

Country Club Villas Homeowner's Association
5200 Villa View Dr. 21A
Farmington, NM 87402

To: All Owners at CCV HOA

Subject: Notice of Amendment to
COUNTRY CLUB VILLAS HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS AS OF JUNE 2019

In order to ensure the safety and welfare of all residents within a shared living space the CCV HOA Board of Directors is revising the **procedures for access to the property**. This Revised Procedure will better enable tracking of who is in the complex and will better enforce existing Covenants which are for the welfare and protection of our residents.

- 1) Prior to tenants/guests arrival, owners, property managers and landlords will send the HOA Manager a completed Resident Information Sheet (which is available for downloading from www.ccvhoa.net) . This notice to the Manager will include the following:
 - a) Unit # _____ is rented for the following date(s): Beginning date _____ Ending date _____
 - b) Name(s) of tenant(s) _____
 - c) Number of occupants _____ and ages of occupants _____
 - d) Auto(s) description and license plate number(s) _____
_____(if this information is not available prior to arrival then it must be provided upon arrival)
 - e) A signed acknowledgement of receipt and knowledge of the RULES (Rules are available for download from website (www.ccvhoa.net)
- 2) This paperwork will be expected in the manager's mailbox at Unit 8D by 11:00 PM (day of arrival) or NO LATER than 9:00 AM the following day.
- 3) FINES TO BE IMPOSED ARE AS FOLLOWS:
 - a) \$50 fine for refusal to submit paperwork
 - b) \$100 fine for second offense and each occurrence thereafter
- 4) Tenants/guests should be made aware of the primary rules they might encounter (ie. Unit occupancy, pool restrictions, parking and garage door requirements, etc.) and a map showing the location of the manager's mailbox at Unit 8D.

This Amendment replaces previous rules regarding infrequent visitors and parking as stated ; Page 7, Item 7 of the COUNTRY CLUB VILLAS HOMEOWNERS ASSOCIATION RULES AND REGULATIONS AS OF JUNE 2019 . The following excerpt from those Rules is no longer applicable.

7. VISITOR AND GUEST PARKING- Vehicles belonging to guests must be declared to the Resident Manager; except that vehicles of "infrequent" guests staying less than six (6) days need not be declared to the Resident Manager.

Signed: The Board of Directors CCV HOA

