



Gold Canyon Ranch Community Association  
Dba MountainBrook Village

# **Homeowner/Resident Handbook**

# Welcome Committee Checklist

Welcome to MountainBrook Village! The Welcome Committee, your Board of Directors and Management Company have put together this handbook to help acquaint you with our community. Please take the time to read it.

Please join us as soon as possible at our *Coffee & News* every Tuesday morning at 9 a.m. It is a time when about 300 of your closest new friends get together to catch up on the latest news and enjoy free coffee and donuts as they meet each other and socialize. It usually lasts less than an hour and we would love to briefly introduce you to your neighbors.

The Welcome Committee sponsors a Welcome Breakfast once per year to introduce our new homeowners/residents and to review Association activities. Everyone is invited.

You should have received the following materials from the Welcome Committee. If you are missing anything, please come to the Activity Office Monday through Friday, 8 a.m. to 4 p.m.

- Name Badge Order Form
- Mountaineer Newsletter
- Newspaper Subscription Form

## MANAGEMENT WELCOME

Welcome to MountainBrook Village one of the premiere active (age-restricted) communities in the Valley. You have selected a home in one of the most unique areas in the East Valley nestled in the Superstition Mountains. MountainBrook Village has much to offer its homeowners/residents.

Prior to March 1999, Gold Canyon Ranch Community Association was the master association which governed the common areas surrounding the residential areas of our community. This included common area landscaping, natural wash areas and the water feature at the front entry. There were three age-restricted sub-associations within Gold Canyon Ranch Community Association: MountainBrook Village (MBV), Pinnacle Vista (PV) and Fairway Vista (FV).

Prior to March 1999, MountainBrook Village Association was a sub-association of Gold Canyon Ranch Community Association and was the governing body of the Activity Center and the surrounding area. The MBV Association was also responsible for deed restriction enforcement and for the care and maintenance of the Activity Center. The homeowners voted to merge MBV and Gold Canyon Ranch Community Association under one name: Gold Canyon Ranch Association dba MountainBrook Village. The merger does not eliminate the Covenants, Conditions and Restrictions (CC & R's) or governance responsibilities of either association; it simply merges the two corporations, permitting one board to manage the affairs of both associations.

Current governance consists of a seven-community member Board elected by the homeowners/residents at the Annual Homeowners meeting. The CC&R's are the governing documents for the Association. The purpose of the CC&R's is to protect and enhance your property values. There are also Architectural Standards for the community. If you wish to make **any changes** to the exterior of your home, please consult these Standards and submit your request to the Architectural Committee **before** you proceed with any changes. We encourage you to review the CC&R's for a comprehensive review of rules and community operations.

Rossmar & Graham is proud to serve as the management team for MountainBrook Village. As managing agents of your community, we work with the various committees, attend their meetings, facilitate recommendations from the committees, enforce deed restrictions, produce monthly financial statements and collect your semi-annual assessments.

There are several committees which have been established to make recommendations to the Board of Directors. Please check with the Lifestyles Director or Community Manager if you wish to get involved by serving on a committee. We welcome community involvement.

Rossmar & Graham's mission statement, "To be the leader of the community association management industry, providing the highest level of service to our customers" is based upon a foundation of integrity and respect for the individual. Rossmar & Graham provides innovative solutions for client satisfaction and we invite you to peruse our website to learn more about what we can do for your community. Visit our website at [www.rossmar-mgt.com](http://www.rossmar-mgt.com).

### **How To Reach Your Community Staff**

Your Community Association Manager, Assistant Community Association Manager/Covenants Coordinator, Lifestyles Director, Maintenance Supervisor are located on-site at MBV to assist you with management operations, landscape, service requests and questions regarding activities and/or the management of your community. You may reach them between 8 a.m. and 4 p.m., Monday through Friday at the Activity Office by calling 480-983-5555.

For questions about your account, please call Rossmar & Graham's corporate office at 480-551-4300.

Robert Felix, Regional Vice President of Rossmar & Graham, is also available to assist with any questions you may have. He can be reached at 480-551-4300.

Again, welcome to your new community of MountainBrook Village. We look forward to meeting you and working with you to maximize your living experience at MountainBrook Village.

## General Information

Office hours: Monday through Friday, 8 a.m. to 4 p.m.

- Sign up sheets for classes, activities and events are located in the Activity Office.
- Sign up sheets are available for many volunteer positions. See the Lifestyles Director for further information.
- Minutes for the Board and Committee meetings are posted on the MBV website at [mountainbrookvillage.org](http://mountainbrookvillage.org). Monthly financial statements can be found at the Activity upon request for viewing.
- Aluminum cans, plastic and newspapers can be brought to our recycling bins at the south side of the Mesquite Building.
- A coin operated copy machine is available in the Activity Office.
- Fax and Notary services are available in the Activity Office

## Electronic Key Fobs

An electronic key fob is required to access all campus buildings, swimming pool, tennis courts, and Pickleball courts. These fobs are for the use of homeowners/residents. Access to the facilities must not be given to non-residents. You may fill out an amenity fob request form in the Activity Office. Fobs shall require a refundable deposit of \$10 each. Fobs replaced due to loss or damage shall cost \$20 each. ***There is a two key fob limit per lot.*** Homeowners shall be confirmed by file information (Age Verification form and deed) to the Association. Additional occupants shall be confirmed by providing a copy of a driver's license or ID card showing a MountainBrook Village address.

Those who are renting a MountainBrook Village property must provide a copy of their lease agreement document along with the required Age Verification Form, a copy of a valid state ID or driver's license to the Activity Office before an amenity fob is issued. Note: A homeowner who leases his/her property and permits the renter to have access to the amenities shall surrender their rights of amenity access to their renters during the period of time the property is leased.

Fobs must stay in the possession of homeowners/residents. The Fobs are not intended to be used or given to friends or family living outside of MountainBrook Village.

# Guest Pass Policy

The MountainBrook facilities are owned by Gold Canyon Ranch Community Association. As such, the policies adopted herein regarding use of the facilities and amenities are developed primarily for the quiet use and enjoyment of the homeowners/residents. Guests are always welcome at MountainBrook Village and homeowners/residents are reminded to educate guests on MountainBrook Village rules and policy to ensure a pleasant visit.

*Guests using MountainBrook Village facilities must be accompanied by the homeowner/resident or shall be wearing (or have in possession) a guest pass issued by the Activity Center Office. Guest passes must be issued for a period not to exceed 30 days. Guest passes are for a recipient of hospitality, specifically an adult staying by invitation at a house of a homeowner at MountainBrook Village. The passes are not intended to be used by friends staying outside of MountainBrook Village. No more than six guest passes may be issued to a household at a time. Guest passes can only be requested by homeowners/residents.*

No one under 18 is permitted to use the following facilities **EVEN IF ACCOMPANIED** by the homeowner:

- *Exercise Room*
- *Billiards Room*
- *Fired Arts Center*
- *Spa*

It is the homeowner's/resident's responsibility to insure that their guests understand and comply with the rules of usage. Any guest found not in compliance with the rules will immediately be asked to return their guest pass/FOB and will forfeit rights of usage.

Renters have the same rights, rules and responsibilities as a homeowner.

# MountainBrook Village

## Active Community

### Room Use Policy

Gold Canyon Ranch Community Association also owns the MountainBrook facilities. As such, the policies adopted herein regarding the use of the facilities and amenities are developed primarily for the quiet use and enjoyment of the homeowners/residents. Guests are always welcome at MountainBrook Village and homeowners/residents are reminded to educate guests on MBV rules and policy to ensure a pleasant visit.

#### Room Use Policy Philosophy

As stated above, the Gold Canyon Ranch Community Association owns the facilities and amenities. Homeowner assessments are collected to properly maintain and operate the facilities and amenities. The MountainBrook homeowners voted to expand the current facilities by approving the Facilities Expansion Plan in March 2000 and approval of a special assessment in April 2002. The MountainBrook Village Board of Directors believes homeowners supported these spending proposals to provide space to accommodate the growth in MountainBrook Village. Prior to approving these proposals, every area located on the MountainBrook campus was utilized to capacity. The completion of the Superstition Center, acquisition of the Sunset Building and expanding the exercise facility has doubled the capacity of the MountainBrook amenities.

MountainBrook Village is an active community. As such, many homeowners/residents use the facilities for social and entertainment activities which are sponsored and supported by the MountainBrook Village Activity Program. These include dances, neighborhood block parties, games, craft groups, special interest and hobby groups, exercise enthusiasts, civic and political groups. The intent of the policy adopted herein is to protect owners' rights to use the facilities and to protect the investment they have in the facilities and amenities. Since costs are paid by homeowners, the policy adopted regarding use of the amenities and facilities should not place an unfair burden on homeowners/residents whether they choose to participate in MountainBrook activities or not.

Homeowners/residents who do not take advantage of the social opportunities or recreational amenities offered at MountainBrook Village recognize that this is their individual preference. These homeowners/residents however, receive the same home value enhancements benefits all homeowners receive.

Primary use of the MountainBrook facilities shall be reserved for MountainBrook activities. Reservations for private gatherings shall be made not more than three (3) months in advance of the private party date. Due to the number of community and club events which are scheduled during the month of December, private parties are not permitted during this time unless scheduled December 1 or after by contacting the Activity Office.

If a homeowner/resident is using one of the rooms here at MBV and decorations have been placed by the Decorating Committee, the homeowner/resident must first contact the committee chairman of the Decorating Committee before taking down any decorations, and must replace the decorations when the meeting/event is finished. **All rooms must be returned back to the original set up after your event.**

Room Requests for weekly occurring clubs and games will be accepted January 1 through February 1. Room Requests are effective April 1 through March 31 each year. Room Requests will be assigned to the room that is appropriate for the size of the group and type of activity. For instance, most "game" groups will be put in the Palo Verde Room that has been set up for that purpose. Meetings and Classes will be scheduled for the Mesquite Room. The Sunset Room will be used for groups over 40, potlucks, private parties. If the appropriate room is not available at the requested time, the Lifestyles Director will assign another room according to the needs and size of the group.

Mesquite Room – Meetings and Classes  
Palo Verde – Game Room  
Sunset Room – Groups over 40, potlucks, private parties  
Ocotillo – Clogging, poker, classes  
Superstition Center – groups and clubs and parties with over 90 people

## Private Party Policy

Private parties are gatherings hosted by a homeowner/resident where guests are invited to attend. This may include Birthday parties, Anniversary parties and so forth. Parties such as Pampered Chef and Tupperware parties involve direct sales and as such cannot be permitted under the Private Party Policy regardless of attendance at the event. Private parties held at MountainBrook facilities must involve more than **more than 50% MountainBrook Village residents** and are subject to the following conditions.

A MountainBrook homeowner must host and “be present” the entire time while using the facility. The hosting homeowner/resident assumes full responsibility for the conduct of their invited guests and for the repair of any damage to the facility. If you are considering using a MBV facility for your private party, you are encouraged to read and understand the room use agreement before scheduling your party.

The following **refundable** deposit is collected for all private parties. The refundable deposit will be banked upon receipt and if no charges are made refunded in full by check within two weeks after the event. The homeowner/resident shall sign the Room Use Agreement and present the refundable deposit when reserving a MBV facility. Please contact the MBV Lifestyles Director for assistance.

### **Private Party Deposits**

	<b>Refundable Deposit</b>
Superstition Center	\$400.00
Sunset Room	\$200.00
Ocotillo Room	\$ 75.00
Mesquite	\$ 75.00
Palo Verde	\$ 75.00
Ironwood Room	\$ 50.00

Use of MountainBrook facilities for private parties, such as extended family gatherings, where invited guests and attendance is **less than 50% MountainBrook residents** cannot be permitted as this presents an unfair burden on the homeowners/residents who pay for the care and maintenance of the facilities. MountainBrook homeowners/residents are encouraged to check with area parks, hotels, and banquet facilities that can accommodate this type of activity. If there is any question as to a qualifying “private party” please contact the Board of Directors for review.

## Neighborhood Block Parties and State Parties

These activities build community and are considered to have an open invitation and therefore no costs are associated with the use of facilities. Clean up procedures are the same as for private parties. Announcements regarding the party are made in the Mountaineer, at Coffee & News, at the Activity Center and so forth. Homeowners/Residents may attend even if they do not reside in the neighborhood having the party or come from the state having the party. The host group provides their own paper goods and cutlery for the event. See the Lifestyles Director to schedule the party and ticketing assistance if needed.

## Civic and Political Activities

These types of activities may be held as long as they are attended by a majority of MountainBrook homeowners/residents, no direct sales are involved and any political or controversial subjects allow all sides to be presented. No room use fee will be charged for meeting space. See Community Fundraiser, below for additional information.

**Community Fundraisers** – As a general rule, MountainBrook is a non-profit organization and as such does not solicit community fundraising events as a part of the Activity Program. In the recent past, MBV has supported the Lions, AJFD & MBV Miners pancake breakfasts and the MBV cookbook fundraisers. Fundraisers are defined as an activity planned by a homeowner to raise funds for donations for a specific cause or purpose. The fundraiser is promoted to the community through the Activity Office. The fundraising plan or idea must be presented to the Board of Directors prior to scheduling the event or activity and prior to reserving a MBV facility. Begin planning 4-6 months in advance of your fundraiser by contacting the Lifestyles Director for assistance when planning a fundraiser. Please use the “Fundraising Worksheet” to help in planning your event.

**Blood Drives** – This is a civic event conducted at the request of the Red Cross when a shortage of blood supply exists. Blood drives are held one or two times each year. A meeting room will be scheduled for this type of civic event at no cost.

**MBV Fine Arts** – Fine Arts events such as the spring and Fall MBV Arts & Craft Sale, Village Voices, MBV Band and MBV Players are enthusiastically supported by MountainBrook Village. Arts events must be presented to the Board of Directors prior to scheduling the event. As with fundraisers, plan 4 to 6 months in advance of the event by contacting the Lifestyles Director for guidance and assistance and use of the MBV Arts Event Worksheet in planning your event.

**Community Fashion Shows** – These events are organized by a group of homeowners with the assistance of the Lifestyles Director for the enjoyment of the entire community. An example includes the “Lets Do Lunch” annual fashion show. An open invitation is extended to homeowners/residents and no direct sales occur. These fashion shows are attended by only MountainBrook Village homeowners and therefore there is not a room charge for this event.

**Educational Events** – Educational or activities that require an instructor can be permitted if the desire to hold such an event is evidenced by homeowner requests or through a sign-up sheet. A class shall be defined as **more than two people** participating in the instruction at one time. There may be a cost to homeowners/residents who attend these events.

**Fired Arts Program** – A homeowner/resident who elects to participate in the Fired Arts programs will be charged a fee which covers the cost of materials provided to do their projects and kiln loading costs. The MBV Board, as do participants in the Fired Arts Program, believes it is very beneficial to have homeowners who are trained and have the necessary expertise to load and fire the kilns. Only authorized persons will be permitted to operate the kilns. This policy keeps the equipment in good working condition and contains operational costs. The fees charged to homeowners/residents who participate in the Fired Arts Programs are reviewed as necessary by the Board to insure fair treatment under this policy. Please see the Lifestyles Director for a copy of the Fired Arts Policy.

## **MountainBrook Amenities General Rules, Regulations and Information**

Hours: 6:00 AM to 10:00 PM daily

- Only MountainBrook Village homeowners/residents and their guests may use the facilities.
- Children under the age of 18 must be accompanied by an adult.
- Homeowners/residents are encouraged to wear their name badges at the facilities. Forms for homeowner/resident name badges are available in the Activity Office and may be completed and sent directly to the badge company. The badge company will send your badges to the Activity Office. Homeowners/residents shall obtain guest passes for their visitors from the Activity Office. Please see guest pass policy on page 5.
- All unaccompanied guests must have guest passes with them while using MountainBrook amenities.
- Proper attire is requested. This includes wearing shirts, swimsuit covers and shoes.
- **NO PETS**, with exception of assistive animals are permitted on the grounds of the facilities.
- **ALL** equipment, doors, tables, counters and chairs must be restored to their original condition and location.
- We ask for your courtesy when bringing small children into the restrooms. ***At all times they must be accompanied by an adult.*** We ask that little boys use the men's room accompanied by Dad/Grandfather, and that little girls use the ladies' room accompanied by Mom/Grandmother.
- No soliciting or advertising literature is to be displayed in the facility areas. Ads may be placed in our monthly newsletter.
- **NO SMOKING** in any rooms of the facilities. **NO SMOKING** in the fenced pool area.
- Any of the posted hours may be changed due to circumstances or special events.
- Please see the Banquet/Kitchen Facilities use policy for private party reservations. Paper products, coffee and other staples are the responsibility of the homeowner reserving the room.
  - . Commercial, educational, civic or political activities may be held as long as no direct sales are involved and any Political or controversial subjects allow all sides to be represented.
  - . The room will not be closed to any other homeowner wishing to access the center during the event.
- Facility equipment (including, but not limited to tables, chairs, coffee pots) are for use only at the facilities. Equipment may not be loaned to homeowners.
- See Lifestyles Director to reserve a meeting room, banquet facilities or barbecue area. Reservations for the pool and spa for private parties are prohibited.

### **Kitchen Rules and Regulations**

Hours: 6:00 AM to 10:00 PM daily

- See the Lifestyles Director to reserve kitchen facilities.
- Paper products, coffee, tea, and other staples are not supplied for private events. These products need to be supplied by user.
- For safety reasons, please stay out of the kitchen unless you are a volunteer for that event or function.
- Wash all counter tops, stove tops, ovens and sweep floors if necessary before leaving area.
- Replace cookware, serving ware and utensils to their original cupboard or drawer.
- Launder soiled towels and/or aprons and return to the kitchen.
- Please empty your trash into trash bin and replace bags.  
Check to ensure that the stoves, coffee pots and other appliances. are turned off before leaving kitchen.

# Swimming Pool

Rules and Regulations (Approved by the Board of Directors 2009)

East Pool – Daily & Weekends	
6am-8am	Laps
8am-10am	Adult swim
10am-2pm	Adult & children 3 & over
2pm-4:30pm	Adult swim
4:30pm-6:30pm	Adult & children 3 & over
6:30 pm-Close	Adult swim

West Pool – Daily (Adults Only)	
6am-8am	Laps only
8am-10am	Ladies aquacise
10 am-11am	Advanced Aquacise
11am-2:30 pm	Adult swim
2:30pm-4:30pm	Volleyball
4:30pm-Close	Adult swim

West Pool-Weekends (Adults Only)	
6am-8am	Laps only
8am-2:30pm	Adult Swim
2:30-4:30pm	Water Volleyball
4:30-close	Adult Swim

- **Pool gate must be kept closed at all times.**
- Children under 18 must be accompanied by an adult.
- Absolutely no children under the age of three (3) are permitted in the pool. Absolutely no diapers of any kind allowed in the pool.
- Whenever possible, guests should be accompanied to the pool by the homeowner/resident. If a guest is unaccompanied they must have a valid guest pass obtained from the Activity Office.
- Anyone using the pool area is responsible for cleaning up after him or herself. In consideration for other homeowners/residents, please limit guests to 6 per household.
- Swimmers assume personal risk for themselves and any guest and must understand there is **NO LIFEGUARD ON DUTY.**
- Running, diving or jumping into the water **IS NOT PERMITTED.**
- Pets are strictly prohibited in the pool area, with the exception of assistive animals.
- Radios are permitted only if used with earphones (except for organized classes).
- Only swimwear is permitted in the water. No cutoffs or other apparel is permitted.
- Glass containers are strictly prohibited. Food (including snacks) is not permitted in the pool deck area. Outside the fence is the designated eating area (except for hors d'oeuvres for the pool parties organized by MBV).
- Wet swimwear is not permitted in any of the facilities, except the restroom areas.
- Sun tan oils cannot be permitted in the pool. Use of sun tan oils clogs the filtration system. Sun blocks or greaseless lotions are permitted. Please shower prior to entering the pool.
- Swimmers with long hair are required to secure their hair up or wear a bathing cap.
- Only small floatation devices are permitted such as water wings and noodles (unless permission has been given in advance by the Lifestyles Director).
- Homeowners/residents are responsible for their guests. Homeowners/residents are responsible for education of guests regarding this pool policy.
- Pool water temperature is maintained at 86 degrees Fahrenheit.
- Smoking in the pool area is strictly prohibited.

## Spa Rules and Regulations

- Hours: 6:00 am to 10:00 pm daily.
- No person under the age of 18 is permitted in the spa at any time
- The spa is heated to 103 degrees.
- The pool policy applies to the spa.

In addition:

- **Do not use spa while intoxicated.**
- **Persons with health conditions should consult physician before using spa.**
- **It is recommended that no person exceed 20 minutes in the spa.**

## **Exercise Room Rules and Regulations**

Hours: 6am-10pm daily

- No person under the age of 18 is allowed in the exercise room
- Proper attire is required. This includes a shirt for all men. No swim suits allowed. For safety reasons, soft-soled, closed shoes are required.
- If any equipment is damaged or not functioning properly, please report it immediately to the Activity Office so repairs can be made as soon as possible.
- Do not stand on scales when wet. Do not adjust the scales.
- Radios are permitted only if operated with earphones (except for organized classes).
- **USE EQUIPMENT AT YOUR OWN RISK.**
- Physician's permission suggested before starting any exercise program.
- Please wipe down equipment after use.
- When using the cardio-vascular equipment, please limit the use to 30 minutes when others are waiting.
- No food is permitted.
- Radios with earphones are used to hear the television audio.

## **Tennis/Pickleball Courts Rules**

- Courts are available for the use of all MountainBrook homeowners and their guests. At least one of the players must be a MBV homeowner/resident.
- Tennis - Weekly sign up sheets are posted courtside. Players may reserve a court one week in advance and are expected to play on the court reserved. Players forfeit their reservation if they are more than ten minutes late and others are waiting. Allowable sign up times are:
  - . 1-½ hours for singles play.
  - . 2 hours for doubles play.
  - . 1 hour for ball machines use.
- Pickleball – Round Robin daily. Just show up at 8 a.m. and have fun. Lessons are Thursday at 10 a.m.
- Normal tennis/pickleball courtesy and etiquette must be observed.
- Regulation sports shoes and appropriate attire (shirts at all times) must be worn. Bathing suits are not permitted.
- Courts are to be used for tennis/pickleball exclusively. No pets are allowed on courts. No rollerblading or bicycling is permitted at any time.
- Children under 18 must be accompanied by an adult.
- Please do not prop open the gate.
- Players assume all responsibilities for their actions and the actions of their guests and understand that they use the facility at their own risk.

## **Library Rules and Regulations**

**Hours: 6am-10pm daily**

- MountainBrook Village Library is for use by homeowners/residents and their house guests.
- All items are donated by our generous homeowners/residents.
- The Library uses the honor system to check out and return DVDs and VHS Movies
- Movies may be checked out for three days.
- Magazines need not be checked out.
- A materials directory is located across from the front door.
- No food or beverages are permitted in the library area.
- Wi-Fi is available within the Library and the Mesquite Building.

## **Billiard Room Rules and Regulations**

**Hours: 6am – 10 pm daily**

- Guests under 18 are not permitted in the Billiard room.
- Shirt and shoes are required.
- No lines may be drawn on pool tables.
- Absolutely no food or beverage may be brought into the Billiard room.
- Tables are in use on a first come, first serve basis and are not reserved unless for a specific tournament or during scheduled activity times (see monthly calendar). Please cover the pool table when finished.
- No smoking is permitted in the Billiard Room.
- Please be certain the door is locked when you leave.

## **Fired Arts Center Rules and Regulations**

**Hours: 6am – 10 pm daily**

- Kilns to be operated by authorized instructor only.
- Projects are left at artists own risk.
- No guests under 18 are permitted.
- Please contact Lifestyles Director regarding the Fired Arts Program.

## **Internet Access**

MBV currently has two Wi-Fi Internet access locations--near the Ironwood Room (the old computer center) and near or in the Library. When using these access points, you will need a wireless network card in your computer and some computer knowledge. Instructions for access in the Library area are posted there

# ACTIVITIES LIST

The following activities and classes are scheduled on a primarily permanent basis:

Aquacize	Mah Jongg
Band	Men's Bridge
Bible Study	Men's Roundtable
Bingo	Movie Night
Blood Pressure Checks	Oil Painting
Bocce Ball	Pancake Breakfasts
Book Discussion Group	Pinochle
Bridge	Pickleball
Bowling	Poker
Canasta	Pottery
Card & Game Nights	Quilting
Ceramics	Singles Club
Chorus	Social Hour
Coffee & News	Softball
Craft Classes	Stained Glass
Darts	Tai Chi
Duplicate Bridge	Tennis
Hiking	Theatre
Horseshoes	Wednesday Cookout
Ladies Aerobics	Water Volleyball
Ladies Bridge	Women's Investment Group
Ladies Craft Classes	Yoga

....and much, much more!

## Additional Scheduled Activities

In addition to the regularly scheduled activities, we also schedule dinner dances, potluck dinners, casino trips, barbecues, craft sales, garage sales, speakers, entertainers, horseback riding, steamboat cruises, sporting events, Let's Do Dinner, fashion shows, pizza parties, ice cream socials, luminaries lighting, Welcome Breakfasts, choir and band concerts, ski trips, river trips, white water rafting, Laughlin trips, and more.

## Interest Sheets

We use sign-up sheets to determine how much interest exists for an activity, class or event. These are not registration sheets. Although you make no commitment by signing up, please add your name only if you are seriously interested. Your name on an interest sheet does not guarantee you a ticket or seat.

## Paid List/Tickets

You can make payments in the Activity Office Monday through Friday, 8 AM to 4 PM except during the summer months when the office volunteer desk is manned 9 a.m. to 1 p.m. When you pay for an activity, class or event, you will receive a ticket and/or your name will be put on our paid list in the Activity Office. PLEASE PAY BY CHECK. If there is no seating chart and it is important to you to sit next to someone at the event, please indicate so when purchasing your tickets.

Exceptions to this policy exist for Pancake Breakfast, Luminaries. Pancake Breakfast organizers and other groups sell their own tickets on Tuesday mornings at Coffee and News.

## **Ticket Purchases For Activities**

It is recommended that homeowners/residents be refrained from purchasing an entire "table" under one name. When tickets are purchased a name should be assigned to each ticket.

### **Dances (Not Special or Holiday)**

Attendance for dances by non-homeowners/residents is permitted.

### **Dances (Holiday - Christmas, New Years Eve)**

Tickets for these events are to be sold to homeowner/residents and their guests the first 2 weeks of ticket sales. If after those 2 weeks the capacity of the event has not been met the ticket sales will be open to the public.

### **Dinners**

Special or free dinners will be open to **homeowners/residents only**. One ticket per homeowner/resident (If 2 or more people reside in the home they would each be entitled to a ticket)

### **Thanksgiving Dinner**

Tickets for this dinner will be sold to homeowners/residents only the first 2 weeks of ticket sales. If after those 2 weeks the capacity of the event has not been met the ticket sales will be open to homeowners/residents guests.

### **Style Show**

Tickets for this dinner will be sold to homeowners/residents only the first 2 weeks of ticket sales. If after those 2 weeks the capacity of the event has not been met the ticket sales will be open to homeowners/residents guests.

### **Plays, Follies, Band Concerts and Village Voices**

Non-resident attendance for these events will be permitted.

### **Coffee and News**

Is for homeowners/residents and their guests only.

### **Sports**

Non-resident attendance or Pickleball, Tennis, Water Volleyball and Bocce Ball will be decided as per group decision.

### **Exercise Room/Billiards Room**

Guests must be 18 and possess a guest pass in addition to the use of the Fob when not accompanied by the homeowner/resident.

## **Waiting List**

Once the event is sold out, we will accept checks and put you on a Waiting List. You will be contacted if we have a cancellation or are able to secure additional tickets and/or transportation. Your name on this list DOES NOT guarantee you a ticket. It just means you will be contacted in the order of sign up IF tickets become available.

## **Cancellation Policy**

All Ticket sales are final and non-refundable. If you are unable to attend the event, it is your responsibility to resell your ticket. If the event is sold out, you can be provided with the name of the next person on the waiting list.

## Firearms on Common Areas

Firearms are not permitted in any of the Common Areas at MountainBrook Village. No firearms are allowed pursuant to A.R.S. section 4-229.



## Volunteer Compensation

The Volunteers at MountainBrook Village help run our community. We would not be able to offer the depth and breadth of events without them. How do we say thank you? There are three categories of volunteers and therefore three way to give thanks. The first is to have the Participant (A) pay for the meal only portion of the event through the front desk. The second is to have the Volunteer (B) pay for the event in the regular fashion with the "Thank You Bucks" following the event. The third is the Outside (C) category and they will be compensated by the organization putting on the event.

In considering the compensation it is necessary to make sure it fair for all types of volunteers and easy to execute from the front desk. The Lifestyle Director will have full control of the "Thank You Bucks" so an accounting can be done to review the program.

### Definitions

**A Participant** - A resident who is part of a production, who does not sit and enjoy the show. For example, but not limited to, sound technicians, emcees, stage performers, back stage helpers, models (fashion Show). These residents will be admitted at no charge unless they want to eat. If they partake of the meal, then they must pay the cost of the meal only.

**B Volunteer\*** - A resident who is not part of the event and gets to enjoy the show. For example, but not limited to, ticket takers, set up, clean up. These resident must pay the cost of admission but will given MBV Thank You Bucks Voucher that can be used toward any future Activity Department run event or retail offer.

**C Outside Events** - Events scheduled by the Lifestyles Director, but not facilitated by the Activity Committee. These organization activities are for example, but not limited to Village Voices, Village Players, Village Band, Softball Players Breakfast, Thanksgiving Dinner and Lions events. They will set their own volunteer thank you.

\*The only exception to the above is those who work the Canyon Cookout. They receive their lunch at no charge on the day they work.

## Committees at MountainBrook Village

Activity Committee: This committee interfaces with the Decorating Committee, Lifestyles Director and Board of Directors to coordinate volunteer efforts for specific site events, identify the needs and desires of the community regarding activities and recommend entertainment and travel opportunities.

Architectural Committee: The committee is appointed by the Board of Directors. It meets every other Thursday morning at 9:45 a.m. in the Mesquite/Palo Verde Rooms. They review the Architectural submittals for all exterior modifications to the home as well as all landscaping modifications. Submissions must be in the Activity Office by 11 am on the Tuesday prior to the meeting.

Audio Visual Committee: This committee is formed to investigate user and audience concerns and complaints with the existing Superstition Center audio and visual systems. It will formulate and recommend comprehensive enhancements. It is to resolve the perceived and real problems and address future uses and needs of those systems.

Budget/Finance Committee: This committee reviews the monthly financial statements and makes recommendations to the Board of Directors regarding financial investments of the reserve accounts, auditors and planning of the annual budgets. The committee typically meets the 3<sup>rd</sup> Tuesday of each month.

Building & Grounds Committee: This committee inspects common land areas and provides reports on conditions observed as well as completing special assignments as requested by the Board which may include recommendations of facility improvements.

Communications Committee: This committee is established to identify and plan effective communication methods.

Covenants Review Committee: This committee reviews and makes recommendations to the Board of Directors on submittals received due to a deed violation or architectural appeal.

Decorating Committee: The purpose of this committee is to decorate the Superstition Center and other MBV facilities for events/holidays.

Elections Committee: Although the Committee's name implies broad authority of MountainBrook elections, in fact its role is limited almost exclusively to the Board of Directors, CC&R's and By-Laws.

Front Desk Volunteer Committee: This committee is established to interface with the Board of Directors and the Association Management Team for the purpose of providing organized volunteer efforts on behalf of the homeowners association.

Library Committee: This committee organizes and labels the books donated to the library.

Safety Committee: Organizes the neighborhood watch group, function as the eyes and ears of the community notify the community of safety tips and concerns. This committee typically meets the 2<sup>nd</sup> Tuesday of each month.

Welcome Committee: Representatives from each subdivision function as welcome ambassadors to the new homeowners. The committee plans and hosts the Welcome Breakfasts.

Web Committee: This standing committee is established to interface with the Board of Directors and the Association Management Team for the purpose of creating and maintaining a community website.

## Architectural Committee Welcome

Welcome to MountainBrook Village. MountainBrook Village is unique because it consists of a collection of individual homes of similar design and style that, when viewed as a whole, represents a community of unsurpassed aesthetic value. To preserve this concept, a set of Covenants, Conditions and Restrictions (CC&R's) has been established. You should have been given a copy of the **MountainBrook Village, Fairway Vista & Pinnacle Vista CC&R Excerpts and Architectural Standards** when you purchased your home. If not, one may be picked up in the Activity Center Office. We urge you to review the publication, as it will help you become familiar with our neighborhood and enable you to do some planning for your home.

Some things you need to be aware of are: There are landscaping restrictions as to what may or may not be planted and these may be found in the Architectural Standards. Briefly stated, plants should be compatible with the desert environment. This means that, after established, they should require little or no watering for survival. ***Anything that affects the outside appearance of your home must be submitted to our committee for approval before the work is done.*** Some items include, but are not limited to: gutters and downspouts, sunscreens, Yard decorations, fencing, security doors, patios, patio enclosures and/or any other undertaking that affects the exterior appearance of your home.

Our goal is to keep MountainBrook the pleasing community it is, in harmony with the surroundings, and to help you in whatever manner we can. Feel free to contact the Community Manager or any of the Committee Members if you have any questions or in any other way we can help. The Architectural Committee meets every other Thursday at 10 am in the Mesquite/Palo Verde Rooms. Architectural Change Requests must be submitted no later than 11 am two days prior to the scheduled meeting (Std. 3.1.2.1). You are welcome to attend the meetings. This may save you time in obtaining the approval and give us a change to meet you.

Sincerely,

*Architectural Review Committee (ARC)*

***The Architectural Standards can be found on [mountainbrookvillage.org](http://mountainbrookvillage.org) under community documents.***

**Note: In accordance with changes to Arizona law which is effective August 24, 2004, the Board of directors adopted the following policy with regard to political signage: Political signs on residential lots within MountainBrook Village are permitted, provided however, that such signs shall be erected no more than 90 days prior to, and removed within 15 calendar days following the date of the election to which they refer. Total sign area permitted on any lot shall not exceed thirty-two (32) square feet. Signs shall be planted securely into the ground or otherwise anchored to prevent damage to neighboring property or injury to others. Signs shall not interfere with traffic or pedestrian visibility. A homeowner who permits political signage to be placed on their property understands that they are solely responsible for any damage or injury to another party which may arise from placement of this signage on their property. At no time shall political signage be placed in Association Common Areas (Std. 2.8.6).**

### **Performers/Entertainment/Vendors Policy**

Anyone hired to perform work by homeowner(s) or employees(s) at MountainBrook Village (MBV) on/in the common areas must provide the following and be approved as a vendor before services commences:

W-9 (requested) by employees only, homeowners exempt from obtaining document)

Workman's Compensation Insurance

General Liability over \$1,000,000.00

Homeowners/residents must obtain the information from vendor and turn it in to the Lifestyles Director prior to the event. This request is to ensure that all parties are protected from damages and insures replacement if vendor damages property owned by MBV. Homeowner/Resident is still liable and may not receive the room deposit until the damage is repaired or replaced. Workman's Compensation Insurance insures that the vendor has obtained insurance for their employees relating to on the job injuries or death.

### **Audio/Visual Equipment Policy**

Any and all audio video equipment owned by MountainBrook Village (MBV) is solely for the use of trained homeowners/resident or employees. Anyone that uses the equipment must have knowledge on how to use it. If the user (homeowner(s) or employee(s)) is unaware of how to use the equipment, it is directed to the Lifestyles Director. The Lifestyles Director can also contact a member of the Audio Visual Committee to assist.

All performers/entertainers hired by homeowners of MBV or the employees of MBV are not to use the sound or light equipment. If the performer/entertainer has sound or light equipment, it cannot be used in conjunction with the equipment owned by MBV. If the performer/entertainer requests to use the equipment owned by MBV, the Lifestyles Director is to operate said equipment or request the assistance of the Audio Visual Committee.

In respect to the Audio Visual Committee, the committee cannot be contacted the day of said event. The committee must have more than one weeks' notice to check availability and prepare for said event.