



# Warner Ranch 4 Homeowners Book of Resolutions

**Note:** *These resolutions have been copied from Warner Ranch 4 associations Board of Directors meeting minuets. The reason for this book is to maintain a running record of resolutions that add, change or remove the binding actions or requirements of members of the association.*

**It is a requirement by action of the Board of Directors that this Book of Resolutions be kept current by the management company**

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<b>Assessment Collection</b>			<a href="#"><u>Index</u></a>
AC	2014-01-07	Resolved:	That all costs to collect assessments including but not limited to liens, small claims, filing fees, application for default, bankruptcy proof of claim, foreclosure administration fee, court costs, process server fees and attorney fees will be charged back to the delinquent owner's account as they are incurred by the association.
AC	2014-01-07	Resolved:	To reaffirm the published Assessment Collection Policy dated October, 2011
<b>Architectural Guidelines</b>			<a href="#"><u>Index</u></a>
AG	2005-09-12	Resolved:	To require two signatures of board members on all Architectural Approvals with one signature being either the President-or Vice President of the Board of Directors.
AG	2009-03-03	Resolved:	That homeowners are not permitted to keep decorative lights of any kind on wrought iron fences with the exception of the holidays, in which case they must be removed by 30 days after the holiday.
AG	2009-06-02	Resolved:	That management will only generate architectural approval/disapproval letters based on written/email instructions from the Architectural Chairperson. The Chairperson will coordinate approval/disapproval responses from the other members of the Committee.
AG	2019-07-23	Resolved	to approve the new Architectural Improvements, Landscape Guidelines, Fine Policy, and new Architectural Change Form with changes/corrections.
AG	2021-07-27	Resolved	Black framed windows are not allowed based on the CC&R's for the community
AG	2022-04-26	Resolved	Unanimously approved new Lighting Guidelines for Exterior Lighting
<b>Accounting Procedures</b>			<a href="#"><u>Index</u></a>
AP	2010-09-07	Resolved:	To automatically write off all balances on accounts that show a balance due of \$5.00 or less.
AP	2019-12-03	Resolved	Manager has approval to pay invoices up to \$1,000.00 without Board approval.
<b>Bankruptcy</b>			<a href="#"><u>Index</u></a>
BK	2014-01-07	Resolved:	Upon receipt of a notice of Bankruptcy Filing by a delinquent owner, information will be forwarded to the attorney with instructions to file a Notice of Appearance, send the bankruptcy attorney a letter, prepare a Proof of Claim if applicable, and. monitor the bankruptcy.

BK	2014-01-07	Resolved:	That on all homeowner accounts that have been discharged in bankruptcy court, Sentry Management of Arizona, Inc. is directed to write off the portion deemed to be discharged in said bankruptcy
<b>Collection Policy</b>			<a href="#"><u>Index</u></a>
CO	2020-01-28	Resolved	To approve the collection policy presented with changes. The policy will take effect with the June 2020 assessments.
<b>City Park</b>			<a href="#"><u>Index</u></a>
CP	2012-01-03	Resolved:	The Association does not maintain the fences that back to the City Park and no “plant material on fence” letters are to be sent to these homeowners (# 322 — 326).
<b>Fees</b>			<a href="#"><u>Index</u></a>
FE		Resolved:	Approval of the form titled Transmittal of Information In Accordance with HB 2299. Amendment to property management agreement relating to fees to be charged by the management company in the sale of a property under the Association to: comply with the legislation. The fee to be charged to a seller is \$140.00 which cover the fees by L&R for providing the information required as a result of HB2299.
<b>Fine Policy</b>			<a href="#"><u>Index</u></a>
FP	2010-09-07	Resolved:	Not to resume sending fine letters by certified mail.
FP	2023-04-18	Resolved	Unanimously accept the ‘Schedule of Fines as presented. Dave to send the finalized document to the Board and Sentry Team
FP	2012-01-03	Resolved:	The Board will not waive fines imposed on homeowners who do not pick up after their dogs.
<b>Late Fees</b>			<a href="#"><u>Index</u></a>
LF	1996-06-13	Resolved:	A lien will be filed on every account that shows the assessment being at least 30 days past due on the 1st day of the month following the assessment due date (February and August) and the delinquent account assessed a \$65.00 lien fee. The lien will not be released until such time as the account is paid in full.
LF	1996-06-13	Resolved:	The Board of Directors will not consider waiver of late fees, lien fees or small claims fees incurred on an account where the assessment was not paid in accordance with the Assessment Collection Policy through no fault of the Association or its Agent.
LF	2010-09-07	Resolved:	To delegate the responsibility of signing liens and lien releases on behalf of the Association to Lepin and Renehan Management, Inc.

			until and unless otherwise Resolved with a copy of the document e-mailed to Dave McCotter
LF	2013-11-05	Resolved	To Raise the late fees on delinquent accounts to \$30.00 effective January 1, 2014
<b>Landscape Guidelines</b>			<a href="#"><u>Index</u></a>
LG	2023-02-21	Resolved	Unanimously accepted to add Sissoo trees to the restriction list.
LG	2023-02-21	Resolved	Unanimously approved the revision to the Landscape Guidelines as presented.
<b>Leasing Notification Letter</b>			<a href="#"><u>Index</u></a>
LN	2018-09-25	Resolved:	To approve the Leasing Notification Letter, per the attached.
LN	2018-09-25	Resolved:	To have Sentry Management send the Leasing Notification Letter to homeowners that have provided a different mailing address two (2) times per year at the end of January and the end of June.
<b>Medical Marijuana</b>			<a href="#"><u>Index</u></a>
MM	2012-01-03	Resolved:	Not to establish a policy concerning medical marijuana, because the Board believes that state and local laws will address issues concerning the use of medical marijuana on Association common areas.
<b>Monetary Penalty Policy</b>			<a href="#"><u>Index</u></a>
MP	2000-08-23	<u>Update ??</u>	<p>(Amended and Restated August 23, 2000)</p> <p>Monetary penalties for violations of the CC&amp;R's, adopted Rules and Regulations including the Architectural Guidelines will be imposed uniformly according to the procedures set forth as follows:  Written notice will be sent to the owner at the mailing address as it appears on the records of the Association at the time of the-notice. FIRST NOTICE shall be a courtesy letter with no fine imposed and shall give the owner adequate time to comply. The notice shall include:  nature and date of the violation; and  a date for correction of the violation.</p> <p>Follow up letter (SECOND NOTICE), with notification of fine to be imposed, will be sent if violation is not corrected within the given date or if the same violation reoccurs within a ninety (90) day period of the previously-written notice.</p> <p>The owner will be provided an opportunity to discuss the violation and fine to be imposed in one of two ways:</p>

			<p>1. Within two (2) weeks following the date of the second notice, the owner may appeal the fine in writing to the Board.</p> <p>2. Speak to the Property Manager at Warner Ranch Property Management Company within ten (10) days following the date of the second notice and request to be placed on the agenda for the next Board Meeting.</p> <p>If the owner given notice of a violation does not timely seek to discuss the violation, or fails to appear at the scheduled meeting, it shall be deemed that the owner has waived his/her right to contest the violation and fine as set forth above.</p> <p>A fine of \$20.00 will be assessed on the owner for the violation. If the same violation reoccurs within a ninety (90) day period of the previous fine, or continues, then a fine of \$30.00 will be assessed. In the event of continued violation after assessment of the \$30.00 fine as provided above, the Board may elect to continue the imposition of the fine for repeat offenders at a graduated rate approved by the Board. A final last date of compliance shall be given.</p> <p>If the owner is in non-compliance by the last given date, the case may be referred to an attorney for further action. The owner will be responsible for all legal fees incurred.</p> <p>The CC&amp;R's clearly state the owner is responsible for any cost the Association incurs to bring the property into conformance of the CC&amp;R's.</p> <p>Corrections of violations shall be recommended by the Warner Ranch Property Management Company and approved by the Board. All fines will be enforced in the same manner as unpaid assessments.</p>
MP	2005-01-10	Resolved:	When monetary penalties on an account reach \$500.00, small claims action will be started to secure the collection of monetary penalties in accordance with House Bill 2402.
MP	2005-09-12	Resolved:	To amend the monetary penalty policy to include a separate fine of \$100.00 for any architectural improvement that is started without prior approval. Failure to comply within 14 days will result in an additional fine of \$200.00 per letter until such a time that the homeowner comes into compliance.
MP	2014-01-07	Resolved:	To reaffirm the published Monetary Penalty Policy dated February 1, 2012.
<b>Previous Owner</b>			<a href="#">Index</a>
PO	2014-01-07	Resolved:	The account of a previous owner will be documented and the Board will determine whether or not to write the account off the association books.
<b>Payment Plans</b>			<a href="#">Index</a>
PP	2010-09-07	Resolved:	That on all homeowner accounts that have gone through bankruptcy

			court, Management Company is directed to write off the portion deemed to be discharged in said bankruptcy.
PP	2014-01-07		<p>Payment plans will be processed as follows:          Payments made without the benefit of a properly executed and approved payment plan will not be construed as a Payment Plan and collection activity will be initiated and/or continue in accordance with the assessment collection policy.          Late fees as provided in the assessment collection policy will not be charged during the term of the Payment Plan if payments are received in accordance with the plan.          Any Payment Plan which will bring the delinquent balance current within six months or less is automatically approved without review of the Board of Directors, provided the homeowners complete the Payment Plan Request and Agreement in its entirety and returns it to the management company along with an initial payment.          Until the Payment Plan Request and Agreement is completed in its entirety and returned to the management company along with an initial payment, assessment collection will proceed according to the published Assessment Collection Policy.          If payment is not received as agreed upon in the Payment Plan, action to collect delinquent assessments will resume immediately in accordance with the published assessment collection policy and all retroactive fees will be added to the account.          Each account on a Payment Plan will be charged an administrative fee of \$2.00 per month. Enforcement</p>
<b>Payment is Received</b>			<a href="#"><u>Index</u></a>
PR	1996-06-13	Resolved:	<p>Payments will be applied to an account as follows:          Past due assessments.          Fines.          Lien fee, small claims fees, and legal costs.          Late charges.</p>
PR	2014-03-06	Resolved:	<p>When a payment is received by management without a 16-digit account number and is posted to an account after the 30", management will note the account.          Upon a request from the owner for a waiver of the late fee, the request will be sent to President or Vice-President for consideration. If the waiver is approved, the response letter will be sent advising of the reason for the delay and reminding the owner that the 16-digit account number needs to be included with their payment.</p>
<b>Related to Management Company Employee</b>			<a href="#"><u>Index</u></a>
RC	2014-01-07	Resolved:	To acknowledge that Randy Feigert of B & R Painting is related to Dawn Feigert, Community Manager at Sentry Management of Arizona, Inc.

<b>Recording Meetings</b>			<a href="#"><u>Index</u></a>
RM	2012-01-03		<p>WARNER RANCH 4 HOMEOWNERS' ASSOCIATION RESOLUTION REGARDING RECORDING ANNUAL MEETINGS, SPECIAL MEMBERSHIP MEETINGS AND OPEN SESSION BOARD OF DIRECTORS MEETINGS WHEREAS, A.R.S. 33-1248 AND 33-1804 require condominium and planned communities to permit people attending annual meetings, special membership meetings and Board of Directors meetings open to membership to. record or videotape the meeting: WHEREAS, A.R.S. 33-1248 and 33-1804 permit condominium and planned communities to adopt reasonable rules governing the taping of open meetings of the Board of Directors and Membership;</p> <p>THEREFORE, the Board of Directors hereby adopts the following rules regarding recording annual meetings, special membership meetings and board meetings open to the membership as follows:</p> <p>The person intending to record the meeting must provide 24 business hours advance notice to the community manager, President, or any other member of the Board of Directors of the intent to record the meeting in writing via e-mail or fax.</p> <p>The person intending to record the meeting must arrive no later than 15 minutes before the meeting starts and cannot take down the equipment until after the meeting is adjourned.</p> <p>The person recording the meeting must verbally indicate to the community manager, President or, person running the meeting at the start of the meeting that he or she is going to record the meeting. The recording device must be visible to the Board of Directors at all times during the meeting while the device is recording.</p> <p>All videotaping must be on a tripod and must be located in the back of the room.</p> <p>Videotape tripods cannot obstruct the view of people attending the meeting.</p> <p>The Board of Directors shall have a right to receive a copy of the recording, at the Associations' expense.</p> <p>All recording devices must run on batteries. The Association cannot guarantee that power will be available in the meeting space and power cords cannot create tripping hazards for other attendees at the meeting.</p>
<b>Small Claims</b>			<a href="#"><u>Index</u></a>
SC	1996-06-13	Resolved:	Small Claims will be processed on every account that shows the assessment being at least 45 days past due on 15th day of the month following the due date (February and August) and the delinquent account assessed a \$65.00 small claims fee plus additional filing fees.
SC	2010-09-07	Resolved:	When a small claims judgment is awarded to the association against



			a previous owner, the judgment will be sent to the attorney to record in Superior Court and renew every five years.
SC	2014-01-07	Resolved:	When a small claims notice cannot be served in the number of visits included in the base fee charged by the Process Server, the association will publish the notice of small claims in the Record Reporter for a fee of \$25.00 in addition to the publication fee.
<b>Storage Containers – (Roll Offs)</b>			<a href="#">Index</a>
ST	2012-03-06	Resolved:	To limit the amount of time that PODS storage containers can be stored in the driveway to 9 days. If a homeowner needs more time, they can contact the management company for an extension. And that roll-off dumpsters cannot be kept on a property for longer than 30 days.
<b>Trash and Recycle Container Policy</b>			<a href="#">Index</a>
TR	2011-05-03	Resolved:	To revise the Association’s trash and recycle container policy to coincide with the City’s requirements. Containers shall be put out no earlier than 6:00 PM prior to the days collection and shall be removed by 12:00 PM the day after collection.
<b>View Association Records</b>			<a href="#">Index</a>
VA	2008-01-06	Resolved:	The Board of Directors of the Warner Ranch Phase 4 Association, an Arizona nonprofit Corporation, at a duly called Board meeting on January __, 2008, reviewed the Association’s documents viewing policy. After discussion and upon motion duly made and seconded, it was unanimously:
VA	2008-01-06	Resolved	A member who is a member of record (or any individual designated by the member in writing as the member's representative) shall be permitted to examine and copy the financial and other records of the Association. The Name Association shall have ten (10) business days to fulfill a request for examination, or to provide copies for purchase at the rate of \$.10 per page. The following records shall be withheld from disclosure to a member or a member's representative to the extent that the records of portion thereof withheld relate to any of the following: Personal, health or financial records (or records directly related to the same) of an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association; Privileged communications between the Association and its attorney; Meeting minutes or other records of a meeting of the Board of Directors of members which is not, by law, required to be open to all members;

			<p>Any records that, if disclosed, such disclosure would violate any local, state or federal law; Records relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the association or an individual employee of a contractor of the association who works under the direction of the association.</p>
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