

This section has modifications that were approved by Board as policy changes in Feb and March 2007. **Changes have been highlighted.**

Sun City Anthem

Community Association, Inc.

Rules, Regulations, And Policies

REVISED APRIL 2007

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I. INTRODUCTION

The Sun City Anthem Community Association, Incorporated Rules are established by the Board of Directors under the authority described in the Bylaws and CC&Rs. These rules are designed to ensure that the Association serves the best interests of the greatest number of members while protecting the rights of the minority. The rules are established to preserve the common facilities for the safety, convenience and enjoyment of the Association's members and guests.

It must be recognized and understood by all Association members that it is necessary for elected representatives of the community to be sure that rules apply to all members equally. All members have the right to enjoy the Association's common facilities. These rules are so promulgated that all members have the right to enjoy the Association's common facilities. While all members are entitled to enjoy these facilities, they must do so while respecting rights of others sharing in the use of the common areas. Courtesy and common sense must prevail if the Association facilities are to be properly utilized.

Sun City Anthem (SCA) is very special in that it is a private, restricted membership community catering to adult and senior citizens. As can be observed when reading these rules, the overall policy of this community, in the use of the common facilities, is foremost and primarily for the use and enjoyment of members. Guests or visitors are accommodated only when such accommodation does not infringe upon the convenience or right of enjoyment of members. Further, while every effort is made to provide comfortable use of the Association facilities by all members and guests, the facilities are not intended to serve the general public with the exception of Trumpets Restaurant and, therefore, will not be identical to those available in public accommodations. While the Association will attempt to accommodate members with special needs, the Association reserves the right to charge those members for the special accommodation requested. The purpose of this document is to compile the policies and rules, as determined by the Board, in one reference guide. These rules may be amended or repealed by the Board of Directors.

II. AUTHORITY

As provided in the Declaration of Covenants, Conditions, and Restrictions for Sun City Anthem, authority is granted to the Board of Directors to adopt, amend or repeal such Rules & Regulations as deemed reasonable and appropriate.

III. MANAGEMENT STRUCTURE

A. Governing Board

The Board of Directors of the Community Association is a management board elected to conduct the affairs of the Community Association. The Board shall consist of seven (7) Directors.

B. RMI Management, LLC

This entity is the Managing Agent for the Sun City Anthem Community Association, Inc. The Managing Agent shall be responsible for the management and operation of the recreation facilities and maintenance of the common areas. Responsibilities include staffing, fiscal management, physical management, administrative management, and service to residents.

C. The Community Association Manager, hereinafter known as the CAM, Sun City Anthem Community Association, Inc.

This individual serves as the manager of the Community Association's day to day operations. This individual provides a full scope of management authority by effectively implementing policies and procedures of the Governing Board.

IV. MEMBERSHIP RULES

Staff is directed to maintain compliance with all the following Association rules:

A. Members Code of Conduct

1. The Association's CAM will direct the attention of members or guests to the violation of Association rules and, when necessary, report such actions to the Board of Directors.
2. Members must conduct themselves so as not to jeopardize or interfere with the rights and privileges of other members or their guests.
3. Members are responsible for the conduct of their guests. Members shall refrain from loud, profane, indecent or abusive language and/or actions.
4. Gambling is not permitted in Association facilities except where permitted by state license.
5. Members shall not physically or verbally abuse, harass or accost any resident, guest or staff member.
6. Members shall obey all safety rules and shall cease and desist unsafe activities, and not compromise the health or safety of others by their actions.
7. Members shall be held responsible for any intentional damage to Association property.
8. Members and guests shall not reprimand, discipline or otherwise interfere with the management of the Association.
9. Members shall report any concerns of staff conduct to Association management.
10. Members are prohibited from profiting financially from their memberships by charging guests for use of the facilities.

B. General Membership Rules

1. The Association's facilities are only for members and guests, and membership cards must be presented when requested.
2. Membership card checks may be made by Association Staff to ensure compliance with membership policy and to determine if memberships are current.
3. Members are responsible for their guests while using the facilities. Guests must be accompanied by the resident member at all times.
4. Chartered clubs are responsible for seeing that the member's card is validated when sponsoring guests during club functions and events.
5. Smoking is prohibited in all Association facilities. Smoking is allowed in designated areas only outside of the facilities.

C. Facility Usage Cards

Proper identification and credentials are required for new members. All Association cards contain the cardholder's photograph and are subject to the rules and regulations as established by the Association. Unauthorized use of these cards or use of false information in obtaining these cards may result in suspension of membership privileges or other appropriate action.

The following types of Association cards are available:

1. Membership Cards - Each household is entitled to up to two membership cards. Each card must be issued to a qualified occupant as defined in the CC&Rs. Proof of age must be presented initially.
2. Activity Cards - In addition to two membership cards, each household may purchase up to two activity cards for a charge of one-half the quarterly membership fee per card, renewable every three months.
 - a. Activity cards can be issued only to residents 19 years or older, and proof of residency must be established.
 - b. The property owner must verify that the Activity Card holder is 19 years or older and is a resident of the household.
 - c. Activity cardholder may not bring guests.
3. Renter's Membership Cards
 - a. The owner (lessor) must be current and in good standing.
 - b. The renters must present a copy of their lease agreement, which must have a minimum term of 6 months in order to purchase a Renter's Membership/Activity Card (three month renewal required).
 - c. Any owner delegating membership privileges to a tenant, as described in the CC&Rs, must relinquish their membership privileges and their cards shall be deactivated at the issuance of the renter cards.
 - d. At least one tenant must meet age qualification.
 - e. A processing fee will be charged to renters for each card issued.

- f. Renter's cards have all privileges associated with membership except the right to vote in Association affairs. Ballots shall be mailed to the owner of record.
- g. Only four (4) renter's membership/activity cards may be issued in any one-membership year. Membership year is defined as the 12-month period from the original date of issue.
- h. Only two (2) renter's membership/activity cards for each household are in effect at any one time.

4. Temporary Membership Cards

- a. Each member whose house is under construction may purchase two temporary membership cards.
- b. Activity cards cannot be purchased with a temporary membership card.
- c. A letter is required from the sales agent indicating that construction of the house has commenced, and the anticipated date of completion.
- d. Cards can be purchased upon payment of monthly fees and shall be valid until the home is completed.
- e. The fee for a temporary membership card is based on one-twelfth (1/12) of the annual assessment per month.
- f. Upon closing of escrow, temporary cards shall expire and membership cards must be obtained.
- g. If a cancellation occurs prior to closing, the cards are immediately invalid.
- h. Temporary cards holders may not bring guests.

5. Proof of Residency

Proof of residency within Sun City Anthem is required to obtain a Membership Card. Proof of residency shall be a completed "Age and Occupancy Verification" form and any one of the following items:

- a. Nevada Driver's License with the Sun City Anthem (SCA) address on it.
- b. Nevada Identification Card with the SCA address on it.
- c. The most current utility bill in the name of the person to whom the card will be issued at the SCA address.
- d. A Nevada Voter Registration Card with the SCA address on it.

D. Renter - Lease of a Unit

- 1. Any Homeowner desiring to lease his/her Unit shall obtain an affidavit from the Customer Service Representative. The affidavit is to be completed by the prospective Lessee and Lessor and shall be submitted to the Customer Service Representative for processing prior

to the Lessee occupying the Unit. The Lessee must be at least 55 years old.

The documentation shall include the following:

- a. Completion of the Age Qualification Verification Form.
 - b. Proof of age for at least one age qualified resident/occupant is required with the address at Sun City Anthem on the document. Acceptable proof of age and occupancy is: Nevada Drivers License, Nevada Voters Registration Card, Nevada I. D. Card, or passport with the SCA address on it.
 - c. Copy of the proposed Lease Agreement. The Lease agreement shall be pursuant to SCACAI governing documents restrictions and shall be for a minimum term of six (6) months
2. The written lease for rental of property within the Sun City Anthem community must be submitted to the Association within ten (10) days before the commencement of the lease term.
 3. "Transient commercial use" is prohibited. "Transient commercial use" means use for remuneration as a hostel, hotel, inn, motel, resort, vacation rental or other form of transient lodging for less than 30 days.
 4. No subleases will be permitted without approval from the Board.
 5. Renewal of all leases must be submitted to the Association 10 days prior to the renewal of the lease.
 6. Owners are responsible for the conduct of their renters.
 7. Renters and guests are subject to all membership rules.
 8. Guest fees may be charged at the discretion of the Board of Directors, and subject to the conditions provided for in the SCA Rules and Regulations. The fee schedule is established by Management and these fees are intended to help offset the additional costs resulting from guest use.

V. COMMON FACILITIES

A. General Facility Use

1. Smoking is prohibited within all SCA facilities.
2. Except for handicap assistance, animals are prohibited from SCA buildings.
3. Alcoholic beverages may only be dispensed by licensed vendors and may be consumed in SCA facilities.

VI. COMMUNITY CENTER FACILITIES

A. ANTHEM CENTER FACILITIES

The Anthem Center is a private facility with public access to the restaurant and lobby. The gallery, craft rooms, Knox Room, and fitness center are for the exclusive use of the members and their guests. Use of all SCA facilities is predicated on a first-come, first-served basis unless reserved in the following order of priority:

Board of Directors and Standing Committees; Developer use, subject to availability; Chartered Clubs and Service Clubs; Community Association Special Events; Special Interest Groups; Private Parties/Events; Unscheduled Events. Operating hours are established by the SCA Board of Directors and are subject to change at the Board's discretion. SCA facilities are closed in observance of Thanksgiving Day and Christmas Day.

The Community Lifestyle Committee assists in determining the general use of the facilities, subject to approval of the Board of Directors.

1. The Knox Room is for members and guests. This room is designated for reading and quiet discussion.
2. The billiards and shuffleboard area is for members and guests who are age 14 and over. Guests must be accompanied at all times by a resident member.
 - a. The billiards and shuffleboard area is used on a first-come, first-served basis.
 - b. Use of a table must be requested at the monitor station with proper SCA identification. Residents are required to leave their membership card at the monitor station in exchange for the billiards balls and shuffleboard equipment. Membership cards are marked with the time billiards balls and shuffleboard equipment is checked out and the time they are to be returned (according to the chart below).
 - c. If no member is waiting for a table, existing players may continue with their game. If members are in the middle of a game they will be permitted to complete the game before turning in the equipment.

<u>Number of Residents</u>	<u>Maximum Time Allowed To Play</u>
1 resident playing	2 hours
2 residents playing	1 hour
3 or more residents playing	2 hours

3. Conference & Meeting Rooms - The use of conference rooms is permitted upon approval of management and must be scheduled in advance.
4. The SCA administrative and membership offices are located in the Anthem Center. Membership information, annual dues payments and membership cards are available at these offices. SCA documents, including the CC&Rs, Bylaws, Design Guidelines, SCA Rules & Regulations, are maintained in a current status at the Customer Service desk. Current financial statements, budgets, minutes of Board and Committee meetings are also available at the Customer Service desk. No reference material is to be removed. This information is also made available on the website.

5. Gallery – The Gallery is available to all members on a first-come, first-served basis. The Poker and Pan Clubs have regularly scheduled club times.

6. Craft Rooms - Ceramics, and Sewing.
 - i. The rooms shall be locked when not in use.
 - ii. To obtain the room key, member’s name must be on key list at Customer Service desk or Monitor Station.
 - iii. Children under 19 are not allowed in the rooms.
 - iv. Food and beverage are not allowed in the craft rooms.
Rooms shall be scheduled for meetings at the discretion of the Board of Directors.

7. Computer
 - i. The rooms are to be locked when not in use.
 - ii. To obtain the room key, member’s name must be on the key list at the Customer Service Desk.
 - iii. Food and beverage are not allowed in the rooms.
 - iv. Children under the age of 19 shall not be allowed in the rooms.
 - v. Rooms shall be scheduled for meetings at the discretion of the Board of Directors.
 - vi. A fax machine may be used by residents and their guests according to Computer Club policy.

8. Greene Room (formerly Sewing Room)
The Greene Room will accommodate meetings of small groups of 25 or less, upon scheduling with the Activities Department.

9. Anthem Center Fitness Area
 - a. The Association’s fitness area is a private facility, and all members and their guests are required to check in at the monitor’s desk and present their membership card, prior to using the facility.
 - b. All members and guests are required to sign an initial “informed consent.”
 - c. Members’ guests are permitted to participate in other activities and facilities in the same day, with proper validation.
 - d. It is suggested that members attend a health and fitness orientation prior to using exercise equipment. This is designed to:
 - 1). Familiarize members with policies and procedures of the fitness center.
 - 2). Instruct members as to the proper use of exercise equipment.
 - 3). Assist members in developing and implementing their own exercise programs.
 - 4). Introduce members to the available wellness programs,

fitness classes, and clubs.

- e. Activities in the fitness area are not supervised. Therefore, all persons using equipment in the fitness area do so entirely at their own risk. All persons are strongly advised to consult with a physician before engaging in exercise activity.
- f. Persons under the age of nineteen (19) years may not participate in the walking track, exercise or aerobics room activities. Members and guests must register at the monitor stations prior to using fitness center. All equipment needed to participate in the desired activity may be checked out. The monitor shall hold a member's card until checked-out equipment is returned.
- g. Fitness instructors and personal trainers must be employed or contracted by the Association.
- h. The lockers are available for use only while using the facilities. Padlocks are not provided. The Association assumes no responsibility for lost, stolen or misplaced personal property.
- i. All members and guests are required to bring their own workout towel and to wipe down equipment after use.
- j. Appropriate athletic apparel and shoes must be worn. Upper body garments must be worn at all times. Closed toed athletic shoes are required. Sandals, loafers, high heels, etc. are not acceptable footwear. Exceptions may be made for medical reasons and a note from a physician is required to be on file.
- k. Equipment is available on a first-come, first-served basis. There is a 30-minute equipment usage (treadmills, bikes, cross trainers, etc.) if others are waiting.

10. Workout Rooms

- a. Appropriate footwear and attire must be worn when using the Aerobics Room. Black soled and/or marking shoes are not permitted.
(This will be included in Independence Center Information.)

11. Swimming Pools

- a. All persons are required to shower immediately prior to entering the pools. Showering after using the pools is highly recommended to remove residual chemicals and minerals.
- b. All members and their guests must register at the monitor stations prior to entering the pool area.
- c. Use of the pools is at the user's own risk. Lifeguards are not provided and the pool areas are not equipped to accommodate severely disabled persons. Flotation devices and a rescue hook are available for emergency purposes only.
- d. Cushions are not to be removed from lounge chairs.

- e. Swimsuits are required in all aquatic facilities. Cut-offs are not acceptable attire.
- f. Running, horseplay or diving into pools is not permitted.
- g. Loud sound-producing equipment shall not be permitted. Water classes may use equipment necessary to conduct their program.
- h. A six (6) foot wide section of pool deck perimeter shall be reserved for walking, safety and emergency purposes. No obstruction of any kind shall be permitted in this area.
- i. Food or beverages may be consumed in areas provided with tables and chairs. Members or guests may not bring alcoholic beverages to the pool areas. Glass containers and chewing gum are not permitted.
- j. Only small kick boards, life jackets, preservers and noodles are permitted in the pools.
- k. Lane ropes, wave suppressor, ramp and stair rails are to assist and guide pool users. They must be used only for their intended purposes.
- l. At the outdoor pool during seasonal rain, thunder and lightning storms or other inclement conditions, the monitor shall clear and close the outdoor pool until such inclement condition passes.
- m. Any member or guest failing to abide by stated policy or safety rules as posted shall be asked to leave the pool area. The monitor's judgment with respect to safety, decorum or sanitation shall prevail.
- n. Smoking is prohibited in the pool areas.
- o. Any person with an infection, communicable disease, etc., is prohibited from using these facilities.

12. Pool Use by Children

- a. Children are defined as anyone less than nineteen (19) years of age.
- b. Children's hours have been established at certain designated pool areas. These hours are posted at the monitor stations.
- c. Children must be accompanied by and be under the supervision of a member at all times, and at no time be left unattended in the pool area.
- d. Children must be a minimum of 3 feet 6 inches (42 inches) in height or 5 years old in order to be permitted in any part of the pool area.

13. Spas

- a. These facilities are not supervised and are not equipped to accommodate severely disabled persons. Use is at members' and guests' own risk.
- b. Food, drink, tobacco products and sound-producing equipment are not allowed in these facilities.
- c. Any person with an infection, communicable disease, etc., is prohibited from using these facilities.
- d. Showering is required immediately prior to using these facilities and recommended after use.
- e. Extended exposure to hot water and vapors may be detrimental to the health

of some persons with certain medical problems. If in doubt, consult a physician prior to the use of this facility.

- f. Children under 12 years of age shall be supervised in the heated spa and shall not remain in the spa in excess of 10 minutes.
- g. NRS statutes regarding spa use shall be posted in the immediate vicinity of the spa(s).

14. Walking Track

- a. Walkers are required to use inside lanes and joggers to use outside lanes.
- b. Children are not permitted on the walking track.
- c. Appropriate athletic attire and footwear are required. Sandals, leather soled loafers, high heels, etc. are not acceptable footwear. Exceptions may be made for medical reasons and a note from a physician is required to be on file.
- d. Rubber soled foot attire is required.

B. OUTDOORS FACILITIES

1. Tennis Courts

- a. The Association's tennis courts are private facilities for members and guests. Operating hours for this facility coincide with those posted in the fitness center.
- b. All players must wear proper tennis attire and tennis shoes.
- c. Food, drink, chewing gum and tobacco products are not allowed in the court enclosure. Water in non-glass containers is permitted.
- d. Except for Tennis Club and Association events, there are no court reservations. First-come, first-play policy is in effect. Time limits are as follows:
 - Singles play: 1-hour court time including warm-up
 - Doubles play: 1-1/2 hours court time including warm-up
- e. Courts are provided for members and their guests 14 years of age and older. Guests must be accompanied by members at all times. This arrangement must not inconvenience other resident members.
- f. Pets are not permitted inside the tennis courts.
- g. There shall be two (2) courts available to accommodate drop-in play.

2. Bocce Courts/Horseshoe Pits

- a. Unless a reservation system or chartered club time is designed, use on the courts is on a first-come, first-play basis.
- b. Upper body garments must be worn at all times and soft-soled shoes are recommended.
- c. Courts are provided for members and their guests 14 years of age and older. Guests must be accompanied by members at all times. This arrangement must not inconvenience other resident members. Children 14 years and older must

- be accompanied by a member at all times.
- d. Equipment is available for check out at the fitness monitor station. (location of horseshoe equipment?? When checking out the equipment, the resident must leave his/her membership card with the monitor. The card will be returned when the equipment is returned.

C. INDEPENDENCE CENTER FACILITIES

1. Arts & Crafts Rooms

- a. The arts and crafts rooms provide dedicated space for a diversity of activities. These activities operate independently with their own room monitors and hours of operation.
- b. The facilities are supervised by chartered clubs and their use is subject to rules established by the clubs.
- c. Each club has an open time when any resident may participate under a club monitor at a nominal fee set by the club. This is to offset the club's cost for maintaining equipment.
- d. The rooms shall be locked when not in use.
 - 1) To obtain the room key, member's name must be on key list at Membership Desk or Monitor Station.
- e. Children under 19 are not allowed in the rooms.
- f. Food and beverage are not allowed in the craft rooms.
- g. Rooms shall be scheduled for meetings at the discretion of the Board of Directors.

2. Multi-Purpose Rooms

The multi-purpose rooms are available during open time to all members on a first-come, first-served basis. Open time is time not scheduled for charter clubs, standing committees, SCACAI events, and scheduled meetings.

- a. The schedule for each room shall be posted daily, but is subject to last minute changes as necessary.
- b. Use of the room for gatherings not officially scheduled shall not be promoted or publicized.
- c. After using the room, the user shall return the room to its original condition.

3. Group Exercise Rooms – Independence Center

These amenities are intended to promote group exercise. Due to the nature of these programs, preference is given to scheduled group lessons and group instructional programs. Individuals may use this facility in a self-directed manner only when group programs are not scheduled, on a first-come, first served basis when it is not in use.

- a. Prior to using this amenity, or engaging in any form of fitness program, individuals should consult a physician.
- b. Children and guests under the age of 19 shall be restricted from use of this amenity.
- c. Appropriate fitness apparel is required, to include upper body garments and proper footwear (sandals, shower clogs, and street shoes are not acceptable fitness footwear).
- d. Appropriate footwear and attire must be worn when using the Aerobics Room. Black soled and/or marking shoes are not permitted.
- e. Children 19 years and older may use the Table Tennis equipment if accompanied by a member of the Association.

4. Court Yard

The Courtyard is primarily for drop-in use and enjoyment of residents, guests and family members on a first-come, first-served basis. The SCACAI Board and management reserve the right to assess a fee for any reserved use of these facilities. Association activities shall also be scheduled with the Activities Department and have priority over drop-in use by residents or guests. Animals attending scheduled events sponsored by the pet club must be kept on a leash.

- a. Food Service—Use of the kitchen for any Courtyard activities must be scheduled through the Activities Department by filling out a Special Activity Reservation form and shall require a deposit and rental fees. Access to the kitchen shall be through the back, through the southeast gate located near the Woodchips area and NOT through the building.
- b. Courtyard activities involving food may include, but are not limited to potlucks, picnics, food fairs, and other promotional activities.
- c. Stage – Courtyard activities involving use of the stage may include, but are not limited to performances/entertainment, demonstrations and speakers.
- d. Classes – The Courtyard may be used for classes.
- e. Other – The Courtyard may be scheduled for other uses as approved by the Activities Department.

5. Woodshop

A fully equipped woodshop is available for use by club member and is monitored by the Activities Department. Rules and regulations governing the use of this amenity are outlined the by-laws and guidelines for this amenity. The Board shall determine entry requirements to this amenity.

6. Billiards

- a. Independence Center Billiards Room
- b. Access is by key located at Monitor Station.

- c. Billiard balls shall be checked out from the Monitor Station.
 - d. A minimum of two tables are allocated for general use during Billiards Club tournaments. At other times, all tables are available on a first come, first served basis.
 - e. Use of this area is limited to residents and their guests who are 19 years of age or older.
 - f. When players are waiting for play, the following time limit shall apply in the Independence Center Billiards Room:
 - ½ hour for 1 member playing on a table
 - 1 hour for 2 members playing on a table
 - 2 hours for 4 members playing on a table
7. Conference Rooms
The Conference Room shall be used for management and Association-related meetings only.
8. Library (Independence Center)
The Library is provided primarily for reading. The Book Club is responsible for establishing and maintaining the area.
9. Freedom Hall
- a. No food or beverage is allowed in Freedom Hall. Only bottled water is allowed.
 - b. Chartered clubs may request use of Freedom Hall for meetings.
 - c. Use of Freedom Hall must be scheduled through the Activities Department.
 - d. A Chartered Club may schedule a maximum of four major performances per year in Freedom Hall. A major performance is defined as those bookings that require rehearsal reservations and/or multiple reservations for the same event. One-time events and/or one-time speaking engagements are excluded from this limitation. Additional major performances may be scheduled if space is available, and the additional major performance is approved by the Lifestyle Committee.
 - e. Groups or Chartered Clubs that wish to reserve Freedom Hall for a performance shall sign an agreement acknowledging the special standards required for use of Freedom Hall.
10. Ticket Booth
- a. The Ticket Booth shall be used to sell tickets for events taking place in Freedom Hall.
 - b. Use of the Ticket Booth shall be scheduled through the Activities Department.
 - c. Chartered Clubs may reserve the Ticket Booth for specific times in

conjunction with a Chartered Club performance in Freedom Hall up to one month prior to the performance.

11. Kitchen

- a. Kitchen facilities are available to Chartered Clubs for potluck/catered events.
- b. Club officers are responsible for the condition of the kitchen when being used for club-sponsored events.
- c. Kitchen facilities are available to residents and their guests for private parties.
- d. Kitchen facilities may also be rented to non-residents in conjunction with the rental of another room/courtyard/patio area. See Room Rental Fees for rental fees.
- e. Kitchen facilities shall not be available for unsupervised or drop-in use.
- f. Building monitor shall provide a checklist to be completed both before and after kitchen use. Both the club president or responsible party and the building monitor shall sign this checklist.
- g. If cleaning is required or damage is found, the Community Association Management will calculate an amount to be billed to the club or responsible party

D. **COMMUNITY SERVICES BUILDING**

Shall be scheduled and used by Community Services and Communications. The Communications Manager or his/her representative shall monitor the building.

E. **COMMON AREAS**

1. There are park greenbelts that may be used by residents for recreational purposes throughout the community. Pets must be kept on a leash and owners are responsible for their pets including the removal of droppings. Common areas also include the grounds surrounding and adjacent to the community center. This includes tot lots, patios, etc. Space is not reserved in these areas, but comes on a first-come first-served basis.

VII. **GENERAL MEMBERSHIP RULES AND GUIDELINES**

A. Chartered Clubs

Chartered clubs are organizations that are sponsored by the Sun City Anthem Community Association, Inc., to foster and promote hobby, recreational and cultural pursuits among its members. Membership is limited to Association members in good standing. In sponsoring these organizations, the Association provides an opportunity for all members to enjoy fellowship with others while pursuing similar interests. These clubs are organized under the chartered club guidelines. These procedures have been adopted to provide an equitable and orderly procedure for club operations

within the structure of the Community Association's Bylaws and Articles of Incorporation. Some of these policies include the following:

1. Charters (sponsorship) shall be denied to any association, which is or may be affiliated with any national, regional or other geographical entity even if the membership is limited to Sun City residents.
2. Chartered clubs are an instrumentality of the Association and are covered under the Association's insurance provisions.
3. Chartered clubs must be open to all members of the Association in good standing.
4. The Community Lifestyle Committee, with approval of the Board of Directors, shall coordinate, approve or disapprove all actions pertaining to chartered club policies and procedures.
5. Chartered club use of Association space, equipment and facilities is subject to availability.
6. Guests may participate in chartered clubs activities in accordance with each chartered club's policies.
7. In order to be chartered, an organization must consist of at least 50 current members for non-craft activity, and 25 for craft-type clubs.
8. Chartered clubs are responsible for the equipment provided by the Association or purchased by the club. The chartered clubs shall take reasonable and prudent measures to ensure the safety of their members.
9. All chartered clubs that are craft-oriented shall provide a schedule of reasonable times when non-club members may use the facilities under the direction of the club.
10. Upon dissolution, all club-owned equipment and supplies shall be transferred to the custody of the Association.
11. Documents, reports and records governing all chartered clubs are subject to examination by the Association at its discretion.
12. Chartered clubs are operated within the non-profit organization structure as an entity of SCA.

B. Chartered Service Groups

1. The authority to charter service groups lies with the Board of Directors unless delegated to Association Management. All rules and procedures outlined herein are in consonance with the Association's governing documents. If a conflict arises, the governing documents prevail.
2. The Association Management is responsible for coordinating and implementing policy for the charter of service groups, allocation of space, and assisting groups with operational concerns.
3. The Activities Manager is responsible for assisting groups with facility scheduling, special programs, and publicity promotion.
4. Group officers are elected per the by-laws of each service group.
5. The Community Services Building is dedicated to the administration and

storage requirements of the Chartered Service Groups as well as other groups as designated by the Board of Directors. The building is under the supervision of the Communications Manager or the Board of Directors designee.

6. The Chartered Service Groups report to the Board of Directors through the CAM. Activities, meetings, and other relevant items are reported to the CAM on a monthly basis according to the by-laws of each service group.

C. Shared Interest Groups

1. Must comply with the by-laws of the sponsoring umbrella group.
2. May have representation on the sponsoring club's Board
3. Scheduling of activities/meetings through the sponsoring group.

D. Special Interest Groups

1. Must be approved by the Board of Directors
2. Must schedule meetings/activities through the Activities Manager on a space available basis only.

E. Bulletin Board Policies (Check for Bulletin Board Policy with Communications Committee)

Prior approval by SCA management is required for all postings in accordance with policies below:

1. No announcements shall be posted regarding for-profit businesses, contingent upon room rental policy.
2. Fliers no larger than 8 1/2 inches x 11 inches will be permitted.
3. Notices may be posted *30 consecutive days* before a scheduled event and removed immediately following the event.
4. Only announcements for chartered club special events, or events held at Association facilities, will be posted.
5. The Association reserves the right to post announcements as deemed necessary.
6. Religious writing or literature may not be posted on the bulletin board, other than a schedule of services.

F. Posters

Prior approval by SCA management is required for all postings in accordance with policies below:

1. No announcements will be posted regarding for-profit businesses.
2. Only announcements for chartered club special events or events held in Association facilities will be posted.
3. Posters should appear in good taste with a professional appearance. Posters placed on easels (provided by SCA) must use poster board or foam board.
4. Items shall be posted *two consecutive weeks* immediately before the event and removed immediately after the event.

5. Posters must be no larger than 30" x 40".
6. Posters may be displayed in the community center lobbies.
7. No more than six posters per facility are permitted at any given time.
8. The Association reserves the right to post announcements as deemed necessary.

G. Room Scheduling Policies

In order to accommodate the large number of residents who utilize the Community Association's meeting facilities, it is necessary to properly schedule these activities. Use of meeting rooms without prior notice and approval is prohibited.

The room schedule is established and maintained by the Activities Manager, as part of the delegated responsibilities of the Association's CAM, and requests for room reservations should be directed to the Activities Manager. In establishing schedules, the Activities Manager adheres to the following policies and priorities.

1. Association's Board of Directors and Delegated Committees - Any meeting of the Association's Board of Directors, as well as all delegated committees of the Board, has priority over all other meetings. These meetings shall be posted on appropriate Association bulletin boards.
2. Chartered Club Meetings
 - a. All regularly scheduled meetings of chartered clubs shall be coordinated through the office of the Activities Manager. Any variation from the regular schedule must be pre-approved by the Activities Manager and the Association's Community Manager before it may be changed and rescheduled.
 - b. In addition to regularly scheduled meetings, chartered clubs may schedule up to two special events in each calendar year with no rental charges. Clubs may have more than two special events with Community Lifestyle Committee approval. Events may be held without charge if a club is sponsoring an activity that is open to the general membership, and is designed to inform and communicate issues of general interest.
 - c. Shared Interest Groups shall schedule through their sponsoring club.
3. Special Events and Meetings - All special events, classes, and meetings sponsored by the Association shall be scheduled by the Activities Manager. These events will be posted in the appropriate manner.
4. Private Parties - Residents in good standing are permitted to lease Association facilities contingent upon availability, and subject to the terms and conditions of the SCA Room Rental Policy. Only residents may contract for a private party which is defined as any activity in which the resident determines who is invited.
5. Commercial Activities - The Association does permit rental of rooms to outside agencies for seminars, meetings, etc. Advertising these events to the general public is prohibited. The Association reserves the right to deny facility use, as it deems appropriate.

6. Special Interest Groups shall schedule on a space available basis only
7. Room Charges - Chartered clubs and all Association-sponsored events shall not be charged for the use of Association facilities, except that clubs may be required to reimburse the Association if a special event incurs extraordinary costs for set-up, cleaning, etc. Private parties and commercial activities are subject to the current schedule of rental fees and policies as established by the Board of Directors.

H. Fund Raising Events

1. All fund-raising special events must be approved by the CAM not more than 6 months in advance.
2. Association staff has the right to deny any fund-raising special events, which are inconsistent with policy.
3. All State of Nevada Gaming Regulations apply to the chartered or non-chartered clubs when fund raising occurs.

I. Parking at SCA Facilities

1. Only vehicles with displayed legal handicap parking identification shall park in designated handicap parking spaces.
2. Parking is not allowed where prohibited by sign, red-painted curb or striped pavement.
3. No motorized vehicles shall be parked or operated on sidewalks except low-speed personal transporters (under 3 mph), and SCA maintenance and contractor vehicles.
4. Parking spaces designated for golf carts shall not be used by motor vehicles (except motor-driven cycles).
5. Violations of Henderson City Ordinances are enforced by the City of Henderson Police Department.
6. Special Association events may require other parking rules. These shall be posted and enforced as stated above.
7. These rules apply to visitors, contractors and employees as well as members and guests.

J. Recreational Vehicle Parking

1. Prior to parking a recreational vehicle on the streets within SCA, the resident owning or sponsoring the vehicle must obtain a time certificate from the Security Patrol office.
2. The certificate must be posted on the driver's side window with the front of the certificate (showing dates) facing the street. Trailers must display the permit on the street-side window closest to the front of the vehicle. Care should be exercised to avoid restricting the flow of traffic.
3. Recreational vehicles may be parked on the streets within SCA for the purposes of loading/unloading and short-term parking, not to exceed four nights in any calendar month.

4. No gray or black water may be discharged while within the boundaries of SCA.
5. The following paragraph is to serve as a reminder of some city ordinances regarding RV parking which could prevent accidents: *“Electrical and water connections may not be left unattended across public sidewalks, and vehicles must not otherwise obstruct sidewalks. All wheels must be in the street, not on the curbing or sidewalks.”*

K. Garage Sales - Garage sales are only permitted in SCA under the following conditions:

1. Sun City Anthem Parking Lot Sales shall be permitted up to four times a year.
2. Hardship cases such as a one-day sale due to moving or death. In this event, a permit must be obtained from the Community Standards Office.

VIII. COMPLIANCE COMPLAINTS

The By Laws, CC&Rs, Design Guidelines, and the Rules and Regulations are the body of Governing Documents for the Association. If a member of the Association believes a situation exists that is not in compliance with the Governing Documents they may provide information to that effect and the Association will investigate the complaint. If the complaint describes what appears to be a violation of the Governing Documents, every available legal means will be utilized to bring about compliance.

The following are the steps to be followed:

1. All complaints must be submitted in writing or electronically.
2. All complaints must include the address of the party who is believed to be violating the Governing Documents and the name, address and telephone number of the complainant plus a thorough description of the violation (who, what, when, where, duration etc.). Forms for written complaints are available at the front desk at Anthem Center. The identity of the complainant shall remain confidential unless subpoenaed by court action.
3. The complaint is reviewed to determine if a violation of the Governing Documents exists. Issues that are not covered in the Governing Documents cannot be investigated or enforced.
4. An investigation of the matter is conducted.
5. If the complaint is considered valid, a Letter of Violation and request for information is sent to the homeowner and a timeframe for a written response and compliance is designated.
6. If the homeowner does not correct the violation and notify the Association that they have corrected the violation, then a Notice of Hearing Letter is sent to the homeowner, and a hearing is scheduled before the Covenants Committee (meetings are presently held every month on the second Wednesday of the month). The Managing Agent may alternatively verify that the violation has been corrected. The homeowner is again given a timeframe for resolving the issue and

- providing a written reply. The homeowner is invited to testify at the hearing. Complainants may request that they be allowed to provide testimony as well. Witnesses may provide written statements and/or be called to testify.
7. After hearing testimony, the Covenants Committee determines if there is a violation based upon the evidence presented. If a violation has been determined, a fine or other sanctions are recommended. The Board of Directors is informed of the decision in the case.
 8. Following review and approval by the Board of Directors, a letter is sent to the violator advising them of the decision of any sanctions, fines, or penalties that shall be imposed. The violator has the right to appeal the decision to the Board of Directors by sending a written appeal to the Community Association Manager with copies to the Board within fourteen (14) days after being advised in writing of the sanction, fine, or penalty; or thirty (30) days for Design Guideline violations.
 9. If there is no appeal, the initial fine and any continuing violation fines shall be charged to the violator's account.
 10. Once a total of \$500.00 in fines have been assessed for any violation, the matter shall be referred for collection and a lien may be filed on the property.

IX. OTHER COMMUNITY POLICIES

A. Enforcement Age Occupancy Certification Requirements

During the period between age certification surveys, as required by Article 3.1 of the Declaration of CC&Rs, the Board of Directors empowers the Covenants Committee to fully and completely investigate complaints regarding underage occupants and/or other age/occupant related complaints. The Board of Directors granted the Covenants Committee the ability to compel Owner(s) and Occupant(s) to provide relevant documentation to validate the Owner(s) and Occupant(s) compliance to Association's Governing Documents.

Upon receipt of a written request, the Owner(s) and Occupant(s) of a Dwelling Unit shall provide necessary information and/or documentation regarding ages and occupants residing in the Dwelling Unit so the Covenants Committee may make a decision regarding an age/occupancy related issue. Failure by Owner(s) and Occupant(s) to provide information/documentation shall be considered a violation of the Rules and Regulations of this Association and as such may subject the violator(s) to Administrative and/or monetary sanctions as authorized and applied in accordance with Article VII, Section 7.4 of the CC&Rs.

B. Occupancy Clarification

The terms "occupy" and "occupancy" requires the Age-Occupied Occupant to reside in the Dwelling Unit WITH the Qualified Occupant. Thus, if a Qualified Occupant is possessing a Dwelling Unit based on the occupancy of an Age-Qualified Occupant, then the Age-Qualified Occupant must reside in the Dwelling Unit. This does not preclude the Age-Qualified Occupant from being absent from the Dwelling Unit for a reasonable period of time.

Any Age-Qualified Occupant may apply for hardship exemption to the Board of Directors.

C. Pets

1. Pet owners shall comply with all current pet requirements of the Henderson Animal Control Bureau which is enforced by the City. (Refer to Title 7 Chapter 7.04 ANIMAL CONTROL, INSPECTION, LICENSING, AND REGULATION)
2. A maximum of three (3) pets are allowed in each Unit at any time.
3. Pets are not permitted in the Community Center buildings or swimming pool areas except Seeing Eye dogs and other handicapped assist animals.
4. Each Owner/Occupant shall remove their dog, cat, or other animal waste from the Association's Common area or another person's property, immediately after it is deposited and properly dispose of it in an appropriate waste receptacle.
5. Owners and tenants must remove animal waste from their own (or leased) property at least every two (2) days. Owner(s) are ultimately responsible for pets in their leased or rented property.
6. No animal shall be permitted to bark, howl, or make other noises that impact the neighbor's rest or peaceful enjoyment of their Unit or the common elements.
7. Pet owners are responsible for any property damage, injury, or disturbances caused by their pets on either common area or private property.

D. Noise

Noise complaints may require evidence and additional documentation. The Association established a standard procedure for validating the complaint. Questions regarding Noise Complaints may be referred to the Enforcement Department.

E. Advertising

All advertising, including but not limited to ads that appear in newspapers, magazines, real estate bulletins, MLS, flyers, on TV, etc. must identify that Sun City Anthem is "an age restricted" or "55 and over community." Owners are responsible to ensure that they or their agent(s) and/or representative(s) comply with this policy.