



An Arizona nonprofit corporation



# **RULES AND REGULATIONS (R&Rs)**

Amended and Approved  
November 14, 2024



## **Community Association Management**

Dear Resident:

We would like to personally express our sincere delight that you have purchased a home in The Grand. With your input and interest in the amenities, we can make this an adult lifestyle experience you can enjoy for years to come.

This document contains some of the rules and regulations that will help you understand your Community. It is not meant to be all-inclusive but provides a convenient reference of several topics.

We ask that you conduct yourself in a safe and healthy manner. Participation in recreation and arts and craft programs is based on the premise that involvement is purely voluntary. Because participation in virtually all recreation and craft activities involves the assumption of some personal or physical risk, program participation by a Resident, renter or guest constitutes acknowledgment, assumption and acceptance of that risk.

Please seek assistance if you deem a situation not to be fully safe for use. Also, prior to use of the fitness centers, it is recommended that you consult your physician/health care professional regarding the type, frequency, duration and intensity of exercise that is appropriate for you.

Thank you for your cooperation. If you have any questions or require further information, please do not hesitate to call our Administration Office at (623) 546-7500. You can also go to [www.livegrandaz.com](http://www.livegrandaz.com), log on and click on the "Contact CAM" button to submit electronic questions to the appropriate department.

Sincerely,  
Board of Directors

19726 N. Remington Dr., Surprise, AZ 85374

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## **DEFINITIONS**

The terms in these Rules and Regulations are used with their commonly accepted definitions. Capitalized terms are defined as in Sun City Grand's Amended and Restated Declaration of Covenants, Conditions, and Restrictions.

**Association Facilities:** Golf courses, indoor and outdoor social and recreational facilities within the Common Area of The Grand (Community).

**CC&Rs:** The Covenants, Conditions, and Restrictions.

**Chartered Club Peer Group Council:** Provides leadership and counsel to the Chartered Clubs and Interest Groups within The Grand. They work under the direction of the General Manager through the Activities Manager regarding specific challenges or needs.

**Community:** Sun City Grand Community Association, Inc. - doing business as (dba) The Grand.

**Covenants Committee:** A hearing tribunal for the Association which hears all validly filed architectural violation appeals concerning any fines and sanctions including, but not limited to, monetary fines, costs, damages, fees and suspension of Association privileges imposed on Residents of the Association by the Standards Department, the Finance Department and The Grand Code of Conduct. The Covenants Committee also conducts other violation hearings as well as any other assignments as directed by the Association's Board of Directors. Declaration of Covenants, Conditions, and Restrictions, also referred to as CC&Rs.

**Guest:** A guest is a non-resident of The Grand accompanied by a Resident with a valid Activity Card. Anyone occupying a home for more than 30 days and who wants to use the facilities is not considered a "guest" and must purchase an Activity Card to use the amenities. Non-resident guests of Activity Cardholders and prospective Chartered Club members may only attend and participate in Chartered Club functions a maximum of three times per calendar year. Renters are considered Residents and therefore are not considered guests of the Owner and may not receive such benefits.

**Occupant:** A person who stays overnight in a particular Dwelling Unit for at least 90 days in a 12-month period.

**Resident:** May include one or more of the definitions of Members, Owners and Qualified Occupants as stated in the CC&Rs, as well as those who rent.

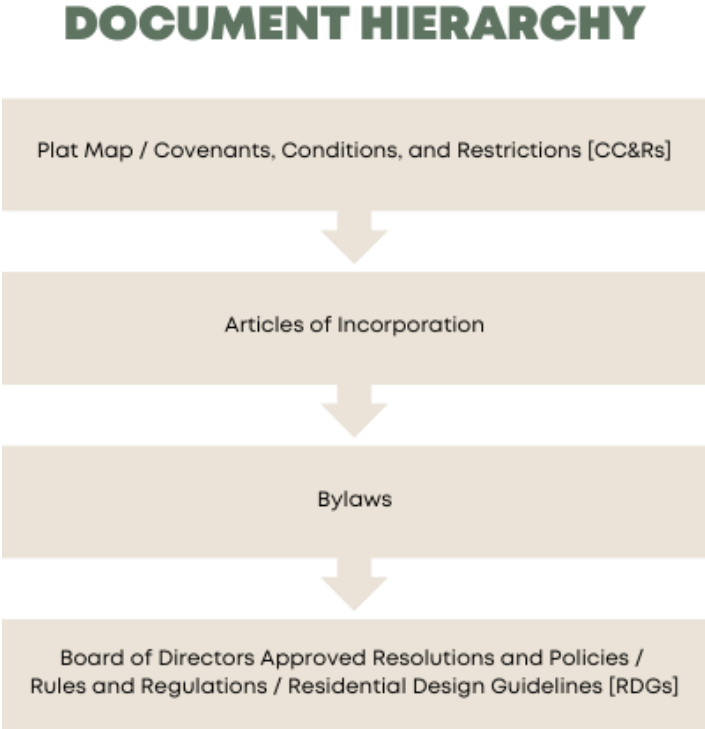
**Resolution:** A Board of Directors-approved act of resolving or determining an action, course of action, method or procedure.

**R&Rs:** The Grand's Rules and Regulations. Rules refer to prescribed guidelines for conduct/action or regulating principles. Regulations refer to rules or orders issued by The Grand Board of Directors.

**Visitor:** A guest, from outside of The Grand. Visitors are accommodated only when such accommodation does not infringe upon the convenience or right of enjoyment of the Residents.

# I. Introduction

The Rules and Regulations (R&Rs) of the Sun City Grand Community Association, Inc. (dba The Grand), an Arizona nonprofit corporation (the "Association"), are established by the Board of Directors of the Association (Board). If Governing Documents are in conflict, the higher-level order of precedence governs.



The purpose of this document is to compile governing policies and rules in a convenient, more user-friendly reference guide. These R&Rs are designed to assist the Association in serving the interests of the Residents (which applies to the definitions for Members, Owners, and Qualified Occupants as found in the CC&Rs and to renters as described in these R&Rs under V. Activity Cards) while protecting the property value of the Association. These R&Rs are established to preserve the golf courses and social and recreational facilities within the Common Areas (collectively referred to as "Association Facilities") of The Grand (the "Community") for the well-being, convenience and enjoyment of the Residents and their guests.

Residents enjoying the Association Facilities must respect the rights of others sharing in the use of the Association Facilities. Courtesy and common sense must prevail in the proper utilization of them.

The Community is special in that it is intended to provide housing for people 45 years of age or older. The use of the Association Facilities is primarily for the enjoyment of the Residents of the Association and of the Community. Guests or visitors are accommodated only when such accommodation does not infringe upon the convenience or right of enjoyment of the Residents.

## **II. Authority**

The Governing Documents grant the Board the authority to make and enforce such policies, rules and regulations as the Board deems reasonable and appropriate, including without limitation the ability to restrict the use of the Association Facilities. Such policies, rules and regulations are adopted at the sole discretion of the Board in its exercise of reasonable business judgment. These R&Rs and any amendments and additions adopted by the Board shall be binding upon all Residents and their respective guests, renters, invitees and licensees, and upon any other Persons having use rights with respect to the Association Facilities and other Common Areas according to an agreement with the Association.

The CC&Rs set forth the right of the Association to charge reasonable admission and other fees for the use of any Association Facility. The CC&Rs also authorizes the Board to permit use of portions of the Common Area by third parties for purposes deemed, in the discretion of the Board, to benefit the Community. To generate income to provide enhanced amenities, offset maintenance expenses and allow discounted Resident use fees, the golf courses, restaurants, including the Grand Café, and the spa at Cimarron are open to the public until the Board resolves otherwise.

The CC&Rs also provide that the Board may impose sanctions for violation of these R&Rs (after notice and hearing) including without limitation the following:

1. Suspension of the voting rights of a member.
2. Imposition of reasonable monetary fines.
3. Suspension of a person's right to use any of the Association Facilities.
4. Suspension of services to a member or to a Lot.
5. Levying Benefited Assessments against an Owner's Lot to cover expenses incurred pursuant to Section 9.8 (b) of the CC&Rs.

### **III. The Grand Code of Conduct**

**Owners are responsible for their own conduct, as well as the conduct of their renters, occupants, guests and invitees.**

#### **The Grand Code of Conduct**

1. Every person must conduct themselves so as not to jeopardize or interfere with the rights and privileges of others.
2. Every person must refrain from loud, profane, indecent or abusive language.
3. No person may harass or accost any other person. Physical or verbal abuse will not be tolerated.
4. No person may compromise the safety of themselves and/or others by their actions. Every person shall obey all safety rules and shall cease and desist all unsafe activity.
5. Every person will be held responsible for any damage to Association property caused by that person.
6. No person shall interfere with management of the Association, and/or reprimand or discipline any Association employee, or service provider. Comments and complaints are to be directed to the Association General Manager, who may require that the complaint be submitted in writing before taking action on the complaint.
7. No person may profit financially from their membership by charging occupants or guests for use of the Association Facilities. The Association and/or Chartered Clubs may, from time to time, enter into contracts to provide products or services for an approved fee.
8. Proper dress is required in all Association Facilities in accordance with the following basic guidelines:
  - a. Upper body garments must be worn in all activities, except males using aquatic facilities.
  - b. Bathing suits are required in all aquatic facilities. No cut-offs are allowed.
  - c. Appropriate athletic apparel is required in athletic sport areas, which includes specific footwear and/or clothing.

DISCIPLINARY ACTIONS: Any person who conducts him/herself in an unbecoming manner or who breaks an Association Rule or Regulation may be subject to disciplinary action. [Code of Conduct Policies & Procedures](#)

Incident Forms are located at The Grand & Administration offices as well as on [www.livegrandaz.com](http://www.livegrandaz.com). [Code of Conduct Incident Report](#)

**The Grand**  
**Standards of Behavior for Board Directors**  
Adopted 04/11/2024

**PURPOSE**

The leadership of The Grand strives to maintain a high standard of ethical conduct in performance of the Association's business and preserve the confidentiality of any information that is sensitive to the Association or personal to any member of the Association. For that reason, the Board of Directors has adopted for itself the following standards of behavior to create common ground in which all can work in the furtherance of the goals of the Association.

[Standards of Behavior - Board of Directors](#)

## **IV. Resident Rights and Responsibilities**

### **A. Alcohol Policy**

The sale and service of all alcoholic beverages is regulated by the Arizona Department of Liquor Licenses and Control. The Association's liquor license covers nearly 800 acres of Common Area property, including the four golf courses. The Grand is responsible for the administration of those regulations in the Common Areas. It is policy, therefore, that no outside alcoholic beverages may be brought onto any of the facilities for any functions including banquet functions or on the golf courses. Refer to VI.A.1. for more information. [Alcohol Policy](#)

### **B. Assessments**

1. Assessments are paid by the Owner one year in advance on the first of the month in which the original Owner first obtained title to the Lot. Resale buyers retain the anniversary date of the original Owner. Original closings between February 1997 and July 1997 and all closings after December 2002 have a July 1 due date for all Base and Neighborhood Assessments. For information about the options for paying assessments, contact the Finance Department at [finance@livegrandaz.com](mailto:finance@livegrandaz.com). [Collection Policy](#)

### **C. Association Enforcement Policy**

Prior to imposition of any sanction including, but not limited to, monetary fines and/or suspension of Association privileges provided in the CC&Rs, or other self-help or lawsuit to enjoin any violation of the CC&Rs, Bylaws, Articles or R&Rs of the Association and/or to recover monetary damages, the alleged violator will be provided with written notice.

Notice: The notice will set forth:

1. the nature of the alleged violation,
2. the proposed sanction to be imposed,
3. a statement that the alleged violator may present a written request for a hearing to the Association within 15 days of delivery of the notice stating the fine is now imposed and
4. a statement that the proposed sanction shall be imposed as contained in the notice unless a request for a hearing is received by the Association within such time period. Proof of proper notice shall be placed in the Association's corporate records. Proof shall be adequate if a copy of the notice, together with a

statement of the date and manner of delivery, is entered. The notice requirement shall be deemed satisfied if the alleged violator requests a hearing.

If a timely request for a hearing is not received by the Association, the sanction stated in the notice shall be imposed; provided, any proposed sanction may be suspended if the violation is cured or if a cure is diligently commenced within the 15-day period. Such suspension shall not constitute a waiver of the right to sanction future violations of the same or other provisions and rules by any Person.

Hearing: If a hearing is requested within the allotted 15-day period, the hearing shall be held before the Covenants Committee or the Architectural Review Committee, as applicable, if any, or if none, before the Board. The alleged violator shall be afforded a reasonable opportunity to be heard. A written statement of the results of the hearing and the sanction, if any, imposed shall be recorded in the corporate records.

Appeal: If a hearing is held before the Covenants Committee, the violator shall have the right to appeal the decision of the Covenants Committee to the Board. To perfect this right, a written notice of appeal must be received by the Association within 15 days after the hearing date.

#### **D. Parking – Common Areas**

The Grand's parking rules regarding Common Areas includes the following.

1. Only vehicles with displayed legal handicap parking identification shall park in designated handicap parking spaces. Parking of motorized vehicles, including golf carts, is not allowed where prohibited by signage, curb painted red or striped pavement.
2. Motorized vehicles, including golf carts, may not park or operate on sidewalks except low-speed personal transporters (under 3 mph) and The Grand's maintenance and contractor vehicles.
3. Parking spaces designated by signage for golf carts may not be used by motor vehicles (except motor-driven cycles).
4. Special events utilizing Association Facilities may require other parking rules. Such rules will be posted and enforced.
5. These rules apply to all Residents, visitors, guests, invitees, licensees, concessionaires, contractors and employees.
6. Unauthorized vehicles may not be parked overnight in any Common Area or community property parking lot.

7. Parking of any vehicle containing or displaying a “for sale” sign is not allowed.

The streets in The Grand are owned and maintained by the City of Surprise. On-street parking is governed by the State of Arizona and the city. Accordingly, parking is permitted on city streets unless the vehicle is inoperable, unregistered or falls within the parameters of a motor home or recreational vehicle.

#### **E. Posting Signs – Common Areas**

1. Commercial solicitation of any nature may not be placed in Association Facilities.
2. All announcements, notices, pictures, writing or other items of any kind must be approved by the Activities Manager before being posted in Association Facilities.
3. Posting of signs of any kind, including posters, circulars, political signs and billboards is not allowed.

#### **F. Renting and Leasing Homes**

1. The definition of the term “ancillary unit” in the CC&Rs include casitas such that casitas cannot be rented separate and apart from the main unit.
2. Those considering doing short-term rentals, such as Airbnb, Vacation by Owner and other Online Travel Agents, should be aware that the CC&Rs prohibit renting less than 30 days.
3. Rules, regulations and requirements for home rental must be followed. [Homes/Selling or Renting Your Home](#)

#### **G. Residential Design Guidelines**

1. The Residential Design Guidelines (RDGs) provide an overall framework to allow the Community to develop and progress in an orderly and cohesive manner. The RDGs provide Owners the requirements and restrictions that apply to all improvements, modifications and changes pursuant to Article X of the CC&Rs. [RDGs](#)
2. All Owners are required to adhere to these guidelines and to make applications and obtain approval for improvement, changes and modifications with the Association’s Standards Department before making any changes.

## **H. Small Project Proposals**

“Smaller” and “simpler” proposals for the betterment of the Community and its Residents may be submitted to the Board by a Resident, club, committee or Association management. A Small Project Proposal Application must be completed and submitted for Board consideration. It is important the proposed project adheres to the spirit of the Community’s Mission, Vision and Values, as well as the Community’s Strategic Plan. [Small Project Proposal](#)

## **I. Smoke-free Environment**

The Association Facilities are a designated smoke-free environment and smoking is prohibited indoors. However, smoking is permitted outside in designated areas as indicated by signage and ashtrays.

## **J. Solicitation Policy**

Persons who are not official representatives of a charitable organization are prohibited from soliciting donations in or on the Common Areas of The Grand. [Solicitation Policy](#)

## **K. Standards Enforcement Policy and Fine Schedule**

The Grand has the authority and power granted to it by the CC&Rs to determine the way to remedy and/or impose penalties for violations of the provisions set forth in the Governing Documents.

These procedures and practices are established for the enforcement of Standards violations of the Governing Documents of the Association and for the correction of violations found to exist within The Grand. [Standards Enforcement Policy and Fine Schedule](#) discovery of violations, subsequent notices and Owner’s rights

## **L. Use Restrictions (Selected Prohibited Activities and Conditions)**

Exhibit C “Use Restrictions” in the CC&Rs contains important information for Residents on prohibited activities and conditions. [CC&Rs](#).

Some of the topics covered in the Use Restrictions include:

1. Business activities in a Dwelling Unit
2. Children’s playground equipment
3. Clotheslines

4. Dwelling Unit lease or rental
5. Dwelling Unit occupancy
6. Firearms, discharging
7. Garage door closure
8. Garage and estate sales
9. Lakes and ponds usage
10. Motor vehicles, including trucks, trailers, RVs, campers, etc.
11. Oil, gas and lubricants disposal
12. Pets, rules regarding
13. Rubbish or debris
14. Storage buildings or sheds
15. Trapping or killing wildlife
16. Trash and recycling

## **V. Activity Cards**

### **A. Activity Cards – Rules**

1. Activity Cards and guest receipts must be presented when requested by Association staff. Cards or receipts must be shown when using the fitness centers, checking in at the golf shops and participating in club activities.
2. Activity Card verification may be made by Association staff to monitor compliance with card policies and to determine validity of Activity Cards and guest receipts.
3. Hosting Activity Cardholders are responsible for their guests using the Association Facilities. Guests under the age of 16 utilizing Association Facilities must always be accompanied by the Activity Cardholder or an adult guest.
4. Holders of Activity Cards who do not identify their guests as such are in violation of these R&Rs and are subject to sanctions (see Article II, page 2).
5. Activity Cardholders may register for various activities and classes at the appropriate monitor station upon presentation of a valid Activity Card. However,

Chartered Club activities and classes may have further requirements, restrictions and guest policies.

6. There are no refunds for any Activity Cards, additional cards, Renter Activity Cards or guest receipts.

## **B. Activity Cards - Residents**

1. Issuance: Resident Activity Cards are issued by the Membership Department provided the Lot continues to be occupied by a Qualified Occupant(s) and all applicable assessments and other charges pertaining to the Lot have been paid to the Association. One Resident Activity Card shall be issued without charge to each Qualified Occupant of a Lot, to a maximum of two Activity Cards per Lot. Written verification of eligibility and occupancy may be requested. Activity Cards shall not be issued for any Lot until the Lot is occupied by a Qualified Occupant. If more than two Qualified Occupants occupy a Dwelling Unit, the Owner of the Dwelling Unit must designate in writing the two Qualified Occupants to whom Resident Activity Cards are to be issued. [CC&Rs II.2.2 \(a\)](#)
2. Usage: Only holders of valid Activity Cards and guest receipts issued for one day are entitled to use the Association Facilities. Unauthorized use of Activity Cards or use of false information in obtaining Activity Cards may result in suspension of activity privileges or other appropriate sanctions. An Activity Card is valid only for the Person to whom it is issued, and cannot be sold, loaned, given away, transferred or assigned. All Activity Cards will contain the cardholder's photograph and must be presented when checking in at the golf shops, using the fitness centers and participating in Chartered Club activities.
3. Additional Cards: If more than two Qualified Occupants occupy a Dwelling Unit, an additional Resident Activity Card(s) for each additional Qualified Occupant(s) may be purchased for one-half of the current annual assessment, except that there can be no more than two occupants per bedroom. An additional card will be valid for one year from the date of purchase.
4. Resident Activity Card Transfer/Fee: Once two Activity Cards have been issued for the Dwelling Unit, any change in Activity Cardholders will be classified as a transfer, and a non-refundable Transfer Fee will be charged. (Current Membership Price List is kept at the Membership Desk.) The only exception would be if the previous cardholder is deceased, in which case a copy of the death certificate must be provided to the Association's Administration Office.
5. Non-Owner Activity Cards: Non-Owner Activity Cards may be issued to Qualified Occupants whose Occupancy is defined in the CC&Rs as staying overnight in the home 90 days or more in the subject 12-month period.
  - a. Applicants will provide proof of residency by one of the following methods:

- i. Valid Arizona Driver's License showing the address of their residence.
    - ii. Valid Arizona ID card issued by the Motor Vehicle Department showing the address of their residence in The Grand.
    - iii. Utility bill in applicant's name showing the address of their residence in The Grand.
  - b. An applicant may be issued the Activity Card subject to proof of residency in The Grand being provided within 30 days. Failure to provide proof within 30 days will result in the card being suspended.
6. Guest Visits: A guest is a non-resident of The Grand accompanied by a Grand Resident who has a valid Activity Card. Renters are not considered "guests" and may not receive such benefits. Anyone occupying a home for more than 30 days and desiring use of Association Facilities is no longer considered a "guest" and must purchase an Activity Card at a cost of one-half of the current annual assessment to continue using the amenities.
7. If a Resident Activity Cardholder wishes to have a guest visit Association Facilities:
- a. The Resident host must accompany the guest and present an Activity Card.
    - i. Any applicable guest fee must be paid.
    - ii. The guest receives a guest receipt for the fee paid valid for the day. (The selling or giving away of such a receipt is prohibited.)
    - iii. The guest will pay Resident rates for any activity subject to an additional fee, except for golf, for which guests pay the Resident Guest Fee. [Resident Guest Golf Policy](#)
  - b. Abuse of guest privileges can ultimately result in revocation of activity privileges of the Person who is hosting the guest.

### **C. Activity Cards – Renters**

1. Issuance: Immediate written notice of any transfer of Occupancy must be given to the Association's Membership Department. The Owner must provide, in writing, the names of the renters, the length of the lease (minimum 30 days) and proof of dates of birth of the renters. The right of the renter(s) to receive the Renter Activity Card(s) allocable to the subject Lot depends on each renter status as a Qualified Occupant and is subject to the following:

- a. One renter occupant must be 45 years of age or over and must obtain the first Renter Activity Card.
  - b. No children under the age of 19 may Occupy a home with a renter.
  - c. The Owner must be current and in good standing with the Association.
  - d. The right of the Owner to use Association Facilities within the Common Area must not have been suspended by the Board pursuant to Article IV. 4.2.(c) of the CC&Rs. [CC&Rs](#)
  - e. An activity fee will be charged for each Renter Activity Card up to two Renter Activity Cards per Lot. The Renter Activity Card will expire upon termination of the lease, or one year, whichever occurs first.
  - f. A renter is not required to obtain a Renter Activity Card. However, without such a card, a renter has no privileges to use Association amenities.
  - g. Renter Activity Cardholders enjoy certain privileges associated with membership, but are not Members of the Association, do not have the right to vote in Association affairs or be counted in determining a quorum at any meeting of the Association. Ballots, assessments, notices and any other items required by the Governing Documents will be given to the Owner of record and are not required to be given to the renter. Further, a renter must report any Association concern to the Owner of the Dwelling Unit and the Owner has the option of bringing the issue to the Association.
  - h. A Renter Activity Card will be revoked if the renter is no longer a Qualified Occupant. The holder of a Renter Activity Card and the Owner are subject to sanctions for violation of these R&Rs.
2. Additional Cards: If more than two Qualified Occupant renters occupy a Dwelling Unit, an additional Renter Activity Card(s) for each additional Qualified Occupant renter(s) may be purchased for one half of the current annual assessment, except that there can be no more than two occupants per bedroom. An additional Renter Activity Card will expire upon termination of the lease or one year, whichever occurs first.
  3. Changing Rental Homes: If the renter changes rental homes, with no time break between the two leases, an additional fee will be charged, up to but not to exceed the maximum rental fee, regardless of the length of either lease, but not to exceed 12 months from the beginning of the first lease. A renter who has paid the maximum rental fee, and changes rental homes with no time break

between the two leases, will pay a Renter Activity Card Transfer Fee, with the total rental period not to exceed 12 months from the beginning of the first lease.

4. Guest Visits: Renter Activity Cardholders are allowed guest privileges under the same provisions as IV.B. II.

## **VI. Activities and Lifestyles Events**

### **A. Meetings and Activities**

1. Alcohol Policy: The sale and service of all alcoholic beverages is regulated by the Arizona Department of Liquor Licenses and Control (A.R.S. Arizona Revised Statute 4-244.40, A.R.S. 4-207.01) and the Arizona Administrative Code Liquor laws pursuant to A.A.C. R19-1-303B. [Alcohol Policy](#)
  - a. Only alcohol provided by the Association's food service facilities or through the Activities Department can be possessed or consumed on Association premises for any functions, including banquet functions, or at or on the golf courses.
  - b. Any event serving alcoholic beverages must be booked through the Activities Department and the room charge paid in full 30 days prior to the event.
  - c. For an event serving alcohol, Association Patrol must be booked, utilized, and paid for through the Activities Department.
  - d. An event serving alcohol must adhere to a "last call" policy. The last call shall be made no later than 45 minutes prior to the scheduled end of the event with no alcohol being served the last 30 minutes. No exceptions will be made.
2. Room Rental Policies & Guidelines

The Grand offers meeting rooms for many occasions, from seminars to celebrations. Residents, non-residents, commercial entities, Chartered Clubs, Interest Groups and Support Groups may schedule and rent rooms through the Activities Department.

Rental applicants must sign a Room Rental Contract. By signing the contract, rental applicants acknowledge they are responsible for ensuring that all guests adhere to the Association's policies and guidelines. [Room Rental Policies & Guidelines](#)

### 3. Room Rental Rates

Room rental rates vary by renter category, location and room combination.

[Room Rental Rates](#)

#### a. Room Charges:

- i. Association-sponsored events will not be charged for the use of Association Facilities. Chartered clubs may be required to reimburse the Association if additional costs are incurred by the Association for set-up, cleaning, etc. Non-chartered club activities and private parties are subject to the current schedule of fees and policies as established by the Board.
- ii. Fees and Charges: Sunday through Friday, facilities are available to Chartered Clubs free-of-charge upon availability. Saturday at noon through Saturday midnight is "Prime Time" usage and all functions are charged a rental fee. Chartered Clubs receive the Chartered Club rate when utilizing prime time. Rental fees for the use of Association Facilities are established by the Board and may be revised periodically.
- iii. Commercial Activity: Commercial activities may obtain facility space and are charged a non-resident rate. All requests must be approved in writing by the Activities Manager.

### 4. Room and Space Scheduling

- a. To accommodate the large number of Activity Cardholders who utilize the Association Facilities, it is necessary to properly schedule these meetings or activities. Use of meeting rooms without prior notice and approval is prohibited. Room scheduling is established and maintained by the Activities Department and requests for room reservations should be directed to that department.
- b. In establishing and maintaining schedules, the Activities Manager adheres to the Board-approved Space Scheduling Policy and its scheduling hierarchy. [Space Scheduling Policy](#)
- c. The Association reserves the right to interrupt, terminate or reschedule activities as necessary to maintain the priorities of the Space Scheduling Policy.

## **B. Special Events**

1. Special events utilizing any portion of the Common Area which are not sponsored by the Association must be approved by the General Manager at least 90 days in advance.
2. The Association has the right to deny any special event which the Board determines is inconsistent with policy, inconsistent with the general use and enjoyment of the Association Facilities by Residents and their guests, a threat to the health, safety or welfare of the Residents of the Community or otherwise not in the best interests of the Association and the Community.
3. Event hosts are responsible for their guests' conduct.
4. Refunds will not be given on ticketed activities or events unless canceled by the Association.

## **C. Reasonable Accommodation and Reasonable Modification Request Policy, including Appendix A: Deaf Access Policy**

The Association has an obligation under federal and state fair housing laws to make reasonable accommodations in rules, policies, practices or services when such accommodations are necessary to afford disabled Persons equal opportunity to use and enjoy their homes, and the Association Facilities. Deaf Residents requesting interpretive services must complete the Request for Deaf Access Accommodation ([DA-1](#)) Form and return it to the Activities Department. [Reasonable Accommodation and Reasonable Modification Request Policy and Appendix A: Deaf Access Policy](#)

# **VII. Chartered Clubs, Interest Groups and Support Groups**

## **A. Chartered Clubs**

1. Chartered clubs are organizations that are sponsored by the Association to foster and promote hobby, recreational, service, social and cultural pursuits. In sponsoring these organizations, the Association provides an opportunity for the club members to enjoy fellowship while pursuing similar interests, but the Association is not under any circumstances liable or responsible for any damage or injury arising out of club activity or for any act or omission of the club or any of its members.
  - a. Chartered Clubs are organized under The Chartered Club Policies & Procedures, Board-approved rules and regulations and are binding upon all Chartered Clubs and their members with chapters individualized by

each Chartered Club and reviewed by the Activities Manager. [Chartered Club Policies & Procedures](#)

- b. Membership in Chartered Clubs must be open to Residents in good standing with the Association and maintain 100 or more members.
  - c. The Chartered Club Peer Group Council, established by the Board, provides mentorship, guidance and leadership for Chartered Club officers. The Council helps foster consistent interpretation and application of the Chartered Club Policies & Procedures. [Peer Group Council Charter](#)
2. If any Chartered Club has an issue, it may bring the issue to the Association's General Manager.
  3. Chartered club use of Association Facilities space, equipment and other amenities is subject to availability and charges as established from time to time by the Association. As the Chartered Clubs are established, their sponsored activities will operate with their own monitors and established hours of operation. The Chartered Clubs may establish administrative rules to govern their members' use of the Association Facilities, which may be more restrictive than, but not in conflict with, these R&Rs. Such administrative rules must be in accordance with their charters and are subject to review and approval of the Activities Manager.
  4. Guests of Activity Cardholders may be accommodated by the Chartered Clubs in accordance with the governing guest privileges of the Chartered Club Policies & Procedures. Unless otherwise specified in chapters 12 and 13 of a club's charter, guest visits to a particular Chartered Club by any one individual shall be limited to a maximum of three visits during any calendar year. Guests may be charged a guest fee, and additional fees may be charged for materials and supplies.
  5. Chartered Clubs are responsible for the maintenance, repair and safe operation of the equipment provided by the Association or otherwise obtained by the club, as well as for the safety of club members and others participating in club activities or using club equipment.
  6. Upon dissolution, all club bank accounts and supplies become the property of the Association.
  7. Any equipment purchased by the club becomes the property of the Association upon purchase.

8. Chartered clubs must submit monthly and annual financial statements to the Association. Club financial records are subject to examination by the Association at its discretion and audit by an outside company.
9. Tournaments and Inter-Community Play: The Association, through the Activities Manager, may authorize requested Chartered Club tournaments or inter-community play as defined in the Chartered Club Policies & Procedures. Authorization for tournaments or inter-community play must be approved by the current chartered club membership, and then approved by the Activities Manager. Approval would allow temporary use of designated facilities by non-members on specific days within specified time. Events including outside participants (non-residents of The Grand) that include over 75 participants in any one day require approval by the Board. All non-residents must sign a liability waiver prior to participation in a tournament or inter-community play.

## **B. Interest Groups**

Interest Groups are gatherings of Residents with common interests such as a state of origin, specialized activities or ethnic background. The Activities Manager approves the formation of interest groups which must be open to Residents in good standing with the Association and maintain a minimum of 25 members. [Interest Group Guidelines](#)

## **C. Support Groups**

Support Groups involve regular meetings where people experiencing similar problems or life transitions come together to offer each other support and encouragement. Members share information, resources and coping strategies to feel more empowered and for a sense of community. [Support Group Guidelines](#)

# **VIII. Use of Association Facilities**

## **A. Activity Buildings**

The activity buildings are multi-purpose rooms that provide space for a variety of activities. These rooms are used primarily to accommodate activities and classes by Chartered Clubs, Activity Cardholders, Association staff and other users.

To use any of the activity buildings or any other space within the Association Facilities, it is necessary to make prior arrangements through the Activities Department (see Section VI.A.4). Activity rooms are scheduled and monitored by the Activities Department.

## **B. Dog Park**

1. The Association owns and oversees the operation of the dog park to provide a place for unleashed pets to exercise and socialize.
2. The Association requires that all dog owners assume responsibility when utilizing the dog park.
3. All dogs entering the dog park must have current vaccinations and be registered with the Association's Activities Department. Registration forms are available at the Activities Department along with a copy of the Dog Park Rules. The rules help provide that the dog park experience is safe and healthy for both dogs and their owners. [Dog Park Registration and Rules Form](#)
4. Dog owners will be issued a tag upon registering their dog(s); the tag must be worn on the dog's collar to use the dog park. The Activities Department will maintain the registration forms.
5. If there is an incident between Residents, in or around the dog park, an Incident Report [Code of Conduct Incident Report](#) should be completed. Incidents will be addressed according to established procedures. [Code of Conduct Committee Procedures](#)
6. If there is an incident involving a dog(s) in the dog park, an Incident Report, available at the Activities Department, should be completed and returned to the Activities Department. [Dog Park Incident Report](#)
  - a. For the first incident, the Association may contact the dog's owner and give a warning that if another incident occurs, the owner will lose the right to use the dog park.
  - b. If a second complaint is received against the dog/owner, the dog owner's dog park privileges will be removed.
  - c. If dog owners do not agree with any decision that has been rendered, the owner(s) may appeal to the Covenants Committee.
  - d. Dog owners should carefully review their copy of the Dog Park Rules to ensure compliance.

## C. Fitness Centers

The fitness centers are part of the Association Facilities. Guidelines, with detailed information for the Adobe and Cimarron Fitness Centers are posted and available at both centers. A walking track is available only at the Adobe facility. Saunas are only available at the Cimarron Fitness Center. Below are some of the rules and etiquette guidelines participants are to follow [Fitness Center Guidelines](#)

1. Only holders of valid Activity Cards and guests with a valid guest card or receipt may use the fitness centers and are required to register at the monitor stations each time they use the facilities. When using the fitness centers with a spouse (or significant other or household cardholder), each person must show a current Activity Card.
2. Cardholding hosts must accompany all guests when checking in and must present their Activity Card or pay the guest fee. Any exception to this procedure requires approval by a manager/supervisor of the fitness staff. Guests 16 years and older must sign a written waiver before using the facilities. Cardholding hosts can visit the fitness center front desks to pre-purchase a guest card for their existing or forthcoming adult guest(s).
3. Residents may pre-register for a temporary adult guest card for use at the fitness centers, for a period of seven consecutive days or less. A temporary guest card, which may not be replaced or duplicated, will be issued for the authorized day or days. If the card is lost or destroyed, any pre-paid fitness center use for which they were issued will be null and void. Abuse of guest privileges may result in revocation of a Resident's activity privileges. [Fitness Center Pre-registration Rule and Regulations for Guests](#)
4. Residents and guests supply their own locks at both the Adobe and Cimarron Fitness Centers. Locks left on lockers at the end of 48 hours will be removed, and contents of that locker will be placed in the center's Lost & Found. The fitness centers are not responsible for any items lost or stolen.
  - a. Fitness orientations are available to all Person(s) (sometimes referred to as "participants") using the fitness centers. The orientation sessions are designed to familiarize participants with policies and procedures of the fitness centers.
  - b. Orient participants to the proper use of exercise equipment.
  - c. Introduce participants to any available fitness classes and personal training.

5. Activities in the fitness centers' areas are not fully supervised. Therefore, all participants using equipment and participating in activities in the fitness centers do so entirely at their own risk. A fitness trainer is available by appointment. Persons with known medical problems or who are unsure of their physical condition are advised to consult with their physician(s) before engaging in exercise activity.
6. Indoor activities available at the fitness centers:
  - a. Fitness Equipment
  - b. Exercise Classes (both land and water) (Fee)
  - c. Personal training (both land and water) (Fee)
  - d. Indoor Walking Track (Adobe Fitness Center only)
7. Persons under the age of 16 may not use the walking track or fitness equipment and may only use the pool during scheduled children's hours.
8. There is a fee for each participant attending an instructor-conducted land or water aerobics class. Fees will not be returned to participants once they have registered for the class. Specialty classes may cost more. Visit [www.livegrandaz.com](http://www.livegrandaz.com) contact the fitness centers for additional information. Credit cards are the only acceptable payment at the fitness centers. Checks and cash are not accepted. Credit books (credit accounts) are available at the fitness centers.
9. All participants using the fitness centers must abide by the centers' dress code regulations:
  - a. Appropriate athletic wear is required. Refrain from wearing denim or button-down shirts. Belts must be covered by a shirt.
  - b. Elastic drawstring shorts or pants are acceptable.
  - c. Athletic shoes and socks must be worn at all times, unless otherwise specified by a valid medical release. Sandals are not permitted.
  - d. No cut-off shorts or shirts.
10. It is recommended that all participants carry a hand towel for personal use, as they are not provided by the centers. Everyone using any piece of equipment in the fitness centers must wipe off the equipment after use with a gym wipe provided at each center.

11. Any individual with a special or contagious medical condition is urged to inform a member of the fitness staff of their condition **prior** to use of the facilities. Examples of such medical conditions would include, but not be limited to, skin disease or any communicable disease(s). The individual with the condition may be required to fill out a strictly confidential medical information sheet. The fitness staff will review the information and determine what activities, and accommodation would be appropriate for the individual prior to use of the facilities. Expression or display of illness could result in being asked to leave with a request to return when health improves, or the condition is resolved.

#### **D. Swimming Pools, Hot Tubs and Saunas**

1. The swimming pools, hot tubs and saunas are part of the Association Facilities. Only holders of valid Activity Cards and their guests may use them and are required to check in at the monitor station prior to entering the pool, hot tub or sauna area. Each participant is required to present an Activity Card to the monitor.
2. When checking in, all guests must present a guest card or receipt or pay when accompanied by a hosting Activity Cardholder. Any exception requires approval by a manager or supervisor of the fitness staff. To use the pool, children must register on the day of facility use. Guests under 16 years of age must be accompanied by and under the direct supervision of a host Activity Cardholder or an adult guest at all times during their visit to a swimming pool. Guests must be at least 16 years old to use any hot tub or sauna.
3. The Grand swimwear is required for any child who is going to use the outdoor lagoon pool whose height does not meet the established height requirements. There are measuring devices at the front desk of the Adobe Fitness Center to check the height. The swimwear is for sale at the front desk. The monitors will be checking to assure the swimwear is being worn. Children (guests under 16) may use the Adobe outdoor lagoon pool in accordance with the posted children's hours. No one under the age of 16, including infants, are permitted in the Adobe lagoon. The use of strollers, baby carriers and other items which could obstruct or interfere with access to and from the pool area will be restricted to designated areas and may be prohibited at times. Children ages four and older are not allowed in the locker room of the opposite sex. All-access bathrooms near the locker rooms are available for use by families or those with physical disabilities. Participants may bring small baby pools to the outdoor lagoon pool and may fill them with pool water. However, when the baby pool is emptied, the water must be dumped on the lawn near the fence

perimeter rather than back into the pool. Dumping the water back into the pool creates a health hazard.

4. Use of the pools, hot tubs and saunas are at the user's own risk. Lifeguards are not provided. The hot tub and sauna facilities are not supervised and are not equipped to accommodate persons with disabilities, with the exception at the Adobe hot tub, which does allow wheelchair access and pool lifts. Flotation devices and a rescue hook are available for emergency purposes only.
5. All participants are required to shower prior to entering a pool or hot tub. Showering after using the pool or hot tub is recommended to remove residual chemicals and minerals.
6. Appropriate swim attire must be worn. Cut-offs are not permitted. Street shoes, including tennis shoes, cannot be worn in pools and hot tubs. Pool shoes are permitted if not worn on the street.
7. Running, horseplay, jumping or diving into the pools is not permitted.
8. Loud or foul language [Code of Conduct](#) and loud sound-producing equipment are not permitted. Sound-producing equipment may be used to conduct water classes.
9. Chairs, lounges, tables and other items which could obstruct or interfere with access to and from the pools or hot tubs are restricted to designated areas.
10. Food and beverages may be consumed at the outdoor pool in areas provided with tables and chairs. No food or drink is permitted in the pools and is prohibited in the indoor pool areas.
11. Glass containers and chewing gum are not permitted.
12. All tobacco and vaping products are prohibited in the pool area and may only be used in areas designated by signs and ashtrays.
13. No alcohol is permitted in the pool area unless provided as part of an event hosted by the Association. [Alcohol Policy](#)
14. Inflatable flotation devices exceeding 38" x 38" are not permitted in any pool or hot tub at any time. Also not permitted, regardless of size, are vehicle inner tubes, air mattresses, surfboards and floating lounges. Approved flotation devices measuring 38" x 38" or less are allowed from June 1 through September 30 in the Cimarron pool all day, and after 4:00

p.m. at the Adobe lap pool. The hammock chair is allowed year-round, but only at the Cimarron pool. Small kickboards, water shoes (not worn on the street), fins, flippers, noodles, single noodles with netting, snorkels and masks are permitted in both the Adobe outdoor pool and the Cimarron pool year-round. [Fitness Center Approved Flotation Devices](#)

15. Lane ropes, wave suppressors, ramps and stair rails are to assist and guide pool users. They are not designed to support a person's body weight. They must be used only for their intended purpose.
16. Lap lanes in the indoor and outdoor pools are reserved for lap swimming only. The larger area adjacent to the lap lanes is the therapy area for rehabilitation, aquatic exercise and water walking. Sign up for a lap lane as required and as posted. During water classes, certain areas of the pool may be closed. When the class size is small, the lap lanes will remain open. As class size increases, the number of lap lanes may be reduced.
17. During rain, thunder and lightning storms or other inclement conditions, Association staff may clear and close all pools, including indoor pools until such inclement conditions pass. However, the Association is not responsible for monitoring weather conditions, and each person in the pool area should immediately exit the pool area if lightning or thunder is observed within 10 miles of the pool.
18. Any person with a medical condition such as a cold, infection, skin condition or cut is prohibited from using the pools, hot tubs and sauna facilities. Participants with inflamed eyes, colds, nasal or ear discharge, skin or body infections or cuts will be asked to leave the pool. No band aids or wound-protective coverings are allowed.
19. Extended exposure to hot water and vapors may be detrimental to the health of some persons with certain medical problems, particularly individuals with heart conditions. If in doubt, consult a physician prior to the use of the hot tub or sauna.
20. Any person failing to abide by the stated policy or safety rules will be asked to leave the pool area. The judgment of Association staff with respect to safety, decorum and sanitation will prevail.
21. Association management may issue and post in the Adobe and Cimarron Fitness Centers, additional rules for each pool, hot tub and sauna.
22. Sauna (Cimarron Fitness Center only)

- a. Persons with medical conditions should consult with a physician prior to using the sauna.
- b. If feeling discomfort, immediately exit the sauna.
- c. Pregnant women should not use the sauna at any time.
- d. No person under the age of 16 shall use the sauna at any time.
- e. It is recommended that users sit on a towel while in the sauna so that burning of body areas does not occur.
- f. Do not place or throw any material on the heating unit.

## **E. Sports Courts**

1. Other outdoor Association Facilities are available with 75% of the time reserved for Chartered Club play and 25% for open play for non-club members:
  - a. Bocce Ball Courts
  - b. Horseshoe Courts
  - c. Lawn Bowling Courts
  - d. Pickleball Courts
  - e. Softball Field (must be a Softball Chartered Club member to use)
  - f. Tennis Courts

Please refer to each Chartered Club's website as posted on the [Chartered Club's](#) page.

2. Only holders of valid Activity Cards and their guests may use the sports facilities. To the extent available, equipment for use by non-club members for bocce, pickleball and tennis may be checked out at the respective fitness center monitor station. The monitors will hold the participant's Activity Card until the equipment is returned.
3. Guests under 16 years of age must be under the direct supervision of the hosting Activity Cardholder or an adult guest at all times during their use of sports facilities.

4. All players must wear proper attire and court-appropriate shoes.
5. Food, tobacco products, alcoholic beverages and glass containers are not allowed in the court enclosure. Water or any other non-alcoholic drink in a plastic container is permitted.
6. Tennis and pickleball courts may be reserved by going to each club's respective website. Club-reserved times must be honored (Abuse of the reservation system (i.e., reserving a time and not showing up) may result in loss of the privilege to make court reservations. Cancellation of reservations should be at least two hours in advance of reserved time. If the court holder does not show up within 10 minutes of the reservation, the court is forfeited.
7. Non-resident guests of Activity Cardholders and prospective Chartered Club members may play in club activities a maximum of three times in a calendar year. Thereafter cardholders must join the club to continue participating in club activities. Guests must sign in and be accompanied by a club member to play. Failure to utilize a reservation could result in suspension of privileges. Cancellation of reservations should be at the earliest possible time, but not less than two hours before the scheduled play. If a reservation holder does not show up within 10 minutes of the start of the reservation, the court is forfeited.
8. Only pickleball paddles approved for noise mitigation are allowed on the pickleball courts.

## **F. Other Common Areas**

1. Three Activity Centers
  - a. The Village Center is the hub for many of the Association Facilities including the Sonoran Plaza and Chaparral Center, the Activities Department for event ticket purchases, the Grand Café and structures which house clubs, such as art, photo, glass arts and ceramics. Spreading out from the Village Center are the Adobe Fitness Center with swimming pools, outdoor sports courts, walking paths, social courtyard areas, dog park, amphitheater, restaurant and the Desert Springs Golf Course.
  - b. The Palm Center, across the street from the Village Center, is the location of the Association's Administration Departments, which assist with Association assessment payments, membership information, Activity Card issuance, home exterior modification questions and other Association business.

- c. The Cimarron Center on Clearview Boulevard, located on the west side of the Community, houses fitness, swimming, spa and other activities. The Cimarron Golf Course and pickleball courts are close by.
2. Other Association Facilities include the Del E. Webb Memorial Softball Field, horseshoe courts and the woodshop on Mountain View Boulevard. Granite Falls North and South Golf Courses and the restaurant at Granite Falls located at the intersection of Sunrise and Clearwater Boulevards
3. In the Village Center and all Common Area open spaces where dogs are allowed, dogs must be on leashes, accompanied by their owners and under control at all times. (Municipal Code Article II, Div 1, Sec 10-19, Surprise, AZ) Owners of dogs are responsible for the immediate removal and proper disposal of all solid animal waste of such owners' dogs. Trained service animals shall be permitted in or near designated dining areas anywhere within the community where all other pets are not permitted.
  - a. Signs clearly mark the areas where dogs are not permitted.
  - b. In such areas where pets are permitted, the pet shall not be allowed to sit on the furniture or the owner's lap and not be allowed to eat from dishes provided by the restaurant or snack shop.
  - c. Pet owners shall provide their own water dishes and remove them when leaving the area.
4. Use of Association Facilities by unauthorized contractors, such as physical therapists, caterers, and instructors is prohibited.
5. Signs in the Village Center clearly state the restriction of riding wheeled vehicles, skateboards, scooters, rollerblades and bicycles (other than bicycles on paved roadways), except for handicap vehicles.

## **IX. Golf Courses**

The Grand's golf courses are Association Facilities which are open to the public. During limited times, at the discretion of the professional staff, eligibility to play the golf courses may be limited to Activity Cardholders and their guests. The Director of Golf may suspend cardholder's privileges to enter onto the golf course for violations of the Association rules or for actions or behaviors that endanger the safety or affect the enjoyment of the facilities by other players.

## **A. Tee Time Reservations**

1. Tee times should be made via the Chelsea Tee Time Reservation System on the website. <https://livegrandaz.com/>
2. For more information on the Tee Time Reservation System, contact the Granite Falls Golf Shop. Reserve a tee time by calling or visiting any of the golf shops at Desert Springs 623-546-7401, Cimarron 623-975-5654, Granite Falls 623-546-7480.

## **B. Course Rates**

Golf rates and fees are posted on the website at [www.liveggrandaz.com](http://www.liveggrandaz.com) and subject to change.

## **C. Golf Instructions**

Professional staff are available to assist with game improvement. Contact any pro shop to schedule individual and group lessons.

## **D. Dress Policy**

Proper attire is required when playing one of the four Grand golf courses or using the practice facilities. [Dress Code Policy](#)

## **E. Guest Policy**

Resident golfers are encouraged to bring guests to enjoy the golf courses. To effectively manage tee times for Residents, special rules and limitations for guests have been approved by the Board. [Resident Guest Golf Policy](#)

## **F. Golf Cars/Carts**

Golf cars to be used on The Grand courses must comply with The Grand's golf car specifications, rules and regulations. [Golf Car Rules](#)

The Grand owns and maintains an ADA SoloRider golf car at each golf shop. The SoloRider is a vehicle that allows golfers who are mobility-impaired to enjoy a game of golf. Current rates, policies and procedures assist golfers using this amenity. [SoloRider Golf Car Policy](#)

## **G. Course Rules and Policies**

1. All golfers must check in at the golf shop and present an Activity Card at least 15 minutes prior to tee time, including shotgun starts. Failure to do so may result in having the tee time/hole assignment released to a standby golfer.

2. Resident and guest golfers are NOT allowed to bring any alcohol onto any golf course or affiliated Common Areas which have not been purchased from The Grand's food service facilities. Violations may not only result in the Resident's loss of privileges, but the Association could have its unique alcohol license revoked by the State.
3. To play at Resident guest rates, a Resident host must check in all guests.
4. To receive Resident guest rates, all junior golfers under 16 years of age must be hosted by an Activity Cardholder or be part of an approved school program. All junior golfers must be supervised by an adult 18 years or older.
5. Range ball usage is restricted to the driving range and other designated practice areas, and only The Grand's range balls are allowed. Range balls and buckets are the property of the golf course and are not to be removed from the practice areas. Those not participating in golf activities are not permitted on the golf course at any time. Walking, jogging, bicycling, driving on the cart paths, or any other form of non-golf activity on the golf course (including cart paths) is not permitted.
6. Entering the golf course other than from any golf shop area is prohibited. Specifically, but without limitation, entering from private homes or yards is prohibited.
7. A golfer may only retrieve a ball if easily retrievable from the shoreline of any lake. All golf balls that are not easily retrievable must be abandoned and become the property of the Association.
8. Homes surrounding the golf courses are private property. Golfers may not enter private property without the Resident's permission. Golfers are responsible for damage to property caused by either the golf car or errant golf balls.
9. Fishing and swimming are not permitted in golf course lakes, in designated areas along the lake that parallels Hole #9 on Desert Springs, limited fishing is allowed from the non-golf side.

## **H. Refund Policy**

The Grand has an established Golf Refund Policy which addresses refunds for unused portions of the Premium Pass, the Annual Pass and the Flex Pass. [Golf Refund Policy](#)

## **I. Course Closure**

Closing of the golf courses will be determined by the professional staff. For golf course closures, including holiday hours, refer to the [golf calendar](#).

1. Each golf course and driving range may be closed for transition and maintenance.
2. The golf courses may be closed due to inclement weather and frost. Such closures will be posted at <https://livegrandaz.com/frost-delays>.

## **J. Course Etiquette**

1. The pace of play should be no longer than two hours for nine holes. To speed up play, groups should hit when ready, abandon lost balls without undue delay and continue putting until the ball is holed. A ranger will monitor the course play and has been given full authority to keep groups from falling behind. The Association reserves the right to allow staff to ask a player to leave the course if that player is significantly impeding the speed of play.
2. Fill divots and fix ball marks on greens with sand provided.
3. Practicing on the golf course property is only allowed in designated practice areas. Pitching and chipping are allowed only in designated pitching and chipping areas.
4. Rake bunkers to a smooth surface and place the rake in the bunker in a position 90 degrees to the bunker's edge with the handle being closest to the edge and the rake towards the center of the bunker.
5. Fivesomes may be allowed at the discretion of the professional staff.

The Director of Golf or designated professional staff shall have the authority to enact and enforce any additional administrative rule or policy which contributes to good golf etiquette, speeds up play or protects the safety of the golfers or spectators.

## **X. Homeowners Association (HOA) Meetings**

### **A. Board Meetings**

#### 1. Regularly-Scheduled

##### a. Business (where votes are taken)

Meetings are scheduled on the second and last Thursdays of each month. Agendas are posted 48 hours before each meeting. Residents may speak on each agenda item before a vote is taken. [Bylaws III 3.7](#)

Generally, a Board Meeting also contains a Chat which gives the attendees, whether in person or on video conferencing, the opportunity to speak on non-agenda items with the Board, unrelated to the meeting's agenda.

#### 2. Non-Regularly Scheduled

##### a. Executive Session

These meetings are not open to Residents.

##### b. Emergency

Notice to Residents is not required.

##### c. Special

May be called by the President or two Directors.

#### 3. Committees of the Board

The Board may appoint a committee of Directors to perform specific task(s). Bylaws 5.1, pg. 13. These meetings are not open. The number of Directors shall be less than a quorum.

### **B. Annual Membership Meeting**

An annual meeting shall be held on a date and at a time set by the Board. In the event that a quorum, as defined in section 2.10 of the Bylaws, is not present at an annual meeting, the Association may hold the meeting for informational purposes; provided, however, the Association may not take any action at such meeting unless a quorum is present.

### **C. Committee Meetings**

Committees work within their Board-approved charter and as requested by the Board. All committees follow Board Committee Guidelines. [Board Committee Guidelines](#)

## 1. Regularly Scheduled

### a. Standing Committees approved by the Board include:

- Architectural Review Committee (ARC)
- Code of Conduct Committee (COC)
- Covenants Committee
- Finance Advisory Committee (FAC)
- Golf Advisory Committee (GAC)
- Long Range Planning Committee (LRP)
- Technology Advisory Committee (TAC)

Meetings are held in accordance with the committee's charter.

The open-meeting agendas are posted 48 hours before each meeting. These meetings can be held in person or via video conferencing. Speakers may speak on each agenda item before a vote is taken.

### b. Ad Hoc Committees are established by the Board. The Board approves the duties, appoints the chair and members and may establish a termination date.

## 2. Workshops

When a standing committee schedules a workshop, it is an open meeting. The agenda is posted at [www.livegrandaz.com](http://www.livegrandaz.com) 48 hours before the meeting.

## **XI. Association Accounts, Reports and Policies**

The official Association records will be maintained by the Administration Office for inspection by any Member of the Association or any Person designated by the Member in writing as the representative as authorized under A.R.S. Arizona Revised Statute 33-1805.

Books and Records. The Association's official records shall include the following, whether kept in paper or electronic form:

- Governing Documents include the Articles of Incorporation, Bylaws, the CC&Rs, Rules and Regulations, Architectural Guidelines and all amendments thereto
- Financial records including checks, bank records and invoices
- Annual Reports

- Contracts with third parties
- Official minutes of Special and Annual Meetings of the Board and of Members
- Resolutions adopted by the Board
- Official communications to or from the Board and/or any Committee of the Association
- The names and addresses of current Owners and occupants of the Lots
- Individual Lot files

Personal notes, individual letters and memos, emails by the between directors, officers, and Owner/Members and other writings of individual Board or Committee members made by them shall not be considered as records of the Association, nor will they be kept or stored with Association records.

### **A. Accounting and Reporting Requirements**

1. Financial reporting will comply with current Generally Accepted Accounting Principles (GAAP). Accrual accounting as defined by GAAP shall be employed.

### **B. Other Financial Policies**

#### 1. Collection Policy

The Collection Policy comprises Board-approved policies and procedures for Base and Neighborhood assessment payments and for resolving delinquent accounts, check acceptance and late fees. [Collection Policy](#)

#### 2. Investment Policy

The Association's Investment Policy is a Board-approved document that outlines the management of and the permitted investments of Operating, Reserve and CARE funds. [Investment Policy](#)

#### 3. Purchasing Policy

The Purchasing Policy is a Board-approved document which outlines purchasing policies, procedures and controls for the acquisition of goods and services. The Purchasing Policy sets appropriate internal controls to minimize both cost and risk of loss to the Association. [Purchasing Policy](#)

#### 4. Reserve Policy

The Reserve Policy is a Board-approved document to ensure that assets that deteriorate or fail over time can be replaced without financial disruption or special assessments to the Owners. [Reserve Policy](#)

#### 5. Acceptance of Checks

The Grand will not accept any checks for monies owed to the Association that have the words "Paid in Full" or "Payment in Full" or any similar wording written on the check. Nor will the Association accept any check or monies that are accompanied by a letter stating that the enclosed funds or check is payment in full.

## **XII. Other Policies and Procedures**

### **A. Grand Election Team (GET) Guidelines**

The Grand Election Team is an administrative team reporting to the General Manager. The team manages all the tasks, announcements and details required for the annual election of Board members and the selection of Owners to the various Board-appointed committees. [Grand Election Team Guidelines](#)

### **B. Neighborhood Representative Program**

There are 63 neighborhoods in the Community. Each is entitled to have a Neighborhood Representative (NR). The Representative welcomes new Residents to the neighborhood. Their purpose is to create and promote a sense of and to facilitate and promote communication among Residents, Association staff and the Board of Directors. The NRs meet monthly to discuss Community news. The NR then disburses shared information to Residents within their neighborhoods. [Neighborhood Representative Overview and Guidelines](#)