

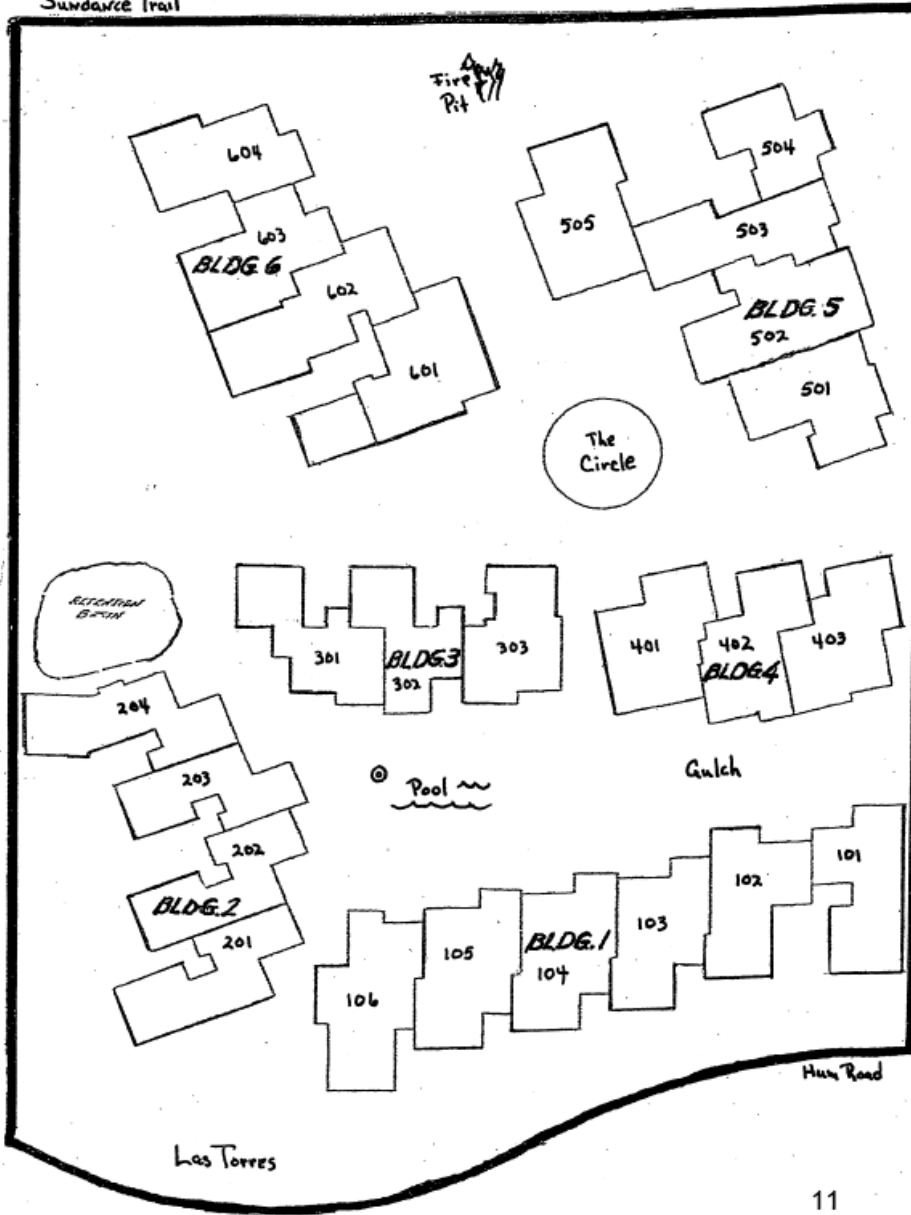
**WELCOME TO**  
**LAS TORRES HOMEOWNERS ASSOCIATION**  
**A 55+ COMMUNITY**



A quick reference manual  
for Homeowners and Renters

Revised Summer 2019

Sundance Trail



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## GENERAL INFORMATION

Las Torres is a 55+ age-restricted community consisting of 25 condominium units, a swimming pool, spa and sport court, community fire pit and a small gathering place called The Circle. We are just a short 5 minute walk to the center of beautiful Carefree, Arizona.

Las Torres is a Homeowners Association and is defined as: a common-interest community consisting of landowners living in a residential neighborhood that has restrictive covenants placed on the property. Associations are unique in that they usually have property, known as "Common Area," which is entitled to be used by the members of the Association. Furthermore, a condominium is an Association in which the individual members/owners own an undivided interest in the common area, which is the property to be equally enjoyed by the members of the Association.

The Las Torres Homeowners Association is governed by a Board of Directors that is elected by the Homeowners at our annual Homeowner Members' Meeting which is held on the second Tuesday in March each year. Meetings of the Board of Directors are convened when deemed necessary and Homeowners are encouraged to attend. Dates and agendas are posted by email and on our website at least 48 hours prior to any meetings.

As a Homeowner Association community, we are subject to the Arizona Condominium Act and the Arizona Nonprofit Corporation Act as well as our own CC&Rs (Covenants, Conditions & Restrictions), Bylaws, Architectural Guidelines and Resolutions. These Association documents should be provided to each new Homeowner at the time of their condominium purchase. Signing the deed to your home was your agreement to adhere to and follow the rules and regulations and provisions within these documents.

If you have not received these documents, they are available on our website ([Lastorrescarefree.com](http://Lastorrescarefree.com)) or by contacting the Board of Directors at [lastorreshoa@outlook.com](mailto:lastorreshoa@outlook.com).



## Age Restricted Regulations

An amendment to our CC&Rs and a Declaration dated April 5, 2004 stipulated occupancy of our units under the HUD Housing for Older Persons Act of 1995. At least one resident/occupant of each unit must be 55 years of age or older, with the exception of one unit which can be occupied by a person under the age of 55, subject to approval by the Board of Directors. There are also

special provisions for age related hardship situations of current owners. Rentals are also subject to the 55+ age regulations. Guests or invitees of a unit who are UNDER 18 YEARS OF AGE may occupy a unit for not more than 90 days in any 12 month period.

## Website

The Las Torres website is located at [www.lastorrescarefree.com](http://www.lastorrescarefree.com). Homeowners are required to sign up in order to have access to Association documents.

All Las Torres forms and governing documents are available to view or download. Also available are current newsletters, Minutes, financials and other notices and information. Additionally, board meetings and other events will be noted on the calendar. Homeowners can message the Association through the website.



## Owners and Renters - Required Documentation

All owners must provide the Association with the following documents and information (all information will be treated as confidential and will only be accessible to the Las Torres Board of Directors):

**Age verification:** Proof that at least one resident/occupant is 55 years or older. Please provide a copy of your current driver's license, passport or birth certificate.

**Proof of property insurance:** Documentation of current homeowner's insurance policy.

**Owner contact information:** Permanent address (if other than Las Torres residence), email address(es), phone numbers.

**Emergency contact information:** Information of someone else locally holding a key to the Las Torres property in case of an emergency.

Additionally, Owners who rent their units (both long term and seasonal), must complete the **Renter Registration & Age Verification Form** (found on the [Lastorrescarefree.com](http://Lastorrescarefree.com) website). If you rent your unit through an agency, please provide copies of this form to your agent to complete and return to the Board of Directors. The completed forms must be turned in at least 10 days prior to occupancy. Las Torres is a 55+ Community. We are required by the HUD Housing for Older Persons Act of 1995 to keep documentation in order to maintain this status. All of these forms are available on the [Lastorrescarefree.com](http://Lastorrescarefree.com) website under the "Forms" tab.



## **Landscape and Maintenance**

Las Torres has contracts with landscape and pool maintenance companies. Other maintenance and repairs are done on an as needed basis with additional contractors. The Las Torres Board of Directors, assisted by committee chairmen, supervises the work of our landscape, repair and pool maintenance companies. If you have any suggestions, requests or questions regarding their work, please discuss it with a Board member or committee chair or contact the Association at lastorreshoa@outlook.com.

Landscape and architectural changes--any changes that affect the appearance of the outside of the buildings or the grounds--are permitted only with written approval of the Board of Directors. Maintenance problems inside the units as well as windows and exterior doors are the responsibility of the individual Homeowners.

For any exterior changes to your unit, structural changes to the inside of your unit or plans to place any large items on the General Common Elements near your unit (see below), you must complete an Architectural Request for approval by the Board. See page 13 for Architectural Guidelines and Requests. Please do not make arrangements for work or repairs to the exterior of your unit without contacting the Board of Directors first. The Board is the sole judge of the appropriate maintenance of the General Common Elements.

## **Personal Property in the General Common Elements**

Article IV, Section 2(a) of the Las Torres CC&Rs titled "Restricted Uses" states: *The General Common Elements shall not be used by Owners for storage of supplies, materials or personal property of any kind, except as may be specifically authorized by the Board...* Nothing can be placed or planted on any graveled, paved or paver covered common areas without specific written permission of the Board of Directors.

Owners who have, or wish to have, personal items such as patio furniture or large items (chairs, tables, lounges, etc.) on the Common Elements must submit a completed Architectural Request to the Board for such; accompanied by a photograph of the item(s) they wish included and a photo description of exactly where the items will be placed and the anticipated time period the items remain in the Common Elements. The Board may, at its discretion, approve or deny any reasonable request and may impose conditions of approval.

Granting of a request does not imply nor can it be construed to give exclusive use of the area or personal items to the owner making the request. If the request is granted, it is valid only for the owner granted the request, may be limited in time and is not a conveyance of any portion of the

Common Elements. The General Common Elements will remain available for all owners' enjoyment and use.



The Town of Carefree has a Leash Law which extends to the grounds of Las Torres. Pets are not allowed to run loose or be unsupervised. In addition, the pet's owner must clean up after their pet. Loud and barking pets can be a nuisance to neighbors and will not be tolerated. Pets are not allowed in the pool or sport court areas (service dogs are the only exception).



## Noise and Construction

Please control the volume of radios, TVs and music equipment. The swimming pool and fire pit areas are surrounded by homes, so please be respectful of their close proximity.

The Town of Carefree has a Noise Ordinance that limits construction hours to 6:00am - 7:00pm Monday through Saturday and 10:00am - 7:00pm Sundays and holidays (New Years Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day). Please follow these guidelines for any planned work or remodeling.



Dumpsters for trash are located at the north end of the Hum Road driveway by the 100 building (near the Sport Court) and the west end off Sundance Trail opposite the 600 building. Both enclosures have 30/70 gates for ease of opening. Please compact your trash as much as possible. Put all trash inside the dumpster--trash left on the ground next to the dumpsters will not be picked up. The dumpsters are emptied on Wednesday morning.

A recycling dumpster is located at the north end of Hum Road near the Sport Court. Items accepted for recycling are in the following table as well as items that are NOT accepted. The recycling bin is emptied on Thursday mornings.

The following materials are accepted in the residential recycling services:

Aluminum, tin, steel cans-- well rinsed, labels can be left on	Cardboard, all boxes-- flattened	Glass bottles, jars-- well rinsed, labels can be left on
Junk mail, envelopes	Newspapers, magazines, catalogs, phone books	Office paper, envelopes--all colors
Plastic containers #1-7	Receipts	Shredded paper, paper bags

The following items and materials are NOT accepted in the residential recycling services:

Car parts	Drinking glasses, window glass	Food scraps
Hazardous waste, oil filters	Paper towels, napkins, used paper plates	Pizza boxes
Plastic bags, plastic wrap	Plastic oil bottles	Pots, pans, utensils
Styrofoam	Wax coated cardboard	Aerosol spray cans

Recycling bins for plastic bags can be found in most grocery stores.



**DOLLARS and SENSE**



## Monthly Homeowners Assessments

As of 2018, our monthly assessment is \$329.00. This assessment is divided into three accounts: Operational Checking Account (\$261), Operational Reserve Account (\$16) and Repair & Replacement Account (R&R Fund, \$52). These assessments paid to the Association by the Homeowners provide for all outside utilities and the maintenance of all buildings and grounds including the Las Torres landscaping, pool, spa, sport court, roof repairs and exterior painting and repairs of buildings and walls. General property and casualty insurance on the buildings and routine operating expenses are also covered by the owners' monthly assessments. These assessments may be adjusted at the discretion of the Board of Directors by not more than 10% during any one fiscal year without approval of two-thirds of the voting power of the owners.

## Repair and Replacement Fund

Las Torres maintains a Repair and Replacement Fund that can be used to pay for or offset the cost of repair or replacement of a capital improvement to the General Common Elements. Every

three to five years Las Torres contracts a company to do a Reserve Study to evaluate the condition and estimated lifetime of items that are part of our General Common Elements. This study is a guide for anticipated expenses and recommendations for funding our Repair and Replacement Fund. Currently \$52.00 of each unit's monthly assessment is contributed to this Fund.

Should the repair or replacement of a capital improvement (roofs, exterior painting, driveway repair, the pool, etc.) be greater than the funds available or, in the Board's estimation, deplete the account funds to an unacceptable level; the Board does have the authority to assess a maximum of \$750.00 per year/per unit without approval of two-thirds of the voting power of the owners.

However, for any amount needed that is greater than \$750.00 per year/per unit for capital improvements, the Board can recommend either an increase of greater than 10% in monthly assessments or a special assessment at the time of the Annual Members Meeting (or call for a Special Members Meeting). A vote of two-thirds of the voting power of Homeowners is required for either approval.

## **Other Special Assessments**

Other special assessments may be recommended by the Board of Directors at the Annual Members Meeting or at any time by calling a Special Members Meeting. These special assessments are subject to the approval of two-thirds of the voting power of the Homeowners.

## **Late Fees and Fines**

Monthly assessments are due the first of the month. A notice assessing you a \$15.00 late fee will be mailed to you if your payment is not received by the 15th of the month.

The Board of Directors has the authority to fine any Homeowners for violations of the rules and regulations of the Las Torres CC&Rs and Bylaws. Both the Assessment Delinquency Policy and the Notice of Violation process are available to review on the Las Torres website ([Lastorrescarefree.com](http://Lastorrescarefree.com)). Please take some time to familiarize yourself with our rules and regulations. Please do not put the Board in a position of having to act on a violation.

## Insurance

Each Homeowner is individually responsible for securing insurance on everything inside their unit including contents, fixtures, appliances and personal property--everything from the walls in. Please provide annual proof of coverage to the Association/Board of Directors. You can download the proof of insurance form from the Las Torres website.

The Association insurance provides only "bare walls" coverage for the structures. Please refer to the CC&Rs and the Insurance Deductible Resolution for additional information. These documents and a copy of the Association's Certificate of Insurance is available on the Las Torres website. Lastorrescarefree.com.



## RENTER REGULATIONS (long term and seasonal)

The minimum length of stay for renters is one (1) month. No overnight, weekend or week(s) only rentals are permitted. Family members and visiting friends are free to stay for shorter lengths of time.

All renters must meet the age restriction requirements of Las Torres at the time of rental. Proof of 55+ (drivers license, passport, birth certificate) of at least one renter prior to occupancy must be provided prior to occupancy.

All renters need to be registered with the Board of Directors. Owners who rent their units (both long term and seasonal), must complete the **Renter Registration & Age Verification Form** (found on the Lastorrescarefree.com website). The names of all occupants, contact phone numbers and the dates of the rental period as well as proof of 55+ age must be submitted to the Las Torres Board of Directors. This information is confidential. Please send it to us at lastorreshoa@outlook.com or by mail to: P.O. Box 2806, Carefree, AZ 85377.

Each Homeowner is responsible for the action of their renters. All renters are subject to the rules and regulations of the Las Torres Homeowners Association and must be properly informed at the time of their rental contract or lease. A copy of this manual should be available in the unit for all rentals.

## Renters: a brief, quick reference

### Parking:

- You must park your car(s) in the garage of the unit where you are renting.
- If you have overnight guests who need to park a car in a guest parking spot, please contact the Board at [lastorreshoa@outlook.com](mailto:lastorreshoa@outlook.com) for a parking pass.

### Patios and balconies:

- Do not hang laundry, wet pool towels, swimming suits out to dry.
- Do not leave pool toys and floaties out overnight
- Do not leave outside lights on all night
- Please keep noise to a minimum

### Graveled/common areas and external walls:

- No planting, decorations or furniture is allowed without Board approval.

Any assessed violations will be noticed to the unit owner and can result in a fine.

Pool, spa, fire pit and sport court information can be found on pages 14-16 in this manual.



## PARKING REGULATIONS

Homeowners and renters are required to garage their vehicles overnight. If there is a need to park your vehicle outside your garage for more than two nights, please contact the Board at [lastorreshoa@outlook.com](mailto:lastorreshoa@outlook.com) to obtain a parking pass. Please provide the dates you anticipate needing the pass.

Daytime parking should be in the garage as well, but is permitted in the driveways and in front of the owner's garage as long as the driveways are not blocked to other traffic.

## Guest Parking

Occasional overnight guests should park in the paint-lined spaces marked in the common areas of the driveways or directly in front of the host's garage (if space in the owner's garage is not available). Parking is allowed for occasional visitors for up to 48 hours without a permit (parking pass). Guests staying longer than two nights need to display a Las Torres Association parking pass in their windshield. A parking pass can be issued for a maximum of two weeks. Please email the Board at [lastorreshoa@outlook.com](mailto:lastorreshoa@outlook.com) to request a pass; please provide the amount of time the pass will be needed.

## Additional parking information

Paint-lined parking spaces are reserved for guests of Las Torres Homeowners and are not intended for Homeowner or renter long term parking.

Do not park in front of the dumpsters on Hum Road or Sundance Trail at any time.

Do not park in the paint-lined parking spaces at the south side of the sport court on Hum Road on **Wednesday** or **Thursday** mornings (garbage and recycling pick up days). If you or your guest parks there the night before these days, please move your vehicle by 6:00 am.

**Motor homes, campers, recreational vehicles, boats or trailers of any kind** as well as vehicles holding more than eight passengers or commercial vehicles used for personal transportation. Generally, these vehicles are not approved to park on the common areas of the Association. However, the Board is aware that there are special circumstances for the need and use of these vehicles. Please contact the Board at [lastorreshoa@outlook.com](mailto:lastorreshoa@outlook.com) to request consideration for parking any of these vehicles.

## Trailers - loading/unloading

Please make every effort to unload trailers in a timely way. Generous considerations are given for special circumstances. If the trailer needs to remain overnight, please contact the Board of Directors at [lastorreshoa@outlook.com](mailto:lastorreshoa@outlook.com).

## ARCHITECTURAL REQUESTS



Las Torres Architectural Guidelines can be found on the website. Please review them prior to making any changes to the exterior or interior of your unit. An Architectural Request Form is

available on the website or by requesting one through email at lastorreshoa@outlook.com should your project need Board approval for any intended work or remodeling. The Board has 30 days to consider and respond to your request, but will make every effort to review and respond as quickly as possible.

In the event you may be doing exterior painting on your unit, the paint specifications are:

Building walls and garage doors- Dunn Edwards Colorado Trails exterior paint, #DE6117

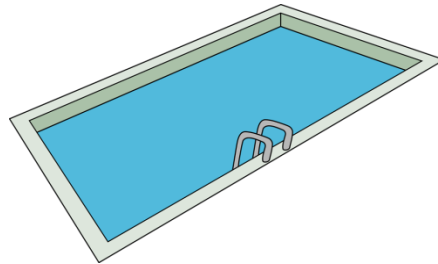
Accent (low and retaining) walls - Dunn Edwards Sandpit exterior paint, #DE6118

Wood Trim, patio beams/supports and trellises - Dunn Edwards Iron Fixture exterior paint, #DE6384

## **Construction dumpsters**

In the event a dumpster is needed for renovations, please contact the Board of Directors at lastorreshoa@outlook.com for approval. The dumpster must be placed directly adjacent to the owner's unit and must not obstruct or block driveways or other traffic. Please limit the amount of time you'll need the dumpster for not more than one week. If additional time is required, please contact the Board of Directors as soon as possible at our email address.

## **POOL AND SPA REGULATIONS**



### **Pool Heating Guidelines**

The pool will be heated from February 15 - May 15 and September 15 - November 15 annually, weather permitting. The pool will not be heated from November 15 - February 14 unless there is unusually warm weather during that period and three (3) or more units make a request to the Board to heat the pool. It takes the pool a full day and a half to heat and increases our utility costs, so please keep that in mind when making your request. Send your requests to the Board at Lastorreshoa@outlook.com. For more information, the Las Torres Pool Heating Policy can be found on the Las Torres website.

### **Pool and Spa Hours 7:00am to 10:00pm**

- Children under the age of 12 must be accompanied by a responsible adult in the pool enclosure at all times.
- Please limit the use of suntan lotions to waterproof, non-greasy preparations. Please, no oils while using the pool and spa as they can clog and damage the filters and change the water composition. Ideally, shower before using the pool and spa.
- Per state law, absolutely NO glassware is allowed in the pool area. Beverages and food should be in paper, plastic or metal containers.
- Food is not allowed within four feet of the pool edge. Please use the two tables.
- All pool furniture must be at least four feet from the edge of the pool.
- There is no diving off the deck or running allowed on the decks.
- Gates must be closed and latched upon entering and leaving the pool area and cannot be propped open. Please be considerate when closing the gates and don't allow them to slam shut.
- Please observe the Maricopa County Environmental Services safety regulations posted inside the pool enclosure.
- Before you leave the pool or spa, please check to make sure:
  - you have all your belongings
  - the umbrellas are closed
  - and the furniture has been moved back at least four feet from the pool/spa edge.
- Only authorized personnel are allowed in the pool pump house.

### **Spa controls**

- Spa controls are on the west side of the pump house
- The spa heater is on a two hour timer
- Please turn the heat on before starting the jets
- When you leave, please turn off the heat timer
- The pool and spa lights are in the same location
- Please turn the lights off after an evening swim or soak

## SPORT COURT REGULATIONS



**Hours 7:00am to Sunset**

- The Sport Court is to be locked when not in use. This is to prevent unauthorized outsiders from using the court. If you need a key, please contact the Board at [lastorreshoa@outlook.com](mailto:lastorreshoa@outlook.com) to request one.
- The sport court is designed for pickle ball, basketball and bocce ball
- Soft soled shoes are required to ensure safe activities
- No pets are allowed (service animals are the only exception)
- No glassware or breakables. Beverages should be in plastic, paper or metal containers
- No tobacco, gum or food of any kind is allowed
- Children 12 and under must be accompanied and supervised by a responsible adult at all times
- One hour rule: If you have been playing for an hour or more and someone arrives to use that court, please relinquish the court.
- Play equipment is to be stowed in the designated storage container
- Please take all your personal belongings with you.
- Please make sure the gate is latched and locked when you leave.

## FIRE PIT AREA



Enjoy the fire pit area and wonderful views any time - with or without a fire. Please remember that sound does carry and be considerate of the neighbors who live nearby.

Before starting a fire, check the area notifications for fire safety and air quality per regulations of Maricopa County. *Any fines for violation will be the responsibility of the owner who started the fire. Fines range from \$50 to \$250 depending on the number of violations.*

**Once you have finished with the fire:**

- make sure the logs are moved apart and the flame is completely out
- clean the fire pit using the tools on the log rack
- clean the tools and replace them - there is water and a hose for cleaning and emergencies

If the covers are on the furniture, fold them carefully and place them in the storage box before sitting down.



**QUESTIONS**



If you have questions, need forms, have a concern, want to make a request; please feel free to contact the Las Torres Board of Directors or Committee Chair at [Lastorreshoa@outlook.com](mailto>Lastorreshoa@outlook.com) or P.O. Box 2806, Carefree, AZ 85377 or through the website at [LasTorresCarefree.com](http://LasTorresCarefree.com)

## 2019 BOARD OF DIRECTORS

- President: Leigh Tollefson
- Vice President: Michael Moore
- Treasurer: Debbie Robertson
- Member at Large: Sunny Wong

### Committee Chairs:

- Landscape Committee: Michael Moore
- Maintenance Committee: Bob Tollefson

## COMMUNICATION

- Email: [Lastorreshoa@outlook.com](mailto:Lastorreshoa@outlook.com)
- U.S. Mail: Las Torres HOA, P.O. Box 2806, Carefree, AZ 85377
- Lock box: located outside Unit 301 - for communications and monthly assessment payments
- Website: [LasTorresCarefree.com](http://LasTorresCarefree.com) - information, forms and documents
- HOA URGENT SITUATIONS: Call Michael Moore at (480)518-4304
- For EMERGENCIES call 911.

