehicles are NOT to be parked in front of an owner's home if they are in any way preventing another homeowner access to or from their property. They are to be parked in the guest parking area while they are working.

TRASH REMOVAL

Private refuse pick-up service on Tuesdays and Fridays is provided by Family Pride Sanitation. Contained trash should be placed in your driveway the night before pickup. If you encounter any problems, please contact Family Pride at (602) 743-2881.

Recycling containers are provided for homeowner convenience in the fenced enclosure closest to the pool/tennis area parking lot. A list of recyclable items is attached.

WORKMEN'S HOURS

May through September – Monday-Saturday 6:30AM to 6:00PM. All workmen must exit Echo Canyon no later than 6:00PM.

October through April – Monday-Saturday 7:00AM to 5:00PM. All workmen must exit Echo Canyon no later than 5:00PM.

Sundays and Holidays – NO WORKMEN.

Please remind your workmen of this schedule.

FINES AND PENALTIES

Pursuant to Arizona law, our Association has adopted a fines and penalties procedure.

The Association has the authority to levy reasonable fines against an owner for violations of the CC&R's, Bylaws and Rules and Regulations committed **by the owner, family, guests or tenants.**

The Association will mail or hand deliver a courtesy notice to the Homeowner regarding a violation indicating a time limit to correct the infraction. If the violation is not corrected, a second letter indicating the beginning of the fine process will be sent to the Homeowner.

The owner may request a hearing in front of the Board, or may respond to the Board in writing regarding the violation within 15 days of the notice. The Board will consider the Homeowner's response (if any) to the notice of violation letter.

Once it has been determined that the owner is guilty of a violation, the Board may levy a fine for the violation against the Homeowner on a daily, weekly, or monthly basis until the Homeowner notifies the Association in writing that the violation has ceased and the Board has confirmed that this, in fact, is the case.

Fines shall range from \$25.00 to a maximum of \$500.00 for each violation.

REMODELING

A. Homeowner Property

ANY planned exterior changes (e.g. construction, landscaping, painting) to a homeowner's property which are visible to any neighboring properties, must be submitted to and approved by the Architectural Control Committee (ACC), an independent review board consisting of three members appointed to 3 year terms by the Board of Directors.

Application forms are available at the Guard House.

The procedure is as follows:

1. Complete the form as indicated. It is important that you obtain the signatures of any affected neighbors. Their signatures do NOT imply approval of your plans, only that they have been made aware of them. If you are unable to reach any homeowners, it should be so noted in writing with your application.
2. When your form is completed, it, along with your plans, should be placed in a large envelope, addressed to the ACC Chairperson, and left for him/her at the Guard House. If you are doing extensive remodeling or building, it will be necessary to include a survey or proof of your plot line, or pay the committee to obtain this information.
3. The ACC will post a notice of public review at least 48 hours prior to the meeting scheduled to review your application. The meeting is usually held at the Clubhouse, and is open to any property owner. Affected neighbors who oppose your proposed changes are encouraged to appear at this time, either in person or in writing.
4. Upon review of all proposals and comments, which may require additional meetings, the majority of the ACC will approve or reject the proposed changes. The committee must act within 30 days of receipt of your application. In the event that the ACC feels that an architect must be consulted, the submitting homeowner will be required to pay a \$250 fee.
5. If your application is approved, the ACC may require a refundable security deposit of \$2500 to be used only in the event of damage to common areas.

B. Adjacent Common Area Property

Any homeowner wishing to relandscape common area property adjacent to their property must first submit a detailed application to the Board of Directors, who will forward it to the Grounds Committee for review and recommendation to the Board. Any approval will require the submitting homeowner to enter into a maintenance agreement with the Association, which will run with the property and be binding on future owners.

It is VERY IMPORTANT that all homeowners follow the above procedures which are based on Article VI of the CC&R's, Echo Canyon's governing documents. Failure to do so WILL subject the homeowner to financial penalties and, possibly, necessitating the removal of non-approved changes.

CLUBHOUSE

The front door of the clubhouse is unlocked from 6:00AM until 10:00PM everyday, providing open access for all homeowners during that period.

The clubhouse may be reserved for sole use by any homeowner subject to the following restrictions:

1. The homeowner must be in attendance during its use and is responsible for securing all doors, extinguishing all lights and returning the key to the guard at the end of the event. The homeowner understands that only the clubhouse may be reserved – not the pool area.
2. Use for small parties (e.g. Card games, small dinner parties) will require:
 - a. Two separate checks made payable to the Echo Canyon Homeowner's Association.
 - i. For \$75.00 to cover post-event clean-up costs by the Association's designated cleaning agent.
 - ii. For \$100.00 to represent a security deposit, returnable after a post-cleaning inspection by the Facilities Maintenance Committee chair or co-chair. If possible, both pre- and post-event inspection will be made and any damages occurring during a sole use event will be deducted from the security deposit.
 - b. Signed waiver form. The waiver will:
 - i. Release the Homeowner's Association and transfer to the homeowner any liability for any injury sustained during the course of use of the clubhouse and
 - ii. Release to the Homeowner's Association the right to impose a lien on an individual homeowner's property for any unreimbursed repairs associated with the individual homeowner's use.

3. Use for parties of over 25 people would require:
 - c. Two separate checks made payable to the Echo Canyon Homeowner's Association.
 - i. For \$125.00 to cover post-event clean-up costs by the Association's designated cleaning agent.
 - ii. For \$1000.00 to represent a security deposit, returnable after a post-cleaning inspection by the Facilities Maintenance Committee chair or co-chair. If possible, both pre- and post-event inspection will be made and any damages occurring during a sole use event will be deducted from the security deposit.
 - d. Signed waiver form. The waiver will:
 - i. Release the Homeowner's Association and transfer to the homeowner any liability for any injury sustained during the course of use of the clubhouse and
 - ii. Release to the Homeowner's Association the right to impose a lien on an individual homeowner's property for any unreimbursed repairs associated with the individual homeowner's use.
 - e. The guests may not exceed 75, as set by the City of Phoenix Fire Department.
 - f. A guest list must be given to the guard.

Application forms for sole use can be obtained from the Guard at the entrance gate, and once completed with appropriate fees, security deposits and waivers, returned to the mail slot for the chair of the Facilities Maintenance Committee. You will receive confirmation of your request.