

**Rules for the Common Areas  
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## **Section 1      General Rules**

**Statement: Each individual is responsible for his /her own safety and also for his/her actions that cause injury to others. TEPOA OWNERS/RESIDENTS ARE RESPONSIBLE FOR PROPERLY INFORMING THEIR RENTERS AND GUESTS AND VISITORS OF ALL TEPOA RULES.**

### **A. Reasonable Accommodation**

All individuals who use the Common Areas must be physically able to independently use these areas or must provide their own caregivers to assist them in using these areas. The Association will make any reasonable accommodation to ensure that an individual's caregiver has access to these Common Areas to assist the individual with his/her use and enjoyment of such facilities. All costs of obtaining and training caregivers shall be the sole responsibility of the individual who is using the facility. Caregivers are solely responsible for the persons to whom they are providing assistance. Each person who uses the Common Areas is responsible for their own use of those areas and holds the Association harmless from any liability arising out of his/her use of such facilities.

The Association does not assume any responsibility for the use of the Common Area facilities by any person who is disabled. However, the Association has taken reasonable steps to ensure that access to all such facilities comply with the current guidelines in effect for handicapped access. The facilities in the Common Areas are in compliance with all Americans with Disabilities Act (ADA) building requirements. Restrooms permit access by the disabled and meet all ADA standards in effect as of the date of construction.

### **B. Use of Private Streets**

These rules apply to all private streets within Tucson Estates, including parking lots within the golf course and the recreation area.

1. All motor vehicles including golf carts, scooters and bicycles shall be operated in accordance with the current A.D.O.T. laws.
2. The maximum speed limit is 15 M.P.H. Watch for speed bumps.
3. Golf-cart operators shall have a valid or expired operator's license.
4. For night driving, golf-carts shall have lights.
5. Golf-cart owners shall have liability insurance.
6. Ride bicycles on the right side of the road.
7. For night riding, bicycles must have lights and reflectors.
8. No double riding on bicycles.
9. No skateboarding allowed on TEPOA property except for designated areas.
10. No parking or blocking traffic on street pavement.

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11. For your safety, pedestrians shall walk on the left side of the street at all times. When walking at night, wear light clothing and carry a flashlight or blinking light, to make you visible to vehicle drivers.

### **C. No Soliciting Allowed in the Subdivision**

No soliciting allowed in the subdivision. Flyers, pamphlets, or advertising notices are not to be delivered to homes within the subdivision unless mailed.

The only exceptions to this are:

1. Delivery of the Association Report and Desert Times Newspapers, and TEPOA'S bulletins originated by the Board of Directors or the General Manager.
2. Candidates for the Board of Directors may distribute flyers and solicit the membership throughout the subdivision no more than three (3) weeks prior to the Board Election. Candidates may not solicit within seventy-five (75) feet of the polling place.
3. Delivery of non-commercial information of general interest by Tucson Estates' Committees and Clubs or Tucson Estates' Members. All material must be signed in legible form by the responsible Member. No anonymous material is allowed. Anyone found violating the provisions of this policy shall be reported to the General Manager and, where appropriate, subject to Tucson Estates' enforcement process.

Delivery may be by use of the "cans" or by personally handing the information to residents while in the Common Areas. However, such hand delivery is not permitted where it would hinder the free use of the Common Area by any member or in areas where active recreational activity is being performed, i.e. this includes but is not limited to the golf course, tennis courts, swimming pools and similar areas. Members who wish to circulate or solicit signatures for petitions for a political candidate/s or Property Owner's items or issues may be allowed to set up a table near the entrance to the main office, golf club house, recreation hall and multi-purpose building so long as there is no obstruction or interference with the Common Area activities. Circulation of petitions door to door is not allowed.

### **D. Animal/Pet Restrictions**

Pets are not allowed on or in any of the Common Areas, including streets, buildings, sidewalks, grassy areas, etc., except for assistance animals.

All pet owners are responsible for confining their pets to their lot so as to maintain control over the pets' activities. No owner or guest shall permit animal(s) to create a nuisance or unsanitary conditions anywhere on the Common Areas or on public streets.

For regulations concerning walking dogs outside the Common Areas, please refer to "Pima County Animal Control Regulation." You must pick up after your pets.

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## **E. Political Yard Signs**

Tucson Estates Property Owners Association, Inc. will comply with Arizona Revised Statute §33-1808, which states that Planned Community Associations cannot prohibit its residents from posting political signs that conform to the applicable city or county codes regardless of any sign restriction in the Community's CC&R's.

The Board of Directors adopts all provisions of the Pima County Code 18.79 relevant to residential political signs displayed on private lots within TEPOA.

A political sign is defined in Arizona Revised Statute §33-1808 as a sign that attempts to influence the outcome of an Election, including but not limited to supporting or opposing:

1. a candidate running for political office
2. the recall of a public officer
3. the circulation of a Petition for:
  - a. a ballot measure;
  - b. a ballot question;
  - c. a proposition; or
  - d. the recall of a public officer.

Pima County Sign Code: 18.79.020.29 defines a political sign as a temporary sign relating to a political candidate, political party or issue in a public election.

The code provides that political signs:

1. Must be on private property and with the permission of the property owner;
2. Cannot cover more than sixteen (16) square feet in area;
3. Cannot exceed ten (10) feet in height;
4. Must be set back at least ten (10) feet from the street;
5. May not be illuminated;
6. Cannot have more than two (2) faces (i.e. a front and a back; 3 or more sided signs are not permitted);
7. Do not require a permit;
8. Cannot be erected more than thirty (30) days prior to the election; and,
9. Must be removed no later than ten (10) days after an election, except that the winners of a primary election need not remove their signs until ten (10) days after a general election.
10. There is no limit on the number of signs a resident may post.

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## **F. Enforcement of All Common Area Rules**

First offense - Person will be notified verbally and in writing to adhere to the existing rules.

Second offense in a one year period - Person will be restricted from all TEPOA Common Areas (except for streets) for one week.

Third offense in a one year period - Person shall be restricted from all TEPOA Common Areas (except for streets) for one month.

These penalties apply to renters and guests, as well as property owners and all members of their families.

The General Manager has the authority, when in his considered judgment immediate action is required to ensure the safety of other residents, homeowners and/or guests, and/or when there is significant likelihood that serious damage will occur to the facilities, grounds or assets of Tucson Estates, to take whatever action is immediately necessary to prevent such endangerment or destruction of property to occur, and an immediate verbal report shall be made to the President, followed by a detailed report of the incident. At the same time, the person or persons who were involved in the incident will be advised in writing of the actions taken against them and further advised of their right to appear before the Board of Directors to appeal the action.

Illegal activities will be prosecuted to the fullest extent of the law.

## **G. Maintenance of Common Area Property**

No mechanical or landscape work can be done on Common Area Property except as provided for in the Architectural and Building Manual without prior approval by the General Manager.

## **H. Facility Space Reservations**

The following protocol has been established and the General Manager and staff will administer scheduling and use of the facilities with these guidelines.

### **CALENDARING PRIORITIES**

1. Board of Directors meetings and functions.
2. Public Relations special community events.
3. Standing committee meetings and functions.
4. Sanctioned Clubs. Space assigned according to the number of members/attendees. For functions other than meetings, a first, second and third choice of dates is recommended.
5. Homeowner and private rentals

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## **Section 2 R.V. Parking Policy**

Please refer to Policy Manual for current RV parking policy.

## **Section 3 Billiards Room Rules**

1. The Resident ID or guest card **MUST** be shown to the Pool Monitor prior to using the Billiards Room. The Pool Monitor has the key to the Billiards Room.
2. Guests may play (with guest card) when accompanied by a member.
3. Children ages 8 through 17, may use the Billiards Room, and must be accompanied by an **ADULT** resident, who stays in the room with them, and who takes full responsibility for the behavior of all children in his/her party, and also takes full responsibility for the proper care of the equipment.
4. Everyone using the Billiards Room must sign in at the log book in the Billiards Room.
5. No smoking, profanity, food, or beverage (except bottled water in a plastic container) allowed. Bottled water may not be set on any part, including the rails, of the pool tables.
6. Sitting on the tables will not be allowed at anytime (please use the bridge instead).
7. Please alternate playing time to allow everyone to play. Be considerate.
8. Street clothes, including shoes, must be worn in Billiards Room.
9. Residents are responsible for:
  - a. Returning cues and balls to area provided.
  - b. Brushing table after play.
  - c. Turning off the air conditioner and lights.
  - d. Reporting any damage to the Pool Monitor.
10. The Owner is equally responsible for any damage to Billiards tables, equipment or furnishings.
11. Hours for the Billiards Room will be the same as the Adult Pool
12. Penalties for violating the rules are as stated in Section 1 paragraph F, Enforcement of All Common Area Rules.

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## **Section 4      Recreation Hall & Multi-Purpose Building Complex Rules**

### **A. General Rules for Recreation Hall & Multi-Purpose Building Complex**

1. No smoking or profanity in any building.
2. Organizations and Clubs must register with the office as to the date and the time of use. Reservation time must include any time needed for advance decorating, clean up, etc.
3. You are requested not to come in before your reserved time and to leave promptly when allotted time is up.
4. A TEPOA maintenance person will set up and take down tables and chairs and will sweep and clean floors before and after use.
5. Before leaving, table coverings must be removed, tables cleaned, the kitchen cleaned (including the grill, stove, and oven, etc., if used) and trash bagged.
6. TEPOA Organizations and Clubs must register with the office to use the piano, organ, video equipment, or public address system.
7. Nothing is to be hung on the walls, including pictures, paintings, plaques, etc., without prior approval from the office.
8. The Organizations or Residents using the Multi- Purpose Building or the Recreation Hall are fully responsible for any damage or additional costs incurred for clean up or repairs.
9. An Organization or Resident must give notification of cancellation of the room to the office ASAP in order not to incur an assessment.
10. If any damage is done, no further use of the room will be allowed by the Organization or Resident until the damage assessment is paid in full.

### **B. Rules for Use of Recreation Hall & Multi-Purpose Building Complex by Private Parties**

The MPB and the Rec Hall may be made available for rent by Residents for private parties on a limited basis. Contact the office for more information.

1. No smoking or profanity in any building.
2. The Resident must register with the office as to the date and time of use. Reservation time must include any time needed for advance decorating, clean up, etc.
3. You are requested not to come in before your reserved time and leave promptly when your allotted time is up.
4. A TEPOA maintenance person will set up and take down tables and chairs and will sweep and clean floors before and after use.
5. Before leaving, table coverings must be removed, tables cleaned, the kitchen cleaned (including the grill, stove, and oven, etc., if used) and trash bagged.

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6. The piano, organ, video equipment, and public address system are not available for use at private parties unless a damage deposit is made to the office at the time of the rental.
7. Nothing is to be hung on the walls, including pictures, plaques, paintings, etc., without prior approval from the office. All use of decorations must be cleared in advance with the office.
8. THE RESIDENT OR ORGANIZATION WHO RENTS THE REC HALL OR MPB COMPLEX IS FULLY RESPONSIBLE FOR ANY DAMAGE INCURRED FOR CLEAN UP OR REPAIRS OVER AND ABOVE THE DAMAGE DEPOSIT.

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## **Section 5 Pool Rules**

### **A. General Rules**

1. All Pool/Spa Area users must sign in at the pool. A Resident ID card or guest pass is required in all recreational areas and must be shown to the Pool Monitor when entering the Pool area.
2. No smoking in any buildings and no profanity.
3. No individual with open sores, scabs, cysts or sutures will be allowed to use the Spa or Pools. This rule will be strictly enforced at all times for the safety of all.
4. Food, alcoholic beverages and glass containers are not allowed in the Spa or Pool areas.
5. Use suntan products sparingly and shower thoroughly with soap before entering the Pools or Spa.
6. Swimsuits are required and cut off shorts are not allowed in the Pools or Spa. Clothing and valuables are left at owner's risk.
7. All Residents & guests must shower at the Pool area before entering the Pools, Spa or Sauna.
8. Incontinent persons must wear plastic diapers or rubber pants in the Pools or Spa.
9. No diving, running, rough housing or unnecessary splashing allowed.
10. No pets are permitted in Pool or Spa areas except assistance animals.
11. Radios are allowed only to be used with earphones.
12. No one is to be in the Pools, Spa or Sauna alone. **USE OF THE POOLS, SPA OR SAUNA IS AT YOUR OWN RISK.**
13. No persons, other than authorized Association personnel, are permitted in the pool equipment areas for any reason.
14. Monitors are hired to enforce the Common Area Rules. Penalties for violation of the rules are as stated in Section 1 paragraph H, Enforcement of All Common Area Rules.

### **B. Spa and Sauna Rules**

1. Must be 18 years of age or older to use the Spa and Sauna.
2. Flotation devices are not allowed in the Spa.
3. Please check with your physician before using the Spa and Sauna. Read warning signs carefully: SPAS AND SAUNA MAY BE DANGEROUS TO PEOPLE WITH HEART, RESPIRATORY OR OTHER HEALTH PROBLEMS. Recommend slow or no exercise in Spa and Sauna. Maximum time in Spa and Sauna is 15 minutes. Pregnant women should not use the Spa or Sauna.

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### **C. Adult Pool Rules**

1. Must be 18 years of age or older to use the Adult Pool.
2. Keep off of the lifeline.
3. Lap swimming may be allowed during designated times.

### **D. TEPOA Kool and Kiddy Pool Rules**

1. Children under 14 years of age must be under the supervision of an adult at all times.
2. Babies must wear swimmers (disposable diapers are not allowed) or rubber pants.

### **E. Storm Warning**

Water and metal are both conductors of electricity, making both the Pools and the surrounding fences hazardous. In some cases there may not be much of a storm or the lightning may last only a few minutes, but in other instances, it may be very dangerous. **The Monitors are instructed to treat all storms as if they will be dangerous.**

Our Pool Monitors work for Tucson Estates Property Owners Association, Inc. They have been instructed to close the Pools if it begins to thunder. Their responsibility is to have everyone (on the Tennis and Shuffleboard Courts, in the Exercise Room, and in the Spa, Sauna and the Pools) **leave immediately**, lock the gate and post a *Pool Area Closed* sign. Residents and Guests are not to take time to shower or play or swim just a few more minutes. **RESIDENTS AND GUESTS ARE TO GET THEIR CLOTHING AND LEAVE IMMEDIATELY**, while the Pool Monitor is closing the area.

**EVERYONE MUST LEAVE THE AREA WHEN THE POOL MONITOR TELLS THEM TO LEAVE.** This ruling is for your safety as well as for the safety of our Pool Monitors. We ask that you abide by these rules if you wish to use the recreational facilities. After locking the gate, the Pool Monitor shall take shelter in the Maintenance Building until the storm has blown over and she/he can re-open the recreational areas, or until his/her shift is over. The Pool Monitor shall stay on the premises until his/her shift is over.

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## Section 6      Rules for the Exercise Room

1. All Exercise Room users must sign in at the Pool. A Resident ID card or guest pass and a signed certified exercise card showing that you have completed an exercise training session by a TEPOA trainer is required to be shown to the Pool Monitor.
2. Sign up by the door with your full name, for the equipment you plan to use. Thirty (30) minutes is the maximum time one may use each piece of equipment.
3. For your own safety, contact your physician before beginning any exercise program and consider working out with a partner or friend. **USE EQUIPMENT AT YOUR OWN RISK.**
4. No smoking, profanity, food, or beverage in this room except water in a plastic bottle.
5. Proper exercising attire (shorts/sweats, t-shirts, tennis or athletic shoes) should be worn. Wet bathing suits, jeans, (or other clothing with rivets that could damage equipment) sandals, open toed shoes or bare feet are NOT allowed. Clothing should not be loose enough to get caught in equipment.
6. Bring your own towel to wipe down the equipment after using it. Spray handles, seat, etc. with spray bottles left in the Exercise Room for that purpose.
7. Be considerate of others when using the TV.
8. Please report any problems with equipment to the Pool Monitor.
9. Lost exercise ID cards may be replaced at the office for a fee. A clip to clip it to your clothing may be purchased at the office.
10. **Weather Restrictions:** In case of bad weather, the Pool Monitor will ask you to leave. Please leave immediately without showering.
11. Penalties for violation of the rules are as stated in Section 1 paragraph F, Enforcement of All Common Area Rules.

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## Section 7 Shuffleboard Court Rules

Check the Shuffleboard bulletin board outside the south gate for a list of people to contact to assist you with the use of the courts. The gates are to remain padlocked when the courts are not in use. The Pool Monitor may open the gates and storage area if the proper Resident ID card is shown.

1. No profanity allowed and no smoking in any of the buildings.
2. Boards are to be wet mopped with a mixture of 1 ounce of neutralizer per gallon of water. **Use common sense. If your shoes will scratch the surface, walk in the gutter.** Continue to mop until the courts are clean.
3. For practice, the containers of wax marked “used wax” will be used. The PolyGlide and Duradress should be reserved for league practice and play and for tournaments.
4. All the wax shall be applied using the shaker containers.
5. It is your responsibility to clean up when you have completed play.
  - A) Courts must be swept.
  - B) Gutters must be swept.
  - C) All wax from boards shall be put into the recycle pail.
  - D) Gutter wax (if dirty) will be discarded into the container under the canopy.
  - E) Towels are to be cleaned, wrung out, and draped over the hand rail to dry.
  - F) Seating pads are to be put away in the storage room.
  - G) Scoreboards are to be cleaned and closed up. The chalk, erasers, and cleaning pails are to be put away in the storage room.
6. **Weather Restrictions:** In case of bad weather, the Pool Monitor will ask you to leave. Please leave immediately. Come back later to clean up.
7. Penalties for violation of the rules are as stated in Section 1 paragraph F, Enforcement of All Common Area Rules.

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## **Section 8      Tennis Court Rules**

All Tennis Court users must sign in at the Pool. A Resident ID card or guest pass is required in all recreational areas and must be shown to the Pool Monitor when entering the Pool area. **Players fourteen (14) years and under must be under the supervision of an adult Resident who stays at the courts during play.**

Extra rackets and balls are available to check out at the Pool Monitor's office.

No smoking or profanity is allowed.

### **Dress Code:**

1. You must wear non-marking soft-soled shoes to avoid damaging the courts.
2. Please wipe your shoes on the mat and check for rocks in the soles before beginning to play.
3. Only plastic containers containing water will be allowed on the courts.

### **Court Schedule:**

1. Courts are to be open during daylight hours while the Pool Monitor is on duty.
2. You may reserve a court time one day in advance in the Pool Monitor's office. Check with the Pool Monitor for reserved playing times.
3. Please note that restrooms and showers are not available until after 8:00 am.

**Time Limit:** Limit singles play to one hour, doubles play to two hours, *if* others are waiting to use the court.

**Weather Restrictions:** Play *is not allowed* while the courts are wet (any puddles must be dried before play starts). In case of bad weather, the Pool Monitor will ask you to leave. Please leave immediately.

**Safety:** Please pick up any tennis balls on the court before continuing or beginning play, so no one will trip over a ball.

Penalties for violation of the rules are as stated in Section 1 paragraph F, Enforcement of All Common Area Rules.

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## **Section 9      TEPOA Golf Course**

Men            2,584 yards

Women        2,454 yards

### **GOLF COURSE HOURS ARE POSTED MONTHLY IN THE PRO SHOP**

They are approximately Open Dawn – Close Dusk except Monday Open 9:30 a.m.

Walkers are permitted on the golf cart paths from sunset to sunrise, unless there are golfers present and playing golf.

#### **League Play**

Reserved for Ladies League Golf – 8:00 a.m. – 1:00P.M. (approx.) Tuesday

Reserved for Scramble League Golf – 8:00 a.m. – 1:00P.M. (approx.) Thursday

Reserved for Men’s League Golf – 8:00 a.m. – 1:00P.M. (approx.) Saturday

Check with the Pro Shop at (520) 883-5566

Due to weather conditions, if League Play (Men’s Golf, Women’s 9 & 18 Holvers, or Scramble) cannot commence prior to 10:00 a.m., the event will be cancelled. Winter starting times, normally one hour later for League play.

All players must have an up-to-date Owner’s or Renter’s Card in their possession, show the card to the Pro Shop desk clerk and sign in at Pro Shop before beginning play.

Fees for use of golf course by non-members and charges for range balls will be posted in the Pro Shop. Such fees shall be paid in advance of play. “Ready Golf” is standard procedure.

### **A.      Golf Course Rules**

1. All players must register and sign-in at the Pro Shop and show his/her TEPOA Membership card. Guests must register, pay appropriate fees, sign-in and pick up their receipt. If a Starter is present at the first tee and requests identification or proof of sign-in/payment of fees, all golfers must comply with the Starter’s request.
2. No profanity is permitted on the golf course, or in the Pro Shop area.
3. No smoking is allowed in any building. While smoking on the golf course, do not dispose of cigarette butts on the golf course. Use appropriate receptacles.
4. Tees are required on all tee boxes.
5. In an effort to assure speed of play and accommodate group play, no more than five players may play together, unless in a TEPOA sanctioned event. Each player must have his/her own clubs.
6. A non-playing person may ride in a golf cart with a playing golfer and must remain in the cart at all times. The age of the non-playing person must be 8 years old or older.
7. A TEPOA Starter or Ranger is empowered to enforce these rules and may ask to see the TEPOA Membership card, guest card and/or greens-fee receipt to ensure the player is

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properly registered to play. Any golfer, who refuses to identify himself/herself to the Starter or Ranger, when requested, shall be ejected from the course immediately, and the incident reported, in writing, to the General Manager.

8. Golf etiquette requires groups that are impeding play (groups with a pace of play that allows a clear-hole ahead) to signal players through and allow them to reach a safe distance before continuing play. Players searching for a lost ball shall invite players through and then wait until they are out of range before resuming play. A maximum of five minutes is allowed for searching. As a standard practice, "Ready Golf" is promoted and strongly encouraged in the Tucson Estates Golf Course.
9. Motorized carts must stay on cart paths or desert areas at all times, specifically including areas adjacent to tee boxes and greens. (See special rules for those with handicap flags.) Only motorized golf carts (gas or electric) specifically designed for use on a golf course, or hand pulled carts are allowed. Motorized carts which have narrow tires, yet may have been outfitted for use on a golf course, must stay on cart paths at all times. Owners thereof will not be issued Handicap flags. No automobiles are allowed on the Golf Course at any time.
10. If a golf course employee reaches a tee or green on a mower before any of the golfers have begun play, then the employee should be allowed to complete the mowing of that tee or green. Golfers will wait to tee off until the mowing is complete. When golfers are taking a shot on the tee, in the fairway or on the green, employees on mowers or in vehicles should stop and allow golfers the courtesy of completing their shot.
11. The TEPOA Rules for the Common Area require drivers of golf carts, in any part of the Common Areas to be at least 16 years of age and to have a valid or expired driver's license. No more than two individuals are permitted to ride in a golf cart while on the Golf Course.
12. Proper attire must be worn at all times. Shirts must be worn at all times on the Golf Course property.
13. No children under eight (8) years of age are permitted on the Golf Course at any time except under special circumstances, (i.e. Ricky Rarick). Children eight (8) to seventeen (17) whether or not playing golf must be accompanied by an adult eighteen (18) years of age or older and must follow all Golf Course Rules.
14. Groups coming off of the front nine will alternate with groups starting on number ten tee.
15. Pets are prohibited on the Golf Course except "assistance" animals.
16. The fenced area around the pump house and the duck area adjacent to the 8th fairway are considered "out of play". Please do not enter these areas, even to retrieve golf balls.
17. The Golf Course is for golfing only except for Monday morning before 9:30 a.m. when walkers and bicycles are permitted on the cart paths only. When Monday is a Holiday, normal golf course hours prevail, and walking on the course is not permitted. Walkers are permitted on the golf course cart paths from sunset to sunrise, unless there are golfers present and playing golf.

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18. All motorized golf carts must always be kept 35 feet or more away from any green, except on those holes where the cart path is closer to the green. Pull carts shall not be pulled onto or parked on the apron of any green.
19. Lightning is prevalent during the monsoon season. **USE THE COURSE AT YOUR OWN RISK DURING INCLEMENT WEATHER.** Should a warning horn sound, please clear the course.
20. Penalties for violation of these rules may result in temporary suspension of playing privileges.

## **B. Rules for Operation of Golf Carts with Handicap Flags**

Obtain a Handicap Flag Application from the Golf Course Pro Shop and complete it. This application will require either a certification by your Physician of your need for using the Golf Course off of the cart paths or you will need to provide documentation of your qualification for an "Automobile Handicap Parking permit". You will then be eligible to purchase a Handicap Flag that must be displayed on your golf cart.

In order to allow those with Handicap Flags the most convenient use of the Golf Course and still maintain our tees, greens and fairways in the best possible condition, the following specific rules, in addition to those stated above, have been established:

1. **90 Degree Rule:**  
The 90° rule must be followed on fairways at all times. Drive carts on cart paths and enter the fairway only at a point directly opposite your ball. Do not use your cart to recover golf balls hit by other players - as in a scramble.
2. **Greens:**  
All motorized golf carts must always be kept 35 feet or more away from any green, except on those holes where the cart path is closer to the green. In the event that a golfer is severely handicapped and walking to the green from 35 feet away would constitute a physical problem, the golfer may be issued a reverse image handicap flag for his/her golf cart. All such flags will be issued only after presentation of a written request for a severely handicapped flag has been approved by the Golf Course Committee.
3. **Tees:**  
Carts must remain on the cart paths adjacent to all tees. Do not park on edges of tees. Keep all wheels of the golf cart on the cart path. Cart paths are within a few feet of nearly all tees on the course. No motorized golf carts are allowed adjacent to #18 tee box.
4. **Use of Cart by Others:**  
Only the owner of the golf cart obtaining a handicap flag may operate the cart under these special rules.

Penalties for violation of the rules are as stated in Section 1 paragraph F, Enforcement of All Common Area Rules.

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## **Section 10    Library**

Independently operated by volunteers.

1.     No smoking or profanity.
2.     The TEPOA Library is available to all TEPOA residents and their guests.
3.     Children under 12 years old must be accompanied by an adult.
4.     The Library hours are Monday through Saturday 8:00 a.m. to 5:00 p.m.
5.     The Holiday hours follow the same Holiday hours as the TEPOA business hours.
6.     Patrons must follow rules for the Library as posted on the Library bulletin board.
7.     The Library operates on the honor system. We expect full cooperation.

Please Note:

Most books are donated.

All help is volunteer.

Money donated and collected from the sale of duplicates is used for supplies and the purchase of large print books.

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## **Section 11      Rules for Clubs**

Section 11 refers to Sanctioned Clubs and Activities hereinafter referred to as Clubs. For a list of current Clubs, refer to Table A, groups 1 and 2. Other groups may be governed by other sections of this document and/or have rules established for them at a later date.

Clubs are sponsored by TEPOA, Inc. to provide an opportunity for members to pursue common interest in hobbies, cultural and recreational endeavors. The recreation facilities are for the exclusive use of all members and their guests. The purpose of the following is to provide both guidance and structure to the Club system and enable the regular membership to fully enjoy the programs and facilities provided.

1. All TEPOA Clubs must complete a Club sanctioning request, be reviewed by the Recreation Committee, and presented to the Board of Directors for approval. A Club is defined as a group of TEPOA members/residents meeting on a regular basis for the enjoyment and/or fulfillment of the TEPOA Members. If the Recreation Committee does not act upon the request for sanctioning within thirty (30) days, the request may be forwarded to the Board of Directors for their action. The club is responsible for requesting the application be forwarded to the Board of Directors.
2. A minimum of 10 members/residents is required for all Clubs, unless they can supply evidence of the need for a meeting place with fewer members. A non-TEPOA person may attend as a TEPOA member's/residents sponsored guest but not on a regular basis unless:
  - a. The guest is from Western Way or Tucson Estates II (Foothills) and
  - b. There is a similar organization at Western Way or Tucson Estates II that provides reciprocity for a similar activity at their facility, but
  - c. No guests will be allowed if there is not sufficient space or capacity for all TEPOA members/residents desiring membership.
3. Regular membership in a Club is open and limited to any resident having a current TEPOA membership card or TEPOA renter card.
4. All Club members must be TEPOA members/residents and must have a TEPOA ID card visible or available at all times when using TEPOA facilities. A non-TEPOA attendee may attend an event as a sponsored guest who must be signed in by the TEPOA sponsor.
5. All Club officers/leadership must be TEPOA members. The Club must inform the Recreation Committee or TEPOA office of officer changes within 14 days of the change.
6. A sign-in sheet/record must be completed for each Club meeting, listing date, attendees, phone numbers, and TEPOA lot numbers and name of sponsoring member for guests. The president or leader of each Club will be responsible for the completion of and retention of these records. These records shall be retained for 18 months and available upon request from the Recreation Committee, Office or the TEPOA Board of Directors.

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7. Members who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, and dissension among Club members, other Clubs or TEPOA in general, may have their Club membership suspended or revoked. Club officers may initiate such action as provided for in this and other TEPOA governing documents.
8. Community guests are occasionally invited to participate in a sanctioned Club's programs by a sanctioned Club member. Members must accompany this category of guest in usage of Club facilities. It is the responsibility of the officers of sanctioned Clubs and their members to see that such invitations are not abused.
9. Club members are responsible for clean-up (i.e. washing off tables each time used) and any damage caused by their Club. For more details refer to Section 4 of this document.
10. The leadership of each Club is responsible for requesting calendar dates. TEPOA office staff will determine meeting rooms based on the number of members/attendees and space requirements. Priorities for meeting space will be in accordance with priorities as established by the Board of Directors. Event usage outside of regular meetings shall be limited to availability of space.
11. Clubs advertising/articles must be limited to the TE Association Report and within TE (i.e. cans, posters, sandwich boards). Any outside advertising copy must be approved by the Recreation Committee, Staff or the Board of Directors.
12. Suites, Rec. Hall, and MPB are available to all TEPOA Clubs on an hourly basis for a maximum of a four (4) hour period at no charge for activities completed by 10:00 p.m. (not including reasonable setup and clean up time). After the four (4) hours an hourly fee will be charged unless prior approval from the TEPOA staff or the Board of Directors has been given. Fees will be determined by the size of the event and facilities utilized in accordance with fee schedule in effect at the time of the event. See Section 4 for additional rules regarding use of these facilities. Rent free meeting space is not guaranteed simply because the event is being sponsored by a Club.
13. No facility will be made available for non-TEPOA Clubs.
14. Facilities are not to be used for conventions or similar use/activity unless approved by the Board of Directors.
15. The Recreation Committee shall meet with the president/leadership of all Clubs at least once a year for orientation, to update policies, clarify procedures and discuss mutual concerns.
16. Clubs using TEPOA facilities for profit, whether an admission fee is charged or not, may be assessed a fee.
17. Keys for storage areas will only be given to TEPOA members and the key(s) may not be duplicated.

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18. All ticket sales will be open to TEPOA members at least two weeks prior to opening them to the public. A non-TEPOA attendee fee will be a minimum of \$2 more than a TEPOA member fee which will be paid to TEPOA.
19. Clubs may be de-sanctioned for non compliance of any of the conditions and guide lines stated here-in, by a recommendation from the Recreation Committee and action by the Board of Directors. A Club may also request to be de-sanctioned in writing to the Recreation Committee, Office, or Board of Directors.
20. Club members need to be cognizant of their risks of personal injury in participation in Club activities. Clubs and members should be aware of their potential liability.

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## **Section 12      Rules for Contract Organizations**

Section 12 refers to organizations that contract with TEPOA for use of TEPOA facilities. See Table B for a list of Contract Organizations.

Contract Organizations are contracted with TEPOA, Inc. to provide an opportunity for members to pursue common interest in hobbies, cultural and recreational endeavors. The purpose of the following is to provide both guidance and structure to the Contract Organization system and enable the regular membership to fully enjoy the programs and facilities provided.

1. Facilities are provided to these contracted organizations per their individual contracts. The organization is responsible for contacting the TEPOA office and negotiating the contract. When using space that requires set up, tear down and/or clean-up, the minimum contract fee will be at least equal to the gross labor (including benefits) required to perform this work.
2. Contract Organizations membership must include a minimum of 10 TEPOA members/residents.
3. All ticket sales will be open to TEPOA members at least two weeks prior to opening them to the public. A non-TEPOA attendee fee will be a minimum of \$2 more than a TEPOA member fee. That fee will be paid to TEPOA.
4. Keys for storage areas will only be given to TEPOA members and the key(s) may not be duplicated.
5. Contracts will be for a period of 1 year and may be renewed on mutual agreement. TEPOA's Board may unilaterally cancel a contract with or without cause, and TEPOA will not be responsible for any related costs or damages incurred by the Contracting Organization.
6. Contracting Organization need to be cognizant of their risks of personal injury in participation in activities. Contracting Organization should be aware of their potential liability.
7. Use of facilities is governed by Section 4 of this document.

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## **Section 13     Bulletin Board/Poster Guidelines**

1.     Posters will be submitted to Tucson Estates' Member Services Staff for approval before placement on a bulletin board. This person will either post the sign or delegate the job to a volunteer from the Public Relations Committee.
2.     Maximum poster size will be 8 ½ X 11". Portrait format is encouraged. (More posters can be accommodated in this format).
3.     Length of time posted: Special Events, 30 day maximum posting. Yearly schedule of events or other informational posters may stay up as long as necessary.
4.     Events/Activities are to be posted on only one bulletin board.
5.     All Bulletin Boards should be checked and cleaned out weekly.
6.     The Lighted Bulletin Board in the breezeway will be used strictly for Tucson Estates events and activities.
7.     Posters from the "extended community" will be placed on the bulletin boards adjacent to the "lighted" board.
8.     The Guidelines will be in effect "seasonally" which will start October 1 and end May 1.
9.     Official Postings for TE will be posted on the following boards: by the Pool gate, adjacent to the "lighted" board in the breezeway, near the Library on the outside wall, Golf Course and the Office.
10.    Empty spaces may be filled with Human Interest material at the discretion of the Member Services Staff.
11.    The Triple Bulletin Board in the breezeway, opposite the "lighted board" will be used in the following manner: one third will be designated strictly for Lost Pets and will be administered by the Pet Owners Club. This board will be unlocked. The remaining two thirds will be for human interest and pictures of TE activities and will be administered by Public Relations.

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## Section 14 Use of the Association Report

The purpose of the Association Report is to provide members with information regarding the operation of TEPOA (Board and Homeowner Meeting Minutes, TEPOA financial reports, etc.) and to advise them of activities available to them. The office will determine and publish information about activities of general interest to residents. All events which use TEPOA Common Areas, including the parking areas, must be published in the Association Report and made available to TEPOA members.

1. Guidelines for Association Report Articles

2. Article Due Dates:

Office and Board/President's Messages	15 <sup>th</sup> of each month
Committee Reports	13 <sup>th</sup> of each month
Back Page	13 <sup>th</sup> of each month
Club Reports	13 <sup>th</sup> of each month
Proof Date	19 <sup>th</sup> of each month

If the deadline falls on a weekend, articles are due on the Friday prior to the due date. No articles will be accepted after their due date.

3. The Special Section below the Recreation Hall Calendar is provided for listing information regarding times of events not requiring a room. Example: shuffleboard, water exercise, hiking, etc. It is not necessary to include this in your article as it will be on this Information Page every month. List only changes for that month. Limit articles to 200 words or less.

4. Additional Information:

Articles will be accepted only from the following: BOD, Committees, TEPOA Office, Editor and Sanctioned Clubs.

- a. Articles exceeding 200 words will be returned for revision (BOD/Office exempt) or edited by Editor.
- b. Activities, meetings, etc., which require a room reservation are listed in the Association Report calendar.
- c. Grammar, spelling and sentence construction will be reviewed by the Editor/Proof Reader.
- d. Use Times New Roman 12 point font for electronic submissions.
- e. Use Bold for headings.
- f. No capital letters in the body of the article are allowed for emphasis.
- g. Logos, graphics or photos are allowed at the discretion of the editor.

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- h. Only one article per club/activity.
  - i. Do not set up articles in column form.
  - j. ONLY electronic submissions will be accepted.
  - k. For questions, call the Administrative Assistant in the TEPOA office.
  - l. Make certain each article is signed and a telephone number is included so that contact may be made by the Editor or Proof Reader.
  - m. Events will appear on the back page and will have flexibility as to information and format.
5. The minutes of Board of Directors and Property Owners meetings will be published. Copies of Property Owners minutes may be obtained at the TEPOA office.
6. Articles may be e-mailed [adminassistant@tucsonstates.com](mailto:adminassistant@tucsonstates.com)

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## **Table A – Clubs and Activities**

### **1. Sanctioned Clubs**

#### **1.1 Arts and Hobby Clubs**

Ceramic and Pottery  
Craft and Hobby Club  
Art Guild  
Gem and Mineral Club  
Piece Makers Quilt Club  
Pine needle Basketry  
Stampers  
Stitch and Chatter  
Woodcarvers

#### **1.2 Cards and Games Clubs**

500 Cards  
Bridge Tuesday  
Bridge Friday  
Canasta  
Cribbage Thursday  
Cribbage Saturday  
Duplicate Bridge  
Euchre  
Pinochle Tuesday  
Pinochle Friday

#### **1.3 Social Clubs**

Canada Club  
Colorado Club  
Desert Dollies Red Hats  
Eastern Seaboard Club  
Illinois Club

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Michigan Club  
Minnesota Club  
Prickly Pear Red Hats  
Saggy Saguaro Red Hats  
Upper Midwest Club  
Western States Club  
Wisconsin Club  
Tucson Estates RV Club  
Catholic Ladies

## **1.4 Informational Clubs**

Computer Club  
Pet Owners on Patrol  
Travelogue Club

## **2. TE ACTIVITIES**

### **2.1 Exercise Activities**

Aerobic Walking  
Ladies Only Exercise  
Men's Only Exercise  
Tai Chi  
Water Aerobic Exercise

### **2.2 Golf, Shuffleboard, Tennis, Billiards, etc.**

#### *Organized Activities*

Ladies Niners  
Ladies 18 Holers  
Men's Golf Association (TEMGA)  
Men's Tennis  
Scramble (note special provision for Western Way and Foothills participation)  
Tucson Estates Shuffleboard

#### *Non Organized Activities*

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Tennis  
Horse Shoes  
Billiards

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## **Table B – Contract Organizations**

### **1. Service/Support Organizations**

AARP Safe Driving  
American Legion  
American Legion Auxiliary  
American Red Cross  
AM-VETS  
Cat Mountain AA  
Spiritual Kindergarten (AA Sun)  
T.O.P.S. (K.O.P.S.)  
TE Chapel/Chapel Choir  
Catholic Mass  
Bible Study  
Women's Bible Study

### **2. Outside/Off Premises**

Bike and Breakfast  
Cat Mountain Hiking  
Desert Walkers  
Slow and Easy Walking

### **3. Entertainment**

Dance Club  
Cat Mountain Jamboree  
Western Way Corral

### **4. Special Activities**

Heartline  
Library  
Bingo

### **5. Paid Instructor Activities**

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Beginning/Intermediate Line Dancing (Mon. Afternoon)  
Intermediate/Advanced Line Dancing (Mon. Evening)

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