

CAMPUS WALK HOMEOWNERS ASSOCIATION



Newsletter Date August 09

NEW PROCEDURES

At the June meeting, the Board approved a new Parking/Towing policy which is enclosed for your files. Below is a recap of the Towing policy, however, it is important that you become familiar with the details of this document as you and your tenants will be effected by these new rules. See page 4-5 for full policy.

Towing Policy

- All vehicles must be parked in the assigned parking space and a valid parking permit must be displayed showing the corresponding parking space.
- NO anonymous calls will be accepted to have a vehicle towed. The caller must remain on site and is required to sign the towing request form.

Enforcement/Fine Policy

The Board of Directors is in the process of reviewing the Enforcement Policy. Please be advised that the Board will be enforcing the policy. As such, please remind your tenants that they are required to comply with all user restrictions - As a unit owner, you are responsible for the actions of your tenants and may be fined accordingly.

RENTING YOUR HOME?

If you are a Campus Walk owner and you are renting your home, make sure your renter is aware of the restrictions and rules that apply to the condominium. Many renters are unaware that they are renting a home in a condominium where each unit is independently owned, and where the property is subject to certain restrictions, such as parking, trash and pool rules. It is the responsibility of the owner to ensure this information is provided to the renter. **If you have not provided these documents, please consider attaching a copy to your lease and having the renter sign the copy.** Be reminded that the Association recognizes only the owner as the responsible party – for unit maintenance, payment of dues, actions of his/her tenants, etc. Also make sure we have your correct phone

number and correct address. Finally, be aware that the governing documents of Campus Walk require that you provide a copy of your lease agreement to the Association. You may mail or fax it, or have your renter drop off a copy at the office.

Campus Walk HOA

Call Debbie—882-0228
or email:
dtolton@cadden1.com

WHO MANAGES CAMPUS WALK?

The Board of Directors has engaged Cadden Community Management (CCM) to assist with managing the Association. CCM has designated an on-site Manager to perform the many functions needed to conduct the business of the Association, which is a Non-Profit Corporation. The Board of Directors sets policy, makes decisions and is charged with enforcing the community documents and rules. The Manager implements and carries out these tasks on its behalf. Be advised that the Manager is not involved in the sale of homes.

HOW CAN I CONTACT THE MANAGER?

The Manager of Campus Walk is Debbie Tolton who is available at the on-site Campus Walk office Monday through Friday. Currently, the hours are 1pm—5pm. Effective August 17, 2009 the hours will change to 9am to 1pm. The phone number is 520-882-0228.

WHAT DOES THE MANAGER DO?

The Manager performs many tasks on behalf of the Board of Directors and the Association. The duties of the Board of Directors are spelled out in the Association's Bylaws. However, owners are sometimes unclear as to the role of the Manager. Here is a partial list of duties:

- Collect and deposit the monthly assessments, and track payments.
- Write delinquency letters and attempt to collect delinquent assessments before advising the Board of Directors regarding further actions to collect the debt.
- Review all Association invoices and bills for accuracy and fairness.
- Pay the Association's bills, as approved by the Board, or as per budget process.
- Produce a monthly financial report, which is sent to the President of the Board of Directors. The report include a balance sheet, budget analysis, general ledger, accounts payables and receivables, bank reconciliations and delinquency report.
- File, with the Arizona Corporation Commission each year, on behalf of the Association, a financial report and assist the Board in securing an independent review of its books.
- Complete the annual Arizona Corporation Commission Report on behalf of the Association.
- Ensure that the Association's taxes are filed on time, securing the necessary Board signatures.
- Review the Association's insurance policies yearly to insure coverage is adequate. The Association carries general liability and property insurance.
- Request proposals for the Association's insurance as needed, and from other contractors as needed.
- Coordinate the work of any contractors that may be engaged by the Board to perform Association services. Also assist in the bidding process as needed.
- Prepare and distribute the Association newsletter, as published from time to time.
- Assist the Board in the preparation of the annual budget. Research costs, trends and options and present a draft budget to the Board for preliminary review. The Board adopts the budget just before the beginning of each new calendar year.
- Process homeowner architectural change or modification requests to units. Any changes, additions or modifications to the unit require advance approval from the Association. The manager tracks and records this process for the Board.
- On behalf of the Board, conduct site inspections to observe compliance with the restrictions listed in the Covenants, Conditions & restrictions (CC&R's) and condominium rules. The manager notifies the owner of non-compliance and, as determined by the Board, takes appropriate action on its behalf to remedy the condition. It is the manager's duty to notify a homeowner if he/she is in violation of a restriction or rule, and to follow up for the Association.
- Maintain all the files and records of the Association.
- Organize and process all Association mailings, such as Annual Meetings, billings, budget mailings, and coupon booklets.
- Answer all phone calls and address homeowner concerns to the extent of the Association's authority. Process all correspondence for the Association.
- Monitor and inform the Board of applicable State laws that apply to Association operations. The Association is subject to two significant State Statutes – The Arizona Condominium Act and the Arizona Non-Profit Corporation Act.

We hope this helps owners better understand the role of the Manager. Thank you!

Residents Corner—Reminders from the HOA -

Rules? What Rules?

As a resident living in Campus Walk, you are subject to certain rules and restrictions. These are not meant to invade your privacy but to assist in maintaining the amenities in the community. We will be sharing with you some of these rules in this section of the newsletter. If you have any questions regarding these rules or restrictions, please stop by the HOA office weekdays 1pm-5pm (*effective 8/17 9am-1pm*).

- **Trash** piled outside your doors on the walkway are a violation of the CC&Rs of the community and subject to fines. The trash cans around the complex in the common areas are for small items and miscellaneous trash only, **NOT** household trash, pizza boxes, beer cases, etc. We have on-site maintenance personnel that empties these trash cans; however, it is not and should not be their responsibility to take personal household trash to the dumpster. Please take your household garbage to the dumpsters.
- **Doggie Station**—the HOA has provided a doggie station for everyone to clean up after their dog. Please be courteous and use the bags.
- The gates have been recently repaired—if you need a key, please stop by the office and we will be happy to give you one (please make sure you bring written approval from your landlord). We ask that you use the keys to enter the complex—not climb over.
- **Balconies**—BBQ's which are not gas operated are not allowed on the balconies. Any furniture placed on the balconies must first be approved. Please get in touch with your landlord to obtain the proper procedures.
- Enjoy the **pool**—but refrain from throwing the furniture and other items in the pool area into the pool. *Glass of any kind is **NOT ALLOWED** in the pool area.*
- Gates are not to be propped open at any time.

Got keys? Got Parking permits?

Stop by the on-site HOA office any week day between 1pm-5pm (located above the laundry room).

NOTE: Effective August 17, 2009—office hours will change to 9am-1pm.

Residents will need a gate key, pool key, and if parking on-site a parking permit. Management requires written authorization to release these items directly to the tenants. *(HOMEOWNERS: Don't forget to give the HOA copies of all leases to have on file).*

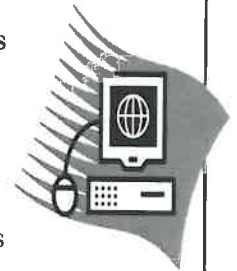
Homeowners are required to fill out the form which is available to download from the HOA website (www.campuswalkhoa.com) or contact Debbie Tolton, on-site manager, to either mail, e-mail or fax you a copy.

NEW parking permits (09-10) will be available beginning August 1, 2009 at no charge. Replacement permits will cost \$25.00/ea.

Check out the website for Campus Walk

www.campuswalkhoa.com

to see the approved minutes from our meetings and keep up on what's going on at Campus Walk.



LOVE YOUR DOG, LEASH YOUR DOG

We love dogs—we really do. That's why the association has a leash restriction for dogs inside the courtyard areas, and has provided a station to deposit pet waste (*north end of courtyard*). If the occupant of your unit has a pet, pleaseremind your tenants to pick up after their dog(s).





PARKING POLICY

Whereas the Condominium Declaration for Costa Del Sol Condominiums –d/b/a “Campus Walk Condominiums” (“Declaration”) sets forth certain parking restrictions in) Article 4 (Sections 4.8 and 4.18 and grants the Association the authority to promulgate rules with respect thereto (Article 6, Section 6.3 and Article 4, Section 4.18);

Whereas the Declaration provides that each owner’s exclusive use of his Limited Common Element parking space is subject to the Association’s rights and duties and must be used in accordance with the Declaration and Rules (Article 2, Section 2.8.2);

NOW THEREFORE, the Association adopts the following policy regarding the parking of vehicles in the Limited Common Element parking spaces:

- 1) Every owner (or lessee) must park his/her vehicle in the parking spot that is exclusively assigned for each condominium unit, and shall park in no other parking space. Only one parking space is assigned per condominium unit.
- 2) One (1) parking permit (“Permit”) per condominium unit shall be provided, valid from August 15 to August 15 of the following year. **There will be a \$25.00 replacement fee for each damaged, lost, stolen or misplaced permit.**
- 3) A **“Valid Permit”** shall display the assigned parking space number and valid expiration date.
- 4) A **“Valid Permit”** must be displayed at all times in any vehicle that parks in the assigned space;
- 5) A **“Valid Permit”** must be displayed, so that it is fully visible, on either the rearview mirror or the front windshield;
- 6) Any vehicle parked in an assigned space that does not have a properly displayed **“Valid Permit”** and which corresponds with the actual parking space number, is subject to be towed at the vehicle owner’s expense;
- 7) In the event a vehicle without a **“Valid Permit”** is parked in a parking space, the affected resident may request the vehicle towed, by calling the on-site office during site office hours, or calling Dictograph Patrol service during the hours it tours the condominium property. These hours are subject to change but will be posted on the bulletin board outside the office. *No anonymous calls will be accepted.* A **“Towing Procedure”** form **MUST** be signed by the resident.

Adopted by the Board of Directors

Date June 2009



TOWING PROCEDURE

In the event a vehicle is parked in a parking space that does not display a Valid Permit, it is subject to towing, upon request of the resident(s) of the condominium unit exclusively assigned to the space in question.

Your "Valid Permit" shall display an assigned parking space number that corresponds to your correct parking space number, an expiration date, and shall be a permit officially issued by Campus Walk Condominium.

A request to tow a vehicle may be made as follows:

- 1) At the main on-site office during office hours ONLY - (520) 882-0228
- 2) By calling Dictograph Services outside office hours ONLY - (520) 722-0220.

The following conditions apply:

- 1) No anonymous calls will be accepted.
- 2) The resident/caller's name, unit number and phone number must be provided.
- 3) The resident/caller will be required to remain on site, and sign a Towing Request slip prior to any vehicle being towed.
- 4) No vehicle will be towed that displays a "Valid Permit" corresponding with the actual space number.
- 5) Any vehicle in any parking space that does not display a "Valid Permit" and/or which does not correspond with the actual parking space number, is subject to towing.
- 6) The resident/caller requesting the towing indemnifies, releases, and holds harmless Campus Walk Condominiums, its Board of Directors, Cadden Community Management and Dictograph against any claims for injury, damages, costs or incidents as a result of the requested towing.
- 7) In the event a vehicle displaying a "Valid Permit" from a different numbered parking space is improperly parked in a space, a reasonable attempt will be made to contact the owner/driver before towing is initiated. A "reasonable attempt" will be limited to checking the unit corresponding to the displayed permit. No attempt will be made to contact any vehicle owner/driver in the event an invalid or outdated permit is displayed.

Board Members

President, Jeremy Moselle
Vice-President, Lance Gatewood
Secretary, Cynthia Haines
Treasurer, Daniel Bloss
Director, Kathleen Kinley

On-site Manager:

Debbie Tolton
Cadden Community Management
Telephone: 882-0288 Fax: 742-2618
E-Mail: dtolton@caddenl.com

HOA Office Hours

August Office Schedule

August 1-16:	Mon-Fri 1pm-5pm
August 5th	Office closed
August 14th	Office closed
August 17th	Mon-Fri 9am-1pm
Sunday, August 23	1-5pm
Saturday, August 29	1-5pm

September 1st

Resume normal office schedule
Monday—Friday 9am-1pm
(520)882-0228

Campus Walk HOA

C/O Cadden Management
18701 W. Prince Road #47
Tucson, AZ 85705