

PEREZ ACRES HOMEOWNERS ASSOCIATION

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AREA POLICY MANUAL

(Revision: Saturday, January 26, 2013)

(Adopted August 28, 2013)

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1. INTRO.

- a. The Board of Directors, on behalf of the members of the Perez Acres Homeowners Association (PAHA), welcomes you to Perez Acres, one of the finest residential developments on Guam. The Board has prepared this PAHA Manual to ensure that you, homeowner or tenant, are aware of the Rules and Regulations that govern the Common Area and its facilities; and the personal conduct of the homeowner, tenant, and their guests within Perez Acres.
- b. **The Association was formed in 1974 to provide Perez Acres homeowners with the means to provide for the maintenance, preservation, and architectural control of the exterior of the buildings and Common Area.** At present, an elected seven-member Board of Directors governs PAHA. The Board members serve for a two-year term. PAHA normally holds one General Membership meeting in March of each year, at which time the Board presents the proposed annual budget for the Association. Also during the March meeting, vacant positions, (alternating between three and four every other year), on the Board of Directors are filled by a General Membership election. Special General Membership meetings can be called from time to time.
- c. The Board of Directors meets at least once a month at the Manager's Office, adjacent to Pool #1, on South Cupa Court. Board meetings are open to all of the members of the Association. If you wish to attend the next Board meeting, please call the **PAHA Manager, at (671) 653-2014**, for the date and time. If a member desires to speak at a Board meeting, they are required to call and schedule for a time on the agenda.
- d. The Board employs a manager and crew to maintain and preserve the exterior of the buildings and the Common Area. The Board appoints members to an Architectural Review & Landscape Control Committee to maintain architectural and landscape controls within Perez Acres.
- e. The Board derives its authority from the Perez Acres Homeowners Association's Articles of Incorporation, By-Laws, and Declaration of Covenants, Conditions, and Restrictions (CC&R). These documents are available for review at the Managers office or at our website – www.perezacresguam.org.
- f. **The Board adopts and publishes rules and regulations governing the use of the Common Area and its facilities, and the personal conduct of the members, their family, tenants, and guests. Listed below are the established penalties, for the infraction of these rules and regulations. The Board will hold homeowners personally responsible for their behavior and that of their family, tenants, and guests. This manual intention is to maintain a quality of life that homeowners are committed to; in order to maintain and enhance the value of the property owned by all of the homeowners at Perez Acres.**

II. INFRACTION OF THE RULES AND REGULATIONS (PAGE #3).

A. [NEEDS TO BE REVISED TO INCLUDE PENALTIES/FINES?? FOR NON-STRUCTURAL INFRACTIONS, (I.E. NOT PICKING UP DOG FECES, LEAVING DOG RUN LOOSE OR TETHERING, CLOSING TYPHOON SHUTTERS WHEN NO TYPHOON, PARKING VIOLATIONS, NOT COVERING BBQ, LEAVING CLUTTER ON PORCH OR COMMON AREA, ETC.)]

1. THE BOARD INSTRUCTED MANAGEMENT TO IDENTIFY HOW OTHER ASSOCIATIONS IMPOSE FINES AND THE AMOUNTS ASSESSED.

2. THE BOARD HAS DETERMINED THAT FINES SHOULD BE ASSESSED.

3. THE FINE PROCESS MUST INCLUDE A WARNING PROCEDURE.

A) REPEATED OFFENSES ARE TO HAVE ESCALATED FINES.

B) THE GENERAL MANAGER IS TO HAVE THE AUTHORITY TO ASSESS FINES

4. THE JUSTIFICATION FOR IMPOSING THE FINES IS THE ADDITIONAL COSTS INCURRED BY THE ASSOCIATION FOR HOME OWNERS AND TENANTS COMMITTING INFRACTIONS

2. INFRACTION OF THE RULES AND REGULATIONS. The Board (or its designee) will use the following procedures to enforce the Rules and Regulations governing the use of the Common Area, **including exterior building modification and landscaping.**

a. **STEP ONE.** Written notice of the infraction, (in the form of a violation letter), will be mailed to the homeowner and a copy delivered to the residence. The homeowner, (not the tenant), may challenge the violation within 30 days, (this challenge must be in writing). If the homeowner makes a challenge, the Board may modify their position or disallow the challenge with written notification to the homeowner.

b. **STEP TWO.** If the infraction continues after 30 days, a second written notice will be sent to the homeowner via registered/certified mail.

c. **STEP THREE.** If after 24 hours from the receipt or attempted delivery of the registered letter, the infraction continues, the Board may impose one or more of the following penalties:

(1) Rescind the privileges to use the Common Area.

- (2) The Board may authorize physical removal and/or reconstruction so that the exterior of the building is returned to PAHA standards. The cost of this will be charged to the homeowner's account.
- (3) PAHA employees will remove personal items left in the common area, after a notice has been given to remove these items and the owner or tenant has failed to remove them.

3. HOMEOWNERS' FEES.

- a. Fees are due in full on the first of each month for the month they are being billed and past due and delinquent after the 10TH of the month. Section 8 (Effect of Nonpayment of Assessments. Remedies of the Association), of Article IV (Covenant for Maintenance Assessments) of the PAHA CC&R reads. *"Any assessments not paid within thirty (30) days after the due date shall bear interest from the due date at the rate of six percent (6%) per annum. The Association may bring an action at law against the Owner personally obligated to pay the same, or foreclose the lien against the property. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of his lot "*
- b. If homeowners' fees become delinquent, they will be sent the following timed notices.
 - (1) **Thirty (30) days** in arrears: Reminder notice will be sent.
 - (2) **Sixty (60) days** in arrears: Letter of assessment will be sent. This letter of assessment allows the homeowner ten (10) days to clear the past due account. *If not cleared within the ten days, the Board will impose a fee for al late payments in excess of 60 days.{AMOUNT OF THE FEE WILL BE BASED UPON WHAT OTHER COMPETITIVE PROPERTIES CHARGE, AND REPORTED AT THE FEBRUARY MEETING. If homeowner approaches the GM within 60 days requesting a payment schedule in writing for the arrears, the Board has the discretion to waive late fees.*
 - (3) **Ninety (90) days** in arrears: *{Any or all of the following may be imposed.}*
 - (a) **The account will be submitted to our attorney for collection.** All interest, costs, and reasonable attorneys' fees of any such action shall be added to the amount of such assessment.
 - (b) *Subject to fines imposed by Small Claims Court.*
 - (c) The homeowner's basic cable will be disconnected, and the homeowner will forfeit pool and common area privileges.
- c. Homeowners, whose check(s) are returned for non-sufficient funds, will be charged a fee of fifty (\$50.00) dollars per check.

4. PAHA INTEGRATED SECURITY PROGRAM.

a. Residents and Homeowners are provided three methods that can be utilized, each separately, to gain access to Perez Acres. These are as follows:

- (1) Gate entry device.
- (2) PAHA vehicle stickers attached to vehicle windshields for security personnel to see and allow access.
- (3) Gate Keypad.

NOTE: Perez Acres Homeowners Association and its agents, including security services, may refuse entry to individuals that do not possess at least one of the items listed above.

b. Gate Access Control System:

- (1) All homeowners were initially issued two gate entry devices. Additional devices are available at the PAHA office for a \$50.00 deposit each device. This deposit will be refunded once the device is returned.
- (2) When arriving at the guardhouse, press the remote control to open the gate. The gate will automatically close after entering.
- (3) When leaving Perez Acres, the exit gate will automatically open and then close after your vehicle has exited.

c. Entry Telephone System:

- (1) Perez Acres residents are listed by street address in the entry telephone system located at the guardhouse. **Residents names are not listed.**
- (2) All residents are issued a directory number for their residence. Your personal directory number is available upon request from the PAHA office. New residents will be given their directory number when they register at the PAHA office.
- (3) Residents' guests will have the option of scrolling through the street addresses to find the resident they wish to visit, or they can enter the resident's directory number, if it was given to them. Either of these procedures will cause the entry telephone system to connect to the resident's home telephone. The resident can then open the gate remotely by pushing the number " 9 " button on their telephone keypad. (Note: Your telephone must be in the **touch tone mode** for this remote system to work.)

d. Deliveries and/or Service Calls:

- (1) Residents, expecting deliveries or service calls when they are not going to be at home, can arrange access through the PAHA office. This service is available **Monday through Friday from 8:00 a.m. to 5:00 p.m.** To arrange, contact the PAHA office, at **(671) 653-2014**, before the scheduled time and date of delivery or service call.
- (2) Residents will instruct their delivery or service call person or company to enter the three-digit code " **002** " into the entry telephone system at the guardhouse. This will cause the entry telephone system to connect to the PAHA office telephone. Office personnel will then be able to open the gate for your delivery or service call.
- (3) **Residents can also issue their designated Gate Code to the company they are expecting delivery or service from.**

e. Emergency Vehicle Access:

- (1) Emergency vehicles requiring access to Perez Acres are able to communicate with security's Dispatch Center by entering the three-digit code " 001 " into the entry telephone system at the guardhouse. This will cause the entry telephone system to connect to the security's Dispatch Center where they will be able to open the gate of the emergency vehicle(s).
- (2) The security's Dispatch Center will only open the gate for emergency vehicle(s). The security dispatcher will not open the gate for homeowners or guests who enter the "001" access code.

f. Guard Services: The following security service is provided:

- (1) Area security from 5:00 p.m. to 8:00 a.m. daily, to include the following:
 - (a) Staffing the guardhouse during peak traffic hours.
 - (b) Perform random foot and bicycle patrols throughout the complex.
 - (c) Provide traffic control and parking enforcement.
 - A. Issue PAHA citation warning notices to vehicles that violate the PAHA parking regulations described in paragraph 5 (PAHA Traffic Control Policies) below. These warning notices will be attached to the windshield of the offending vehicle.

- B. Note and report to the PAHA Manager the license number of any vehicle that is observed exceeding the posted **15 miles per hour** speed limit throughout Perez Acres.
 - C. Provide the PAHA Manager the license number of any resident's vehicle that does not have a PAHA decal on its windshield.
- (2) Respond to Activated Alarms. If a security alarm in one of Perez Acres' residences is activated, the Security Dispatch Center will notify the on-duty guard by radio. The guard will proceed to the location.
- (3) Respond to Request for Assistance Calls. Residents may request for assistance of the security guard by calling the Security Dispatch Center, at **(671) 648-8877** and describe the problem to the Desk Sergeant. The Desk Sergeant will then dispatch the security guard by radio to deal with the problem.
- (4) Enforce PAHA's Curfew. PAHA requires children, under the age of seventeen and not under direct adult supervision, to be off the streets and Common Area of Perez Acres, between 10:00 p.m. and 5:00 a.m. daily.
- (5) Provide and Maintain a Closed Circuit Television System.
- (a) The closed circuit television system consists of outdoor cameras enclosed in weatherproof housing positioned outside the guardhouse **and around recreational Common Areas that record the following:**
 - A. The driver of any vehicle using the telephone entry system.
 - B. The rear license plate of all vehicles entering the Perez Acres complex.
 - C. Records all vehicles **entering and** exiting the compound **through the gate system**
 - D. **Bus Station.**
 - E. **Basketball Court**
 - F. **Pool 1 and 2 pavilion and pool views.**
 - G. **Inside Guard Building.**
 - H. **Inside PAHA Office.**
 - (b) Cameras are monitored and recorded in the PAHA office. A second video monitor is located in the Guard Building for monitoring the cameras during

guard hours. A time-lapse recorder is located in the PAHA office to provide high speed sequential recording of the cameras. The recorded video images are imprinted with the time and date.

- (6) Resident Security Systems. Residents can have any security company install an alarm, security systems in their units at their expense.
- (7) **Conduct a review after every pool or Common Area party and provide a report on the condition of the area to the PAHA office.**

- 5. PAHA TRAFFIC CONTROL AND PARKING POLICIES.** The following policies apply to all of the parking spaces and grounds within the Common Area of Perez Acres.
- a. The posted speed limit is **15 miles per hour** throughout Perez Acres. The safety of our children is our primary concern.
 - b. All vehicles parked anywhere within the Common Area must have a current registration and licenses. In accordance with the Guam Law, vehicles without current registrations and licenses are "**Abandoned Vehicles**". Such a vehicle will be posted with a Perez Acres Traffic Violation Voucher and may be towed away at the owner's expense.
 - c. Each unit or home is assigned **two designated parking spaces**, one is covered and one uncovered. If you own or drive more than two vehicles, additional parking is available on our main street, Paseo Antonio. *Vehicles are to be registered at the PAHA and will be issued vehicle decals for identification. If you sell or transfer ownership of a registered vehicle please remove the vehicle decal and return it to the PAHA office so it can be removed for the registration system.*
 - d. Designated parking spaces are to be used for registered vehicles only. These parking spaces cannot be used as a storage area. They shall also be kept free of oil and grease.
 - e. Vehicles parked in spaces assigned to other owners or tenants, **without their written permission**, are subject to immediate tow away at the owner's expense. **This written permission must be on file in the PAHA office.** The authority to have vehicles towed is given to the PAHA manager or, in his absence, the individual to whom the parking space is assigned.
 - f. There are designated "**VISITOR PARKING**" spaces, throughout our complex, for the sole use of visitors only. *Residents' vehicles parked in Visitor Parking are subject to immediate tow away at the owner's expense.*
 - g. Major overhauling or repairing of motor vehicles is not permitted within the boundaries of Perez Acres.
 - h. Parking in areas posted **NO PARKING** will subject the vehicle to immediate tow-away at the owner's expense.
 - i. Vehicles parked in any of the Fire Lanes, (i.e.: the space behind buildings on the perimeter of Perez Acres, or areas and curbs painted red), are subject to immediate tow-away.
 - j. Except for service vehicles, **parking or driving on the Common Area lawns or grounds is not permitted.**

- k. Double parking is permitted only for the purpose of loading or unloading. All other double-parked vehicles will be towed at the owner's expense.
- l. Parking that blocks a sidewalk or extends into the street or court is not permitted by vehicles, boats, or trailers.
- m. PAHA has a curtesy car wash area next to our maintenance building and the end of South Cupa Court. Water, hose and power are provided by PAHA

Paragraph m. of Section 5. (PAHA Traffic Control and Parking Policies) corrected language in paragraph on May 11, 2017.

COMMON AREA. Common areas are those outside your front door and patio fence. They include the recreation areas, walkways, lawns, landscaping, exterior surfaces of building, patio walls and fences, etc.

- a. Any common sidewalks or passageways shall not be obstructed or used by any owner or tenant for any purpose other than entrance to and exit from their unit.
- b. Any damage to buildings, recreational area, recreational equipment, or any other general common area property caused by an unit owner or tenant, (or their family members, guest, or their employed contractors), shall be repaired at the expense of the unit owner.
- c. *Residents wanting to erect canopies, portable playgrounds, inflatable equipment, etc. for parties in the Common Area must register this use with the PAHA office and provide date, area for erection, and what will be erected prior to the event. All erected items must be removed immediately after the event.*
- d. Parents and guardians shall be held responsible for the actions of their children and their guest at all times.
- e. Tree climbing is prohibited.
- f. Climbing to and walking on **any roof** is prohibited, except to service air-condition unit, repair stovepipe for gas water heater, or to install typhoon shutters.

6. BUILDING F, EXTERIOR AESTHETICS.

- a. No items, such as laundry, sport equipment, boxes, etc., will be visible, draped, or suspended on the exterior of any PAHA residence or carport.
- b. Patio areas must be maintained to preserve and protect the attractive appearance of the complex. Plants must be suitable for the space and must not grow over walls into the common area or into other patios. **Noxious odors**, from the patio or unit, must be eliminated by the homeowner or tenant.
- c. Windows **are not** to be covered by aluminum foil, sheets/blankets, newspaper, or masking tape. Windows may be tinted with grays, or reflective finishes only. Color tints, (i.e. green, red, bronze, or off colors), are not authorized. Tinting must be done in a professional manner; no wrinkles or bubbles permitted. If window tint is peeling or otherwise deteriorating, the homeowner must replace or remove the tint.
- d. Wood, aluminum paneled, or aluminum accordion storm shutters are the only approved typhoon shutters authorized by PAHA. Aluminum brackets and/or channels are to be painted the same color as the wall. Shutters must be removed within five days after Guam returns to "**Typhoon Condition 4**".
- e. Exterior iron bars on windows and doors are not allowed.
- f. To ensure architectural continuity and aesthetics, and to preserve PAHA's common area, all exterior construction shall be approved by the Board of Directors of Perez Acres Homeowners Association and comply with the applicable Government of Guam lands, regulations, and codes.
 - (1) *All enclosures, drawings, and material standards must meet Architectural Guidelines available at the PAHA office.*
 - (2) Once the project has been approved, the time from approval to completion of the project will not exceed **120 days**.
 - (3) All construction at Perez Acres shall be restricted to the following hours:
 - (a) Monday through Friday, excluding Holidays: 8:00 a.m. to 5:00 p.m.
 - (b) Saturdays: 9:00 a.m. to 5:00 p.m.
 - (c) Sundays and Holidays: NO construction.
 - (d) Construction necessary to resolve legitimate *emergencies (i.e. plumbing leak, electrical power problem, broken window/door that cannot be secured, etc.)*, that involve the real threat of loss of life or property loss shall be exempt to the provision.

g. Patio Roof Coverings: The following requirements are effective the date of the resolution adding this section to this Area Policy Manual.

(1) Metal:

- (a) All existing serviceable metal type roof coverings are required to be painted white.
- (b) All existing unserviceable metal type roof coverings are required to be removed, creating an open patio, or replaced with white plastic, painted white metal, or other white roofing material.
- (c) Newly constructed patio roofs are no longer authorized to use any type of metal roofing material.

(2) Plastic:

- (a) All existing serviceable plastic roof coverings are required to be white.
- (b) All existing unserviceable plastic roof coverings are required to be removed, creating an open patio, or replaced with white plastic or other white non-metal roofing material.
- (c) Newly constructed patio roofs must use either white plastic or other white non-metal roofing material.

(3) Other Non-Metal Roofing Material: Must be white or painted white.

(4) Non-Conforming Patio Roof Coverings:

- (a) Warning Notice: Homeowners will be sent a letter notifying them they will have 30 days from the date of the letter to comply with the above policy.
- (b) Daily Penalty Notice: Homeowners who do not comply with their Warning Notice will be assessed \$10.00 per day up to 30 days to their account.
- (c) Daily Penalty Increase Notice: On the 31st day, this penalty fee will increase to \$20.00 per day and continue until the homeowner complies with the above policy.

- h. **Nothing** is to be stored outside of the residence or its patio; this includes the roof, the air conditioner enclosure, and the carport. This means **NO** bicycles, typhoon shutters, toys, shoe racks, shelving, boxes, storage containers, etc.
 - i. Decorative items are allowed provide they meet the standards shown below:
 - (1) All items must be placed either on your porch or under the overhang of your roof; **not in the Common Area.**
 - (2) All items shall be appropriate, proportional, and in good condition. No shoddy homemade type of constructed item allowed.
 - (3) **Items temporarily placed in the Common Area, (i.e. tables, chairs, barbecue grills, etc.), cannot remain overnight because they will be interfere with the maintenance of the grounds.**
 - j. **Seasonal decorations or adornments are allowed within duration of the holiday, event, or celebration, but must be removed in a timely manor.**
 - k. Everything outside the walls of your residence and patio is Common Area, *except for all window glass*. All landscaping within the Common Area belongs to PAHA; and will be maintained by PAHA employees. All planting will be done by PAHA employees and becomes the property of PAHA; and may be cut, pruned, or removed as needed.
7. **NOISE ABATEMENT.** Noise can be a problem in our community! "**Quiet time**" in Perez Acres is from **10 p.m. to 8 a.m.** Additionally, anytime outdoor activities or your neighbor's activities can be heard within a unit, it is considered an infraction and may be reported to the Security Guard or PAHA's General Manager.
8. **ADVERTISING.** Advertising material, such as flyers, posters, or personnel newsletters, are not to be posted or left at doors within Perez Acres, *unless they are approved by the PAHA manager.* **The only exception will be Yard Sales notices, which may be displayed during the day(s) of the sale only and must be taken down at the end the sale.**
9. **DUMPSTER RULES.**
- a. There are **eighteen Dumpsters and several trash receptacles** located throughout Perez Acres. **Please read and follow the rules posted outside each Dumpster contain wall. They list what items can be placed inside the Dumpster.**
 - b. **All boxes and other containers are to be broken down before being placed outside the Dumpster but within the wall of the trash compartments.**
 - c. Large items such as carpets, mattresses, construction materials, appliances, and

Christmas trees are to be disposed of properly at government-approved facilities. Call the PAHA *office* at **(671) 653-2014** for addition information and locations of these facilities.

- d. **Oil, batteries, or any other hazardous materials are not to be disposed of on PAHA property.** There is a stiff EPA fine for polluting on Guam. Call the PAHA *office* at **(671) 653-2014** for additional information and locations for hazardous materials disposal.
- e. If your household produces an unusually large amount of trash from moving in or out, Christmas packaging, or purchase of boxed items; distribute your trash to various dumpsters throughout Perez Acres; or take it to the a solid waste dumping station. Call the PAHA *office* at **(671) 653-2014** for addition information and locations of these facilities.
- f. When your usual dumpster is full, you must dispose of your trash in one of the other dumpsters. **Do not place trash on the dumpster lid or on the ground.** Per our trash deposal contract, the sanitation company will not empty dumpsters that have trash on their lids nor will they pick up any trash that is lying on the ground around the dumpster.

10. Pets. (Reference Chapter 34, (Keeping Animals), 10 GCA Health and Safety), available at <http://www.guamcourts.org/compileroflaws/GCA/10gca/10gc034.PDF>

- a. **POLICY:** All current as well as new Residents moving into Perez are expected to adhere by the PAHA Pet owners Policy.
- b. **PURPOSE:** The purpose in establishing this policy is to ensure that all Residents of Perez Acres adhere to PAHA policy as well as Government of Guam's Animal Care law 34205 under Public Health.
- c. **PAHA & GOVERNMENT OF GUAM POLICY PROCEDURES:** All current as well as new Residents moving into Perez Acres who own dogs will be required to register their animals at the Perez Acres Home Owners Association office for the following reasons:
 - (1) Should your dog be loose outside of your home in the PAHA compound and subsequently become injured, once the pet has been identified, PAHA will be able to notify its owner so that prompt and proper care can be administered.
 - (2) PAHA and Government of Guam have a leash policy. All dogs must be on a leash when outside. Cats are not permitted to roam free in the PAHA grounds. Dogs are not allowed to be tethered anywhere within the PAHA compound unless the dog owner remains outside with the dog for the duration of the time the dog remains outside.
 - (3) Government of Guam requires that all pets be licensed yearly and as such PAHA expects pet owners to register their animals with Department of Agriculture in Mangilao.
 - (4) Government of Guam requires that dogs and cats be immunized each year against rabies and other diseases. PAHA expects pet owners to ensure that their pets are immunized as required by law.
 - (5) Pet owners are responsible for the removal of their animal's waste matter from anywhere on the PAHA grounds, including in front of Perez Acres' fence along Chalan Lajuna. Pet owners must carry a plastic bag to properly dispose of the waste matter when walking their pets. Waste matter must be placed in a trash container. Properly disposing of animal's waste matter is **not only a policy of PAHA; it is a matter of public health.** Residents must comply with this policy to ensure that children playing outside do not become in contact with waste matter that **may pose as a serious health hazard.**
 - (6) Pets are not permitted in the playground and designated park areas where NO PETS ALLOWED signs are posted.
 - (7) Pets are not permitted inside the fenced area of our swimming pools.

(8) Barking dogs fall under the Noise Abatement paragraph of our Area Policy Manual. To paraphrase, ““Quiet Time” in Perez Acres is from 10:00 p.m. to 8:00 a.m.” “Additionally, anytime outdoor activities or your neighbor’s activities can be heard within a unit, it is considered an infraction.”

d. Government of Guam Law: Although the following points regarding 34205 law that fall under the jurisdiction of the Government of Guam, PAHA expects that all pet owners will also adhere to these requirements:

(1) Pet owners shall provide their animals with food and water. If pets are kept in the patio, pet owners are expected to provide proper shelter from the sun and the rain.

(2) Pets should not be kept chained or tied up if they remain within the home’s patio.

(3) Pets shall not be abandoned.

(4) Any person who, as the operator of a motor vehicle, strikes a domestic or wild animal shall stop and render assistance as may be possible and shall immediately report such injury or death to PAHA and the animal’s owner. In the event the owner of the animal may not be identified or located, such operator shall at once report the accident to a police officer.

e. NON-COMPLIANCE: The Government of Guam applies financial penalties from \$50 to \$500 for non-adherence to the law. In addition, PAHA will assign staff to address Tenant and/or Homeowner non-compliance with the above policy and will recoup associated costs by charging the responsible Homeowner’s fees account. PAHA expects all Residents to fully comply with this Pet Owner Policy. PAHA further reserves the right to establish additional financial penalties if deemed necessary.

Approved for Implementation, by Board of Directors, on
October 14, 2008

Section 11. Pets, approved to replace current Section 11. Pets by Resolution 2016-5 on July 21, 2016

f. PENALTY FOR NOT REGISTERING PET:

(1) A letter will be sent to the resident and/or homeowner of the unit where a known pet has not been registered allowing 15 days from the date of the letter to register pet at the PAHA office.

(2) Once these 15 days have passed and the pet has not been registered, a penalty fee of **\$25.00** per monthly billing cycle will be assessed to the homeowner’s account of the violating unit and will continue until the pet is registered at the PAHA office.

Paragraph f. (Penalty for not Registering Pet), of Section 11. (Pets) approved to be inserted by Resolution 2016-1 on August 18, 2016

g. DOG PARK:

(1) **Hours of Operation:** 6:00 AM to 10:00 PM daily.

(2) Rules:

- (a) Use of Off-Leash Dog Park is at your own risk.
- (b) Park is for residents and their dog(s) that are registered at the PAHA Office.
- (c) Dogs must be properly inoculated and healthy to use the facility.
- (d) Dogs must be leashed before entering and prior to leaving the park.
- (e) Dog waste must be cleaned up by their owners **IMMEDIATELY**.
- (f) Owners must be within the park area to supervise their dog(s) with leash readily available.
- (g) Dog(s) must be supervised by the handler no younger than 16 years of age.
- (h) Maximum of three (3) dogs per handler.
- (i) Children under 13 must be accompanied by an adult and supervised at all time.
- (j) Violators will be subject to penalty fees, removal form the park, and suspension of park privileges.

(3) Prohibited in Dog Park:

- (a) Human and dog food/treats.
- (b) Aggressive dogs.
- (c) Sick dogs.
- (d) Glass containers.
- (e) Dogs in heat.
- (f) Puppies (under 4 months).
- (g) Animals other than dogs.
- (h) Loitering or use of park without dog(s) present.
- (i) Drinking or presence of alcoholic beverages.

(4) Penalty for Violating Dog Park Rules: Violators will be charged a penalty fee of \$25.00 per incident. This penalty fee will be assessed to the homeowner account of the violating unit.

Paragraph g. (Dog Park), of Section 11. (Pets) approved to be inserted by Resolution 2016-2 on July 21, 2016

11. **PROPERTY MANAGEMENT.**

- a. Owners who rent or lease personally or through property managers are required to inform their tenants of the following PAHA registration requirements.
 - (1) Provide the PAHA office with a copy of their lease or rental agreement.
 - (2) Register their vehicle(s) and have a PAHA sticker place on their windshield(s).
 - (3) **Register their pet(s) at the PAHA office.**
 - (4) Sign for a copy of this Area Policy Manual and acknowledge agreement to abide by its rules and policies expressed herein.

- b. Owners or property managers are required to provide their tenants with the following items.
 - (1) **Gate Access Device(s).** (Additional devices are available at the PAHA office for a **\$50.00** deposit each. This deposit will be refunded once the device is returned.)
 - (2) Pool Key(s). (Additional pool keys are available at the PAHA office for a **twenty-five (\$25.00)** deposit each. This deposit will be refunded once the pool key is returned.)
 - (3) Mailbox Key(s). (All of the PAHA mailboxes belong to the U.S. Postal Service and are maintained by them. If you do not have any keys or have lost them, you must go the U.S. Postal Service Main Facilities in Barrigada and request for a new lock. There is a fee for this service and is not connected to any PAHA fees. Call the PAHA office at **(671) 653-2014** for addition information and locations of this facility.)

12. **POOL RULES.** Parents are expected to educate their children about the following pool rules and supervise their conduct when their children are in the pool and pool area. Any infraction of these rules will result in **suspension** of pool privileges. Enforcement will be immediate.

- a. All children 14 and under **must** have a parent or an adult present at all times.
- b. The pools and pool areas are for the private use of Perez Acres homeowners, residents, and their **escorted** guests only. Each homeowner or tenant is permitted two **escorted guests** at pool side, unless your having a pool party and have reserved a pool fiesta shelter, (See paragraph **13k**, below).
- c. **BATHING SUITS** must be worn, when swimming in the pools, to prevent damage to the filtration systems. **Jeans, shorts, cut-offs, T-shirts, or undergarments are NOT to be used as bathing attire.**
- d. **No diving** allowed at either pool.
- e. Running, rowdy behavior, and excessive noise are not permitted in the pool or pool area.
- f. **Glass containers, bicycles, skateboards, roller skates, scooters, or other non-related sports equipment are not permitted inside the fenced area of the pools.**
- g. Pets are not allowed inside the fenced area of the pools.
- h. Pool gates are to remain closed and locked at all times.
- i. Trash will be placed in the pool trash receptacles, or bagged and place in a street side dumpster.
- j. Anyone under the age of **21** years is not allowed to consume alcoholic beverages anywhere within Perez Acres.
- k. **Residents escorting three or more guest to the pools must register them with the PAHA office.**
- l. Pool Parties:
 - (1) **Pool area, (pool and fiesta shelter), can be reserve for parties. Other residents whishing to swill must use the other pool.**
 - (2) **Only one pool per day can be reserved.**
 - (3) **If one of the pools is closed for maintenance, the other pool cannot be reserved.**

- (4) Residents reserving the **pool area** shall be responsible for all damages and costs, including attorney's fees, incurred by PAHA, related to their use of the pool area.
- (5) Pool parties are limited to **twenty** people.
- (6) Clean up is to be completed by **10:00 p.m.**
- (7) **Before departing pool area you must request for the security guard to check the pool area for any damage, items left in the pool, trash picked up, and cleanliness of bathrooms. You will forfeit your deposit, if you fail to clear the pool area with the guard.**
- (8) Residents requesting to reserve a pool fiesta shelter must do the following:
 - (a) Call the PAHA office at **(671) 653-2014** at least **one week prior** to the date that you are requesting for.
 - (b) If the date you are requesting for is available, you must go to the PAHA office at 49 South Cupa to and sign a reservation form. **This must be completed no later than 2 days prior to the date you are requesting.**
 - (c) Provide the PAHA office with **one hundred dollars, (\$100.00)**, deposit, in the form of a check or cash. The deposit will be refunded, upon request, if the fiesta shelter and pool area was cleaned, all pool rules were followed, nothing was damaged during the pool party, **and you receive clearance for the security guards..**

“PAHA RESERVES THE RIGHT TO DENY USE OF THE POOLS TO ANYONE AT ANY TIME FOR ANY VIOLATION.”