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*ACCCA*

ANTHEM COUNTRY CLUB  
COMMUNITY ASSOCIATION

Your Country Club Community Homeowners' Association.

# **ACCCA FINE POLICY AND FINE SCHEDULE**

Last Revised December 1, 2022



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## PREFACE

The Anthem Country Club Community Association (ACCCA) Board of Directors (Board) are elected volunteers who represent the homeowners of the Anthem Country Club community. As the ACCCA Board Directors are homeowners in the community, they understand the importance of maintaining the standards our residents have come to expect. The ACCCA Governing Documents, such as the Covenants, Conditions and Restrictions (CC&Rs), Bylaws, Residential Design Guidelines and Policies, outline the standards for use, conduct, maintenance and architecture. They also serve as the tools that the Board, ACCCA Policy Committee and staff use to establish and enforce policies to benefit our community as a whole.

When purchasing in the Anthem Country Club community, Owners agree to take responsibility for compliance with the Governing Documents. The Owners also agree to take responsibility for violations by all occupants of their Lot, invitees, guests and contractors the Owner authorizes to enter the community. The Board and staff trust that all residents will uphold the established standards and take pride in our community. However, should violations occur or be repeated, this Fine Policy and Fine Schedule outline the processes the ACCCA Board and staff will follow, the sanctions they may impose and the appeal process an Owner may follow in compliance with A.R.S. §33-1803(B) . With that being said there can never be a "one-size fits all" Fine Policy.

The Board of Directors shall consider the fines set forth in this Fine Policy and schedule to constitute damages sustained by the Association, and are intended to compensate the Association for the administrative burden of addressing the violation and the adverse impact of the violation on the community.

The Board of Directors reserves the right to deviate from the fine amounts set forth herein if, after a hearing on the matter, the Board finds good cause to lower the amount of the fine levied in a particular case. Accordingly, nothing in this Fine Policy precludes the Board from exercising, in its sole discretion, any remedy the Board deems appropriate based on the totality of the circumstances. This includes turning a matter over to the Association's legal counsel.



## I. VIOLATION NOTIFICATION

Violation notices will be issued to Owners in the sequence shown in the Notification Table. Violation notices of tenants and/or their guests will be issued to property Owner. Violations made by Owner's guests and those contractors without transponders will be issued to the Owner.

### NOTIFICATION TABLE

VIOLATION	NOTICE
First Violation	First violation (serves as warning) notice mailed to Owner. Some penalties may apply as specified in Fine Schedule.
Second Violation	Second violation notice mailed to Owner. Penalties imposed as specified in Fine Schedule. For excessive speeding violations (11+mph over), transponder deactivation applies.
Third Violation	Third violation notice mailed to Owner. Additional penalties imposed as specified in Fine Schedule. Unless otherwise noted, transponder deactivation applies.
Continuing Violation or Violation not corrected in allowed time.	Additional notice(s) mailed to Owner. Notices will continue and added penalties imposed until the violation is corrected. Transponder deactivation applies. Continued violation notices may result in Board remedy and/or legal action with costs invoiced to the Owner as a Benefited Assessment.

## II. FINES AND SANCTIONS

The CC&Rs, Section 7.4, outlines the ACCCA Board's authority regarding fines and sanctions. The ACCCA will impose fines/sanctions against Owners in accordance with the adopted Fine Policy and Schedule. Owners will be fined for violations of guests, tenants and tenant guests. It is the Owner's responsibility to seek restitution from their guests and tenants. Owners have the right to appeal. See Sections IV and V, pgs.9 and 10.

Pursuant to Section 7.4 of the CC&Rs, ACCCA Board sanctions may include and are not limited to the following.

- "Imposing a graduated range of reasonable monetary fines which shall constitute a lien upon the violator's Lot. (See Fine Schedule, page 5).
- Levying Benefited Assessments to cover the costs of bringing a Lot into compliance.
- Suspending an Owner's right to vote.
- Suspending any Person's right to use any Common Area amenities.
- Suspending any services provided by the ACCCA.
- Exercising self-help or acting to abate any violation of the Governing Documents on a Lot in a nonemergency situation.
- Precluding any contractor, subcontractor, agent, employee or other invitee of an Owner who fails to comply with the terms and provisions of Article IV and the Residential Design Guidelines from continuing or performing any activities on the Properties.
- Bringing suit at law in equity to enjoin any violation or to recover monetary damages or both."

**Injunctive Relief:** If a violation is not cured, the Board of Directors may request the Association's General Counsel to file an action seeking Injunctive Relief against the Owner to cure the violation(s). However, this Fine Policy shall not limit the Board of Directors right to seek immediate Injunctive Relief at any time regardless of the presence or absence of notices or fines hereunder, for any violation that the Board of Directors determines in its sole and absolute discretion.

**SUPPLEMENTAL FINE POLICIES/SCHEDULES:** The Board of Directors may adopt supplemental fine policies/schedules (or amend this Policy) to address specific violations in the community (i.e. parking, rentals, architectural violations, etc.). If a supplemental fine policy is not adopted, the General Fines on page 5 shall control.



## FINE SCHEDULE

*See Section III - Violation Summary for additional information.*

*Notes: Unless otherwise noted, on third and continuing notices, transponder(s) deactivation applies. Unless otherwise noted, failure to stop and/or correct the violation within 15 calendar days, OR a recurrence of the same violation within 6 months of the original violation, shall subject the Owner to the issuance of a fine(s) per the Fine Schedule. **Failure to pay the fines may result in the deactivation of gate access transponder(s) until the assessments are paid in full.***

CATEGORY	FIRST VIOLATION	SECOND VIOLATION	THIRD VIOLATION	CONTINUING VIOLATION	NOTES
Approval Requirement and/or Change to Approved Plan Without Permission	\$0	\$300	\$300	\$300	Owners must have written approval before any work begins and may not make changes to approved plans without permission, p.6. Benefited Assessment applies.
Code of Conduct (Member (Owner)/Board and Committee Member Code of Conduct Policies)	\$0	\$100	\$250	\$500	Third and subsequent violations, fines may be assessed every 15 days until violation is corrected. Transponder(s) deactivation, p.6.
CC&R Violations ("General Fines")	\$0	\$50	\$75	\$100	Fines may be assessed every 15 days until violation is corrected.
Desert Area Maintenance or Disturbance	\$100	\$250	\$500	\$500	See page 6. Benefited Assessment applies.
Granite Maintenance	\$0	\$100	\$250	\$500	Fines may be assessed every 15 days until violation corrected.
Motorized Devices Policy	\$0	\$50	\$75	\$100	Deactivate transponder(s) on second and subsequent violations, p. 7.
Parking (Vehicle Parking Policy)	\$0	\$50	\$75	\$100	Fines may be assessed every 7 days until violation is corrected. p. 7
Pets and Animals	\$0	\$50	\$75	\$100	Fines may be assessed every 15 days until violation is corrected.
Property Rental - Lease Notification	\$0	\$50	\$75	\$100	Owners must contact ACCCA with lease information, p. 8.
Property Rental - Short Term, Fractional Lot Lease	\$250	\$750	\$1,000	\$1,500	Lease must be for a minimum of 30 days. Casitas may not be independently leased p. 8.
Residential Design Guidelines - Paint	\$0	\$100	\$250	\$500	All paint projects must be completed within 120 days of the initial notice, p.8. Thereafter, fines may be assessed every 15 days until violation is corrected.
Traffic – Speeding - All violations and speeding 6 to 10 mph over posted speed limit.	\$0	\$50	\$100	\$150	Deactivate all vehicle transponders on account for 7 days for third violation, 14 days (or longer, at the discretion of the Board) for each subsequent violation. For unpaid fines, transponder(s) deactivated until all fines paid in full, p. 8.
Traffic – Excessive Speeding - 11 mph or more over posted speed limit.	\$100	\$200	\$300	\$400	Deactivate all vehicle transponders on account for 7 days for second violation, 21 days (or longer, at the discretion of the Board) for third violation and 28 days (or longer) for each subsequent violation. For unpaid fines, transponder(s) deactivated until all fines paid in full, p. 8.
Traffic – Improper Gate Entry	\$150	\$250	\$300	\$400	In addition to fine, Benefited Assessments apply: \$100 minimum. For unpaid fines, transponder(s) deactivated until all fines paid in full, p. 8.
Traffic – Illegal (Wrong Way) Entry	\$250	\$500	\$750	\$1000	In addition to fine, Benefited Assessments apply: \$100 minimum. For unpaid fines, transponder(s) deactivated until all fines paid in full, p. 8.



### III. VIOLATION SUMMARY

**Note: Unless otherwise noted, on third and continuing notices, transponder(s) deactivation applies.**

#### APPROVAL REQUIREMENT AND/OR CHANGE TO APPROVED PLAN

Violations of requirements specified in the Residential Design Guidelines (RDGs) include securing written approval from the Lifestyle Enhancement Committee (LEC) for any changes or modifications to the exterior home, yard or Lot as noted in said RDGs before work begins (Apply to Comply). This also includes making changes to a previously submitted and approved Exterior Change Application without LEC permission.

- See Residential Design Guidelines - Home and Yard/Lot and Residential Design Guidelines - Paint.
- Fines will be assessed in accordance with the Fine Schedule.
- Construction on unapproved projects in progress must stop immediately.
- Exterior Change Application must be submitted to the LEC and approved prior to commencement of changes.
- Correcting the home and/or Lot will be at the Owner's expense.
- Benefited Assessments to recover costs apply (CC&Rs).

#### CODES OF CONDUCT: OWNER, BOARD AND COMMITTEE MEMBERS

Violations of the ACCCA Code of Conduct Policies. Includes Owners, Board or Committee members, staff, tenants, guests, invitees.

- See Code of Conduct Policies for Members (Owners), Board and Committee Members.
- Fines will be assessed in accordance with Fine Schedule.
- Fines may be assessed every 15 days until compliance achieved.
- Transponder(s) may be deactivated for 30 days on third and continuing offenses in 12 months. For Board or Committee Member Code of conduct violations, there will be an escalation of fines for repeat violations as shown for Member Code violations, letters of reprimand, temporary suspension or removal of a Committee member and removal proceedings under Arizona law. See Fine Schedule.

#### COVENANTS, CONDITIONS AND RESTRICTIONS (CC&Rs)

Violations of the CC&Rs, including Initial Use Restrictions.

- See CC&Rs.
- Fines will be assessed in accordance with the Fine Schedule.
- Fines may be assessed every 15 days until compliance achieved.
- On third and continuing notices, transponder(s) deactivation applies.

#### DESERT AREA MAINTENANCE OR DISTURBANCE

The areas outside each Owner's property are not to be disturbed or destroyed. Desert area maintenance and vegetation clearing on any property outside Owner property fence lines is prohibited.

- See Desert Area Maintenance Policy. Desert area violations include, but are not limited to, the following.
  - Driving unauthorized vehicles, including off-road vehicles, cycles, etc. in the desert.
  - Dumping soil, trash, ashes, refuse, waste, bio-solids or any other material.
  - Introducing non-native or exotic plant or animal species.
  - Removing, destroying or cutting trees, shrubs or other vegetation.
  - Backwashing or emptying pool into street or common area.
- The ACCCA will impose fines, Benefited Assessment and restoration costs, as determined by a damage assessment and approved by the Board, against Owners in accordance with the Fine Schedule.
- For first and subsequent violation(s) the cost to restore the disturbed area to its condition prior to the violation will be assessed in addition to the fine assessed against the Owner.
- After first notice is issued to an owner, all future recurrences of this violation by that same Owner shall make that owner subject to imposition of a fine regardless of the time elapsed since the original violation.



## GRANITE MAINTENANCE

Violations of requirements for granite maintenance as noted in the Residential Design Guidelines - Home and Yard/Lot.

- See Residential Design Guidelines - Home and Yard/Lot.
- Fines will be assessed in accordance with the Fine Schedule.
- Fines may be assessed every 15 days until compliance achieved.

## MOTORIZED DEVICES POLICY

Violations of Motorized Devices Policy that restricts operating a motorized or battery-propelled device on sidewalks, parking areas, common areas, or private property.

- See Motorized Devices Policy.
- Fines will be assessed in accordance with the Fine Schedule.
- Transponder(s) will be deactivated for 30 days on second and subsequent violations.

## PARKING

Violations of parking restrictions in the Vehicle Parking Policy which includes residential vehicles, commercial vehicles, home-based commercial vehicles and recreational vehicles; i.e. all vehicles at all times. For safety, security and aesthetic purposes, the ACCCA recommends and prefers that all vehicles be parked in the garage(s) with the garage door(s) down at all times when not in use and parked on the right side of the road, facing in the traffic direction.

- See Vehicle Parking Policy.
- No vehicle shall be parked as noted below.
  - On any portion of the Properties other than areas designated by the ACCCA.
  - In a manner which blocks pedestrians' ability to walk on sidewalks.
  - Within 15 feet of a fire hydrant.
  - Overnight on any street or other portion of the Properties. See Vehicle Parking Policy for the overnight parking permit process.
- Commercial vehicle parking. See Vehicle Parking Policy.
- Home-based commercial vehicle parking. See Vehicle Parking Policy.
- Recreational vehicle parking. See Vehicle Parking Policy.
- Other vehicles, as defined in the Vehicle Parking Policy, must be parked in enclosed garages at all times. "Other vehicles: Any off-road vehicle, boat, watercraft, or oversized motorized vehicle; including large trucks and tractor-trailers; inoperable vehicles; unlicensed vehicles; and stored vehicles."
- Fines will be assessed in accordance with the Fine Schedule.
- All parking violations must be resolved within 15 days of the initial notice.
- After 15 days, fines may be assessed every 7 days until compliance achieved.

## PETS AND ANIMALS

Violations of the CC&Rs Section 3.4 (c) and CC&Rs Use Restrictions paragraphs (b) and (j).

- See CC&Rs Section 3.4 (c) and CC&Rs Use Restrictions paragraphs (b) and (j).
- Violations include, but are not limited to, the following.
  - Housing an unreasonable number of pets.
  - Pets roaming free.
  - Failure to remove pet waste.
  - Barking constituting a nuisance that disturbs the peace, quiet or serenity of Owners or occupants of other Lots.
  - Infractions of Maricopa County Animal Control Ordinance P-13 requiring licenses, rabies vaccinations and six-foot leash limits.
- Fines will be assessed in accordance with the Fine Schedule.
- For continuing violations, fines may be assessed every 15 days until compliance achieved.





## **PROPERTY RENTAL (Short-Term Lease and Lease Notification)**

Violations of requirements in the Property Rental Policy. Note, any lease must be for a minimum of 30 days and Owners must provide information to the ACCCA on tenants within ten days of executing leases. Leases for fewer than 30 days are not permitted in the Anthem Country Club community.

- See CC&Rs Section 3.4 (e) and CC&Rs Use Restrictions, paragraph (c) (iv).
- See Property Rental Policy.
- Fines will be assessed in accordance with the Fine Schedule.
- For continuing violations, fines may be assessed every 15 days until compliance achieved.

## **RESIDENTIAL DESIGN GUIDELINES - PAINT**

Violations of requirements specified in the Residential Design Guidelines - Paint includes homes, return walls and decorative walls that show wear, fading, streaking or patchy appearance. Includes securing prior written approval from the Lifestyle Enhancement Committee as specified in said Guidelines. Failure to secure approval will result in fines, see Approval Requirements and/or Change to Approved Plan, page 6.

- See Residential Design Guidelines - Paint.
- Fines will be assessed in accordance with the Fine Schedule.
- All paint projects must be completed within 120 days of the initial notice.
- After 120 days, fines may be assessed every 15 days until compliance achieved.

## **TRAFFIC**

Violations of the Traffic Control Policy. Pertains to all vehicles including, but not limited to, automobiles, motorcycles, recreational vehicles and golf carts. Speed limits are enforced and monitored by a third-party service provider using the latest monitoring equipment. Violations are captured with corresponding date and time stamp information. These records are available for review by the Owner or contractor.

- See Traffic Control Policy.
- Fines will be assessed in accordance with the Fine Schedule.
- Traffic Violations and Speeding 6 to 10 mph over posted speed limit: For the third traffic violation and speeding 6 to 10 mph over the posted speed limit, the transponders for all vehicles on the account will be deactivated for seven days. For continuing traffic violations and speeding 6 to 10 mph over the posted speed limit, all transponders for all vehicles on the account will be deactivated for 14 days for each subsequent violation.
- Excessive Speed (11 mph or more over posted speed limit): Excessive speed and repeat violations are subject to transponder(s) deactivation. For second excessive speed violation, the transponders for all vehicles on the account will be deactivated for 7 days. For third excessive speed violation the transponders for all vehicles on the account will be deactivated for 21 days. For each subsequent excessive speed violation, the transponders for all vehicles on the account will be deactivated for 28 days.
- For repeat violations, transponder(s) for all vehicles on the account will be deactivated until all fines are paid in full and permitted legal action complete. Owners are responsible for violations by occupants of their Lots, including invitees, guests and tenants. It is the Owner's role to obtain restitution from tenants and guests.
- Repeat violations fine schedule applies to all members of same household (transponder registered to account) as if it were one offender.
- Outside contractors and guests provided access by household (on GateAccess guest list) will be handled as separate offenders.





## **IMPROPER GATE ENTRY AND EXIT**

Violations of ACCCA Vehicle Gate Entry and Exit Policy requirements noting all entry gates, manned or unmanned, allow only one vehicle per gate cycle and that no vehicle may enter the ACCCA through any exit gate. The requirement applies to all entrants.

- See Vehicle Gate Entry and Exit Policy.
- Fines will be assessed in accordance with the Fine Schedule.
- Any activity that endangers life or safety (i.e. entering exit gates) will result in a minimum \$250 fine.
- Benefited Assessment (minimum charge \$100) to recover the costs of restoring damage caused by improper entry or exit apply.
- After 30 days, the transponder(s) for all vehicles on the account will be deactivated until all fines are paid in full and permitted legal action complete.

## **IV. PAYMENT OF FINES AND BENEFITED ASSESSMENTS**

### **FINE DUE DATE**

- Assessed fines and Benefited Assessments must be paid within 30 days from the date of the violation notice unless the fine is in the appeal process. Assessments not paid within 90 days will be turned over to a collection agency for collection and may be reported to applicable Credit Bureaus.
- Failure to pay the fines may result in the deactivation of gate access transponder(s) until the assessments are paid in full.
- Fines and Benefited Assessments are subject to late charges, interest, reasonable attorney fees and applicable collection costs.
- Owners and registered contractors will be charged the current transponder activation fee to reactivate the transponder.
- If a violation continues without resolution after 60 days from the date of the first written notice, the Owner will be notified that failure to resolve the violation will result in the pursuit of all legal and other remedies outlined in this Fine Policy.

### **COLLECTION MEANS**

- Assessed fines and Benefited Assessments are collectable in the same manner as all other assessments, including personal money judgments.
- Assessed fines and Benefited Assessments must be paid to the ACCCA and mailed to the ACCCA address shown on the Violation Notice (3701 W. Anthem Way, Suite 201).
- Fines and Benefited Assessments will be posted to an Owner's ACCCA account on the following schedule.
  - If an Owner does not file an appeal of a violation to the Policy Committee within 15 days of the date of the violation notice, assessments will be posted and must be paid within 30 days of the date of the initial violation notice.
  - If an Owner files an appeal of a violation to the Committee within 15 days of the date of the violation notice and that appeal is denied by the Committee, then payment of the assessments is due in accordance with the following.
    - If an Owner does not appeal the Committee's decision to the Board within 15 days after the date of the Committee's written denial, assessments will be posted and must be paid no later than 30 days from the date of the Committee's written denial.
    - If an Owner does file an appeal to the Board within 15 days after the date of the Committee's written denial, and the Board denies the appeal, the assessments will be posted and must be paid not later than 30 days from the date of the Board's written denial.
  - The Policy Committee, sitting as the Deed Restriction Enforcement Committee, will hear appeals of the violations and penalties outlined in the Fine Policy and Schedule. See next page for Appeal Process.



## V. APPEAL PROCESS

The ACCCA Bylaws Section 3.25 provide the process for Owners to appeal any sanction and/or fine imposed by the ACCCA. Owners violating one of the community standards have the right to a hearing before the ACCCA Policy Committee. The Policy Committee, sitting as the Deed Restriction Enforcement Committee, will hear appeals of the violations and penalties outlined in this Fine Policy that are imposed on Owners. Contractors with transponders have the right to a hearing before the Committee for traffic violations. See Bylaws, Section 3.25.

- STEP 1.** The Owner must file a written notice of appeal using the Violation Appeal form within 15 days after the date of the Violation Notice requesting cancellation of the violation and/or the penalties. The Violation Appeal Form found on page 12 of this document also may be downloaded from the ACCCA website at [OnlineAtAnthem.com/ACCCA](http://OnlineAtAnthem.com/ACCCA). An appeal that does not meet the noted requirements will be returned for completion and resubmission. The appeal must include the following:
- A full description of the circumstances that caused the violation.
  - All relevant backup information to support the reasons for the appeal.
  - Corrective action the Owner has taken or plans to take to correct the violation.
- STEP 2.** The ACCCA will give the Owner written notice that a hearing on the appeal is scheduled and that the Owner or a representative may attend and be given the opportunity to be heard by the Committee.
- STEP 3.** A Hearing Procedure will be held according to the following process:
- The Committee will hear the appeal in executive session.
  - The Committee chair will introduce all parties.
  - The Owner or representative, if present, will be asked to state the case and present any applicable documentation.
  - Each member of the Committee will have the opportunity to ask the Owner or representative, if present, specific questions regarding the appeal. Lengthy discussions are not a part of an appeal process.
  - Upon completion of the question and answer period, the Committee chair will state the appeal has been heard. The Committee will make its decision in closed session. The Committee, in its considered judgment, may confirm or cancel the violation and confirm, reduce or cancel the penalties imposed.
  - Written notice of the Committee's decision will be delivered to the Owner within seven working days.
- STEP 4.** Appeal of Committee Decision. The Owner has the right to appeal a Committee decision to the Board using the following process:
- Written notice of that appeal must be received by the ACCCA office within 15 days after the date of the Committee's written denial.
  - Requirements for the appeal to the Board and the process are identical to the requirements outlined above for appeal to the Policy Committee.
- STEP 5.** Compliance. If the Board denies the Owner's appeal (i.e. upholds the Committee's decision), the Owner must bring the violation into compliance within 15 days. If the violation still exists after 15 days, the Board may seek legal action to remedy the violation. All costs of legal action will be billed to the Owner and collected in the same manner as assessments. All decisions of the Board are final and may not be further appealed.



## VI. GLOSSARY

**ACCCA:** Anthem Country Club Community Association.

**Anthem Country Club Community:** Also "Properties." The real property described in Attachment A to the CC&Rs.

**Benefited Assessment:** An assessment levied to cover the costs of bringing a Lot into compliance with the Governing Documents or incurred as a consequence of the conduct of the Owner or occupants or their agents, contractors, employees, invitees or guests. (CC&Rs Section 8.5).

**CC&Rs:** Covenants, Conditions and Restrictions.

**Commercial Vehicle:** Any motorized vehicle or towed vehicle designed or used for a commercial or industrial function. (Vehicle Parking Policy).

**Common Areas:** Real and personal property the ACCCA owns or leases for common use and enjoyment of Owners. (CC&Rs Article II).

**Governing Documents:** The documents of the ACCCA which include the CC&Rs and Supplements, the Bylaws, the Residential Design Guidelines, Use Restrictions and Board rules, policies and procedures adopted for internal governance, Association activities and operation and use of Common Area. (CC&Rs Section 1.3).

**Hearing Body and Committee:** The Policy Committee, sitting as the Deed Restriction Enforcement Committee, acting under the ACCCA Board of Directors. (Bylaws Section 3.25).

**Lifestyle Enhancement Committee (LEC):** The Lifestyle Enhancement Committee has exclusive jurisdiction over modifications, additions or alterations made on existing structures or Lots including initial landscaping, adjacent open space and Common Areas. (CC&Rs Section 4.2).

**Other Vehicle:** Any off-road vehicle, boat, watercraft or oversized motorized vehicle including large trucks and tractor trailers; inoperable vehicles; unlicensed vehicles and stored vehicles. (Vehicle Parking Policy).

**Owner:** "One or more Persons who hold the record title to any Lot, but excluding in all cases any Person holding an interest merely as security for the performance of an obligation. If a Lot is sold under a Recorded contract of sale, and the contract specifically so provides, the purchaser (rather than the fee Owner) will be considered the Owner." (CC&Rs, Article II).

**Passenger Vehicle:** Motorized vehicles intended for transporting passengers and light loads including automobiles, sport utility vehicles (SUV), vans and minivans, pickup trucks including pickup trucks with a low-profile toolbox mounted behind the cab, motorcycles and golf carts that can be parked in a standard size garage. (Vehicle Parking Policy).

**Properties:** Also "Anthem Country Club Community." The real property described in Attachment A to the CC&Rs. (CC&Rs Section II).

**Recreational Vehicle:** Any motorized or towed vehicle that has a kitchen, bathroom, bedroom or living area; including motor homes (class A, B, and C), travel trailers, fifth-wheel trailers, popup trailers and slide-in campers. (Vehicle Parking Policy).

**Reviewer:** The Declarant, or LEC, having jurisdiction in a particular case to review applications for new construction, modifications, additions or alterations to existing structures including initial landscaping. (CC&Rs, Article 4.2).

**Self Help:** Action taken by the ACCCA to abate violations of the Governing Documents. (CC&Rs, Section 8.5).

**Short-Term Rental:** A lease of any portion of a property by an Owner or the Owner's agent for a period of less than 30 continuous days to a single lessee. (CC&Rs, Use Restrictions).

**Traffic Violation:** A moving vehicle violation, including but not limited to Speeding, Excessive Speeding, and Improper Gate Entry.



## VIOLATION APPEAL FORM

Mail Appeal Form to ACCCA, 3701 W. Anthem Way, Suite 201, Anthem, AZ 85086.

Note on Envelope: Appeal Enclosed

Email Appeal Form to: Staff@ACCCAHOA.com Questions: 623-742-6030

Your appeal will be reviewed by the appropriate ACCCA staff and Committee. You will be notified by mail of the decision. If you have questions or would like to appeal in person, contact the ACCCA at 623-742-6030. This appeal does not resolve the homeowners' responsibilities to maintain compliance or comply until the appeal has been approved.

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner Property Address: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Other Mailing Address (Add **only** if written correspondence is to be sent to **this** address instead of property address):

\_\_\_\_\_

Date of Original Violation(s): \_\_\_\_\_ Fine Amount(s): \$ \_\_\_\_\_

Description of Violation: \_\_\_\_\_

\_\_\_\_\_

Please provide specific details for the committee to consider when reviewing your appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature (Required)** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_

### *For Office use only*

Date Appeal Reviewed: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Appeal Reviewed By: LEC \_\_\_\_\_ Policy \_\_\_\_\_ Staff \_\_\_\_\_ Board \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_