



ORCHARD RIVER
GARDEN PARK
ASSOCIATION, INC.

5701 East Glenn Street
Tucson, Arizona 85712

Dear Orchard River Renter:

As a new renter, the Board of Directors of Orchard River Garden Park Association (ORGPA) would like to welcome you to our community. We are a 136 unit owner-managed condominium community with a diverse group of owners and renters ranging in age from the mid-80's to young singles and couples with children. We hope you enjoy living here. Please visit our website www.orchardriver.org for more information.

With this letter, the Board of Directors is providing you with information about ORGPA's amenities, rules and regulations to ensure that all residents enjoy quality of life here and to maintain our property values. These rules and regulations apply to unit owners, renters and guests and are in addition to any agreements that you may have made with your landlord. Please take a moment to review this material—failure to abide by the rules and regulations may result in loss of use of privileges as well as action against you and/or your landlord. If you have any questions about this material, please place a note in the Suggestion Box located by the bank of mailboxes for Units 49-56.

The ORGPA covenants and by-laws are on the ORPGA web page at: www.orchardriver.org. Below is a summary of some of the rules. Refer to the documents on the web page for complete rules.

PETS If your landlord allows pets, please be aware that City Laws require that dogs must be on a leash when out of your yard and barking dogs must be quieted. Violations of these laws will be reported to Pima County Animal Control. As a courtesy to residents and maintenance personnel, please pick up your pet's litter—it's the law.

GOVERNANCE ORGPA is governed by a Board of Directors, which directs and implements community policies and procedures. Board meetings are held once a month with dates publicized in the Newsletters and posted on mailboxes. All meetings are open to residents and renters. To correspond with the Board, place a letter in the Suggestion Box. ***Please call your landlord or Property Manager for emergencies.***

LANDSCAPING ORGPA has a landscape contract to manage greenery in the common areas, keep walkways free of leaves and debris and maintain the irrigation system. Residents are not permitted to trim or remove existing plants or add new plants to the quads or common areas.

LOST & FOUND ITEMS Put a note in the Suggestion Box with the details.

MAIL Your landlord or property management company should have provided you with a mailbox key and the location of your mailbox. If not, take a copy of your lease and photo identification to the U.S. Post Office: Tucson Coronado Post Office, 255 Rosemont Blvd; 520 571-7160.

TRASH & RECYCLING Pickups are early on Mondays unless it is a holiday. You must put your bins out on the sidewalk by the carports and return them to your backyard area within 24 hours after pickup. *They will be moved to the RV area if not removed from the sidewalk in a timely manner.*

MAINTENANCE If your unit requires maintenance or repair, contact your landlord or property management company first. Orchard River is responsible for maintenance of certain external portions of your unit and may request access to the property at various times. Exterior or structural changes to your unit including doors and windows are most likely prohibited by your rental contract. However, in any event, those changes must all be presented to the Board for approval.

NEIGHBORHOOD WATCH Orchard River is a Neighborhood Watch Community, which means that we watch out for each other and promptly report suspicious activity to the police. Our 136 units are divided into 21 Quads, with a leader for each Quad. For the name and contact information of your Quad Leader call Neighborhood Watch Coordinator Jennifer Shaw at 520 296-8229.

NEWSLETTER ORGPA's Board writes a Newsletter called *Mountain Views* six times per year to inform residents of Board activities, matters of general interest and the date and location of the next Board meeting. You can receive the newsletter via email or visit our website – www.orchardriver.org. Copies will also be available by the bank of mailboxes for Units 49-56.

PARKING Each unit is allotted 2 parking spaces under the carport and the Board reserves the right to reassign spaces from time to time as deemed necessary. If you have more than 2 vehicles, do not park in guest parking and use of neighbor's parking spaces is not allowed without their permission. Parking is not permitted on the inner drive, in the common area (except for loading/unloading) or on grass and decomposed granite areas. Vehicle maintenance may not be performed under the carport or in Guest Parking areas.

PECAN TREES ORGPA was designed and built around our heritage pecan trees, and the pecans are for the enjoyment of our residents. To harvest the nuts, wait for them to fall to the ground. The trees are very brittle and nuts should never be shaken from the trees or knocked off with rocks, sticks or other implements.

RV AREA All boats, trailers, RV units must have a current registration and be registered with ORGPA in order to be parked in the padlocked RV area. Unregistered items will be towed. The RV area also contains a large roll-off for bulky trash items (not garbage or recyclables). For the combination to the padlock and/or to register an item please contact Gary Olson at 520 349-1205. *See RV policy on website for complete details.*

SUGGESTION BOX The Suggestion Box is located by the bank of mailboxes for Units 49-56 and is open to all. We welcome your suggestions and/or complaints. Please use 8 ½ x 11 paper (no sticky notes). Include your name, unit and phone number. The Board reviews the contents of the Suggestion Box at monthly Board Meetings.

SWIMMING POOL Contact your landlord for key to the swimming pool and cabana. Replacement keys must be ordered through Unit owners. Rules are posted at the pool including the fact that children are not allowed in the pool area without adult supervision. The pool is heated from March 15 – June 15 and September 15 to November 15 and available for private parties although other residents may use the facilities during reserved times. For details and to make reservations, contact Helmut Abt at 721-8955. For pool maintenance, leave a note in the Suggestion Box or in case of emergency contact Gary Olson at 520 349-1205.

WATER:

- ***ORGPA pays the water and sewer bills - please conserve water.***
- Report leaking faucets and toilets to your landlord or property manager.
- ORGPA rules prohibit washing vehicles and sidewalks with a garden hose. Vehicles must be washed at a car wash.

UTILITIES, POLICE, FIRE & SERVICES:

- Cable: Comcast 520 744 1900
- Fire: Tucson Fire Department 520 791 4512, CALL 911 FOR EMERGENCIES
- Sewer Collection: Pima County Wastewater Management 520 740-6500, Operations-Sewer Maintenance 520 326-4333.
- Southwest Gas: 520 889-1888
- Trash & Recycling: Pick up Monday mornings.
Call City of Tucson for annual schedule at 520 791-3171.
- Tucson Electric Power: 520 623-7711
- Water: Tucson Water 520 791-3242, EMERGENCY AFTER HOURS 520 791-4133

Thank you,

ORGPA