

## **Sign Policy & Open House Rules as Amended by AZ Statute 33.1261 Seller/Realtor Rules and Regulations**

- One SIGN (for sale and or lease) per property. One rider per property.
- SIGNS must be professionally printed. No handmade SIGNS of any sort. SIGNS are to be industry standards, not to exceed 18" x 24". Any printed RIDER may not exceed 6" x 24". For Sale by Owner Signs are to also be professionally printed.
- No SIGN is to be attached to a common wall, pony wall, perimeter wall (i.e., McCormick Parkway), courtyard gate or any part McCormick Ranch Golf Course common areas.
- HOLDER/Rental and Installation: A SIGN shall be installed only in the HOA approved HOLDER which is rented from the HOA. The HOA \$50 rental fee includes installation and removal. Any installation, other than HOA that results in damaged electrical or irrigation lines will be the sole responsibility of the seller. The sign HOLDER shall be placed parallel to the street, in front of the house and located as closely as possible to the Seller's Villa #.
- HOLDER/Removal: Upon a completed sale or an executed lease, HOLDERS plus signage and rider shall be removed. HOA will remove SIGNS/HOLDERS upon close of escrow or an executed lease. Leased properties cannot display a sign or holder during the terms and conditions of an executed lease.
- Open House SIGN: ONE OPEN HOUSE (industry standard sign) is permitted in front of the Villa being held open. NO OPEN HOUSE signs may be placed on the north side of McCormick Parkway or in the adjacent common areas. No other signs are permitted.
- Open House Hours: No open houses prior to 8 a.m. or after 6 pm.  
\*Non-Escorted Open House Hours: 1-4 PM Daily  
No pedestrian traffic or bicycles are permitted to access the community for security purposes.  
\*Escorted Open House Hours: \*8 AM-1PM, \*5-6 PM Daily  
During these hours, agent must meet the prospect at the gate, take them to the destination villa, and then return the prospect back to the gate. All attendees shall have a particular villa destination to view.
- Agent Registration: Agents who are showing in Colonia Encantada are required to fill out a realtor registration. This form is available at the gate and held on file for future reference. Agent(s) should present their company business card or photo identification to complete the form. Agents are to accompany any potential buyer(s) for a showing.

- Agent Access “For Sale or “Lease Property: Agents should arrange access to a villa via the listing agent or homeowner. Agents shall pick up the key from the gate and return the key to the gate at completion of showing. Homeowners shall provide a key to be used for this purpose and gatehouse staff will record pickup and drop off of the keys. Lockboxes are not permitted for Agent access to villas.
- Realtor Tours: The agent or homeowner shall provide written notice to the gate 24 hour in advance of any special realtor or home tour. Date and times are to be included. Specialty tours should not be substituted or used as regular open house hours.
- For Sale and/or Lease Application: Upon sale or lease, agent/seller MUST complete a sale and/or lease application form and submit to the HOA for approval no less than 2 weeks prior to close of escrow. It is the responsibility of the agent(s) to provide this information to the Board for timely approval. Conditions of sale may be included as a part of a sale/lease application. Forms are available at the gate or may be requested from the property manager, Larry Heywood, 480.820.1519 or Larry@heywoodrealty.com.
- MLS Information: All pertinent HOA data should be listed in MLS including lease minimums /lease guidelines, and all fees associated with either a lease or sale. Current fees and transfer requirements may be obtained from the manager, Larry Heywood, 480.820.1519 or Larry@heywoodrealty.com.
- CLOSE OF ESCROW: A SOLD SIGN may be placed on property (in lieu of one rider) for a period of 5 days prior to close of escrow.
- New Owners: Upon close of escrow, new owners are required to stop by the gate and complete new homeowner forms. Verification of ownership (photo ID) is required for the issuance of permanent car identification stickers. Homeowners are required to abide by the Rules and Regulations of the HOA. Any questions should be directed to the property manager, Larry Heywood, 480.820.1519 or Larry@heywoodrealty.com.
- Tenants: Tenants are required to provide a photo ID when entering the community for the first time (temporary car identification tags will be issued by the gate staff). All tenants are required to abide by the Rules and Regulations of the HOA. It is the Lessors responsibility to provide you that information. Any questions should be directed to the property manager. (Larry Heywood, 480.820.1519 or Larry@heywoodrealty.com.)