



**Policy 302**  
**Policy on Fines for Rule, Restriction and Community Standard for Conduct,  
Home and Landscaping Violations**

**Date of Adoption:** June 4, 2018  
**Effective Date** June 4, 2018  
**Last Revised:** Jan 8, 2024

**302.1 Purpose.** The purpose of this policy is to declare and promulgate the notification process and the fines for violations of DC Ranch Association rules, restrictions, and Community Standards for Conduct, Home and Landscaping. It also outlines the appeal process for members that do not agree with a fine they have received.

**302.2 Scope.** This policy applies to all Owners of DC Ranch Association.

**302.3 Responsibility / Authority.** The Ranch Association Board of Directors.

**302.4 Introduction.** The Association's mission statement is as follows: To serve all DC Ranch Stakeholders through the professional management and protection of the community's fiscal and environmental assets. DC Ranch Association delivers high quality and consistent operations, landscape, maintenance, and community patrol and gate access services with an emphasis on customer care and open communication that result in sustained property values and an exceptional quality of life. This policy will provide guidance to the Board of Directors as it endeavors to fulfill the mission and effectively govern the community.

The Standards are more than a static recitation of rules. Rather, rulemaking procedures allow for a dynamic process that recognizes changes may be appropriate as the time passes. This document, adopted by the Boards of both the Ranch Association and the Community Council, provides a summary of current rules, specifically including use and conduct restrictions aligned with the CC&Rs, as well as for home and landscaping guidelines set forth in the Design Guidelines.

**302.5 Noticing Process and Fine Schedule.** The noticing processes and fines for the violation of DC Ranch Association rules, restrictions or Community Standards for Conduct, Home and Landscaping are provided in the tables that follow.

**302.6 Appeal Process.** When a written notice of violation is sent to an Owner, the notice will include a statement notifying the member that they have a "RIGHT TO APPEAL" (ARS-33-1803). When an Owner desires to appeal the violation notice or the imposition of a fine or other penalty, the Owner must provide the Board

of Directors via Ranch Association staff a WRITTEN notice (in the form of an email or letter) that they are requesting an appeal of the violation notice or penalty. Such notice of appeal must be received within 10 business days of the notice of violation or penalty.

302.6.a The request for appeal should:

- fully explain the circumstances that caused the deviation and/or violation of the governing documents.
- include any pertinent backup information to support the appeal.
- include what corrective action the member plans to take, if any.

302.6.b The Owner who provides the appeal request will be informed in writing of the appeal hearing date and time. The appeal process may be completed in writing and does not require the Owner to be present unless requested by the Owner or the Board of Directors.

302.6.c Unless otherwise requested by the Owner, all appeals shall be heard in Executive Session. If a member desires that the appeal be held in open session, the member must state this preference in their appeal request and provide notice no less than 10 business days prior to a regularly scheduled open session board meeting. At the next regular open meeting, the Board shall report the results, but not the details, of the appeal decided in Executive Session.

302.6.d Only individuals who are listed as the legal Owner on the deed to the property, or any person designated by the Owner in writing as the Owner's representative are permitted to attend the appeal meeting (if held in Executive Session).

302.6.e All decisions of the Board are final. This Violation Appeal Policy is independent of the member's right to petition the State Real Estate Department for an administrative hearing concerning the enforcement of alleged violation(s) pursuant to A.R.S. 32-2199.01 and/or A.R.S 41-2198.01

**302.7 The Board's Discretion.** Voluntary compliance with the Standards is strongly preferred and will be encouraged with education and communication. When further enforcement is necessary, a progressive enforcement process is utilized, as outlined in the CC&Rs at Article VII, Section 7.5 and herein. The Board(s) may escalate penalties in certain circumstances, as determined in the sole and absolute discretion of the Board, the Association may choose to forego any courtesy or violation letters in favor of other enforcement tools available, including, but not limited to, deactivation of transponders, loss of privileges, immediate escalation of fines and/or immediate action by its legal counsel. Due to their serious nature, for violations involving the health, safety or welfare of the community, the Board is likely to make use of these other enforcement tools. The Board reserves all remedies, including the right to bring an action for injunctive relief, the cost of which shall be billed to the member. Nothing in this appeal policy shall limit this right in any way. Some Standards have immediate fines or cease/desist or other requirements that require immediate Owner action that supersede the Standard enforcement process. Capital words herein shall have the definitions set forth in the Ranch Association governing documents.

In sub-association neighborhoods, compliance to the Standards is under jurisdiction of the sub-association and DC Ranch Association. Sub-association standards may be more restrictive, but not less than DC Ranch Association's standards. Questions should be directed to the sub-association property management first before addressing a concern with the Ranch Association.

Notwithstanding any of the guidelines or suggested penalties contained in the Standards or in this policy,

penalties may be immediately escalated in certain circumstances, including the deactivation of transponders, suspension from Community Centers, and/or programs and events, and loss of other privileges, which can be determined at the sole discretion of the Ranch Association Board of Directors and the Community Council Board of Directors. Violations on the Community Council common areas will be determined by the Community Council and enforced by the Ranch Association.

**302.8 Schedule of Fines for Conduct**

DCR	Standard		Fine	Continuing Violation
DCR-00	Basketball Hoops		\$-100	Repeated non-compliance. Notice of Fine, minimum of \$100, escalated as determined by the Board in its sole discretion.
DCR-01	Bulk Trash		\$300 per occurrence per week	Repeated non-compliance. Notice of Fine, \$300 per occurrence, per week
DCR-02	Business, Hobby, or Other Uses including Garage and Yard Sales		\$300	Repeated non-compliance. Notice of Fine, \$300 per occurrence
DCR-03	Civil Dialogue		\$300	\$300 per occurrence and can be escalated as determined by the Board in its sole discretion.
DCR-04	Construction and Community Work Hours		\$500	Repeated non-compliance, Notice of Fine, minimum of \$500 escalated as determined by the Board in its sole discretion
DCR-05	Disposal and Dumping		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-06	Flags		\$300	Repeated non-compliance. Notice of Fine, minimum of \$100, escalated as determined by the Board in its sole discretion.
DCR-07	Laws: Local, State, or Federal		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-08	Livestock, Poultry and Domestic Pets		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-09	Motorized Vehicles & Drones		\$3000 per occurrence per week	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole

				discretion.
DCR-10	Nuisance		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-11	Organized Sports and Parks Usage		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-12	Parking		\$300 per occurrence per vehicle	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-13	Pets Off Leash  Pets that attack a person or another animal (leashed or unleashed)		\$300  \$1200 first occurrence	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.  The Board of Directors may escalate this fine at its sole discretion based on each individual occurrence per household and may result in removal of the pet from the community.
DCR-14	Pet Waste		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-15	Pool or Water Feature Backwashing or Draining		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.

DCR-16	Property Modifications, Including Exterior Remodeling and Repairs		\$500 fine for Modification without approval and notice to stop work	Repeated non-compliance. Notice of Fine, minimum of \$500, escalated as determined by the Board in its sole discretion.
DCR-17	Recreational Vehicles, Campers, Boats, Trailers		\$300	Repeated non-compliance. Notice of Fine, minimum of \$3000, escalated as determined by the Board in its sole discretion.
DCR-18	Rental of Property in the Association  Tenant Registration		\$5,000  \$500	Repeated non-compliance. Notice of Fine, \$5,000 per day or up to 100% of the daily rental rate, whichever is greater, or escalated as determined by the Board in its sole discretion.  Repeated non-compliance, Notice of Fine, minimum of \$500, escalated as determined by the Board in its sole discretion
DCR-19	Seasonal, Holiday, and Celebratory Decorations		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-21	Signs-Other		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-22	Signs-Political		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-23	Signs-Real Estate		\$300	Repeated non-compliance, removal of sign, notice of Fine, minimum \$300 escalated as determined by the Board in its sole discretion.
DCR-24	Speeding		\$300	Excessive speed, defined as over 11 MPH over the posted speed limit, will be issued a Notice of Fine of a minimum of \$300 upon the first offense. Each subsequent offense of speed in excess of 11 MPH over the posted speed limit, will be

				<p>issued a Notice of Fine of a minimum of \$300, escalated as determined by the Board in its sole discretion.</p> <p>After three speeding violations, the gate transponders for the entire property will be suspended for a minimum of 30 days. Starting with the fourth fine within a 12-month period for excessive speeding the fine will increase by \$300 for each subsequent offense.</p> <p>Transponder will be suspended each and every time after the third speeding infraction.</p>
DCR-25	Storage of Personal Items		\$300 per occurrence per week	Repeated non-compliance. Notice of Fine, minimum of \$3000, escalated as determined by the Board in its sole discretion.
DCR-26	Trash and Recycling		\$50 per occurrence per every three days	Repeated non-compliance. Notice of Fine, minimum of \$50, escalated as determined by the Board in its sole discretion.
DCR-27	Trespassing and Solicitation		Verbal warning and escorted off property	Repeated occurrence, call police if trespassing or solicitation continues, could lead to legal action or a fine determined by the Board in its sole discretion.
DCR-28	Use Restrictions		\$300	Repeated non-compliance. Notice of Fine, minimum of \$300, escalated as determined by the Board in its sole discretion.
DCR-29	Gate Access		Must provide appropriate ID to gain access, residents, guests and vendors, club members	Gates may be monitored by camera surveillance, and/or gate staff. All vehicles at the property utilizing the gate must be registered. One tag per vehicle. Gate tags and call box codes are a privilege and may be revoked, suspended or the owner issued a fine for not following procedures, inappropriate behavior or violating civil dialogue. Fine may be escalated as determined by the Board in its sole discretion.

**302.9 Standards for Homes and Landscaping.** Properties within DC Ranch will be routinely inspected by DC Ranch Community Standards Specialists for compliance to the standards. In addition, a review will be conducted when a modification is complete, at the time of sale, or upon request by an owner. Owners can save time, steps and challenges by requesting a pre-inspection prior to putting your home on the market. Private areas (backyards, enclosed courtyards, etc.) will not be entered during routine reviews but will be inspected as part of the modification process and at the time of sale for DC Ranch to provide the required Transfer and Disclosure documents.

Owners in non-compliance with the standards will receive a courtesy notice, usually by email, and a phone call when possible. A DC Ranch Community Standards Specialist will work with the resident to provide detailed information about the issue, the possible time frame for a remedy, and access to various resources needed to bring their property into compliance. NO penalties will be assessed to residents who willingly comply with the standards. Continued non-compliance, however, will cause the Ranch Association to take additional steps to possibly including, as a last resort, legal action. Please see section 302.10 (4) which provides the non-compliance process used to achieve compliance with each property.

**302.10 Enforcement Process.**

**Enforcement Guidelines for  
Violations of Standards for Homes, Conduct or Landscaping**

**(Step 1 is used in all situations; 2-6 used when owner responds to Courtesy Notice).**

- 1) Courtesy Notice of Non-Compliance providing Owner 10 business days to respond and comply with the Standards.
  - a. Letter states the importance of standards for keeping the community beautiful.
  - b. Letter states the infraction, identifying the name of the person who observed the violation, provision of the community documents that has allegedly been violated and the date the violation was observed (along with time/date stamped photo in most cases).
  - c. Letter describes the process that must be followed to contest the notice and requests owner to contact the Ranch Association Community Standards staff within 10 business days. Owner and the Ranch Association Community Standards staff will develop a plan for the Owner to remedy the infraction to cure up to 180 calendar days; consideration will be given to cost and complexity in determining the appropriate number of days.
  - d. Information on how to appeal will be included.
- 2) If the infraction is not remedied within the set timeframe, a final reminder will be issued, including a specified number of calendar days (10 and 30 days) by which the infraction shall be remedied to avoid fines, and/or potential legal action. Information on how to appeal will be included.
- 3) If the infraction is not remedied within the time specified in the final reminder, the Association may assess the first fine and provide an opportunity for the Owner to appeal to the Board of Directors. The Association's attorney issues a letter stating the legal

consequences (as agreed to by the attorney and staff) for continued non-compliance. Information on how to appeal will be included.

**(Steps 4-6 apply when Owner fails to respond to Step 1 Courtesy Notice)**

- 4) If there is no response to the Courtesy Notice of Non-Compliance (action step 1) after 10 business days, a final reminder letter will be issued stating the requirement to remedy the infraction and to contact staff to develop a plan. This must be done within 30 days of this second letter in order to avoid suspension of transponders, and/or possible fine and/or legal action depending on the infraction. Information on how to appeal will be included.
- 5) If there is no response to the final reminder, the Board may impose fines that start and escalate by a minimum of \$300 for each subsequent incident or as the Board determines appropriate to gain compliance or may get the Association's attorney to issue a letter repeating the requirement to remedy or to contact Association staff in order to avoid potential legal action. Each incident requires a notice, a presentation of evidence, opportunity for an appeal to the Board of Directors, and a written decision. Board of Directors reserves the right to increase fines. Information on how to appeal will be included.
- 6) If there is no response to the attorney's letter, the Ranch Association management will work with the attorney to determine legal action (appropriate for the situation) for failure to remedy the infraction.

Approved by: Maureen O'Keefe Date: 1/26/24  
Board President or Secretary

Effective Date: 01.08.2024