

Redondo

**Operations Manual  
25 East Redondo Drive  
Tempe, AZ**

**Front yard:**

- *Lights:* The lights on the exterior of the home turn off and on automatically based on sunlight availability. They do not have a manual override.
- *Safety Breakers:* The breaker box for the entire house is outside along the garage wall leading to the front door. All of the breakers are marked by room.
- *Plants:* The plants in the front of the house are set up to need little to no watering.
- *Maintenance:* Pine needles and any other debris that blows onto the property should be picked up regularly to keep the property tidy. Failure to do so will impact the security deposit should we receive a notice or fine from the community association.

**Garage:**

- *Tools/Outdoor Gear:* There are some tools and gear in the garage you are welcome to use. Please return all items to where they were stored.
- *Garage Doors:* Garage doors should be closed and locked when not in use. There are two remote controls for the garage door
- *Breaker Trip Switches:* If you find one of the plugs in the house isn't working, a safety trip switch has likely been activated. There are two reset buttons. For the inside of the house the reset button is on the front wall of the garage – the "R" reset button will need to be depressed. For the backyard, which controls the yard lights, water, outlets -- the reset button is on the outlet in the master bedroom, on the wall facing the yard.
- *Water Softener System:* Arizona water is considered hard water which can create mineral build up on faucets and is pretty tough on the skin. The black tubular system at the front of the garage is a water softening system for the entire house. It operates automatically but it does need to be replenished with Morton's System Saver Salt Pellets. Every two weeks check and replenish the salt pellets so the container is half full – the black line inside indicates the appropriate level to fill to. Do not overfill.
- *Fire Extinguisher:* There is a hand held fire extinguisher located in the garage.

**Kitchen:**

- *Garbage:* All trash should be bagged and deposited in the dumpster kitty corner from the house.
- *Recyclables:* There are large community recycle bins at the back of the development. It is not necessary to separate glass, paper and plastic items that can be deposited in these bins. Recycle bins are emptied by the community on Mondays.
- *Dishwasher:* Only use "Finish Electrasol" tablets as a cleaner for the dishwasher. To prevent spotting "Finish Jet Dry" can be used in the secondary compartment. Empty the food collector feature visible in the bottom of the dishwasher at least once a month.
- *Washing Machine:* Do not use the "large" load feature. This setting causes the washer to leak when loaded.
- *Laundry Dryer:* Empty the dryer lint vent on the top surface of the machine by pulling out the screen. Lint build up in dryers is a leading cause of house fires.
- *Refrigerator:* There is a Brita water jug in the refrigerator for the tastiest water. The water and ice maker features on the refrigerator do not function.
- *Fire Extinguisher:* There is a hand held fire extinguisher in the kitchen cabinet.

### **Fireplace:**

- *Wood Burning Fireplace:* When using the fireplace, open the flume by gently pulling the toggle forward, and releasing slowly. The chain will be short when open and longer when closed. Always close the safety screen and keep objects clear of the area.

### **Air Conditioner/ Heater:**

- *Temperature Control:* The control pad is in middle bedroom on the wall, behind the door.
- *Air Filters:* The air filter should be replaced every month with a 20"x 20" x 1" pleated air filter which gets inserted in the hallway closet next to the bathroom.

### **Window Coverings:**

- *Shutter Cleaning:* To clean the shutters use only a dry soft cloth or feather duster. Do not use wet or abrasive cleaners as this will scratch the finish. Do not use furniture polish, water or any chemical cleaners as this will damage the finish.
- *Shutter Operation:* To open the shutter louvers simply grab a center louver and rotate to desired position. To open the living room bi-fold panels, open the louvers, and gently pull on the right vertical stile in the center, while holding the left panel. The louvers must be in the closed position for the panels to fold back against the wall. The bi-fold panels in the center bedroom are a track system and do not fold against the wall.
- *Other Window Treatments:* The upper window coverings can be controlled using the Silhouette remote control. They can be tilted or raised.

### **Master Bathroom:**

- *Shower:* Rain shower and wall shower can be used together. Vent the steam by opening the bathroom window and or using the vent switch in that room. Shower doors should be squeegeed and faucets wiped after use to prevent streaking/water marks.
- *Travertine:* Travertine counter, floors, shower walls clean up with mild cleaner. Comet works great on the shower floor. Travertine counter and bathroom surfaces are sensitive to staining so avoid leaving items that can create rings from soaps, drinks, etc.
- *Lighting:* The far left light in the bathroom does not work.

### **Atrium:**

- *Plants:* The wall plants in the atrium do not require water. This is great place to grow potted plants away from the direct sun.
- *Water fountain:* (trip in garage) The fountain needs to be filled with water to prevent the fountain motor from burning out. To turn the fountain off, simply unplug from the wall below the light. If the fountain is going to be turned off for long periods of time, the water should be scooped out of the fountain to prevent mosquitoes.

### **Backyard:**

- *Grill:* Gas bottle for the grill can be replenished at a local Home Depot where a refill can be purchased. Please clean the grill and replace the grill cover when not in use.
- *Cushions:* Cushions for all the outdoor furniture are stored in the garage. The small cushions are stored on the upper shelf and the large cushion against the front garage wall. Big black covers to throw over the cushions to keep them fresh are also in the garage. If it rains, please pull the cushions and put them in the garage.

- *Plants:* The backyard plants are on a timer on the wall next to the chimney. If the yard trip switch is triggered, the timer may need to be reset and the switch reset in the master bedroom.
- *Lights:* There is wall switch by the back door for some of the backyard lights. Additional backyard lights are on a timer. If the yard trip switch is triggered, the timer may need to be reset and the switch reset in the master bedroom.

**Parking:**

- *Street Parking:* Parking on the street is not permitted at any time and cars in violation will be towed. Have guests park only in designated parking slots.

**Mailbox:**

- *Mailbox lock:* There is a mailbox key that allows you to set the box so that it automatically locks after the mail is delivered. You'll need to reset this after removing the mail each day.

**GFI:**

- *GFI box:* The circuit breaker box is located on the outside wall of the house as you come up the walk way.

**Door and Window Locks:**

- *Front door locks:* The security door and wooden door should be locked when exiting the house.
- *Sliding glass doors:* Both upper slide bolt locks and door handle locks should be used when exiting.
- *Windows:* All windows should be closed with slide bolt lock and standard window locks.



# Broadmor Place



## BROADMOR PLACE HOMEOWNERS' ASSOCIATION

### OWNER'S MANUAL

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#### PREAMBLE

This Owner's Manual has been developed to assemble into a single document the various rules and guidelines that are in effect at Broadmor Place. This document is for the owners of Broadmor Place. Please keep this document for reference.

Additional copies of this document can be obtained electronically from the Broadmor Place community website: <http://www.parkerfinch.com>.

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**BROADMOR PLACE HOMEOWNERS' ASSOCIATION**

P.O. Box 26300, Tempe AZ 85285-6300

**SUMMARY OF COVENANTS, CONDITIONS & RESTRICTIONS (CC&Rs)  
AND POTENTIAL VIOLATIONS THEREOF**

September 1, 2009

*This document supersedes all previous revisions, including the document of October 12, 1994*

INTRODUCTION: Following is a summary of the CC&Rs for guidance on the most frequent issues subject to violation by residents. Each homeowner should have received a set of the complete CC&Rs upon purchase of property in Broadmor Place. Additional copies are available online or upon request to the community manager. "Potential Violations" are limitless; those cited below are given as examples only. This document is also available for download from <http://www.parkerfinch.com>.

**Single Family Residential Use**

All property shall be...devoted exclusively to single family residential use. No gainful occupation, profession, trade or other non-residential use shall be conducted on any such property.

**Potential Violations**

More than three unrelated persons living together in a single home.

Living in a camper or RV on the property

**Animals**

No animals or birds...other than a reasonable number of generally recognized house or yard pets, shall be maintained on any property within Broadmor Place, and then only if they are kept, bred or related thereon solely as domestic pets and not for commercial purposes.

No animal or bird...shall be allowed to make an unreasonable amount of noise, or to become a nuisance. No structure for the care, housing or confinement of any animal or bird...shall be maintained so as to be visible from a neighboring property.

**Potential Violations**

Noncompliance with the city leash law.

Improper disposition of feces.

Allowing animals to continually disturb the peace.

Housing animals in areas visible from neighboring properties or from the street.

**Antennas**

No antenna or other device for the transmission or reception of television or radio signals or any other form of electromagnetic radiation shall be erected, used or maintained outdoors on any property.....whether attached to a building or structure or otherwise, unless approved by the...Architectural Committee.

**Potential Violations**

Erecting antennas or satellite dishes of any kind without the prior approval of the Architectural Committee.

## **Utility Service**

No lines, wires or other devices for the communication or transmission of electric current or power, including telephone, television & radio signals, shall be erected, placed or maintained anywhere in or upon any property within Broadmor Place unless the same shall be contained in conduits or cables installed and maintained underground or concealed in, under, or on buildings or other structures approved by the Architectural Committee.

### **Potential Violations**

Placing wires, cable feeds, or electrical conduits anywhere on the exterior of buildings without the prior approval of the Architectural Committee.

## **Improvements and Alterations**

No improvements, alterations, repairs, excavation or other work which in any way alters the exterior appearance of any property within Broadmor Place...shall be made or done without the prior approval of the Architectural Committee. In addition, no changes in or deviations from the plans once approved shall be made without the prior approval of the Committee.

### **Potential Violations**

Any action whatsoever which alters the exterior appearance of a property and which does not have the prior approval of the Architectural Committee. This includes but is not limited to the following:

- Adding rooms or patio covers
- Replacing the roofing
- Adding or replacing equipment on rooftops
- Using nonstandard light fixtures
- Using nonstandard house numbers or changing their placement
- Using nonstandard paint colors
- Installing awnings

## **Trucks, Boats, Campers, Trailers and Motor Vehicles**

(See attached "Vehicle Parking and Storage Rules" effective date August 1, 1992.)

### **Potential Violations**

1. Parking an unregistered or inoperable vehicle anywhere within Broadmor Place other than in a garage.
2. Parking on streets, yards or common areas.
3. Storing (in the storage area on Grandview) any vehicle that is not currently licensed.

## **Maintenance of Lawns and Planting by Owner**

Each owner of a lot within Broadmor Place shall keep all shrubs, trees, grass and plantings of every kind on his property neatly trimmed, properly cultivated, and free of trash, weeds and other unsightly material...The Association or its authorized agents shall have the right to enter upon any property...at any reasonable time, for the purpose of planting, replacing, maintain or cultivating such shrubs, trees, grass or plantings, and shall not be liable for trespass for so doing.

### **Potential Violations**

1. Failure to keep trees and bushes properly trimmed.
2. Letting weeds grow.
3. Failure to remove leaves, debris, dead trees and bushes.

## **Nuisances**

No rubbish or debris of any kind shall be placed or permitted to accumulate upon or adjacent to any property within Broadmor Place, and not odors shall be permitted to arise there from so as to render any such property or any portion thereof unsanitary, unsightly, offensive, or detrimental to any other property in the vicinity thereof or to its occupants. No nuisance shall be permitted to exist or operate upon any such property so as to be offensive or detrimental to any other property in the vicinity thereof or to the occupants.

Without limiting the generality of any of the foregoing provisions, no exterior speakers, horns, whistles, bells or other sound devices, except security devices used exclusively for security purposes, shall be located, used or placed on any such property.

### **Potential Violations**

1. Letting debris accumulate or offensive odors to exist.
2. Putting furniture on the roof.
3. Leaving garage doors open repeatedly and/or for long periods of time.
4. Disturbing the peace.
5. Failure to arrange for pick up of bulk items (e.g., placing bulk items such as mattresses or furniture next to the dumpsters, instead of calling the City of Tempe to schedule proper pick up of the items from driveway)
6. Detracting from the overall attractiveness of the neighborhood through omission or commission of any act.

Please refer to the City of Tempe website (<http://www.tempe.gov>) for detailed information about nuisances and City resources available to address them.

## **Repair of Buildings**

Each owner of a lot within Broadmor Place shall keep his/her unit, including the roof and exterior walls, in good condition and repair and adequately painted or otherwise finished. No building or other structure or improvement upon any property in Broadmor Place shall be permitted to fall into disrepair.

### **Potential Violations**

1. Failure to repair damage to buildings and other structures, including garages, fences, gates, patio covers.

## **Clothes Drying Facilities**

No clothesline or other facilities for drying or airing clothes shall be erected outdoors on any property within Broadmor Place unless they are kept exclusively within a fenced service yard or otherwise concealed, and shall not be visible from neighboring property.

### **Potential Violations**

1. Putting clotheslines in the backyard at a height which is visible to neighbors at ground level.
2. Putting clothesline on the roof.



## **Encroachments**

No tree, shrub, or planting of any kind on any property devoted to single family residential use within Broadmor Place shall be allowed to overhang or otherwise encroach upon any sidewalk, street, pedestrian way, or other area from ground level to a height of twelve (12) feet, without the prior approval of the Architectural Committee.

### **Potential Violations**

1. Letting trees or bushes overhang streets or walkways at a height less than twelve feet up from the ground.

## **Signs**

No signs whatsoever (including, but not limited to, commercial, political and similar signs) which are visible from neighboring property shall be erected or maintained on any lot or parcel of property within Broadmor place, except...such signs, the nature, number, and location of which have been approved in advance by the Architectural Committee.

### **Potential Violations**

1. Putting political signs in windows, on walls or trees, or in the ground.
2. Erecting business signs.
3. Putting up real estate signs other than those specifically approved by the Architectural committee.

## **Maintenance by Owners**

Each owner shall be responsible for the upkeep, maintenance, and repair of the interior and the exterior of his/her dwelling unit and for the upkeep and maintenance of his/her lot. All fixtures and equipment installed within a dwelling unit, or located on a lot, shall be maintained, repaired and replaced by the owner thereof, except that the Association shall have such rights and easements at any time to maintain and repair the utility lines, pipes, wires, conduits, or other systems or facilities up to the point where they enter or cross the lot of an owners.

Termite and pest control shall be the responsibility of the owner. In the event any owner fails to keep the exterior of his/her unit and his/her landscaping in good condition and repair...the Association shall have the right, but not the obligation, to make such repairs and do such maintenance as the Board may deem necessary or advisable...and shall charge the owner the reasonable cost thereof...

### **Potential Violations**

1. Failure to maintain structures in good repair.
2. Failure to maintain landscaping in good condition.

## BROADMOR PLACE HOMEOWNERS' ASSOCIATION

### ARCHITECTURAL STANDARDS adopted 5/96, revised 5/97, revised 9/2009

This list answers the most frequently asked questions about architectural standards at Broadmor Place. For items not on this list and for other questions, please contact Arnie Koriath, our community manager. The latest Architectural Standards list will always be available online on our community website at <http://www.parkerfinch.com>.

EXTERIOR PAINT	COLOR SOURCE*	Match existing Broadmor Brown Color code on file at Dunn-Edwards Paint Store, 1872 Broadway Road, Tempe, Phone: 968-9492
EXTERIOR STAIN	COLOR	Match existing stain
GARAGE DOORS	STYLE SOURCE* COLOR	THERMOWAYNE 36, Raised Panel  Must be painted to match existing Broadmor Brown exterior paint
ROOFING	STYLE	Standing seam metal, Seams 16" apart. Weathered copper (brown) color.
REAR YARD GATES	STYLE  COLOR  SOURCE	Metal wrought iron 44"x68" frame with 10 1"x4"x66" cedar or redwood slats. Black frame. Slats painted to match existing Broadmor Brown exterior paint or natural finish with linseed oil or comparable natural finish. Home Depot. SKU #A336-732 or equivalent.
RAMADAS, PATIO COVER, TRELLISES, etc.	MATERIAL COLOR	Wood fabrication Match existing Broadmor Brown exterior paint.
EXTERIOR AWNINGS	COLOR STYLE SOURCE*	428 Toast by Sunbrella. Balance and Scollop design – English N/A
ADDRESS NUMERALS	COLOR STYLE	Flat Black Match existing pattern
ENTRY FENCING GATES	MATERIAL COLOR	Wrought iron Flat black
EXTERIOR LIGHT FIXTURES FRONT GARAGE and FRONT DOOR	MATERIAL  SOURCE*	Minka-Lavery Mirador 72020-179-PL 7 1/2" W x 14 3/4" H x 4 3/4" extension from wall. Built-in photocell. Cappadonnas, 5030 S Mill Ave, Ste D-14, Tempe. Phone: 820-7192
WALL MOUNTED SECURITY LIGHTS  (Special Note)	MATERIAL  SOURCE*	Electripak side lite, Model DSL-35, 35w high pressure sodium, photo cell controlled. Home Depot You MUST obtain Architectural Committee approval in advance before installing these lights.
MAIL BOX AND POST (Special Note)	MATERIAL	Black wrought iron post, metal mail box. Homeowners' Association is responsible for repair and replacement.

\*SOURCE: Sources are listed for reference only. The Board does not recommend any one source or contractor.



Return to: Parker Finch Management. 209 E. Baseline Rd. # E-208 Tempe Arizona 85283  
Fax 602-508-1978. Phone 602-508-1974. Email: [Kimberly.Wilder@parkerfinch.net](mailto:Kimberly.Wilder@parkerfinch.net)

**BROADMOR PLACE ARCHITECTURAL APPLICATION**

Community Name: \_\_\_\_\_  
Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot # \_\_\_\_\_ Phone # \_\_\_\_\_  
Email: \_\_\_\_\_

Brief Description of Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

(No changes may be made in plans after approval without written consent)

Please submit as much information for the decision making process as possible, i.e. drawings, sketches, plans, plot map, pictures, samples, brochures, dimensions, distances from fence or neighbor, etc.

If using a contractor.

Name : \_\_\_\_\_  
Address and Phone: \_\_\_\_\_

Applicant understands and acknowledges that the Association's approval of Applicant's architectural request shall not be deemed as an approval or consent as to other private covenants or restrictions which may affect the applicants property (i.e., other than those of the Association); nor shall any such approval or consent be deemed as the approval or consent of the City of the residential unit or any other governmental body having jurisdiction of the applicant's property.

**ACKNOWLEDGEMENT**

Let this serve as a written notice that I \_\_\_\_\_ owner of the above address, will assume all responsibility for applying for review and approval of my application, PRIOR to obtaining a building permit from the city. Applicant understands that any damage to community property will be the sole responsibility of the applicant as will the cost of repair. It is the responsibility of the applicant to provide the approved documentation to any purchaser of the above mentioned property.

Applicant(s) signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----FOR ARCHITECTURAL COMMITTEE USE -----

Application is: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ APPROVED WITH CONDITIONS

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Project must begin within \_\_\_\_\_ days. Completed within \_\_\_\_\_ days.

## **BROADMOR PLACE HOMEOWNERS' ASSOCIATION**

P.O. Box 26300, Tempe, AZ 85285-6300

### **VEHICLE PARKING AND STORAGE RULES**

#### **1. NO PARKING ON STREETS:**

All streets within Broadmor Place are private and designated as fire lanes in accordance with City of Tempe Code 19-92, Article IX, Chapter 19: *"No person shall stop, stand or park any vehicle within or upon a designated fire lane, whether on public or private property, provided, however, that appropriate signs or other markings, as shall be approved or designated by the fire chief, shall be posted, erected, marked and maintained in order for this regulation to be effective."*

#### **2. VEHICLES SHALL BE PARKED IN GARAGES, DRIVEWAYS AND DESIGNATED PARKING LOTS:**

- a. Parking shall be defined as a vehicle that is currently registered, roadworthy and operating, remaining unmoved for up to seven consecutive days.
- b. No vehicle belonging to property owners, tenants or guests shall be parked on streets, yards, or association "green-belt" common areas. Due to space limitations in the parking lots, owners and tenants are requested to park their vehicles in their garages and/or driveways.
- c. No vehicle shall be parked in a driveway for more than seven consecutive days.
- d. Longer-term vacation parking schedules can be arranged by contacting any Board Member.

#### **3. PARKING LOT RULES:**

- a. Parking lots are provided for guests and temporary visitors.
- b. No vehicles shall be parked or stored for more than 7 consecutive days.
- c. All vehicles in parking lots shall be parked perpendicular to the street.

#### **4. STORAGE LOT RULES:**

- a. Storage shall be defined as more than seven consecutive days' parking without moving.
- b. Vehicles shall be stored only in the designated storage lot on the west side of the northwest parking lot on Grandview Avenue.
- c. All vehicles in the storage lot shall be parked perpendicular to the street.
- d. All vehicles shall be clearly marked with a waterproof identification tag, listing the owner's name and address.
- e. Storage is limited to vehicles not exceeding 20' overall length.
- f. Storage is limited to the following vehicle descriptions: cars, trucks, buses, vans, recreational vehicles, utility trailers, boat trailers, boats on trailers, campers on vehicles, antique autos.
- g. All stored vehicles shall have current license tags properly displayed.
- h. Vehicles not in operating condition shall be limited to 15 days' storage.
- i. No camper shells or tops shall be stored.

#### **5. ENFORCEMENT:**

Any vehicles found in violation of the above may be ticketed by the City of Tempe police and/or towed away at the owner's expense without prior notification

#### **6. RESPONSIBILITY:**

Property owners shall have the responsibility of communicating the above rules to their tenants and guests.

#### **7. EFFECTIVE DATE:**

These rules are effective August 1, 1992 by direction of the Board of Directors of the Broadmor Place Homeowners' Association.

## BROADMOR PLACE HOMEOWNERS' ASSOCIATION

### POOL RULES

It is a privilege to enjoy the Broadmor Place pool. The Board may revoke the privilege for anyone who is out of compliance with any aspect of the CC&Rs, as well as for infractions of the pool rules.

Also, anyone who willfully defeats the gate lock or permits objectionable activities in the pool, such as permitting one's dog to swim in the pool or excessive noise, is subject to revocation of their pool privileges.

Those who witness such behavior should report it to a board member, so that appropriate action may be taken. If the behavior is also against local law, please call the police. The City of Tempe has a noise ordinance and a leash law.

#### **Pool Rules**

The purpose of the Broadmor Place pool rules is to ensure everyone's safety and enjoyment of the pool. If you do not live in Broadmor Place, please make sure that who does live in your unit is aware of these rules:

1. Pool area is closed 10 PM to 6 AM Sunday through Thursday and 11 PM to 6 AM Friday and Saturday.
2. All persons visit the pool at their own risk. The Association is not responsible for accidents or injuries.
3. No pets allowed in pool areas.
4. No glass allowed in pool area.
5. No loud noise allowed at any time.
6. All guests must be accompanied by the owner or tenant.
7. No children less than 16 years of age allowed in pool area without responsible adult supervision.
8. Homeowners are responsible for communication of pool rules to their tenants.
9. Limited use: Homeowners or tenants are limited to six (6) guests in pool area without prior approval.
10. Pool parties must be scheduled in advance. A cleaning and damage deposit is required. Contact any member of the board of directors for approval.
11. Pool keys will be issued to titled homeowners only. No management company or agents will be issued keys. One (1) key per residence.
12. Homeowners are responsible for providing the pool key to tenants upon tenancy and obtaining the key from tenants upon termination of tenancy.
13. Key Replacement \$10 each (2 X only), third loss \$600.00 for the rekeying of pool gates. Replacement keys will be provided to titled homeowners only.
14. The board of directors reserves the right to deny use of the pool to anyone or close the pool at any time.