



# Warner Ranch 4 Homeowners Book of Resolutions

**Note:**

This Book of Resolutions is the Association's current record of Board resolutions and policies that remain in effect. A resolution is effective only to the extent it is consistent with the Declaration, Bylaws, Articles of Incorporation and applicable Arizona law. When a resolution conflicts with a mandatory provision of Arizona law, the law controls and the conflicting portion is unenforceable.

*Comment: Clarifies that Board resolutions cannot override the governing documents or mandatory Arizona law.*

**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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| Assessment Collection    |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AC                       | 2026-20-10 | Resolved: | <p>The Association may charge a delinquent member only those collection costs, fees and attorney fees authorized by the governing documents and applicable Arizona law. Common-expense assessments and amounts legally recoverable as part of a common-expense assessment lien shall be handled under A.R.S. §33-1807. Monetary penalties and other member expenses shall not be treated as common-expense assessments or common-expense liens unless Arizona law expressly permits such treatment. Before foreclosure of a common-expense assessment lien, the Board shall comply with all statutory notice, communication and payment-plan requirements.</p> <p><i>Comment: Current A.R.S. §33-1807 distinguishes common-expense liens from member expenses and imposes specific foreclosure and collection requirements.</i></p> <p><i>Statute reference: <a href="#">A.R.S. §33-1807</a></i></p> |
| AC                       | 2026-20-10 | Resolved: | <p>Architectural approvals shall be issued in accordance with the Association's Architectural/Landscaping Guidelines and A.R.S. §33-1817. The Architectural Committee shall include at least one member of the Board of Directors, who shall serve as chairperson. The Board may require two signatures as an internal administrative control, provided that the requirement does not delay or unreasonably withhold an approval required to be granted under Arizona law.</p> <p><i>Comment: Current A.R.S. §33-1817 requires at least one Board member on the Architectural Committee and that member must serve as chairperson.</i></p>                                                                                                                                                                                                                                                           |
|                          |            |           | <p>The Association's Architectural Committee shall include at least one member of the Board of Directors, who shall serve as chairperson, as required by A.R.S. §33-1817. The committee shall administer the current Architectural/Landscaping Guidelines and shall not unreasonably withhold approval where Arizona law requires approval to be granted.</p> <p><i>Comment: Statute reference: <a href="#">A.R.S. §33-1817</a></i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Architectural Guidelines |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| AG                       | 2026-20-10 | Resolved: | <p>The Architectural Committee shall review and make decisions on architectural applications in accordance with the Association's governing documents and Architectural/Landscaping Guidelines.</p> <p>The Architectural Chairperson shall communicate the Committee's decision to the Association's management company by written or email instruction stating whether the application is <b>Approved</b> or <b>Not Approved</b>.</p> <p>If the Architectural Chairperson is unavailable, the President of the</p>                                                                                                                                                                                                                                                                                                                                                                                  |

|                                |            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|                                |            |           | Board of Directors may communicate the Committee's decision to the management company.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| AG                             | 2026-20-10 | Resolved: | The existing decorative-light restriction remains in effect to the extent it is consistent with the current Architectural/Landscaping Guidelines, applicable safety requirements, and Arizona law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| AG                             | 2026-20-10 | Resolved: | <p>Management may issue architectural approval or disapproval notices only after receiving the decision of the Architectural Committee or its authorized chairperson. The process shall comply with the current Architectural/Landscaping Guidelines and A.R.S. §33-1817, including statutory requirements concerning committee membership and reasonable review.</p> <p><i>Comment: Clarifies that management communicates a committee decision rather than independently making an architectural decision.</i></p> <p><i>Statute reference: <u>A.R.S. §33-1817</u></i></p>                                                                                                                                                                                                                        |
| AG                             | 2026-20-10 | Resolved  | To approve the new Architectural Improvements, Landscape Guidelines, Fine Policy, and new Architectural Change Form with changes/corrections.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| AG                             | 2026-20-10 | Resolved  | <p><b>AG 2026-05 — Shade Structures</b></p> <p>RESOLVED, that the Association shall administer any Architectural/Landscaping Guideline or architectural rule concerning backyard shade structures in compliance with A.R.S. §33-1816.01. The Association shall not prohibit the backyard installation or use of a shade structure. Any rules concerning size, placement, or appearance shall be reasonable and shall comply with the statutory limits concerning installation, functioning, use, cost, and applicable municipal zoning requirements.</p> <p><i>Comment: Added to address A.R.S. §33-1816.01, effective September 12, 2026, which prohibits planned communities from prohibiting backyard shade structures and permits only reasonable restrictions within statutory limits.</i></p> |
| <b>Annual Financial Review</b> |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                | 2026-20-10 |           | <p><b>AF 2026-01 — Annual Financial Review</b></p> <p>RESOLVED, that the Association shall obtain an annual audit, review, or compilation of its financial records as required by A.R.S. §33-1810, unless the governing documents require an audit. The annual financial report shall be completed and made available to members within the periods required by the Association shall obtain an annual audit, review, or compilation of its financial records as required by A.R.S. §33-1810, unless the governing documents require an audit. The annual financial report shall be completed and made available to members within</p>                                                                                                                                                              |

|                                    |            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                                    |            |           | the periods required by law.<br><br><i>Comment: Establishes a clear annual financial-review requirement consistent with current Arizona law.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Accounting Procedures</b>       |            |           | <a href="#"><u>Index</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| AP                                 | 2026-20-10 | Resolved: | To automatically write off all balances on accounts that show a balance due of \$5.00 or less.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| AP                                 | 2026-20-10 | 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                                 | 2026-20-10 | Resolved: | <p><b>Bankruptcy Account Write-Offs</b></p> <p>RESOLVED, that upon receipt of documentation confirming the discharge of a homeowner's debt through bankruptcy proceedings, Sentry Management of Arizona, Inc. is authorized and directed to write off from the homeowner's account only those amounts determined to have been legally discharged in the bankruptcy proceeding.</p> <p>RESOLVED FURTHER, that any amounts not discharged, including amounts that remain legally collectible by the Association, shall remain on the homeowner's account and shall continue to be administered in accordance with the Association's governing documents, collection policy, applicable law, and any applicable bankruptcy court order.</p> <p>RESOLVED FURTHER, that when there is any question regarding whether an amount has been discharged or remains collectible, Sentry Management shall obtain direction from the Association's collection attorney before making the write-off.</p> <p><i>Comment: Clarifies that a bankruptcy discharge does not automatically mean the entire Association account is discharged.</i></p> |
| BK                                 | 2026-20-10 | 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                                 | 2026-20-10 | 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>Board Of Directors Meetings</b> |            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>BD</b>                          | 2026-20-10 | Resolved  | Board Meeting Notice and Agenda<br>RESOLVED, that notice and agendas for Board meetings shall be                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                          |            |           | <p>provided at least forty-eight (48) hours in advance as required by A.R.S. §33-1804, except when an emergency meeting is authorized by law. Agendas shall be available in advance to members attending. Informal Board workshops or other meetings at which a quorum discusses Association business shall comply with applicable open-meeting and notice requirements.</p> <p><i>Comment:</i> Creates a clear Board procedure rather than relying on scattered practices.</p> <p>Statute reference: <a href="#">A.R.S. §33-1804</a></p>                                                                                                                                                                                                                                                                                                                                                   |
| <b>BD</b>                | 2026-20-10 | Resolved: | <p>Open Meetings and Executive Sessions</p> <p>All meetings of the members, Board of Directors, and regularly scheduled committees shall be conducted in compliance with A.R.S. §33-1804. Open portions shall be open to members and properly designated representatives. A closed portion may occur only for a subject expressly permitted by A.R.S. §33-1804(A). Before entering a closed portion, the Board shall identify the statutory paragraph authorizing it. The Board shall not take formal action or vote during a closed portion. Any action requiring Board approval shall be taken in an open meeting after the opportunity for member comment required by law.</p> <p><b><i>Comment: Recommended because WR4 has previously had questions concerning voting or taking action during Executive Session.</i></b></p> <p>Statute reference: <a href="#">A.R.S. §33-1804</a></p> |
| <b>Collection Policy</b> |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                          | 2026-20-10 | Resolved: | <p><b>Assessment Collection and Foreclosure</b></p> <p>RESOLVED, that all collection activity concerning unpaid assessments shall comply with A.R.S. §§33-1803 and 33-1807. Before authorizing a foreclosure action, the Board shall document reasonable efforts to communicate with the member and offer a reasonable payment plan. Foreclosure shall not be authorized unless the statutory delinquency threshold has been met.</p> <p><i>Comment: Board-level control to prevent an obsolete automatic foreclosure procedure.</i></p> <p>Statute reference: <a href="#">A.R.S. §33-1803</a> <a href="#">A.R.S. §33-1807</a></p>                                                                                                                                                                                                                                                          |
| CO                       | 2026-20-10 | 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="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| CP                       | 2026-20-10 | 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).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Fees        |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| FE          | 2026-20-10 | Resolved: | <p><b>Resale Disclosure and Transfer Fees</b></p> <p>RESOLVED, that the Association authorizes its managing agent, Sentry Management of Arizona, Inc., to prepare and deliver the resale disclosure, lien estoppel, and other transfer-related information and documents required or permitted under A.R.S. §33-1806.</p> <p>RESOLVED FURTHER, that the Association may charge the member the fees authorized by A.R.S. §33-1806 for resale disclosure, lien estoppel, and other services related to the transfer or use of the property, subject to the statutory limits and requirements in effect at the time the fee is charged.</p> <p>RESOLVED FURTHER, that Sentry Management of Arizona, Inc. shall administer these fees in accordance with the Association's then-current fee schedule, management agreement, and applicable Arizona law.</p> <p><i>Comment: Removes the obsolete HB 2299/Lepin &amp; Renehan/\$140 references and avoids hard-coding a fee amount in the Book.</i></p> <p><i>Statute reference: <a href="#">A.R.S. §33-1806</a></i></p> |
| FE          | 2026-20-10 | Resolved: | <p>Approval of the form titled Transmittal of Information In Accordance with HB 2299.</p> <p>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&amp;R for providing the information required as a result of HB2299.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Fine Policy |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| FP          | 2026-20-10 | Resolved: | Not to resume sending fine letters by certified mail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| FP          | 2026-20-10 | Resolved  | Unanimously accept the 'Schedule of Fines as presented. Dave to send the finalized document to the Board and Sentry Team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| FP          | 2026-20-10 | Resolved: | The Board will not waive fines imposed on homeowners who do not pick up after their dogs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| FP          | 2026-20-10 |           | <p><b>Dog Waste Monetary Penalty</b></p> <p>RESOLVED, that a homeowner responsible for a dog that deposits waste on Association property, common areas, or other areas where the homeowner is responsible for the dog, and who fails to promptly pick up and properly dispose of the waste, shall be subject to a \$200.00 monetary penalty for each violation, subject to the notice and opportunity-to-be-heard requirements of A.R.S. §33-1803 and the Association's current Monetary Penalty Policy.</p> <p>RESOLVED FURTHER, that the \$200.00 monetary penalty shall not be imposed until the homeowner has received the notice required by</p>                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                  |            |           | <p>Arizona law and has been provided an opportunity to be heard. RESOLVED FURTHER, that subsequent or continuing violations shall be administered in accordance with the Association's current Monetary Penalty Policy and applicable Arizona law.</p> <p><i>Comment: Establishes the Board's intended \$200 dog-waste penalty while preserving the statutory notice and hearing process.</i></p> <p><i>Statute reference: <a href="#">A.R.S. §33-1803</a></i></p>                                                                                                                                                                                                                                                                   |
| <b>Late Fees</b> |            |           | <b><u><a href="#">Index</a></u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| LF               | 2026-20-10 | Resolved  | <p>Current Administrative Designation: Where that historical resolution delegated the signing of Association liens and lien releases to Lepin and Renehan Management, Inc., the delegated management-company function is now performed by Sentry Management of Arizona, Inc., as successor to the management business.</p>                                                                                                                                                                                                                                                                                                                                                                                                           |
| LF               | 2026-20-10 | Resolved: | <p>The Association may record a common expense lien for valid unpaid assessments as authorized by A.R.S. §33-1807. Recording a lien does not authorize foreclosure unless the statutory foreclosure threshold is satisfied. Before foreclosure, the Board shall exercise reasonable efforts to communicate with the Member and offer a reasonable payment plan. Any collection fee must be reasonable and authorized by the Declaration and law. A lien shall be released when the secured obligation has been satisfied or otherwise extinguished according to law. [A.R.S. §33-1807]</p> <p><i>Statute reference: <a href="#">A.R.S. §33-1807</a></i></p>                                                                          |
| LF               | 2026-20-10 | Resolved: | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| LF               | 2026-20-10 | Resolved: | <p><b>Lien and Lien Release Authorization</b></p> <p>RESOLVED, that the responsibility for preparing, executing, recording, and releasing assessment liens on behalf of the Association is delegated to Sentry Management of Arizona, Inc., the Association's current management company, subject to the Association's current assessment-collection policy, Board authorization requirements, and applicable Arizona law.</p> <p>RESOLVED FURTHER, that LF 2010-09-07, to the extent it delegated these responsibilities to Lepin and Renehan Management, Inc., is superseded by this resolution.</p> <p><i>Comment: The obsolete management-company designation and former email-copy requirement are not carried forward.</i></p> |
| LF               | 2026-20-10 | Resolved: | <p>Late charges on unpaid assessments shall not exceed the amount permitted by A.R.S. §33-1803. Any change to the late-charge amount</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                    |            |           | shall be implemented only after confirming that the charge is authorized by the governing documents and does not exceed the statutory maximum.<br><br><i>Statute reference:</i> <a href="#">A.R.S. §33-1803</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Landscape Guidelines</b>        |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| LG                                 | 2026-20-10 | Resolved  | Unanimously accepted to add Sissoo trees to the restriction list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| LG                                 | 2026-20-10 | Resolved  | Unanimously approved the revision to the Landscape Guidelines as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Leasing Notification Letter</b> |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| LN                                 | 2026-20-10 | Resolved: | To approve the Leasing Notification Letter, per the attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| LN                                 | 2026-20-10 | 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="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| MM                                 | 2026-20-10 | 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="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| MP                                 | 2026-20-10 | Resolved: | <b>PROPOSED</b> — Monetary penalties shall be imposed only after the Member receives notice and an opportunity to be heard as required by A.R.S. §33-1803. The notice shall identify the alleged violation and explain the process for contesting the notice. A Member may provide a written response by certified mail within twenty-one (21) calendar days after the date of the notice. The Association shall respond within ten business days as required by statute. Monetary penalties shall be reasonable and imposed according to a current schedule adopted before the violation. Penalty late charges shall not exceed the statutory limit. Monetary penalties and other member expenses shall not be enforced as a common expense lien; collection shall be pursued only by lawful means. [A.R.S. §33-1803; §33-1807]<br><br><i>Statute reference:</i> <a href="#">A.R.S. §33-1803</a> <a href="#">A.R.S. §33-1807</a> |
| MP                                 | 2026-20-10 | Resolved: | To amend the monetary penalty policy to include a separate fine of \$100.00 for any architectural improvement that is started without prior                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                            |            |           | 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                         | 2026-20-10 | Resolved: | <p><b>Collection of Monetary Penalties</b></p> <p>RESOLVED, that monetary penalties shall be collected only by lawful means authorized by the governing documents, the Association's current collection policy, and applicable Arizona law. Monetary penalties shall not be treated as common-expense assessments or enforced as common-expense liens except as expressly permitted by Arizona law. The Association may pursue appropriate civil remedies when authorized by law, but no automatic small-claims trigger is established by this resolution.</p>                                                                                                   |
| <b>Previous Owner</b>      |            |           | <a href="#"><u>Index</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PO                         | 2026-20-10 | 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="#"><u>Index</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PP                         | 2026-20-10 | 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                         | 2026-20-10 |           | <p>The Association may offer payment plans for delinquent assessments under a written policy approved by the Board. A payment plan does not waive or modify the member's underlying obligation unless the written agreement expressly provides otherwise. Before filing a foreclosure action on a common-expense assessment lien, the Board shall exercise reasonable efforts to communicate with the member and offer a reasonable payment plan as required by A.R.S. §33-1807.</p> <p><i>Comment: Adds the statutory payment-plan requirement that applies before foreclosure.</i></p> <p><i>Statute reference: <a href="#"><u>A.R.S. §33-1807</u></a></i></p> |
| <b>Payment is Received</b> |            |           | <a href="#"><u>Index</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PR                         | 2026-20-10 | Resolved: | Unless the Member directs otherwise, payments received on a Member's account shall be applied first to unpaid assessments, then to due but not delinquent assessments, then to unpaid authorized charges for late payment or interest on assessments, then to unpaid reasonable collection fees and costs and court-awarded attorney fees and costs, and then to other member expenses, charges and monetary penalties, as                                                                                                                                                                                                                                       |

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|---------------------------|------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |            |           | required by A.R.S. §33-1807. The Association shall not use a payment-allocation policy to convert member expenses into a common expense lien. [A.R.S. §33-1807]<br><i>Statute reference:</i> <a href="#">A.R.S. §33-1807</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PR                        | 2026-20-10 | Resolved: | 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.<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Recording Meetings</b> |            |           | <a href="#">Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| RM                        | 2026-20-10 |           | The Association records a meeting that is open to members, the Association shall retain a copy of the recording for at least six (6) months and make the unedited recording available to members on request in compliance with A.R.S. §§33-1804 and 33-1805.<br><i>Comment:</i> Recommended as a separate operational control so the management company has a clear retention requirement<br>RM 2026-02 — Association Recordings<br>RESOLVED, that when the Association records a meeting that is open to members, the Association shall retain a copy of the recording for at least six (6) months and make the unedited recording available to members on request in compliance with A.R.S. §§33-1804 and 33-1805.<br><br><i>Comment:</i> A separate operational control so the management company has a clear retention requirement.<br><i>Statute reference:</i> <a href="#">A.R.S. §33-1804</a> <a href="#">A.R.S. §33-1805</a> |
| <b>Rental Information</b> |            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| RL                        | 2026-20-10 | Resolved: | <b>Rental Information</b><br>RESOLVED, that the Association and its management company shall collect rental-owner, tenant, and designated-agent information only to the extent permitted by A.R.S. §33-1806.01 and the governing documents. The Association shall not require information or fees prohibited by Arizona law.<br><i>Comment:</i> Recommended because rental-related statutory requirements have changed and the current Book has only older leasing-notification resolutions.<br><i>Statute reference:</i> <a href="#">A.R.S. §33-1806.01</a>                                                                                                                                                                                                                                                                                                                                                                         |

|    |            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RL | 2026-20-10 | Resolved  | <p>When a homeowner establishes a new tenancy, replaces a tenant, or otherwise changes the occupancy of a Lot pursuant to a new or renewed lease, the homeowner shall provide the Association with the rental and tenant information required by the Association's current rental-information policy and applicable Arizona law.</p> <p>RESOLVED FURTHER, that Sentry Management of Arizona, Inc. shall provide the homeowner with the Association's current Rental Notification form and instructions when notification of a new tenancy or change in tenancy is received or otherwise becomes known.</p> <p>RESOLVED FURTHER, that the homeowner shall provide the required information within the time period established by the Association's current rental-information policy and A.R.S. §33-1806.01.</p> <p>RESOLVED FURTHER, that Sentry Management shall maintain the rental information provided by homeowners and update the Association's records when a new tenant or other qualifying change in tenancy is reported.</p>                                                                                                                                                                                                                                                                                                                                                                          |
| RL | 2026-20-10 | Resolved: | <p><b>Residential Rental Property Registration</b></p> <p>RESOLVED, that the owner of any Lot that constitutes residential rental property shall comply with all registration and information requirements applicable to residential rental property under A.R.S. §33-1902, including maintaining the required information with the county assessor and updating that information within the time required by law after a change occurs.</p> <p>RESOLVED FURTHER, that compliance with A.R.S. §33-1902 is the responsibility of the property owner and that registration with the county assessor is separate from the rental-owner, tenant, and designated-agent information that the Association may require under A.R.S. §33-1806.01 and the Association's governing documents.</p> <p>RESOLVED FURTHER, that the Association and its management company may provide homeowners with information concerning the statutory registration requirement but shall not represent that registration with the Association satisfies the owner's registration obligations with the county assessor.</p> <p><i>Comment: Adds a clear WR4 procedure addressing the Arizona residential rental property registration requirement while keeping the county-assessor obligation separate from the Association's rental-information requirements.</i></p> <p><i>Statute reference: <a href="#">A.R.S. §33-1902</a>.</i></p> |

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|-------------------------------------------|------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Small Claims</b>                       |            |           | <a href="#"><u>Index</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| SC                                        | 2026-20-10 | Resolved: | The Association may refer delinquent accounts for civil collection, including small claims proceedings when legally appropriate and authorized by the Association's collection policy. Timing, filing fees, attorney or collection costs, service costs, and amounts recoverable from a member shall comply with applicable Arizona law, governing documents, court rules, and statutory notice requirements.                                                                                           |
| SC                                        | 2026-20-10 | 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                                        | 2026-20-10 | 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="#"><u>Index</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ST                                        | 2026-20-10 | 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="#"><u>Index</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| TR                                        | 2026-20-10 | 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="#"><u>Index</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| VA                                        | 2026-20-10 | Resolved  | <p>A Member or a person designated by the Member in writing may examine and copy Association financial and other records subject to the statutory exceptions. The Association shall fulfill a request within ten business days and may charge no more than fifteen cents (\$0.15) per page for copies. The Association shall withhold only records or portions of records that are exempt under A.R.S. §33-1805. [A.R.S. §33-1805]</p> <p>Statute reference: <a href="#"><u>A.R.S. §33-1805</u></a></p> |

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