



## Welcome to Arcadia Square

Dear New Homeowner,

On behalf of Arcadia Square Homeowner association, we welcome you to our community. Over the coming months we look forward to meeting you, whether it be walking down the streets, or at the pool.

We know that moving onto a property governed by a Homeowner's Association can be a confusing and at times a challenging ordeal, especially if you have never been involved with a Homeowner's Association. Arcadia Square HOA would like your experience here to be a positive and enjoyable one.

To help you we have created this brief document to touch upon some key areas of interest for all new homeowners. This document is not designed to replace or be a substitute for the Arcadia Square HOA Governing Documents.

### **MEMBERS OF THE BOARD**

<b>Nancy Schneider</b>	<b>President</b>	<b>email: nancyss@cox.net</b>
<b>Rodney Casebier</b>	<b>Arch Chair</b>	<b>email: racasebier@live.com</b>
<b>Dan Davidson</b>	<b>Board Member</b>	<b>email: dandvdsn@gmail.com</b>
<b>Jennie Cunningham</b>	<b>Board Member</b>	<b>email: jrbc.tucson@gmail.com</b>
<b>Bonnie Bazata</b>	<b>Board Member</b>	<b>email: bonnie.bazata@gmail.com</b>
<b>Cynthia Hagerman</b>	<b>Board Member</b>	<b>email: cmhags@yahoo.com&gt;</b>

### **HOMEOWNERS ASSOCIATION (HOA)**

The operation of your homeowner's association is governed by a volunteer board of directors. The Board of Directors is elected by the community to oversee the daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members' compliance with the established covenants and bylaws of the Association. They have specific provisions regarding what can and cannot be done on your property. Please take the time to read through the Bylaws and Covenants documents you received during the home purchase process. If you did not receive a complete and detailed list of **all** the Covenants, Conditions, and Restrictions (CC&R's) at the time of your closing, please contact Mission Management Services for an electronic or printed copy.

## MISSION MANAGEMENT SERVICES

Arcadia Square HOA is represented by Mission Management Services, an HOA management company. Their purpose is to provide professional management services while partnering with the Arcadia Square Board to serve the needs of the residents and our community.

Mission Management maintains a website - <https://www.missionmanagement.biz/> .

Along the top of the page click on Find Your Community. After choosing your community (Arcadia Square) you will be asked to register. By signing up, you will not miss important announcements and you can pay your assessments through this portal as well.

## ARCADIA SQUARE WEBSITE

In addition to the Mission Management site, we also maintain a local site, [arcadiasquare.org](http://arcadiasquare.org). From here you may access, governing documents like the CC&Rs (Covenants, Conditions, and Restrictions), meeting minutes, upcoming events, information about amenities, and ways to pay dues or submit maintenance requests. The website also serves to let others learn about our community.

## HOMEOWNER ASSESSMENTS

Homeowner assessments for 2024 are \$145.00 monthly and are due **January 1<sup>st</sup>, February 1<sup>st</sup>, March 1<sup>st</sup>, April 1<sup>st</sup>, May 1<sup>st</sup>, June 1<sup>st</sup>, July 1<sup>st</sup>, August 1<sup>st</sup>, September 1<sup>st</sup>, October 1<sup>st</sup>, November 1<sup>st</sup>, and December 1<sup>st</sup>**. You may pay a year in advance if you prefer. A reminder statement will be sent shortly before your assessment is due. You may pay your assessments through your Online Bill Pay feature, please log into your online banking account. The payee's address is P.O. Box 30409 Tampa FL 33630. Or you may mail the payment to our office at 8375 N. Oracle Rd, Suite 150, Tucson, Az, 85704. If you can't access the portal, please call mission management services so we can help with setting up payment.

## DEED CHANGES

If you make ANY type of deed change to your property that's not a resale, please notify Mission Management Services within 15 days of the recorded change and send them a copy of the new deed. This includes moving a property into a Trust, Quit-Claim deeds, Beneficiary deeds, Exempt deeds, Marital Status, etc. It is important to our Association that we have current owner information. Your cooperation in this matter is greatly appreciated. If you have any questions, please contact Mission Management at 520-797-3224 or email [customerservice@missionmanagement.biz](mailto:customerservice@missionmanagement.biz)

## COMMUNITY EMAIL ALERTS

To receive email alerts regarding Arcadia Square Community news; email Mission Management at [Customerservice@missionmanagement.biz](mailto:Customerservice@missionmanagement.biz) to request to be added to the notifications list.

## **BOARD OF DIRECTORS MEETINGS**

Meetings are held Quarterly, and an email is sent out prior to any board meetings. Meetings begin promptly at 6:30pm and are held via Zoom. All homeowners are encouraged to attend.

## **AS ANNUAL MEETING**

Held once a year in January. It is at this meeting that all Board Members are elected to serve a one-year term. In advance of the meeting A Call for Candidates application will be mailed to every homeowner. Owners in good standing that are interested in serving on the Board may complete and submit their application along with a short biography.

The AS Board of Directors consists of a minimum of three directors and a maximum of nine directors. Once all candidate applications/biographies are received the Annual Meeting mailing will be sent to all Arcadia Square homeowners. The mailing will include the list of candidates and their biographies. Homeowners will be asked to elect them by either mailing their ballot back or turning it in at the actual meeting.

## **ARCADIA SQUARE COMMITTEES**

Committees are comprised of individual community members who desire to serve on one of the four ongoing committees, **Architectural Committee (ARC)**, **Landscape Committee**, **Pool Committee** and **Website Committee**. Simply send an email to [customerservice@missionmanagement.biz](mailto:customerservice@missionmanagement.biz) stating the committee you are interested in serving on and your email will be forward to the Board Member/Director of that committee who will respond back to you.

## **MEMBERSHIP IN THE HOA**

A homeowner of any lot within AS is automatically a member of the HOA. See section 4.02 of the CC&R's for a complete definition of HOA Members.

## **ARCHITECTURAL REVIEW COMMITTEE (ARC)**

One of the benefits of a Homeowner's Association is the ability to create and maintain a pleasing and cohesive physical appearance with the neighborhood. To accomplish that goal, the AS Architectural Review Committee (ARC) is charged with reviewing and approving any permanent exterior alteration or improvement to any lots located within the Arcadia Square community.

To receive approval, submit an ARC form with as much detail as possible and include colored pictures and samples to support the work you are planning. If you need a form, please send your request to [customerservice@missionmanagement.biz](mailto:customerservice@missionmanagement.biz) If you have questions, please refer to the CC&R's or Design Guidelines. Please return all paperwork to the MMS office (see form for details) and your request will then be presented to the Architectural Review Committee. Before painting your house, please refer to the approved colors. We suggest you have a main and accent with the Rodeo brown as an accent trim only. Our Architectural Chair can answer any questions and has large samples so you can see what the colors really look like.

## PROCEDURES FOR VIOLATIONS

1. The Association Manager shall send the Owner a “**Notice of Violation**”. Owner shall have 21 days to correct violation.

### **The Notice of Violation shall include the following:**

- a description of the alleged violation(s) and the provision(s) of the Governing Documents that has (have) been allegedly violated
- the date of the alleged violation or the date that it was observed
- the name of the person or persons who observed the alleged violation
- the action required to restore the property to a conforming condition and the date by which such corrective action must be taken

The process the owner must follow to **contest** the notice: a written response **within ten (10) business days of the date of the notice** sent to the Association.

If violation is **not corrected after 21 days** of the First Notice a **2<sup>nd</sup> notice or Final notice**, this will specify the same information listed for the First Notice.

The owner is responsible for notifying the Association Manager that the violation has been corrected or if they would like to schedule a hearing with the board prior to any fines and/or penalties becoming effective.

2. **Monetary Penalties:** If the violation persists after the date provided in the Notice of Violation (or the owner has not notified the Association that the violation has been corrected), a monetary penalty may be imposed. A hearing by the Board of Directors to impose monetary penalty, may be held at the next Board of Directors meeting, generally held once a month via Zoom.
3. **Notice of Action:** The Board of Directors shall make findings of fact and determine the action to be taken including, but not limited to, the imposition of monetary penalties. Notice of the findings of the Board and the action taken will be sent to the owner.

## PARKING

Street parking is not allowed at the curb or any easements for homeowners. Garage or driveways are the only permissible parking areas. There is no parking on the street whatsoever. No automobiles may be parked on the landscaped area of a Lot at any time. All motor vehicles must be registered and in operating condition.

## COMMERCIAL & RECREATIONAL VEHICLES

RV's are not allowed on site except to load and unload. Please refer to Rules and Regulations.

## **SPEED LIMIT & TRAFFIC SIGNAGE**

Arizona has a set speed limit of **25 mph in all residential areas and 15 mph within community parks**. This speed limit is strictly enforced within our community. As well as all other traffic signs, **STOP, YIELD and NO PARKING**. In addition, please note that it is **illegal to park within 15 feet either side of a fire hydrants**.

## **COMMUNITY POOL AND PARKS**

All residents of Arcadia Square have access to the pool, and the pool is an amenity offered only to the Arcadia Square residents and their guests. Guests must always be accompanied by a homeowner. Entry to the pool requires an access key provided to each homeowner. If you need a key to the pool key contact Nancy Schneider at [nancyss@cox.net](mailto:nancyss@cox.net) and provide your street address so she can cross reference that you have not been provided a pool key already. Every homeowner gets one key only and we do not have many replacements. Pool rules are posted at the pool. There are no set hours to use the pool we just ask you to respect the residents in the surrounding areas. The pool key is also the key for Fry's access gate. There are 2 parks in the community, and they are free to use any time of the day.

## **LANDSCAPING**

Our landscaping services take care of the Main entry, turf in the East and West parks, sidewalk on Swan to wall, and Common areas. They also take care of winter rye, spraying of olive trees, pruning palms and many more tasks. Our community has a high standard of maintenance and intend to keep it that way for years to come. If you would like to opt out of any of these services, contact us a [customerservice@missionmanagment.biz](mailto:customerservice@missionmanagment.biz)

## **TRASH/RECYCLE SERVICES**

Tucson Environmental Services has been contracted as the sole provider for trash and recycle service for residents of Arcadia Square. To begin your service contact TES at (520) 791-3171. Both trash & recycle collection pickup is scheduled for Monday and Recycle every other Monday. Service days are subject to County-observed holidays and will be delayed one day after usual service day in the event of a holiday. Trash & Recycle Bins must not be placed out earlier than 6:00pm the day prior to pick up and removed that evening no later than 6:00pm. Governing Documents require that these bins be stored out of sight when not waiting for pickup.

## **UTILITIES**

SOUTHWEST GAS: 3401 E Gas Road, Tucson, AZ 85714 (520) 889-1888

Website: [www.swgas.com](http://www.swgas.com)

TUCSON ELECTRIC POWER: 88 E Broadway Blvd, Tucson AZ 85701 (520) 623-7711

Website: [www.tep.com](http://www.tep.com)

TUCSON WATER (SEWER): 310 W Alameda St, Tucson, AZ 85701 (520) 724-6609

Website: [www.tucsonaz.gov/water](http://www.tucsonaz.gov/water)

## **RECYCLING AND WASTE SERVICE**

TUCSON ENVIROMENTAL SERVICES: Residential and commercial recycling and waste services. 4004 S. Park Ave, Tucson AZ 85714, (520) 791-3171

## **SCHOOLS**

JOHN B. WRIGHT ELEMENTARY SCHOOL 4311 E. Linden St. Tucson Az 85712 (520) 232-8100  
CARDEN CHRISTIAN ACADEMY 2727 N. Swan Rd. Tucson, Az 85712 (520) 318-3824  
RINCON HIGH SCHOOL 421 N. Arcadia Ave. Tucson, Az 85711 (520) 232-5600

## **TUCSON POLICE DEPARTMENT**

TUCSON POLICE DEPARTMENT 270 S. Stone Ave. Tucson, Az 85701 (520)791-4444  
**EMERGENCY 911**

## **EMERGENCY MEDICAL PROVIDERS**

TUCSON MEDICAL CENTER 5301 E. Grant Rd, Tucson Az, 85712 (520)327-5461  
PIMA ANIMAL CARE (520) 724-5900

Again, welcome to the Arcadia Square community! We know you'll find this neighborhood is a great place to live and we encourage your participation in our activities and functions.