



PINE CANYON WELCOME PACKET

COMMUNITY SAFETY

Contact Information

928.233.3827

Power Outage Phone Number: **928.814.6123**

safety@pinecanyon.net

securitymanager@pinecanyon.net

24/7/365 Staffed Safety Team



Packet Includes:

Safety Overview, Covenants, Conditions & Restriction, Bylaws, Design Guidelines, Rules and Regulations and Frequently Asked Questions

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Home Owners Village Association

Q. What is the purpose of the Home Owners Village Association?

A. The Home Owners Village Association has been, or will be, incorporated as a nonprofit corporation to serve as the governing body for all of the Owners for the Protection, improvement, alteration, maintenance, replacement, administration and operation of the Property, the assessment of expenses, payment of losses, disposition of casualty insurance proceeds, payment of ad valorem taxes on Common Areas, and other matters as provided in the Village Declaration, the Articles, Bylaws, Village Association Rules or Design Guidelines. The Village Association shall not be deemed to be conducting a business of any kind, and all funds received by the Village Association shall be held and applied by it for the Owners in accordance with the provisions of the Village Declaration, the Articles and the Bylaws.

Q. What are Common Areas?

A. “Common Areas” means all real property (and the improvements or amenities thereon) which may from time to time be owned by the Village Association expressly for the common use and enjoyment of the Owners. The Common Areas include, but are not limited to, any “Private Roads.” Any real property, and improvements or amenities thereon, which are described as “common areas” in a Supplemental Village Declaration or a plat or other instrument recorded by Developer with respect to any portion of the Property shall be deemed to be “Common Areas” as that term is defined herein for the common use and enjoyment of the Owners, and shall, for all purposes, be integrated into and deemed to be part of

the Common Areas subject to the Village Declaration. Common Areas may be abandoned as provided in section 12.14 of the CC&Rs.

Q. Who manages the Homeowners Association?

A. Effective July 1, 2008, we have partnered with Homeowners Association Management Company (“HOAMCO”) to manage our homeowners association, as well as the Mountain Vista Condominium Association. HOAMCO is a Prescott-based Company with a strong presence and an office here in Flagstaff.

Q. What does the homeowners association management company do?

A. HOAMCO has been providing association management services throughout Northern Arizona since 1991. HOAMCO is confident that their management services will give you the peace of mind that your community is in good hands. Through proper fiscal planning, organizing and sensible implementation, our management services will provide full accountability, which will ensure that the HOA’s fiduciary responsibility is achieved and the community is enhanced.

Below is a brief overview of our professional services:

- 1. Accounting** - handling of homeowner assessment dues, monthly billings, monthly financial reports and annual budgets.
- 2. Board Meetings** - the association manager attends the annual board meetings, presents financial statements and bids, reports business, and offers suggestions on how to handle complaints and requests.
- 3. Escrow Transactions** - respond to escrow requests of title companies and provide disclosure information packets to potential homeowners.
- 4. Insurance** - review and obtain liability insurance and fidelity bonds.

5. **Legal Issues** - keep the Association apprised of new state and federal legislation which affects your operations.
6. **Service Provider** - perform property inspections, enforcement of governing documents and monitoring/ maintaining contract renewals.

The assessment for your association is billed quarterly and pro-rated for new homeowners. At the time the assessment becomes due, you will receive a billing statement in the mail. This assessment is due immediately and is delinquent after 30 days. Bills are sent December 15 – January 15.

Due March 15th. Late fees - \$75.00

Your Community Association Manager is Heather Cogswell. If you have any questions or concerns, please feel free to contact her at 928.326.9700

The Front Entry

Q. Where is the Front Entry?

A. The Safety Department building is located at the Main Entrance to Pine Canyon on Links Road (off John Wesley Powell). The address for this building is 3210 S. Links Road. Residential mailboxes are at the end of this building.

It is extremely important that the Pine Canyon Safety Team has your current mailing address, e-mail address, telephone number(s) and cell phone number(s) in case we need to reach you.

Q. What are the hours of the Safety Department?

A. We are available 24/7/365

Q. What is the phone number and email address for the Safety Department?

A. Phone: **928.233.3827**
 Cell Phone: **928.814.6123**
 Email Address 1: **safety@pinecanyon.net**
 Email Address 2: **securitymanagers@pinecanyon.net**

Guest Policies & Procedures

Q. When expecting a guest(s), what do I need to do for them to be allowed access?

A. Log into QuickPass and enter your guest(s) information. You may also email the Safety Department (safety@pinecanyon.net) with their information or call us at 928.233.3827.

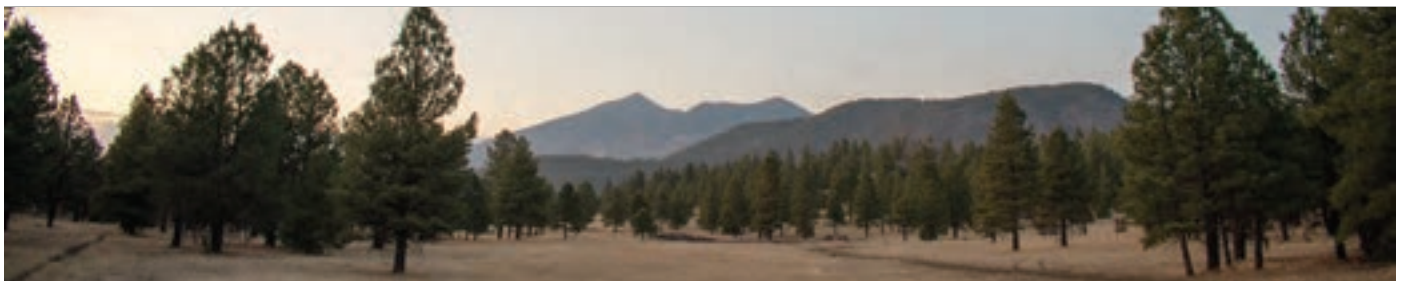
Call First List:

For your convenience, the Safety Department offers a “call first” list. To take advantage of call first, add your guest(s) to your list via QuickPass as usual. Then, email the Safety Department and request to be placed on the call first list. Please include your name, street address, and telephone number in your email. When your guest(s) arrive at the Safety Office, their name will be checked against your guest list. If their name is not on the guest list, the Safety Department will attempt to contact you for entry approval. If we cannot contact you, then the guest(s) will be turned away.

As a reminder to the Homeowner, Pine Canyon property includes the neighborhoods of the Estates, Creekside Village, Elk Pass, Mountain Vista, Deer Creek Crossing, Coconino Ridge, and Pine Run. These areas all share the same lot number designations. Lot 1, lot 2, lot 3, etc. Please inform your guest(s) which area of Pine Canyon they will be visiting and provide them with your street address.

Important detail for your guest(s):

If you are a member of the Pine Canyon Club (different than the Homeowner’s Association) and would like to arrange for a “guest card”, which your guest(s) must have in order to use the Pine Canyon Club amenities, please contact the Concierge at **928.779.5800**.





Online Visitor Management Instructions

Dear Pine Canyon Resident,

The Safety Department is implementing a new software system called “QuickPass” that will serve as an online portal to your resident profile and be a significant advantage, giving you the ability to manage your data base with; current phone numbers, family names, vehicles, e-mail addresses, visitors, vendors, and special notes which will be very helpful to the Safety Department.

Another great advantage with QuickPass is your ability to communicate to the Safety Department when guests/ vendors are coming to your home which will be immediately visible on the computers at both the Front and Construction entrances of Pine Canyon enabling us to ensure entry to your home.

We still welcome other means of communicating to us, but for accuracy and expediency, we ENCOURAGE using the QuickPass system.

To access the “QuickPass” system you will receive an email invite link to the email address on file. By clicking on the link, you will be redirected to a page where you can verify your information and create a password. Your email address and newly created password is how you will gain access to your QuickPass account.

Access your account: <https://2.quickpass.us> or from the Pine Canyon website by clicking on Guard House.

You may opt out of notifying us upon guest’s arrivals. Do this by emailing us stating anyone that shows up is welcome to my home at any time.

Thank you for your cooperation,

Pine Canyon Safety Department

safety@pinecanyon.net

securitymanagers@pinecanyon.net

928.233.3827

QuickPass Account Setup Instructions

You will receive a link at the email address you provided to Sales or the email address in the QuickPass system. Please update in the Quick Pass system if this has changed.

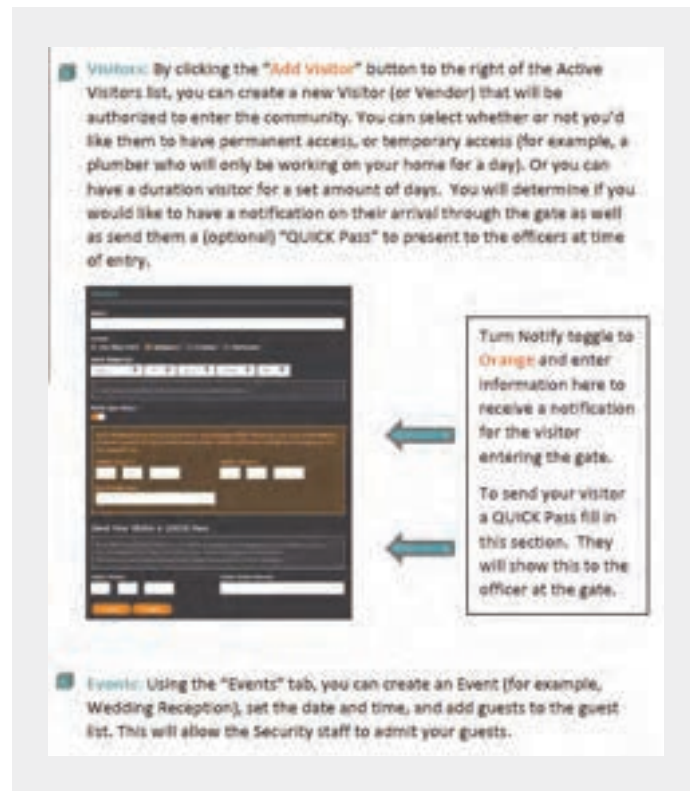
1. Click on the link
2. Verify your information and create a password
3. Accept the terms and conditions
4. Click REGISTER



QuickPass Online Visitor Instructions

Open a web browser and go to <https://www.quickpass.us>, or click **Guard House** from the Pine Canyon Website.

1. Log in using your username and password
2. Click My Profile
3. Click the Visitor Tab
4. Click the ADD NEW VISITOR Button
5. Type in your visitors first and last name, select the visitor type, as well as how long they will be staying. You also have the option to be notified when your visitor arrives.
6. Click ADD VISITOR once finished



Residential Mailbox Procedures

To receive your mail at Pine Canyon you will need to have it forwarded to your Pine Canyon residential address. You will need to turn in a change of mail address at the U.S. Post Office.

Please inform the Safety Department that you would like them to have the mail delivery person retrieve your mail box keys from the mail box bank inside the Pine Canyon Mail Room, located directly behind the Entry Building on Links Rd.

The Safety Department will then contact you by phone or e-mail to indicate we have your keys and mail box number so you may begin receiving your mail at Pine Canyon.

Please allow a couple of days for this process as the mail being forwarded will take some time to arrive and we need to coordinate with the mail carrier and set up a time to retrieve your key from the carrier.

If you are purchasing a home from someone, please remember they will need to provide you with the key they have been using and they can also tell you the mailbox number where they have previously received mail. If a mailbox needs to be rekeyed, there is a \$40.00 charge that will be billed to your Association account.

Garbage & Recycling Days

Q. What day is the trash and recycling picked up?

A. WEDNESDAY is recycling and must be outside by 6am. **THURSDAY is trash pick-up** and must be outside by 6am. To maintain the beauty of our community, containers for trash or recycled materials may be left visible for a maximum of 12 hours on days when pick up is scheduled.

Q. What can I recycle?

- A. Paper:** newspapers, magazines, envelopes, copy paper, sticky notes, cardboard.
- Metal:** aluminum cans, steel cans.
- Plastic:** clear cups, clear lids, water bottles (remove the lid and place in separately), anything with the recycling logo.

Q. What items may not be recycled?

- A. Paper:** paper towels, plates and bowls, frozen food cardboard boxes, food wrappers, Kleenex, used or otherwise.
- Plastic:** plastic spoons, forks, knives, Styrofoam, candy wrappers.
- Glass:** bottles and jars; all colors. There are 5 locations around Flagstaff that accept all colors of glass bottles and jars for recycling.

Nearby Trails- F.U.T.S.

Q. Where is the closest hiking trail and what does F.U.T.S. mean?

A. The closest hiking trail is located at the end of Lonetree Road and John Wesley Powell Blvd, where you will find the F.U.T.S. (Flagstaff Urban Trail System). It may be accessed from the parking lot located on the corner of Lonetree Road and John Wesley Powell Blvd. The Front Entry also has complimentary hiking maps for your convenience.





Phone Numbers

Q. Where can I find local phone numbers?

A. The Flagstaff phone book and our Welcome Packet have both helpful phone numbers for local plumbers, electricians, pest control, landscapers, pet sitters, house cleaning, etc.

In an Emergency, call **911** first.

Police Department non-emergency: **928.774.1414**

Pine Canyon Safety Office: **928.233.3827**

Pine Canyon Safety Office Power Outage:

928.814.6123

Utilities:

APS 928.779.6911

AT&T 1.800.222.0300

DIRECTV – CENTURY LINK 1.800.244.1111

UNISOURCE 928.774.4592

Water and Sewer Department 928.213.2231

Information Numbers:

Animal Control 928.774.1414

Flagstaff Non-Emergency Number 928.774.1414

Arizona Game and Fish 928.606.6822

Chamber of Commerce 928.774.4505

Coconino Community College 928.527.1222

Flagstaff Visitor Information 928.774.9541

Grand Canyon Tourist Center 1.888.297.2757

Northern Arizona University 928.523.9011

Post Office (Downtown Location) 928.779.3589

Public Library Main Branch 928.779.7670

Recycling Center 928.779.7621

Alarm Services:

Aegis Security 928.526.3382

Aspen Alarm Systems 928.522.8516

Smart Home Pro 928.282.0775

Chimney Sweep:

Roof Dancers 928.774.5481

Concierge Services:

Northland Maintenance 480.612.2987

Performance Residential House Watch 602.881.1088

Electric:

Performance Electric 928.266.6743

Fire Protection Inspectors:

B & W Fire Security Systems 928.772.8008

Wicked Fire Protection Inc. 928.522.8688

Gutter Cleaning:

Brothers Window Washing 928.526.8699

Handyman:

Performance Residential, LLC 602.881.1088

Heating / Cooling:

Kachina Heating & Cooling 928.525.2370

Landscaping:

Castilleja Landscape & Design, LLC 928.600.6419



Deep Roots Landscaping	928.774.3002
Flagstaff Native Plant & Seed	928.773.9406
Morning Dew Landscaping Inc.	928.779.3125
Northland Maintenance LLC	480.612.2987
Warner's Nursery & Landscaping Co	928.774.1983

Miscellaneous:

A&A Tree cutting	928.773.1051
A&B Window Cleaning	928.526.8285
All-Star Taxi	928.213.8294
Brothers Window Washing	928.526.8699
Chem Dry Carpet Cleaning	928.525.3188
Clean Sweep Janitorial	928.774.1780
Coconino Veterinary Clinic	928.779.3657
<i>Karla Baker, D.V.M</i>	
Mick Henry Tree Service	928.853.0441
Victor & Son	928.266.1182

Movers:

Fireman Movers	928.853.2218
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Pest Removal:

Coconino Pest Control	928.774.5995
EcoLab	800.325.1671
Conn Pest Control	928.526.0168

Pet Sitting:

Peaceful Hearts - Nancy	928.699.2818
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Plumbing:

Doug & Charlie's Plumbing & Backflow ...	928.600.0941
Inter-Mountain Plumbing	928.526.7006
Roto-Rooter	928.527.1445

Roofing:

Ideal Roofing Co. LLC - Chris	928.522.0916
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Snow Removal:

Flag Ice	928.853.1839
Morning Dew Landscaping	928.779.3125
Northland Maintenance	480.612.2987

Towing:

Fort Valley Towing	928.526.2879
AM/PM Towing	928.526.4357

The individuals and companies on this list have indicated their willingness to provide services to Pine Canyon lot-owners and homeowners. Pine Canyon has not investigated any of them and cannot recommend or endorse any particular person or company, or warrant their availability, their reliability or their competence. We encourage your feedback on any of these individuals or companies (please share your comments with the Clubhouse Concierge at theclub@pinecanyon.net or 928-779-5800) and as we have comments from our homeowners, we will update this list to make the feedback available to others. The following is a list of phone numbers for different services you may find helpful. These are not a recommendation, but rather referrals taken from various sources.

This is a simple reference list in which Pine Canyon does not endorse. Phone books are at times, available in the mail room.

Alternative Vehicles

Snowmobiles, motorcycles, trail bikes, mini-bikes, all-terrain vehicles, mopeds or similar vehicles are prohibited and may not be used or operated within Pine Canyon, except that any such vehicles lawfully licensed for the use on public roadways may be used for the strictly limited purpose of ingress and egress to a homesite; provided, however, that any such vehicle may be trailered to or from a homesite, or parked or stowed in or upon a homesite within an enclosed area, in accordance with the Association rules.

Please complete the Information needed for Motorized/Recreational Vehicles, Trailers, ATVs/UTVs Form. A copy of this form can be found in the back of your packet.

Extra Precaution

In order for our department to ensure that we are actually speaking to you over the phone, we ask that all residents give our department a “pass code” that will identify you or a family member. You may enter this information in the secured QuickPass system, under My Profile, My Codeword.

We suggest you create a question and answer that only you would know. For example, “My mother’s birth date is; Our favorite mineral is; My favorite color is.

Transponders

Q. What is a transponder and why do I need one for each vehicle I drive onto Pine Canyon Property?

A. The Safety Department implemented the transponder program in order to allow an expedited

and pleasurable entrance into Pine Canyon property through the Front or Construction Entry. Many of you have taken advantage of this opportunity and have had transponders assigned to your vehicles.

The benefits as a home owner are:

1. The ease of being able to drive through the Front Entry or through the Construction Entrance, when open, without having to stop and identify yourself each time.
2. It is vitally important for us to be aware of whether your Pine Canyon residence is occupied when a burglar or fire alarm is received. Vital information can be quickly given to the responding police or fire units. This can save precious time and lives.

With the success of this program, Pine Canyon Village Association is now requiring that all owner vehicles driven onto Pine Canyon property have transponders assigned to them. If you already have a transponder from another Community or Club, we may be able to utilize the transponder(s) you presently have.

Please visit the Front Entry and we will see if this is possible and if so, we will record the vehicle information for your present transponder in our system.

Each resident will receive up to two transponders at no charge. Please bring the paperwork (and the vehicle(s) to Front Entry. For any additional transponder(s), there will be a \$40.00 non-refundable fee per sticker transponder. Invoicing will occur through the Homeowners Association.

Issuing a transponder may take a few minutes, so please allow for this brief period. Please remember that transponders are only valid for the assigned vehicle. If any transponder assigned to you is lost, stolen or damaged, it is your responsibility to notify the Pine Canyon Safety Department immediately so that we may deactivate it from our system.





Residential/Member Transponder Information Sheet

If you have a transponder from another club on your car, check with us to see if the transponder can be read by our system before adding another transponder to that car.

Home Owner 1: _____ 2: _____ Date : _____

Flagstaff Address: _____

Email 1: _____ E-mail 2: _____

Lot #: _____ (For multiple owners, we will need to have an email address for each family)

Phone: _____

Cell: _____

VEHICLE INFORMATION

Transponder Number: _____

Date Issued: _____

Make: _____

Model: _____

Color: _____

Year: _____

License Plate: _____

State: _____

Driver Name: _____

Home Owner Signature

Office Signature

*By signing above, I also understand it is my responsibility to notify the Safety Department immediately if the transponder issued to me is lost, stolen or damaged.

*By signing above, I acknowledge that after I receive my complimentary transponders any additional transponders will be billed a non-refundable fee of \$40.00 per transponder.

FOR OFFICE USE ONLY

Quick Pass Entry: _____ By: _____

File Date: _____ By: _____

Resident: _____ Member: _____

A.M.S.

Q. What does A.M.S. stand for and how does this involve my residency at Pine Canyon?

A. A.M.S. means “Alarm Monitoring System”. This system works in conjunction with your existing alarm company. If an alarm is triggered at your home, a signal or phone call may be sent to the Front Entry alerting the Safety Team for a quick response to your home.

In the DRC Guidelines Section 1.26 Sprinklers / Protection systems, it states:

“All homes within Pine Canyon must include interior fire sprinkler systems according to regulations by the Flagstaff Fire Department. Fire alarm systems are required, along with an alarm monitoring system which monitors appropriate smoke alarms and the fire suppression water flow. These must be monitored by a reputable service.”

Q. How do I enroll?

A. On the following pages more detailed information on the program is provided, as well as the necessary information form. Our A.M.S. is a complimentary service that the Safety department offers.

Please complete The Pine Canyon Alarm Watch Program Form. A copy of this form can be found in the back of your packet.

1.26 Sprinklers & Protection Systems

The Design Guidelines section 1.26 Sprinklers / Protection Systems states,

“All homes within Pine Canyon must include interior fire sprinkler systems according to regulations by the Flagstaff Fire Department. Fire alarm systems are required, along with an alarm monitoring system which monitors appropriate smoke alarms and the fire suppression water flow. These must be monitored by a reputable service.”

The Pine Canyon Safety Department may be able to monitor your home alarm system from our office in addition to alarms sent to your alarm company’s central monitoring.

This is a courtesy we are providing at no charge which enables us to quickly dispatch our onsite patrol to verify the nature of an alarm (or false alarm) prior to the arrival of police or fire units. We may also act as your eyes on scene to report to you the cause and disposition of the alarm.

Your alarm company will continue to be notified first, in case of an alarm in your home, and will dispatch appropriate emergency personnel. This may be followed by a secondary automatic notification or phone call to our office. This will better enable the Safety Department to check on your home and provide additional information to emergency response personnel.

Please fill out the “Alarm Watch Program” form enclosed with this letter and return it to the Safety Department. Your alarm company will also need to complete the attached “New Account Information Form” and return it to the Safety Department.

Please inform your alarm company to program in, as a SECONDARY dial out number, the Safety Department’s computer number 928.214.1084. Please ask your alarm company to contact our office at 928.233.3827, so we may coordinate the information needed to update your alarm panel. Until you have completed the enclosed form and we have received the necessary forms from your alarm company, this service will not be activated. We will notify you when we have all the necessary information and your home has been added to our monitoring system.

Depending on which alarm company you are using, this feature can be programmed into your alarm panel during the initial installation for free. If your alarm system has already been installed into your home, your alarm company may require an additional service call.



Design Review Committee & Covenants, Conditions, and Restrictions

Q. What is the philosophy behind the DRC (Design Review Committee)?

A. The overall intent for Pine Canyon is to create an elegant residential golf community that will complement the natural beauty of the Ponderosa Pine forest. The Design Guidelines are set in order to provide an overall framework for development and to create a cohesive visual experience within Pine Canyon. The Design Guidelines provide standards for architectural design, site planning and landscaping, a process for approval of projects and construction regulations.

These Design Guidelines have been adopted by the DRC pursuant to the CC&Rs (Declaration of Covenants, Conditions, and Restrictions). In the event of any conflict between the terms or conditions of these Design Guidelines and those of the Declaration, the terms and conditions of the Declaration shall govern and control.



Q. What are CC&Rs?

A. Covenants, Conditions & Restrictions. These are the guidelines you have agreed to follow, as stated above, as an owner.

Q. When I have guests at my residence, where can they park their vehicle?

A. Guests are welcome to park in your driveway; however, guest vehicles may not remain parked in a visible area for longer than 48 hours at a time in any seven-day period.

Q. If I am selling my home, can I put a “FOR SALE” sign on my property?

A. Please contact HOAMCO for current guidelines: **928.779.4202**

Q. Are there any rules regarding the use of antennas or a satellite dish?

A. There shall be no antennas of any sort. Satellite dishes must be less than 19 inches in diameter. Any visible equipment must be painted to blend with surrounding materials. The PC Village Association reserves the right of placement approval and to establish screening requirements regarding the placement of all reception devices protected through the Federal Telecommunications Act of 1996, together with any amendments to the Act.

Q. Can I make changes to the outside of my home?

A. Any changes or additions to the outside of your home must FIRST be approved by the DRC, including statues, figurines, landscaping etc.

Q. Are portable propane heaters or propane heaters at the floor or ground level allowed?

A. No. However, ceiling mounted propane/natural gas heaters that are attached (built-in) to the building structure are allowed.

Q. Am I allowed to put Christmas lights on my home during the holidays?

A. Holiday lighting is allowed, however every effort should be made to mount such displays in locations that are not obtrusive to the natural environment. All holiday lighting should be in place for only 30 days prior to and five days after the date of the holiday.



Q. Is Flagstaff considered a “Dark Sky” city?

A. Yes, therefore no spotlights, floodlights, or any other high-intensity lighting shall be placed or utilized upon any lot, tract or condominium property, as stated in your CC&R and DRC guidelines.

Q. May I keep my basketball hoops and other recreational equipment in my driveway?

A. 1.37 and 1.38 in the Design Guidelines states that basketball hoops, backboards and all similar recreational equipment must be portable, and shall be stored in a garage or fully screened area when not in use.

Q. If my pet is lost what should I do?

A. Before your pet goes out for an expedition without you realizing, it is always a good idea to make sure their collar has current information and phone numbers where you may be reached. You may also bring your family member(s) to our office where we will be happy to take a picture of your animal(s), where we will keep the photo in our Pine Canyon Pet Book. Quite often we do pick up pets in our area and are able to return them to their home in a timely manner when we have their picture.

If you do notice your pet missing, call 928.233.3827 immediately and we will begin our search of Pine Canyon. You may also call the Humane Society at 928.526.1076.

Key Topics of DRC & CCRs

Next is a quick summary of some common DRC and CCR violations. This list and its descriptions are in no way a replacement for the comprehensive description which can be found in the complete book of DRC and CCRs.

- **11.1 Village Aesthetic Controls:** “This Village Declaration establishes a system of controls and approvals with respect to landscaping, structures, and other improvements within the property.”
- **1.12 Garage, Garage Doors, Parking Spaces, and Recreational Vehicles:** All vehicles must be stored inside a garage or within an area that is screened from view from any other property; except for occasional guest vehicles which may not remain parked in a visible area for longer than 48 hours at a time in any seven-day period. Recreational vehicles may not be visible for longer than 24 hours in a seven day period.
- **12.4 Animals:** All animals must be kept on a leash at all times. Owners, Occupants and other Persons are responsible for the immediate clean up and removal of all pet waste.
- **12.5 Nuisances:** No Owner or Occupant shall permit or allow anything on his lot to interfere with the right to use and enjoy the Common Areas or annoy them by unreasonable noises, unsightliness or any other nuisance.
- **12.7 Lights:** Flagstaff is a “Dark Sky City” therefore no floodlights or high-intensity lighting shall be utilized on any Lot, Tract or Condominium Property.
- **12.9 Garbage:** “No refuse pile, garbage or unsightly objects shall be allowed to be placed, accumulated or suffered to remain anywhere on a Lot, Tract or Condominium Property.”
- **1.24 Windows, Skylights, Window Coverings and Glass Block:** When visible from the outside, interior shutters and window coverings must be of a neutral color (No lighter than the color of a manila file folder).

- **1.25 Address Sign / Mailboxes / Signs:** Each Lot (at the Lot owner’s expense) must have a detached Address Sign with Lighting. No other signs will be permitted including (but not limited to) Real Estate and For Rent signs.
- **1.26 Sprinklers / Protection Systems:** “All homes must include interior fire sprinkler systems according to regulations by the Flagstaff Fire Department. Fire alarm systems are required, and alarm systems must be monitored by a reputable service.”
- **1.28.2 Exterior Lighting Guidelines:** Holiday lights may be displayed 30 days prior to the holiday and 5 days after the holiday. Discreet, low-level holiday lighting is encouraged.
- **1.31 Antennas / Satellite Dishes:** Any visible equipment must be painted to blend with surrounding materials. The PC Village Association reserves the right of placement approval
- **1.37 Basketball Hoops and Other Recreational Equipment:** These must be stored in the garage or fully screened when not in use.
- **1.38 Play Structures / Ornamental Objects:** All play structures (trampolines swing sets etc.) and ornamental objects (sculptures, fountains, bird feeders etc.) require DRC approval.
- **1.44 Garbage:** Trash containers may only be left visible for 12 hours on the day pick up is scheduled. Collection days are:
Wednesday: Recycle | Thursday: Trash

K-9 Klub

Q. What is the K-9 Klub?

A. Our K-9 Klub is located at Trout Creek Park. This is an enclosed area where family pets may be unleashed and are welcome to come and play. There is fresh water and many “play toys” for your pet to enjoy. Please dispose of all pet droppings immediately with the bag’s and trash barrels provided. Dogs and other pets are not permitted on the Club Facilities, except with permission of the Club.

Pets are not permitted on the golf course including greens, sand traps, cart paths and practice facilities, except:

1. During the season (May 1 – October 31), dogs on leashes may be walked on cart paths before and after golfing hours (before 7am and after 7pm)
2. During the off-season (November 1 – April 30), dogs on leashes may be walked on the cart paths anytime provided, they do not interfere with golfers.
3. Dogs on leashes may be walked at any time on the other Common Areas and roads.
4. At all times, dog droppings must be immediately removed and disposed of in an appropriate manner.

The Coconino County ordinance concerning pets applies to Pine Canyon. Therefore, all confirmed dog bites involving members and guests at Pine Canyon will be reported by the Pine Canyon Safety Office to the appropriate Coconino County authorities. Coconino County has, and Pine Canyon enforces, a leash law requiring dogs to be on a leash or in a suitable enclosure 24 hours a day.

Members are responsible for damage caused by an animal owned by a member or under the member’s control.

Cart Path Use For Non-Golf

For your safety, golf cart paths may only be used for jogging and walking before and after golfing hours (before 7am and after 7pm). During the off-season (November 1 – April 30), jogging and walking on cart paths is permitted any time provided there is no interference to golfers. Please watch for ice on paths.





Trout Creek Park

Q. What is Trout Creek Park?

A. Trout Creek Park is located off of Mossy Oak Court. At the park, there are activities for the whole family. There are two play areas with swings and slides for the children, a play house, volleyball net and a large variety of sports equipment. The lake is stocked with Rainbow Trout, one of Arizona's most popular fish (Please remember it is Catch and Release only). There are also fun and entertaining horseshoe pits.

Q. Who may use the Ramada and barbecue grills at the park?

A. The use of the Ramada area and barbecue grills is reserved for property owners only. Reservations may be made through the Club Services Manager by calling 928.779.5800.

Guidelines for using Trout Creek Park

- All property owners have the privilege of using Trout Creek Park and the Ramada from 8 am until 30 minutes before dusk. Please be considerate of the noise level for surrounding and nearby residents.
- The use of these facilities is at your own risk. Proper supervision of children should be arranged, particularly for the play area, equipment area and around the lakes.
- There is no charge to use the Ramada; however, groups larger than 12 must make a reservation and submit a refundable \$100 dollar deposit to the Club Services Manager on a first come, first serve, non-exclusive basis.

- You may bring your own food and beverage. However, only non-breakable containers or tableware may be used. No glass, glassware, ceramic, or breakable items.
- To have your event catered, contact the Club Services Manager or Concierge at least 10 days in advance. Please call 928.779.5800.
- Vehicles are not allowed on the walkway from Mossy Oak Lane to the park. Please utilize the parking area on Mossy Oak Lane. These parking spaces are reserved for all homeowners using the park. Visitors attending an event at the facilities must park at the Clubhouse parking lot and walk behind the driving range to the park. Shuttle service can be arranged for a fee. Handicap parking is available next to the Clubhouse.
- Property owners having an event are responsible for the entire clean-up and clean-up must be to Pine Canyon Management's standards. If not, a professional cleaning staff will be retained and the cost charged to the responsible property owner.
- Loud music or other loud noise-producing activities are not allowed.
- Pets must be kept on a leash at all times except when inside the K-9 Klub. Pet owners are responsible for the immediate removal of pet waste.

Fishing

Q. What should I use to fish?

A. Suggested Tackle: Clear light line (4-6 pound test). Floating or sinking fly lines should be effective. If you are using a small spinner or lure, please remove the treble hooks and replace with a single barbless hook. If your single hook has a barb, take your pliers and pinch the barb flat against the hook shank.

Tips:

- The best time of the day to fish for trout is generally in the early morning and evenings until dark. Trout are normally inactive during the warmest part of the day.
- Keep the rod tip pointed down at the point where the line enters the water to minimize slack.
- With sinking lines, remember to shorten your leader so it drags your fly to the bottom.

Workers in Your Home

Q. Can I have construction workers at my residence anytime I want work done?

A. Construction work is not allowed on Sunday or the following holidays, or holiday weekends which include: New Year's Eve, New Year's Day, Easter Day, Memorial Day Weekend, Fourth of July Weekend, Labor Day Weekend, Thanksgiving, Christmas Eve or Christmas Day.

Q. When am I allowed to have construction workers in my home?

A. Construction access is allowed from 7am until 6pm. Please contact our office if a service emergency occurs (such as a broken water pipe) and clearance will be given for your service representative.

Q. As a homeowner of Pine Canyon, am I allowed to walk inside a partially completed home?

A. For liability reasons, and to avoid the possibility of injury, Pine Canyon cannot allow anyone to walk into partially completed homes without the accompaniment of a Sales Associate, wearing a hard hat.

Winter in Flagstaff

When we approach another winter season in Flagstaff, Pine Canyon would like to offer a few suggestions to help winterize your home. For some of these suggestions, you may want to contact a professional to assist you.

Prior to winter is the perfect time of year to complete some items that should be done on a yearly basis:

- Have your chimney / stove pipes cleaned by a professional
- Clear the gutters of any pine needles or leaves
- Check the batteries in all smoke alarms as well as the ones in the thermostats
- Check the heat tape around the pipes of your fire sprinkler system as well as your gutters and roof edging
- Have your roof checked, especially all north facing areas
- Keep all interior doors open for heat which includes cabinet doors under all sinks

- Set your thermostat between 60 – 68 degrees
- We must have a current updated contact number so you may be reached in the event of an emergency

Concerning the water to your home:

- Disconnect all outside hoses
- Have the water turned off to your home when you leave, making sure that you leave the fire sprinkler system on

This is also the perfect time of year to arrange for snow removal service as the companies get busy quickly.

Address Signs

Q. Am I required to have an address post at my residence?

A. Lot Address signs are required for all Pine Canyon Estates residents. These durable rusted steel address signs are an easy and decorative way to personalize the street side of your home, but more importantly it is also extremely helpful for any emergency medical vehicles looking for your home. Final inspection will not occur until the address signs are installed. Information on cost and installation is arranged through the DRC.

Q. How do I change the light bulb?

A. Remove the top cover, carefully remove the old bulb and replace.





Firewise Community

In the United States, urban expansion and development in recent decades has led to increasing numbers of homes and businesses being built in areas that were previously wild land -- a trend that has been amplified by the desire of many urban dwellers to live “close to nature.” However, what many people fail to realize is that anyone living within this Wildland Urban Interface (WUI) faces the threat of wildfire.

The need for an education program has long been recognized by land managers. Following several large fires in the late 1990’s the Firewise educational program, sponsored by the National Wildland Coordinating Group (NWCG), was developed to help reduce the number of homes and properties destroyed by wildfire. The overall goals of the Firewise program are to provide citizens living in the WUI with the knowledge and techniques required to maintain acceptable levels of fire readiness near their property, thus ensuring that firefighters will be able to use their resources most effectively during wildfires.

We have adopted this new approach in Flagstaff for educating residents about the risks associated with living in the WUI. Once individuals and communities understand the implications of “doing nothing” they become interested in taking action to mitigate the risks that threaten their community’s safety.

Pine Canyon has chosen to take a proactive position in its efforts to protect the community from wildfire

by working to become a nationally recognized Firewise Community. The overall goals of the Firewise program are to provide citizens living in the WUI with the knowledge and techniques required to maintain acceptable levels of fire readiness near their property, thus ensuring that firefighters will be able to use their resources most effectively during wildfires. This national program encourages and acknowledges communities which recognize their susceptibility to wildfire and have begun to take the necessary steps to reduce the risk of wildfire around their homes.

The Firewise program fosters a strong sense of community among participants, and helps educate property owners about what they can do to protect themselves, their families and their communities from the loss of property due to wildfire. A great amount of work has been done in the forests around Flagstaff but it is up to each individual property owner to take responsibility and implement the necessary actions to reduce their risk of wildfire. There is never a 100% guarantee of protection against wildfire damage, but if suggested actions are implemented there is a higher probability that people’s homes and communities will survive, or even avoid, the potential devastation of wildfire.

To become involved with the Firewise effort or to learn what you can do to protect your home and family please call (928) 556-1207 or visit: www.flagstaff.az.gov/fuelmanagement, www.firewise.org, or www.azstatefire.org.

CODE Red



Ready Coconino educates Coconino County Residents about preparedness for a variety of emergencies and disasters.

This education consists of the following steps:

1. Have a Plan. Develop a family emergency evacuation plan together. Plan escape routes.
2. Have an Emergency Kit for evacuations and a Stay Kit for sheltering in place.
3. Stay Informed through Emergency Notification Alerts
4. Volunteer in your community and be part of the response team

Wild Land Fire Awareness and Preparedness:

Flagstaff, AZ; Considering the recent drought and existing dry conditions of forested areas that interface with many Northern Arizona Neighborhoods, the Coconino County Sheriff's Office would like to remind community members of the very real potential of wild land fires that may threaten your neighborhood, your home and ultimately your personal safety. Please review the following tips that will assist you in preparing for wild land fires.

Develop a Family Evacuation Plan that answers these questions:

- How will you leave your home and your neighborhood?
- What location will you go to if you evacuate?
- What items will you have in your pre-prepared Evacuation Go Bag?
- If separated from family members how will you re-unite?

When building your Evacuation Kit or Go Bag here are some items to include:

The five P's:

- **Pills** - Prescription Medication/copies of Prescriptions
- **Papers** - Driver's License or ID, Social Security Card, Proof of Residence, Insurance Policies, Birth/ Marriage Certificates, Investment Information, Wills, Deeds, Tax Information
- **Pets** - Be prepared to evacuate, transport and care for pets away from the home

- **Pictures** - Special photos that can't be replaced. Consider placing photos and other important papers on a computer compatible memory device.

- **Personal Computers**

Some Go Bag - Secondary Items you should consider:

- Radio / batteries
- First Aid Kit
- Flashlight / batteries
- Eyeglasses
- Water
- Food (non-perishable)
- Infant / Elder hygiene items
- Hygiene Items (hand sanitizer, feminine hygiene items)
- Medical equipment / devices
- Change of clothes
- Sleeping bags
- Back-up of computer files
- Pet Food / Pet Meds

Keys to surviving a natural disaster are:

- Stay Informed
- Have a Plan
- Be Ready
- Volunteer

Law enforcement agencies are responsible for carrying out the evacuation, and law enforcement agencies are responsible for the security of areas that are evacuated. These may include deputies, volunteers, and search and rescue personnel. Your local chapter of the American Red Cross is involved in setting up evacuation shelters. If you are evacuated and choose not to go to a Red Cross shelter, you are advised to contact the Red Cross to provide information about your location, in the event family or friends are trying to find you.

Remember to register your phones and email address on the Code Red emergency notification system. By doing this, you will be notified by your choice of phone call, text, or email of emergency situations.

You can register by going to Coconino County's Emergency Management website, www.coconino.az.gov/readycocconino. Click on the Code Red Banner at the bottom of the page. You also can download a free Code Red emergency notification app for Android and I-Phone.

Smoking on Property

In an effort to provide a smoke-free environment, smoking is permitted only in designated areas. NO SMOKING IS ALLOWED ON THE GOLF COURSE OR IN THE CLUBHOUSE, except for designated areas on the Clubhouse patios. During periods of extreme fire danger, NO SMOKING will be allowed anywhere at Pine Canyon except on private property or in private vehicles. Members and guests must extinguish all smoking material in appropriate containers.

NO OPEN FIRES SHALL BE PERMITTED AT PINE CANYON.

Flagstaff Fire Department “Fire Wise Safety Checklist”

1. Start by creating and maintaining a Survivable Property by:
 - i. Thinning and pruning trees and shrubs
 - ii. Mowing grass and weeds
 - iii. Properly disposing of residue
2. Remove trees growing through your deck or roof.
3. Remove pine needles from roof and rain-gutters.
4. Remove tree branches which overhang within 15 feet of the chimney.
5. Stack firewood, hay bales, and other flammable items uphill or on a contour a minimum of 30 feet from your home.
6. Utilize non-combustible roofing material.
7. Replace damaged foundation and eave screens.
8. Post name and address signs so they are clearly visible from the road.
9. Ensure driveway has adequate width and height clearance.
10. Install and test smoke detectors.
11. Practice a family fire drill and evacuation plan.
12. Have wood-burning appliances professionally inspected and cleaned on a regular basis.
13. Place ashes or BBQ briquettes in a covered metal container, cool for 7 or more days then dispose of properly. Please note that only GAS BBQ's may be utilized within Pine Canyon.
14. Contact the Fire Department to schedule a free wildfire safety inspection.
15. Create a Firewise Neighborhood by contacting your neighbors and treating the entire neighborhood.



Pine Canyon Forms

Dear Pine Canyon Resident,

The forms provided in this packet will be used to update our records and serve as a primary source of information for the Quick Pass System controlled access system. This information will help the Safety Office expedite any necessary actions regarding your residence, including emergencies, as well as any guests you designate to have access to your residence. All residents' information is protected and will not be given out.

Please be aware that all guests, visitors, and contractors need to be announced prior to their arrival. Please call 928.233.3827 with expected guest arrivals.

The Safety Office has transponders for each of your vehicles for owner's access through either entry. This is recommended by PC Village Association to help expedite access to the property for our residents. Extra forms, if needed, are available at Front Entry.

With the increase in residents moving into Pine Canyon, we have many families who use the roads to ride their bikes and enjoy walks with their children and pets. With this in mind, please respect the speed limit and observe all road and traffic signs, 25 M.P.H. on Clubhouse Circle and 15 M.P.H. on all other roads.

If there is an emergency, or if you witness suspicious activity, please call the Safety office at 928.233.3827 after you notify the appropriate emergency 911 personnel.

Thank you,

Your Safety Team

**PLEASE COMPLETE THE FOLLOWING FORMS AND DROP THEM
OFF OR MAIL THEM TO OUR SAFETY TEAM:**

**Pine Canyon Front Entry
3210 S. Links Road, Flagstaff, AZ 86005**

Resident Information

Resident's Name: _____ Date: _____

Spouse's Name: _____

Street Address: _____

Lot #: _____

Home Phone: _____

Work Phone: _____

Resident Mobile Phone: _____

Spouse's Mobile Phone: _____

Fax: _____

Email: _____

Children: YES NO

Name(s) and Ages: _____

Seasonal Resident Full Time Resident

Renter: YES NO If so, for how long? _____

List the names and relationship of occupants in your residence at Pine Canyon:

1. _____
2. _____
3. _____
4. _____
5. _____

Alarm Company: _____

Company Phone Number: _____ Alarm Code (optional): _____

Alternate Residence:

Street Address: _____

City: _____ State: _____ Phone: _____

Your Emergency Contact Information:

1. Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Phone: _____

2. Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Phone: _____

Resident Information Continued

Please list any medical or security information that you feel we should know:

We have found many family pets exploring their territory and would love to know if you have any animals(s). Please share with us their name, breed, and description so we can help return them as quickly as possible to their proper home. Please include a picture of your animal(s), or if you would like, we would be happy to photograph your 4-legged friend at Front Entry. Having a photograph of your pet(s) does assist us in their safe return home. We keep all photos of your animals in our PC lost pet book. Please include the name of your animal, your name and address, and the phone numbers you can be reached. Without proper identification of an animal, we do call Animal Control to pick them up.

Pet information:

Name of your animal: _____ **Breed of your animal:** _____

Description: _____

Your name and address: _____

Your phone numbers: _____

Name of your animal: _____ **Breed of your animal:** _____

Description: _____

Your name and address: _____

Your phone numbers: _____

PC Village Association, Inc.

Residential Transponder Information Sheet

If you have a transponder from another club on your car, check with us to see if the transponder from that club can be read by our system before adding another transponder to that car.

Home Owner: _____ **Date:** _____

Flagstaff Address: _____

Lot #: _____ **Phone:** _____ **Cell:** _____

Permanent Address (if different): _____

City: _____ **State:** _____ **Zip:** _____

VEHICLE 1

Transponder Number: _____

Date Issue: _____

Make: _____

Model: _____

Color: _____

Year: _____

License Plate: _____

State: _____

Driver Name: _____

Home Owner Signature

Officer Signature

FOR OFFICE USE ONLY

Updates: _____ # of Transponders Received: _____

Quick Pass Date: _____ By: _____ Total Fee Due: _____

Check & orig. to HOA Date: _____ By: _____ Check #: _____

PC Village Association, Inc.

Rental/Lease Transponder Information Sheet

If you have a transponder from another club on your car, check with us to see if the transponder from that club can be read by our system before adding another transponder to that car.

Lessee: _____ **Date:** _____

Flagstaff Address: _____

Lot #: _____ **Phone:** _____ **Cell:** _____

Expected Departure Date or End of Lease: _____

Permanent Address (if different): _____

City: _____ **State:** _____ **Zip:** _____

VEHICLE 1

Transponder Number: _____

Date Issue: _____

Make: _____

Model: _____

Color: _____

Year: _____

License Plate: _____

State: _____

Driver Name: _____

Home Owner Signature*

Officer Signature

*By signing above, I acknowledge that I received _____ transponders and paid a non-refundable fee of \$40.00 per sticker transponder. The fee can be paid by check made out to PC Village Association, LLC. I also understand it is my responsibility to notify the Safety Department immediately if the transponder(s) issued to me is lost, stolen or damaged. At the end of your lease, please stop by and tell safety that your lease is up. Thank you.

FOR OFFICE USE ONLY

Updates: _____ # of Transponders Received: _____

Quick Pass Date: _____ By: _____ Total Fee Due: _____

Check & orig. to HOA Date: _____ By: _____ Check #: _____

Motorized/Recreational Vehicles

Information needed for Motorized/Recreational Vehicles, Trailers, ATVs/UTVs. Including Electric-Powered Vehicles.

VEHICLE 1

Transponder Number: _____

Make: _____

Model: _____

Color: _____

Year: _____

License Plate: _____

State: _____

Driver 1 Name: _____

License Number: _____

Driver 2 Name: _____

License Number: _____

Driver 3 Name: _____

License Number: _____

VEHICLE 2

Transponder Number: _____

Make: _____

Model: _____

Color: _____

Year: _____

License Plate: _____

State: _____

Driver 1 Name: _____

License Number: _____

Driver 2 Name: _____

License Number: _____

Driver 3 Name: _____

License Number: _____

I have read and understand the rules pertaining to motorized/recreational vehicles, ATVs/UTVs, trailers, electric-powered vehicles, etc. on Pine Canyon property and will abide by the rules set before me.

Driver 1 Signature

Printed Name

Driver 2 Signature

Printed Name

Driver 3 Signature

Printed Name

Date

Date

Date

The Pine Canyon Alarm Watch Program

I, _____ (Resident's Name), of Lot # _____
at _____ (address) would like to subscribe to the Pine
Canyon Alarm Watch Program.

Alarm Company: _____

Company Phone Number: _____ **Alarm Code (optional):** _____

My alarm company will update my system on: _____ (Date) to add Pine Canyon's Safety
Department's computer as a SECONDARY monitoring system.

If my alarm does sound, please try to contact any one of the people listed below. Once a person from this list
is contacted, you no longer need to try to contact the remaining people on this list.

Call List:

Name and Relationship

Phone Number

Release of Liability:

*If no one from the list answers, it is understood that an effort has been made by Pine Canyon's Safety
Department to notify us of the alarm, and we hereby hold Pine Canyon, its owners, agents, employees and
Safety Department staff harmless from any claim of any nature related in any way to any loss of property in
my home due to theft, flooding, fire, etc.*

I acknowledge that this program in no way replaces any services rendered by my current alarm company.

Resident's Signature

Date

Smart Notice Resident Invitation Form

Resident's Name: _____

Address: _____

Email: _____ Phone: _____

Please indicate which method of notification you prefer:

Text | Mobile Provider: _____

Email

Both

I authorize Pine Canyon to send me Smart Notices and understand that I am fully responsible for any and all fees charged to me by my cellphone and internet carrier as a result of the notifications.

Resident's Signature

Date

CC&R Concerns Notification Form

PINE CANYON VILLAGE ASSOCIATION

Concern to be completed by PC Village Homeowners Only

PLEASE NOTE: The Concern will remain anonymous except in the following conditions:

- Person against which concern filed requires a administrative hearing with the Board
- Person against which concern filed pursues legal action against the Association
- Failure to provide contact information will render concern invalid

Date Concern Filed: _____ **Address:** _____

Name of Person Filing the Concern: _____

Phone Number: _____ **Email:** _____

Concern:

As a Property Owner within the PC Village Association, I do swear and confirm that on or about (date of concern), I did witness the following event(s) or occurrence(s) which I consider to be a CC&R Concern of the Community Rules and Regulations outlined in the Community Covenants, Conditions and Restrictions (CC&R's) of PC Village Community:

Address or Location Where the Concern Occurred: _____

Time and Duration of Concern: _____

Names of Other Witnesses: _____

Please include additional information on rear of form. i.e. Map of area or additional information

Return form by email or mail to:

HOAMCO

Heather Cogswell

Community Association Manager

HCogswell@hoamco.com

1201 E. John Wesley Powell Blvd. Flagstaff, AZ 86005