

Colonia Encantada Homeowners' Association Sale/Lease Guidelines

The homeowner's association has been established to protect the integrity of the property and to assure uniform compliance of the rules and regulations enacted.

Pursuant to Article II, Section 1, Item U, of the Covenants, Conditions and Restrictions (CCR's) of the property, the following procedure **MUST** be adhered to in relation to the required Board of Directors approval of any sale or lease within the subdivision. The Board of Directors must receive the following items in writing:

1. Completion of the "Application For Consent To Sale" or "Application For Consent To Lease" form.
2. A copy of the fully completed proposed lease and/or purchase agreement.
3. A \$195.00 Transfer Fee/Lease Application fee for processing the transaction (if the transaction is being handled through a title or escrow company the fee will be paid through escrow).
4. There is a .3% of the sale price, Transfer Fee. \$195.00 of this amount is payable to Heywood Realty with the balance payable to Colonia Encantada, due at closing.
5. Per the CC&R's, Article III, Section 1B. Animals. No animals, birds, fowl, poultry, or livestock, other than up to a total of two (2) generally recognized house pets, shall be maintained on any property within the properties and then only if they are kept solely as domestic pets and not for commercial use...

Once **ALL** of the above fully completed forms and information is received the Board shall have fifteen (15) days to approve, disapprove or exercise its right of first refusal of such transaction. This allows the Board to properly review, approve and execute the application to assure that it is in compliance with the CC&R's. **If the information is submitted to the Board incomplete or not fully executed by all parties, the application will be rejected.**

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