

GOLDEN KEYS HOA, INC.

Key Information Document

A Summary of Policies, Practices, Rules, and Associated Forms



**Golden Keys is Qualified under the
U.S. Housing for Older Persons Act of 1995**

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INTRODUCTION

This is the first edition of “Key Information Document” to be maintained by the Golden Keys Board of Directors. The information in this document is NOT new – it is consolidated into a single document – a one-stop-reference for this important information and for forms members may need from time to time.

The “Key Information Document” gathers the committee definitions, policies, practices, rules, and forms that the GKHOA has approved over time. These have all been previously distributed to all community members. Some portions have been distributed annually as part of the Directory in recent years. This information is being packaged together to make it easier for community members to access and use it.

Changes to the content of this document will require board approval. Members will have the opportunity to comment on proposed changes prior to any vote that is taken by the Board.

Major changes to this document will be distributed along with the minutes of the board meeting where the proposed changes are first identified. The date of the board meeting where the board will vote on those proposed changes will be provided along with the specifics of the change. This allows members to comment to the Board either by attending the Board meeting where the vote will occur or by sending written comments before that meeting.

Some changes that are not considered as major (e.g., formatting, clarification, minor updating) may be made at a single meeting and members in attendance will be invited to comment before a vote is taken.

PLEASE KEEP THIS IN A PLACE WHERE YOU CAN ACCESS IT. IF A MEMBER LOSES THEIR COPY THERE WILL BE A CHARGE TO REPLACE IT.

Alternatively, the document will be available on the Golden Keys website where members can print a copy.

Changes that are approved by the board will be distributed as ‘change pages’ to this document.

Effective on first publication of this document, the Welcoming Committee will deliver all new owners with a copy of this document as part of their welcome orientation.

HOA COMMITTEES

STANDING COMMITTEES

There are 9 standing committees responsible for the key operations of the business of the Association. The Architectural Standards Committee and the Executive Committee are defined in the governing documents. The remaining committees have been created by board actions.

Refer to the current HOA Directory for chairperson/member contact information.

1. ARCHITECTURAL STANDARDS

The full scope and control of the Architectural Standards Committee are set forth in the Association's governing documents. Key responsibilities of the committee include:

- ◆ Establish a color palette for exterior paint colors and color schemes.
- ◆ Review and approve proposed exterior paint colors and color schemes.
- ◆ Establish policies and practices pertaining to building alterations, additions, landscaping, party, and perimeter walls.
- ◆ Inspect, on a scheduled basis, all Lots within the community for compliance with the Association's governing documents.

2. LANDSCAPE AND GROUNDS

- ◆ Supervise the maintenance of the Association's "common" landscaping and grounds.
- ◆ Recommend public landscape changes to the Board, particularly those involving major expenditures, including tree trimming, spraying, removal, etc.
- ◆ Supervise the work of the Association's landscape company in cooperation with the Pool and Clubhouse Committees.

3. POOL

- ◆ Maintain and control the operation of the swimming pool and its various mechanical components.
- ◆ Maintain the pool decking; maintain and respond to questions relating to the pool fence, et al.
- ◆ Recommend pool rules for approval by the Board.
- ◆ Monitor pool water quality and temperature, including turning on and off the gas pool heating system. The temperature of the pool is determined by the Board of Directors.

POOL continued

- ◆ Access to the pool pump room is closed to residents without committee permission.
- ◆ Work closely and coordinate with the Clubhouse Committee; the essential distinction of responsibility is the pool committee manages the area beyond the roof line of the clubhouse.

4. CLUBHOUSE

- ◆ Maintain the physical clubhouse structure and its various mechanical components.
- ◆ Recommend rules, regulations, and guidelines for resident's use of the clubhouse facilities.
- ◆ Work closely and coordinate with the Pool Committee; the essential distinction of responsibility is the clubhouse committee manages the area within the roof line of the clubhouse.

5. FINANCE

- ◆ Maintain the income and expense records of the Association, including invoices for annual assessments and insurance matters.
- ◆ Maintain the list of member and resident names and addresses.
- ◆ Monitor payments and issue accounts payable checks.
- ◆ Prepare and present monthly and annual financial reports for Board review, subject to annual independent review.
- ◆ Work closely and coordinate with the Real Estate Committee.

6. REAL ESTATE

- ◆ Issue necessary documents to new property owners and maintain residency information.
- ◆ The committee also interacts with the Scottsdale Council of Homeowners Associations (SCHOA) to keep up to date on legal changes, etc.
- ◆ Work closely and coordinate with the Finance Committee.
- ◆ Welcome new members and residents to the community.

7. COMMUNICATIONS

- ◆ Responsible for publishing the community newsletter, the *Key Lines*.
- ◆ Responsible for publishing the Golden Keys annual directory.
- ◆ Assist with the production of flyers and other membership communications as requested by Board members and committee chairpersons.
- ◆ Delivery team.

8. COMMUNITY LIAISON

- ◆ Work with entities outside Golden Keys to address issues common to a significant portion of residents and report to the Board of Directors. For example: SRP re 64th Street Canal maintenance and east side of 63rd Place Wall. Quad - alley maintenance and noise issues.
- ◆ Keep the Board of Directors apprised, as needed, of issues common to a significant portion of the community. For example: City of Scottsdale Street improvements.

9. EXECUTIVE

- ◆ A three (3) person executive committee may be elected by the Board from its membership.
- ◆ The Board may delegate to the executive committee the power to transact any Association business when the Board is not in session as may require attention, but which does not affect the established policy or procedure of the Association.

Other Committees and Subcommittees

From time to time the Board may establish additional committees, or a standing committee may establish a subcommittee to address a specific objective.

For example, leading up to each annual election the Board President appoints a Nominating Committee in compliance with Articles V Section 1 of the By Laws.

Establishment of other committees and subcommittees will be documented in the minutes of the board meeting where they are announced or in the board report for the Standing Committee that establishes the subcommittee.

Private Party Regulations

(As Approved at May 2023 Board meeting)

1. A party shall be defined as more than six (6) guests at one time.
2. A refundable deposit of \$50.00 will be required for all parties when utilizing the clubhouse facilities. (See Number 13 below)
3. Requests for reserving the clubhouse area for private parties must be submitted to the designated member for approval and posting at least one week in advance of the party date.
4. Parties exceeding fifty (50) people must be approved by a majority of the Board of Directors and a request must be submitted in writing no later than thirty (30) days prior to the date of the proposed party.
5. Only member (resident) parties will be approved.
6. No large private parties will be allowed on legal holidays.
7. Parties shall be terminated no later than 10:30 p.m.
8. Parties shall not interfere with the right of other members to use the pool.
9. Private parties will, insofar as is practical, and particularly on weekends, be confined to the clubhouse and the grassy area north of the clubhouse.
10. Electric amplifiers are prohibited.
11. Member requesting reservation ***must be present*** for the entire duration of the party and will be responsible for the conduct of their guests.
12. If there is a need to use the clubhouse tables and chairs and durable pantry goods, arrangements must be made with the designated Board member prior to the party. Private parties are not permitted to use paper and plasticware such as plates, cups, utensils, etc., that are stored in the pantry by the Social Committee.
13. The member requesting permission for the party will be held liable for any damage done to the premises, and for cleaning kitchen, clubhouse, and general areas used. All tables and chairs must be put back in proper storage. The entire common area must be left clean and ready for the next activity. All clubhouse interior lights, air conditioning/heat, and appliances are to be turned off. All doors leading into the clubhouse are to be locked.
14. Spontaneous gatherings of members only will not require a deposit or reservation providing no one else has a reservation on that day.

Reservations: Clubhouse Committee Chairperson – see directory

Clubhouse Reservation Responsibilities

(As Approved at May 2023 Board meeting)

ARTICLE XI, USE RESTRICTIONS, of the Declaration, (Covenants, Conditions, Reservations and Restrictions, (CC&Rs), sets forth the policy and use restrictions of the clubhouse, pool and surrounding area.

Additional CLUBHOUSE RESERVATIONS, RULES AND AGREEMENTS have been established by the board as follows:

The person(s) who reserves the clubhouse for private use will adhere to the following agreements:

- ◆ Upon receiving the keys for the building and the gate by the dumpster, it is understood the building must be secured at all times – before, during and after a party/function. Other members, who do not attend the party/function, will be able to access the pool and surrounding area.
- ◆ All tables, chairs, coffee pots or other equipment will be wiped clean and dried before returning to storage. The cleaning supplies under the sink are available for your use.
- ◆ Tables used for a reservation should be returned to the carrier located in the storage area. They should be stacked neatly with the tabletop surfaces **facing each other**. This should eliminate damaging or scratching the tabletops.
- ◆ Chairs should be set in the appropriate carriers, stacked neatly, and interlocked in place.
- ◆ Kitchen equipment used for a party should be thoroughly cleaned.
- ◆ Floors should be swept and mopped immediately after a party/function. A mop and broom can be found in the kitchen for member's use.
- ◆ Garbage is to be bagged and placed in the proper container. Excess bags are to be placed in dumpsters located in the alley. If additional garbage bags are needed, they can be found in the cabinet left of the refrigerator.
- ◆ Recyclables are to be put in the container marked as such. **Only recyclables** should be put into this container.
- ◆ Unused food and supplies should be removed from the premises, immediately after the party/function, unless other arrangements have been made in advance of the party.
- ◆ All pantry supplies are the property of the Association and are for Association functions only. Exceptions to this are the coffee pots. Arrangements to use a coffee pot(s) should be made with the Reservation Chairman prior to the party. **THE PANTRY KEY WILL NOT BE PROVIDED FOR INDIVIDUAL PARTIES.**
- ◆ Keys will be controlled and returned to the Reservation Chairman or designated director promptly after the party/function.
- ◆ PRIVATE USERS OF HOA PUBLIC FACILITIES RELEASE GOLDEN KEYS FROM LEGAL ACTIONS DUE TO ACCIDENTAL INJURY OR DEATH OF PRIVATE USERS

Pool Rules

(As Approved at May 2023 Board meeting)

1. The pool is for the exclusive use of members, lessees, and their guests. The pool cannot be reserved at any time.
 - Adults (18 years and older) have access to the pool at any time. Guests 18 years of age and older can use the pool without the member or lessee being present.
 - Children (under age 18) must be accompanied by an adult (age 18 or over) at all times. Children's hours are from 10:00 a.m. to 4:00 p.m., and after 7:00 p.m.
2. Every member, lessee or guest must sign the pool attendance register upon entering the pool area. (This is the only means by which the Board of Directors can keep an accurate count on the use of the pool).
3. **NO LIFEGUARD IS IN ATTENDANCE AT THE POOL. EVERYONE USING THE POOL WILL SWIM AT HIS/HER OWN RISK.**

Clarification of this rule:

THERE IS NO LIFEGUARD AT THE POOL. ALL POOL USERS DO SO AT THEIR OWN RISK. RESIDENTS AND ADULT GUESTS ARE RESPONSIBLE FOR ACCOMPANYING CHILDREN. THERE IS NO POOLSIDE EMERGENCY PHONE AND BRINGING A PERSONAL CELL PHONE IS RECOMMENDED.

MARICOPA COUNTY LAWS REQUIRE THAT POOL AND CLUBHOUSE USERS MUST FIRMLY **CLOSE THE OUTER GATE UPON ENTERING OR LEAVING. LEAVING A GATE AJAR FOR YOUR "LATE ARRIVALS" IS ALSO NOT ALLOWED BY LAW.**

4. **SWIMMERS USING SUNTAN OIL OR LOTION MUST COVER POOL FURNITURE WITH A TOWEL BEFORE USING THE CHAIRS OR LOUNGES. SUN BLOCK LOTIONS AND SUNTAN OILS ARE TO BE WASHED OFF BEFORE ENTERING THE POOL.**

Clarification of this rule:

Swimmers using suntan oils or lotions are requested to shower inside or outside the clubhouse before entering the pool. Because the lotions and oils clog up the water filters that keep the pool clean, the use of waterproof sunscreens is recommended. Cover poolside chairs and chaise lounges with a towel to protect them from oils that are harmful to the appearance of the furniture.

5. Swimmers must be in proper swim attire. Infants must wear special leak proof swimwear while in the pool.

Clarification of this rule:

Swimmers must wear conventional swimwear. Underwear, trousers, cut-offs, or jeans are not allowed. Children that are not yet wholly potty-trained must wear leak-proof underwear. Changing of such underwear is to take place away from the pool area and not on tabletops. Do not leave slippery puddles in the clubhouse.

6. Members or lessees are responsible for the conduct of their guests.

Clarification of this rule:

At all times, a member, resident or lessee accepts legal responsibility for the actions of their guests. Egregious behaviors or repeated cases of disregard for pool rules will receive citations and the member or lessee can be legally fined and/or banned from the pool and the pool areas as allowed by the CC&Rs.

7. Running, roller blading, skateboarding, bike riding, excessive noise, loud music, playing catch or throwing objects are not allowed in the pool or pool area.

Clarification of this rule:

For reasons of child safety, running is prohibited. Nor should children be tossed into the pool. Children under 18 cannot be in the pool without a responsible party at poolside or in the pool.

8. Rafts and other floating objects may not be used in the pool when they interfere with other swimmers.
9. Rafts, floating objects, and any personal items are NOT to be left in the pool area overnight. Abandoned items may be discarded.
10. Drinking and eating in the pool are not allowed. **Smoking, vaping, and chewing tobacco** are prohibited inside the entire common area, including the pool, clubhouse, and associated grounds.

11. No glass of any kind is allowed in the pool or pool area.

Clarification of this rule:

For safety reasons, no glass of any kind is allowed in or adjacent to the pool. Eating or drinking is not allowed in the pool and must be confined to available tables, using only plastic or paper cups, plates, etc. Should broken glass get into the pool, the culpable member, resident, lessee or guest is responsible for the cost of draining, cleaning, and refilling the pool.

12. All tables must be left clean after use. Refuse must be emptied into proper trash and recycling containers.
13. Pets are prohibited in the pool, clubhouse, and common area inside the fence around the pool and clubhouse.
14. Anyone using the pool area must be sure that pool area gates and clubhouse, kitchen and restroom doors are locked after use.

Responsibility for enforcing the above rules for the protection of Golden Keys property and members' enjoyment shall rest with each and every member.

THE GOLDEN KEYS HOA WILL NOT BE HELD RESPONSIBLE FOR INJURIES, OR WORSE, THAT RESULT FROM VIOLATION OF ANY POOL RULE.

Process to Submit Expense Reports

(As Approved at November 2022 Board meeting)

Expenses will be reimbursed for legitimate and approved expenses spent on behalf of the HOA.

Following is the process and format for submitting expenses for reimbursement:

1. Expenses are submitted to the Treasurer for review, approval, and reimbursement.
2. Once approved, reimbursement checks should be issued within one week of the reimbursement request.
3. The format and requirements for submitting reimbursement requests are as follows:
 - a. A separate summary of expenses must accompany each request. This can be handwritten, or typed/computer printed. This summary should contain:
 - i. The name of the requestor to be reimbursed and the date the request is submitted.
 - ii. Each receipt must be listed on the report with the following information:
 - (1) The date of the receipt.
 - (2) The name of the retailer, vendor, or other source from which the item(s) were purchased.
 - (3) The amount of the purchase, including tax.
 - (4) Description of item(s) purchased.
 - b. Refer to exhibit 1 for an example of the report to be attached.
 - c. The total amount requested for reimbursement should be a separate line item.
 - d. An itemized sales receipt(s) or paid invoice(s) must be attached for all requests. It is a best practice to submit receipts that only contain items to be reimbursed – that is, not mixed with personal purchases. This allows to accurate computation of sales tax.
4. The completed submittal request with the required documentation should be submitted to the Treasurer by hard-copy or in a readable computer-generated file.

Exhibit 1

Expenses Submitted by: your name
Date submitted: mm/dd/yyyy

<u>Receipt date</u>	<u>Store or vendor</u>	<u>Amount</u>	<u>Item(s) purchased</u>
mm/dd/yyyy	store name	\$x.xx	<i>items</i>
Total		\$x.xx	

Golden Keys Architectural Standards Committee (ASC)
Policies and Practices – Version 2.0
(As approved at 10/20/2020 board meeting)

The following policies and practices have been established for the Architectural Standards Committee per Article VI of the 2004 Declaration of Covenants, Conditions, Reservations and Restrictions for the Golden Keys Subdivision.

Architectural Standards Committee Board Liaison:

The ASC board liaison is composed of 3 members of the board of directors and shall be responsible for approving building improvements on behalf of the board of directors.

Architectural Standards Committee Design Review Application:

All applications for owner proposed exterior building and improvement projects (including back yard or side yard building or structure installation or modification) or for changes to party walls or perimeter walls shall use the 'Golden Keys Architectural Standards Committee Application for Design Review' form (GK-Form ASC No. 1, attached). Details regarding the use of this form and associated timelines are explained in the form.

Notification of Neighbors Regarding Proposed Changes:

The ASC shall send a letter via first class mail, as a courtesy, to the owners of neighboring properties of any residence for which a design application has been submitted. This letter shall be mailed no less than 7 days prior to the ASC meeting at which the application will be initially discussed. The letter will identify the address of the property requesting the change and will specify the date, time and location of the ASC meeting where the application will be discussed. If the application is modified after the ASC initially discusses it, a new letter will be sent. Neighbors who will be notified include the adjacent neighbors (where applicable) and three properties across the street or alley that are in line of sight of the proposed modifications. The member requesting the change is strongly encouraged to also share the plans with their neighbors and inform them regarding the date, time, and place that the changes will be presented to the ASC.

Backyard Privacy Wall Modification:

Members who wish to cover the decorative course of blocks in a shared party wall or a back, side or front wall are permitted to do so if done in accordance with the following procedure. The member must obtain written approval of the plans by the owner(s) of the lot(s) sharing that party wall prior to submitting the application. Prior to modifying the wall, residents must submit a written application to the Architectural Standards Committee. The changes must be done so that a finished construction appearance is maintained from the outside of that resident's property and the back of any material visible from the outside of the wall is to be painted to match the side of the wall from which it is visible. Prior to disposition of the application the ASC will confirm that both neighbors sharing the party wall are the persons who signed the application.

Backyard or Side Yard Building/Structure Installation/Modification:

Members who wish to construct or modify a building or other structure in their back or side yard must submit a written application to the Architectural Standards Committee. If the changes impact a party wall the member must obtain written approval from the neighbor that shares that party wall prior to submission of the application. The Architectural Standards Committee has the right and responsibility to consider the effect of any proposed building or structure upon adjacent and neighboring properties. Prior to disposition of the application the ASC will confirm that both neighbors sharing the party wall are the persons who signed the application.

Architectural Restrictions:

Members who wish to modify the exterior of their residence must comply with the following:

1. Applications to enclose carports must be consistent with the architectural aspects of the existing enclosed carports and must not impact the roofline (footprint) of the front of the residence.
2. New or modified garage doors must be made with light metal or other material with similar appearance. If windows (lights) are included they must be in the upper panel and shapes and sizes must be similar to those already used in Golden Keys or consistent with the architecture of that home.
3. New or modified garage doors must be painted to match either the base or trim color of the residence or must be white. Garages that replicate wood grain or add other ornate features are not allowed.
4. New or modified low pony walls in the front of a residence must utilize the same exterior (visible) materials as the front of the residence or should be constructed with stucco, brick or wrought iron. The design of the pony wall must be consistent with the preponderance of existing pony walls regarding size and configuration.
5. Modification or installation of driveways must utilize un-tinted concrete or pavers. Color of pavers used must be muted and blend in with the property's grounds and residence. Driveways may not be painted, tinted, or coated with non-concrete finishes. Driveways may be widened beyond the width of the garage door a maximum width of 48" on each side and must not extend beyond the edge of the residence.
6. Arches or other decorative elements (tile, raised stucco, decorative block) may not be removed unless the decorative element removed is replaced by an alternate decorative element that is consistent with other residences within Golden Keys.
7. Modifications or additions to decorative wrought iron (i.e., gates, window coverings, pony walls) must be consistent with designs of existing wrought iron in the neighborhood. Removal of decorative wrought iron from windows is allowed. Other wrought iron should not be eliminated unless there is a safety or code violation reason for doing so.
8. New mosaics/murals (tiled, painted, printed, etc.) on a street-facing wall of a residence are not allowed.

Color Palette:

Approved colors are the **Benjamin Moore** exterior paint colors listed below. Members wishing to change the color of their house must pick from this palette. Any home may be repainted to match the color of that house as a normal maintenance activity. The ASC should be notified prior to performing any maintenance activity on the exterior of the home or alley wall, including re-painting. Note that members whose houses were not one of the colors from the approved palette at the time the palette was approved are not required to modify the color of their house when that house is repainted. If an owner wishes to modify the base or trim color of their house, they must select colors from this palette. Members can view samples of each of the colors by contacting the Architectural Standards Committee paint palette coordinator. When a house is repainted the parapet walls (firewalls) must be repainted either white or the base color of the home.

Alley walls (side facing the alley) must be Dunn Edwards Pearl White (DEW328). Block fences that face a side street (i.e., for houses on a street corner) should be painted Dunn Edwards Pearl White. Block fences that face the front of a house (i.e., for end units or houses on a street corner) should be painted either the same color as the base of the house or Dunn Edwards Pearl White.

House Base Colors (The Body of your House)

1. Cloud White (OC-130)
2. Navajo White (OC-95)
3. Monroe Bisque (HC-26)
4. Monterey White (HC-27)
5. Brushed Aluminum (1485)
6. Richmond Gray (HC-96)
7. Sag Harbor Gray (95)
8. America's Heartland (197)
9. Corn Silk (198)
10. Fennel Seed (1101)
11. Dusty Trail (1157)
12. Basking Ridge Beige (1158)
13. Deer Field (1159)
14. Wedding Veil (2125-70)
15. First Snowfall (1618)
16. Sweet Innocence (2125-50)
17. Shadow Grey (2125-40)
18. Blue Heather (1620)
19. Saybrook Sage (HC-114)

House Trim Colors

1. Simply White (OC-117)
2. Navajo White (OC-95)
3. Cloud White (OC-130)
4. Monroe Bisque (HC-26)
5. Maritime White (OC-5)
6. Revere Pewter (HC-172)
7. Adobe Beige (1128)
8. Quincy Tan (HC-25)
9. Sepia Tan (1116)
10. Autumn Leaf (1131)
11. Hidden Valley (1134)
12. Mayflower Red (HC-49)
13. Tudor Brown (HC-185)
14. Rockport Gray (HC-105)
15. Copley Gray (HC-104)
16. Metallic Silver (2132-60)
17. Pilgrim Haze (2132-50)
18. Black Horizon (2132-30)
19. Black (2132-10)
20. New London Burgundy (HC-61)
21. Cottage Red (HC-184)
22. Classic Burgundy (HC-182)
23. Hemlock (719)
24. Bella Blue (720)
25. Louisburg Green (HC-113)
26. Tate Olive (HC-112)
27. Garden Oasis (699)
28. Enchanted Forest (700)

APPENDIX A

ASC Application for Design Review Form