

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

RESIDENTS PRIVATE INFORMATION FORM

Resident's Name(s) _____

Cobblestone Address _____ **Lot #** _____

Cobblestone phone - (520) - _____ **-** _____ **Fax - (520)-** _____ **-** _____

Cell Phone One - () - _____ **-** _____ **Cell Phone Two-** _____ **-** _____

E-Mail Address - _____ **@** _____ **.** _____

Check this box if you wish to have your email address printed in the annual Cobblestone directory.

Outside Business Information (If Applicable)

Business Name _____

Business Address _____

City _____ **State** _____ **Zip** _____ **-** _____

Business Phone # (_____) _____ **-** _____ **Fax - (_____-)** _____ **-** _____

Business Web Site - www . _____ **.** _____

Other / Summer Residence (If Applicable)

Address _____

City _____ **State** _____ **Zip** _____ **-** _____

Phone # (_____) _____ **-** _____ **Fax - (_____-)** _____ **-** _____

Continued

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

PERSONS ALLOWED ACCESS TO YOUR RESIDENCE

Family Members:

Guest Listing:

Service Companies:

Special Instructions for the Gatehouse

FORM #1

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

Signature Authorization Form

Gatehouse personnel are authorized to receive all deliveries from the following delivery companies:

*U.S. Postal Service (USPS)
United Parcel Service (UPS)
Federal Express (Fed Ex)
Airborne Express Service
DHL Package Delivery Service*

This authorization covers any other delivery company that requires a signature for delivery confirmation.

Letters or parcels so signed for will be available for pickup at the Cobblestone Gatehouse.

This signature authorization covers deliveries to all members of my household.

I understand that this authorization relieves the Gatehouse Attendant and Cobblestone of any responsibility for the package.

Resident's Name: _____

Property Address: _____

Date signed: ____/____/____

This form will be kept on file in the gatehouse and the Gate access cards will reflect this Authorization.

Form #2

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

**Rules and Regulations
For
Service & Construction Personnel**

Cobblestone, a private community, enforces the following rules, regulations and restrictions established by the Homeowners Association Membership. Infractions of these rules and regulations by either construction or service personnel will result in their loss of access into this subdivision for a period of time to be determined by the Association.

- 1. Each major contractor will provide a list of all sub-contractors to the Property Manager before a Home Construction project begins, and continue to update it as work progresses.*
- 2. Parking: is limited to only one (1) side of any street by construction or service personnel. The major contractor will determine the area to park. No parking is permitted within twenty (20) feet of any resident's driveway or mailbox. There is No parking in or on any cul-de-sac and No parking is permitted off roadways unless it is on the construction site itself.*

Overnight Parking: is not permitted on any Cobblestone street by any service/construction vehicle, trailer or equipment of any kind. All service/construction equipment must be removed from Cobblestone streets by 6:00PM or parked completely on the construction site.

- 3. Service and construction deliveries will only be permitted Monday through Friday from 7:00 a.m. to 6:00 p.m. No construction work is permitted on Saturday, Sunday and Holidays or non-work day as defined below:*

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas.

In an effort to provide quiet time over long holidays, if one of the above holidays fall on a Saturday then the proceeding Friday will also be a non-work day. If one of the holidays fall on a Sunday then the following Monday will also be a non-work day.

The Property Owner, Major Contractor and Architects are permitted access for meetings on weekends and holidays.

This holiday schedule does not apply to Emergency Situations such as appliance, water, electrical & security system emergency people employed by Residents or the Association.

- 4. The normal service/construction work hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday. Pool service is allowed on Saturdays.*

Continued

Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718

5. *The speed limit under normal driving conditions is 25 M.P.H. for everyone. Speed through the gate area is set at 15 M.P.H.*
6. *Construction or service personnel are not allowed to use the association office building. No construction equipment or vehicle parking is permitted in the two (2) parking lots adjacent to the building without specific permission of the gatehouse guard.*
7. *Construction or service personnel may, only use a telephone designated by the gate guard, in an emergency.*
8. *Upon exit from Cobblestone onto North Campbell Avenue all traffic signs must be observed. Large trucks, buses and equipment will be exempt from correct traffic flow at traffic circles and the two large street fountains on East Ina Road but they must come to a complete stop prior to entering in the wrong traffic lanes hopefully to prevent accidents and allow proper right of way for oncoming traffic.*
9. *Within this subdivision counter clockwise traffic flow must be observed in all cul-de-sacs. All vehicles must observe the traffic signs throughout Cobblestone. Private residential driveways will not be used for turn around areas by anyone.*
10. *Radios, tape players and CD's are not to be used on the outside of any home and they shall not be played at any volume objectionable to any resident inside their home or vehicle.*
11. *Construction, service and delivery service personnel will not be permitted access into Cobblestone with any dogs.*
12. *Erosion during construction from unpaved driveways or other cleared areas, spillage from trucks, equipment and tracking by vehicles or equipment onto paved streets, sidewalks or other private property is NOT allowed. Timely clean up is the responsibility of the Owner/Major Builder.*
13. *During the Construction phase, storage of equipment or material and installation of security fencing shall be confined to the property limits. Common area owned by the Association may not be used for this purpose. A small temporary building or trailer as may be deemed necessary by the owner/major builder for the daily operation and security of the property will be permitted.*
14. *Portable rest room facilities are to be located on the property under construction in the least conspicuous manner possible but in no case closer than thirty (30) feet from roadways and adjacent property lines.*

Form #3

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

PARTIES / GATHERINGS

1. *Cobblestone rules and regulations require that if 10 or more guests are invited to a residence, the resident is to supply a typewritten list of the invited guests names in alphabetical order by last name. The list is to be given to the Gatehouse Attendant (G/A) at least 24 hours in advance of the time when the guests are to arrive.*
2. *When less than 10 guests are invited to a residence, the resident is to supply a list of invited guests names in alphabetical order by last name which may be hand written. This list is to be given to the G/A at least 24 hours prior to the time when the guests are to arrive.*
3. *This guest information when on file with the Gatehouse Attendant is a resident's basic authority to grant access to the invited guests. It also speeds their passage through the gate.*
4. *In the event that someone is not on the list and appears at the gate requesting entry, the Gatehouse Attendant will call the resident to get permission to grant access to that person.*
5. *If any resident should have a complaint regarding a party and notifies the Gatehouse Attendant the Gatehouse Attendant will direct the resident to call the Pima County Sheriff's Office. If the resident does not wish to call the Sheriff's Office, the G/A will ask the resident to write a note to the Board of Directors' Security Chair who will handle the problem. Under no circumstances can the Gatehouse Attendant leave the gate.*
6. *In the event a juvenile hosts a party, the resident owner must inform the G/A of the owner's approval of the party and a guest list prior to granting access.*
7. *The Board of Directors has recommended that when a homeowner is having a party with 70 guests or more that they employ valet parking for the guests. A valet company, aware of the Cobblestone rules, is available for this purpose.*
8. *In order to insure the flow of emergency vehicles, certain parking rules are always in effect as follows. Parking will only be on one side of the main thoroughfare. Parking is not ever allowed in any cul-de-sac or within five (5) feet of a resident's mailbox or driveway.*

Form #4

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

Valet Parking Rules

Whenever a Resident has a function with a total of 70 guests or more the Board of Directors requires that a valet company be used to control the cars because this generally represents some 35 or more vehicles. In the interest of all concerned the resident is expected to use one of the two recommended valet companies to park guest vehicles. This practice will insure that the Cobblestone guidelines will be adhered to for the event.

Our Guidelines for the valet companies are based primarily on safety and resident's convenience. We must always provide space for emergency vehicles and certainly each resident is entitled to have free access to the roadway and their mailbox. To this end the following conditions must always prevail.

Parking will only be on one side of the main thoroughfare. Parking is not ever allowed in any cul-de-sac or within five (5) feet of a resident's mailbox or driveway.

A pricing summary follows on (Form #6) of a valet company which has agreed to follow our guidelines and whose prices are similar. By comparing the Base Price with the Cobblestone Price you can see the savings we have negotiated for our Residents. In order to maintain consistency and uniformity with our parking guidelines please use this company.

A copy of the Valet Parking Guidelines issued to this company is always available at the Cobblestone HOA office.

Form #5

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

Valet Parking Pricing 2016

**Lancer
Valet Parking**

(520) 579-7805

**130 Guests
About 65 Cars**

**Base Price 3 hr Event
per hr = \$ 115.00 \$ 345.00**

**Cobblestone Price 3 hr Event
per hr = \$ 95.00 \$ 285.00**

**100 Guests
About 50 Cars**

**Base Price 3 hr Event
per hr = \$ 115.00 \$ 345.50**

**Cobblestone Price 3 hr Event
per hr = \$ 95.00 \$ 285.00**

**70 Guests
About 35 Cars**

**Base Price 3 hr Event
per hr = \$ 110.00 \$ 330.00**

**Cobblestone Price 3 hr Event
per hr = \$ 83.00 \$ 249.00**

**Add 1 Valet for very
hilly terrain @**

----- \$ 6.00 per hr -----

Price Guaranteed

Through 12/2016

Included Set up fee

----- None -----

Form #6

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

Vacation Report

Residents Name: _____ **Lot #:** _____

Address: _____ **Phone Number:** (____) _____ - _____

Date Departing: ____/____/____ **Date Returning:** ____/____/____

Vacation Address: _____

Vacation Phone: (____) _____ - _____

Person With Key: _____ **Phone:** (____) _____ - _____

Names of People Allowed on Property (in addition to your Permanent Access List at the gate)

----- Please Check The Following -----

Newspaper stopped ___ **Mail Stopped** ___ **Alarm Co Notified** ___ **Windows & Doors Locked** ___

Special Comments:

In your absence is the Rover requested to check your residence? Yes _____ No _____

Have a great Trip!

On your return please tell the gate attendant so they can check your address off the trash / recycle hold list.

Form #7

*Cobblestone Homeowners Association
3131 East Ina Road
Tucson, AZ 85718*

Vehicle Decal Request

Date: _____

*Please return this form to the Gatehouse attendant or
drop it off to the Association Office*

Owners
Last Name: _____

Owners
First Name: _____

Owners
Lot #: _____

<u>Vehicle Year</u>	<u>Vehicle Make</u>	<u>Model</u>	<u>Color</u>	<u>License #</u>	<u>State</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Replaces the following Vehicle(s):

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reason for new Decal:

New Vehicle _____

Replaced Windshield _____

Initial Request _____

Other _____

**** Note If Possible please remove the old decal with a single edge razor blade and return it
with this request for a new decal.**

Form #8

Mail Delivery and Packages

- 1. U.S. Mail is delivered directly to the Residents mailbox at their home. The Gatehouse Attendant (G/A) is not allowed to accept General Delivery mail for Cobblestone Residents except in special circumstances such as when a mailbox is being repaired.***
- 2. When the Resident is leaving Cobblestone for a period of three (3) days or more they are to complete a Post Office form #8076. This document will instruct the post office to hold the Resident's mail at the Post Office until the date noted on the form by the Resident to resume mail delivery.***
- 3. Packages from delivery companies other than the post office can be signed for and accepted by the G/A for a maximum of three (3) days prior to the expected return of the Resident using the vacation report arrival date.***
- 4. Packages sent by U.S. Mail or other delivery companies, which require a signature for delivery, can be accepted and signed for by the G/A if a Signature Authorization Form signed by the Resident is on file in the Gatehouse.***
- 5. Residents have the option to complete the Signature Authorization Form #2 which allows the G/A to sign for packages and hold them in the Gatehouse for up to 24 hours awaiting pick up by the Resident.***
- 6. When delivery is attempted by a carrier for a resident that is away from Cobblestone and is not scheduled, by virtue of their Vacation Form, to return for a period of more than 24 hours, the G/A must not accept delivery. The G/A is to inform the driver of the date when the G/A will be authorized to accept delivery.***
- 7. If a carrier attempts delivery at the gatehouse when the Resident is not at home and a Signature Authorization Form has not been received the G/A must inform the driver that they must attempt redelivery or other arrangements must be made.***