

**SUMMERLIN WEST
COMMUNITY ASSOCIATION**

POLICIES

1/04/23

TABLE OF CONTENTS

Records Retention (2/9/21)	1
Residential Collection Policy (08/09/22)	3
Compliance Resolution Procedures	11
Penalty Policy and Procedure (11/9/2001)	12
Operating Fund Investments (11/10/2009)	15
Reserve Fund Investments (11/10/2009)	16
Electronic Transfer of Funds (2/7/2012)	17
Subdivision Common-Area Enhancements (2/10/2009)	18
Garage Conversions to Living Space (2/5/2014)	19
Garage Sale Signage (11/9/2001)	20
Holiday Decorations (11/9/2001)	21
Removal of Plant Material from Common Areas (11/9/2001)	22
Commercial Vehicles (11/10/2009)	23

**SUMMERLIN WEST COMMUNITY ASSOCIATION
RESOLUTION REGARDING BUSINESS RECORDS RETENTION**

WHEREAS, Summerlin West Community Association (“**Association**”) is a Nevada corporation duly organized and existing under the laws of the State of Nevada;

WHEREAS, the Board of Directors (“**Board**”) of the Association is responsible for conducting, managing, and controlling the affairs and business of the Association. In accordance with those responsibilities, the Board may adopt, amend, repeal and enforce reasonable rules and regulations (“**Rules**”) governing, among other things, retention of Association business records. The Board has such authority pursuant to, among other things, Nevada Revised Statutes (“**NRS**”) 116.049, 116.3102, 116.3103 and 116.31065; Article 3.2(f) of the Association’s Declaration of Covenants, Conditions, Restrictions and Reservation of Easements (“**CC&Rs**”); Sections 3.17 and 6.4 of the Association’s Bylaws; and Article 3 of the Association’s Articles of Incorporation;

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a formal written policy regarding records retention;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the following Resolution by and on behalf of the Association:

RETENTION OF BOOKS, RECORDS AND OTHER PAPERS

1. The Association shall maintain the books, records and other papers of the Association for the time periods required by NRS Chapter 116, including as provided in NRS 116.31175(7), NRS 116.3108(8), NRS 116.31083(11) (the “**Records Retention Statutes**”).

2. Except as otherwise provided in this Resolution, the books, records and other papers of the Association will be properly disposed of and/or destroyed after ten (10) years. This ten (10) year retention period shall commence from the applicable end date of the document (i.e. the retention period on a multi-year contract shall commence at the end of the contract period).

3. All minutes, including minutes maintained pursuant to NRS 116.3108(8) and NRS 116.31083(11), as well as Committee meeting minutes, will be maintained until such time as the Association may be terminated.

4. Governing documents and owner design review documents will be maintained until such time as the Association may be terminated.

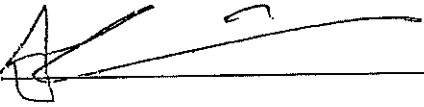
5. Any owner requests for access to the foregoing records shall be submitted on a records request form approved by the Association. Records will be made available in compliance with and determined by NRS Chapter 116 and Nevada Administrative Code (“**NAC**”) Chapter 116 (including NRS 116.31175 and 116.3118, and NAC 116.440), as well as the Association’s Governing Documents (including as defined in NRS 116.049).

MISCELLANEOUS PROVISIONS

1. Interaction With CC&Rs and NRS 116. This Resolution does not replace any provision of the CC&Rs and any provision contained therein remains in full force and effect. This Resolution is intended to work in conjunction with the CC&Rs and NRS and NAC Chapter 116. If any provision of this Resolution is determined to be null and void for whatever reason, then all other provisions of the Resolution shall remain in full force and effect.

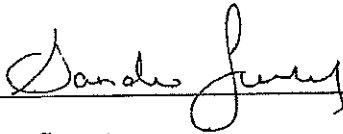
2. This Resolution Supersedes Any Prior Resolutions of this Nature. This Resolution supersedes and replaces any prior rule, policy or resolution adopted or followed by the Association, whether written or unwritten, related to this issue.

APPROVED BY ACTION OF THE BOARD OF DIRECTORS ON THE 9th day of February, 2021.

By:  _____

Its: President

Dated: 5/6/2021 _____

By:  _____

Its: Secretary

Dated: 5-8-21 _____

**SUMMERLIN WEST COMMUNITY ASSOCIATION
RESIDENTIAL COLLECTION POLICY**

WHEREAS, Summerlin West Community Association ("Association") is a Nevada non-profit corporation duly organized and existing under the laws of the State of Nevada;

WHEREAS, the Board of Directors ("Board") of the Association is responsible for conducting, managing, and controlling the affairs and business of the Association. In accordance with those responsibilities, the Board may adopt, amend, repeal and enforce reasonable rules and regulations ("Rules") to, among other things, control the affairs of the Association, and govern compliance, non-compliance and violations of the Association's governing documents. The Board has such authority pursuant to, among other things, NRS 116.3102 and 116.3103; Article III of the Association's Amended and Restated Declaration of Covenants, Conditions and Restrictions and any supplements or addendums thereto ("CC&Rs"); and Sections 3.16 and 3.17 of the Association's Bylaws and any supplements or addendums thereto ("Bylaws"). Any capitalized terms not defined herein are defined in the CC&Rs and/or Bylaws;

WHEREAS, pursuant to NRS and NAC Chapter 116 and the CC&Rs, the Association, by and through its Board, is charged with the responsibility of assessing and enforcing timely payment of all amounts owed by Owners, including pursuant to Article 8 of the CC&Rs; NRS Chapter 116, including NRS 116.3102, 116.3115, 116.3115(4), and 116.3116 through 116.31168; and NAC Chapter 116, including NAC 116.470;

WHEREAS, timely payment of Owner accounts is critical to the Association, and, from time to time, Owners may become delinquent in payment of their accounts and fail to respond to demands from the Association to bring their accounts current, which causes those Owners who timely pay their accounts to bear a disproportionate share of the Association's financial obligations;

WHEREAS, the Board deems it to be in the best interests of the Association, and in compliance with existing law, to adopt a formal written procedure for handling delinquent accounts in a timely manner, and further believes it to be in the best interests of the Association to refer these accounts promptly for collection so as to minimize the Association's loss of revenue;

WHEREAS, this collection policy supersedes and replaces any prior collection policy followed by the Association; and

NOW THEREFORE, the Board hereby adopts the following collection policy ("Collection Policy" or "Policy") by and on behalf of the Association:

1. **Assessments**. Assessments include all assessments identified in the CC&Rs and Bylaws, including Annual Assessments, Base Assessments, Special Benefit Area Assessments, Capital Contributions, Capital Improvement Assessments, Special Assessments, Specific Assessments, enforcement/violation fines and/or violation sanctions, and any other amounts that may be levied by the Association pursuant to the governing documents (the foregoing are collectively referred to herein as "Assessments").
2. **Due Date**. Assessments shall be due in twelve (12) equal installments each year on the first (1st) day of each month. Any other Assessments allowed by law and the Association's governing documents shall be due and payable on the due date specified by the Board in any notice imposing the assessment. Any assessed amounts shall be deemed late/delinquent if not paid when due.

3. **Late Fees.** Assessments are due on the first (1st) day of each month and are considered late if not received within thirty (30) days of the due date. If the Assessment is not received within (30) days after the due date, there will be a late charge of \$5.00 for each month the payment has not been received. Each late/delinquent account for each Owner Unit may be imposed this late charge, but no more than one (1) late charge against each Owner Unit will be imposed each month.
4. **Interest.** Any unpaid amounts may bear interest at the maximum rate permitted by law, but not to exceed eighteen percent (18.0%). Interest may be assessed when an account is delinquent by thirty (30) days, subject to any limitations imposed by the Nevada Servicemembers Civil Relief Act (NVSCRA) and/or the Nevada Civil Relief Act (NRCA), each as defined herein below.
5. **NVSCRA Compliance.** In order to comply with the Nevada Servicemembers Civil Relief Act ("NVSCRA"), which became law in Nevada on May 29, 2017, before the Association takes any action to pursue collection of past due obligations, the Association shall: (a) inform each owner, or the owner's successor-in-interest, that if the person is a servicemember or dependent of a servicemember, s/he may be entitled to certain protections granted by the NVSCRA; and (b) give the person the opportunity to provide the information necessary for the Association to verify whether the person is entitled to the protections set forth in the NVSCRA including, but not limited to, the social security number and date of birth of the person. If a person or a dependent of that person is entitled to the protections of the NVSCRA, then, in the absence of a court order to the contrary, the Association shall not commence collection of any past due assessments and related charges, during the person's term of active duty or deployment and up to one (1) year after the active duty or deployment ends.
6. **NCRA Compliance.** In order to comply with the Nevada Civil Relief Act: Federal Tribal and State Workers/Contractors and Landlords ("NCRA"), which became law in Nevada on June 8, 2019, before the Association takes any action to pursue collection of past due obligations, the Association shall: (a) inform each Owner, or his or her successor-in-interest, that if the person is a federal, tribal or state worker or contractor or a household member or landlord of these persons, he or she may be entitled to certain protections granted by the NCRA; and (b) give the person the opportunity to provide the information necessary for the Association to verify whether the person is entitled to the protections set forth in NCRA. If a person, a household member of the person, or the landlord of the person is entitled to the protections of NCRA, then, in the absence of a court order to the contrary, the Association shall not commence collection of any past due assessments and related charges, during a shutdown and up to ninety (90) days after the shutdown has expired. For the purpose of this provision, the term "shutdown" is defined as any period of time during which there is a lapse in appropriation for a federal or state agency or tribal government that continues through any unpaid payday for a federal worker, state worker or tribal worker employed by that agency or tribal government.
7. **Creation of Lien and Personal Obligation of Owner.** Any Assessment and related charge is the personal obligation of the Owner. See CC&Rs, Section 8.8. In addition, pursuant to NRS 116.3116(1), any Assessment and related charge is also a charge or lien upon the Owner's Unit from the time the Assessment becomes due. If any Assessment is paid in installments, the full amount of the assessment is a lien from the time the first installment thereof becomes due. Pursuant to NRS 116.3116(9), the recordation of the CC&Rs constitutes record notice and perfection of the Association's lien, and no further

recordation of any claim or lien for unpaid Assessments is required.

8. **Notice of Assessments and Increase in Assessments**. The Association will give Owners notice of any increase in the Annual Assessment through the budget process. Notice regarding unpaid Assessments and collections will be sent to the Owner's physical mailing and/or electronic mailing address on file with the Association. *It is the responsibility of each Owner to advise the Association of any changes in the Owner's mailing address(es)*. Hereinafter, "mail" or "mailing" refers to by physical mailing and/or electronic mailing, as required by law and the Association's governing documents for the action at issue. The Board may elect from time to time to provide additional periodic statements of Assessments and charges, but failure to transmit such additional statements does not relieve any Owner of the obligation to pay Assessments.
9. **Designation of Collection Agent**. The Board may designate an agent or agents to collect Assessment payments and administer this Policy. Such designated agent may be a collection company, trustee company, law firm or other appropriate agent (the "Agent" or "Designated Collection Agent").
10. **Costs of Collecting**. The Association shall charge an Owner and the Owner's account reasonable fees to cover the costs of collecting any delinquent Assessments in an amount not to exceed the amount established by NRS and NAC Chapters 116, including as identified in NRS 116.310313 and NAC 116.470. Such costs shall include, but shall not be limited to, any fee, charge or costs, by whatever name, including any collection fee; filing fee; recording fee; fee related to the preparation, recording or delivery of a lien or lien rescission; title search lien fee; bankruptcy search fee; referral fee; fee for postage or delivery; attorneys' fee; and any other fee or cost that the Association may charge an Owner for the investigation, enforcement or collection of a delinquent Assessment (collectively, the "Collection Costs"). Such Collection Costs shall become additional charges against the Owner and the Owner's Unit, and shall be subject to collection pursuant to this Policy. See CC&Rs Article VIII; NRS 116.310313; and NAC 116.470.
11. **Application of Payments**. Unless otherwise specified by an Owner in writing, payments received by the Association shall be applied as mandated by NRS 116, NRS 116A, NAC 116, and the CC&Rs.
12. **Disclosure and Payment Plan Notice**. If an Owner is delinquent on any Assessment, then not earlier than sixty (60) days after the obligation becomes past due, and after the Association has made a good faith effort to verify that the owner is not entitled to the protections of the NVSCRA or NRCA, the Association will mail to the delinquent unit's owner or his/her successor in interest a letter in compliance with NRS 116.31162(4) ("Disclosure and Payment Plan Letter"), which provides:
 - (a) A schedule of the fees that may be charged if the unit's owner fails to pay the past due obligation;
 - (b) A proposed repayment plan;
 - (c) A notice of the right to contest the past due obligation at a hearing before the executive board and the procedures for requesting such a hearing; and
 - (d) Notice that the Association's records do not reflect that the person is entitled

to the protections of the NVSCRA or NRCA and an invitation to provide the Association with the information necessary to verify whether the person is entitled to protection under the NVSCRA or NRCA.

See NRS 116.31162(4)(a).

NOTE 1: The schedule of fees referenced in subparagraph (a), above is also available to any Owner upon written request to the Association's managing agent, which fee schedule may be amended from time to time, including to comply with any changes in the law.

NOTE 2: Unless otherwise determined by the Board after the hearing referenced in subparagraph (c) above, all repayment plans shall be: (i) signed by the Owner and returned to the Association within thirty (30) days of the date of the Disclosure and Payment Plan, (ii) be completed within the time frame established by the Board, and (iii) require the Owner to stay current on future accruing Assessments. See NRS 116.31162(4)(b).

NOTE 3: If an Owner wants to request a hearing to contest the past due obligation, then, within thirty (30) days of the date of the Disclosure and Payment Plan, the Association must receive the Owner's written request for the hearing. The written request must be sent to and received by the Association's community manager ("Manager") within thirty (30) days after the date of the Disclosure and Payment Plan. See NRS 116.31162(4)(b).

NOTE 4: If an Owner requests a hearing or enters into a payment plan within thirty (30) days after the date on which the Disclosure and Payment Plan is mailed, and is unsuccessful at the hearing or fails to make a payment under the repayment plan within ten (10) days after the due date, the Association may take any lawful action pursuant to NRS 116.31162(1) to pursue the delinquency and enforce its lien. See NRS 116.31162(4)(b).

13. **Assignment of Account to Designated Collection Agent.** If the Owner fails or refuses to pay the balance due and owing to the Association as set forth in the Disclosure and Payment Plan, then the Association may turn the account over to the Association's Agent for collection, and the Agent shall take action to attempt to obtain payment of the amounts due to the Association which action may include filing a Notice of Delinquent Assessment and, thereafter, foreclosing on the Association's lien by selling the Owner's Unit to satisfy the obligations owed to the Association. See NRS 116.31162 et. seq. Any account that becomes late/delinquent and is referred to the Agent may be assessed an additional statutory charge by the management company for the Association due to, among other things, the management company's extra administration, time, and cost associated with monitoring the late/delinquent account and exchanging information with the Agent for purposes of obtaining payment on the late/delinquent account. The Agent is authorized to sign on behalf of the Association any statutory or other documents required to proceed on delinquent accounts, including the notice of delinquent assessment lien, notice of default, notice of sale, foreclosure, deed, etc.
14. **General Process of Designated Collection Agent.** The Association's and Agent's actions on a particular late/delinquent account will be determined based on the specific facts and circumstances of that account. The Agent's actions may also be based on any specific direction from the Association's Board, which direction may vary between accounts depending on the actual facts and circumstances of the specific account at issue. However, the Association's and Agent's actions will generally include the following steps:

- (a) Verification/Payment Request Letter. The Agent shall send the Owner a debt verification/payment request letter ("Verification Letter") by certified or registered mail, return receipt requested, which includes advising the Owner, and verifying for the Owner, of the amount owed to the Association, including any fees and costs that the Association has incurred in attempting to collect the delinquent Assessment, and requesting a response within a specified time frame of not less than thirty (30) days.
- (b) Notice of Lien. If the Owner fails to pay the amount due within the due date provided in the Verification Letter, the Agent shall send the Owner, by certified or registered mail, return receipt requested, a Notice of Delinquent Assessment Lien (the "Lien"), which states the amounts due, a description of the lot against which the lien is imposed, and the name of the record owner of the lot. The Agent shall also record the Lien against the Owner's Unit in the Office of the County Recorder, Clark County, Nevada (the "Recorder's Office"). See NRS 116.31162(1)(a). The Agent, or the Association's President, are authorized to sign the Lien on behalf of the Association. See NRS 116.31162(2).

Notwithstanding this Paragraph 14(a)-(b), at the discretion of the Association's Board and/or Agent, and depending on the facts and circumstances of the account at issue, including the existence of a pending lender foreclosure sale, the Agent may instead first proceed with a Lien without sending a Verification Letter to protect the Association's lien against the Owner's Unit;

- (c) Notice of Default. If the Owner fails to pay the amounts stated in the Lien within thirty (30) days after mailing the Lien, then the Agent shall record a Notice of Default and Election to Sell (the "NOD") against the Owner's Unit in the Recorder's Office and provide the NOD to those persons entitled to notice pursuant to NRS 116.31163. See NRS 116.31162(1)(b), NRS 116.31162(5), and NRS 116.31163. The Agent, or the Association's President, are authorized to sign the NOD on behalf of the Association. See NRS 116.31162(2); and
- (d) Notice of Sale. If the Owner fails to pay the amounts listed in the NOD within ninety (90) days of either the recordation of the NOD or within ninety (90) days of the date on which a copy of the NOD is mailed to the Owner, whichever date occurs later, then the Agent (or its designee) shall record a notice of sale ("NOS") against the Owner's Unit in the Recorder's Office and provide notice of the time and place of the sale of the owner's lot. See NRS 116.31162(1)(c), (3) and NRS 116.311635. The Agent, or the Association's President, are authorized to sign the NOS on behalf of the Association. See NRS 116.31162(2). The Agent will not pursue a NOS until it is first authorized by the Board to notice a sale of the Owner's Unit. The Agent (or its designee) may then proceed with a non-judicial foreclosure sale of the Owner's Unit in accordance with NRS 116.31164. However, the Agent (or its designee) may not actually conduct the sale and sell the Unit without additional Board approval.

This process does not waive or relinquish any other right the Association may have against the late/delinquent Owner to pursue any Nevada Real Estate Division ("NRED") action, Court action or other action, including a judicial foreclosure and/or personal claim against the Owner, as may be determined by the Board on a case-by-case basis.

15. **Payment Plan.** At any time after the Owner's account has been sent to the Designated Collection Agent, an Owner may petition the Board in writing for a payment agreement to allow the Owner to make periodic partial payments on the entire unpaid balance of the Assessment account. However, after the account has been sent to the Designated Collection Agent, the Association has no obligation to enter into a payment agreement with the Owner. Notwithstanding the foregoing, if the Board agrees to enter into and accept a reasonable payment plan with the Owner, then the terms of any payment plan agreement shall include, at a minimum:
- (a) the Owner staying current on all future accruing Assessments as they come due; and
 - (b) paying off the past due balance, including all Collection Costs and related charges, in installments, over a term acceptable to the Board.

Any payment agreement entered into with the Owner shall be reasonable, as determined in the sole discretion of the Board, and for the sole purpose of assuring that the best interests of the Association are served. The payment agreement shall be in writing and a provision shall be included that failure to meet any terms of the agreement shall give the Board the right to immediately continue the collection/lien/foreclosure process without further notice to the Owner.

16. **Acceptance of Payments.** The following provisions shall apply to payments made by an Owner:
- (a) if an Owner physically delivers a partial or full payment for delinquent Assessments and all related charges and Collection Costs to the Association or the Association's Manager or its Designated Collection Agent, then the Association must accept such payment;
 - (b) if an Owner remits a payment to the Association, the Association's Manager or its Designated Collection Agent, and the Owner makes a notation on the check that it is "payment in full," "full accord and satisfaction" or some other similar verbiage, but the payment does not actually constitute full payment of the Owner's obligation then due to the Association, then the Association, the Manager or its Designated Collection Agent need not accept such payment.
17. **Release of Lien/Rescission of NOD.** A Release of Lien ("Release) and/or Rescission of NOD ("Rescission") will not be recorded until the entire balance of the Owner's account is paid in full, including all Collection Costs. All charges incurred in recording a Release and/or Rescission, including reasonable attorneys' fees, will be charged to the Owner's account and must be paid by the Owner before any Release and/or Rescission will be recorded.
18. **NSF Check.** At any time that the Association or its Designated Collection Agent receives a check dishonored by the Owner bank for any reason, then the "insufficient funds charge" imposed by the bank(s) involved shall be added to the Owner's account. Upon receipt of a returned check, the Association shall notify the Owner of the same in writing (the "NSF Notice"), and the Owner shall be required to resubmit payment for his or her Assessment in the form of a cashier's check or money order only within ten (10) days of the date of the NSF Notice. The Association will not resubmit a previously returned personal or business check for payment. Furthermore, if any Owner is required to resubmit payment due to

insufficient funds, the Owner will be subject to the late fee and interest charges as set forth and more fully described above. The Board may immediately proceed with the collection process if the entire past due Assessment balance is not paid within ten (10) days of the date of the NSF Notice. The Association may also seek any other damages or relief, in accordance with Nevada law, including by turning the insufficient funds check over to the District Attorney's Office for prosecution.

19. **Recovery of Attorneys Fees.** If the Association is required to retain an attorney to enforce any provisions of this Policy or to otherwise collect any delinquent Assessments from any Owner, the Association shall be entitled to recover its reasonable attorneys' fees and costs incurred in collecting the delinquent Assessment, whether or not a lawsuit or foreclosure proceeding is initiated.

20. **Owner Disputes.** If the Owner questions the accuracy of the calculation of an account or an amount charged to the Owner's account, an objection to the specific charge(s) must be received by the Board or the Designated Collection Agent within thirty (30) days of the date notice was received by the Owner of the charge or balance. The disputed amount may remain unpaid during the investigation, but undisputed portions of the Owner's account must be paid before the delinquency date in order to avoid further Collection Costs. No action will be taken to collect the disputed amounts until completion of the investigation and the Board makes a decision. Together with the Owner's objection, the Owner must provide the following information in writing regarding any dispute:
 - (a) The Owner's name, mailing address, and account number.
 - (b) The exact dollar amount in dispute or claimed to be in error.
 - (c) For each charge in dispute, an explanation of the reasons the Owner believes there is an error, including evidence that may assist the Board in resolving the issue, including but not limited to sufficient detail such as dates, names, and check numbers, so that the dispute may be investigated efficiently and effectively by the Board.
 - (d) Copies of checks (both front and back), letters or other documents applicable to the account and claimed error must accompany the Owner's written objection.

21. **CC&Rs and Other Remedies.** This Policy does not replace or supersede any provision of the CC&Rs, and any provision contained therein remains in full force and effect. This Policy does not replace or supersede any provision of NRS Chapter 116 or NAC Chapter 116. This Policy is intended to work in conjunction with the CC&Rs, NRS Chapter 116, and NAC Chapter 116. Additionally, the Association reserves the right to avail itself of any other remedy permitted by law and the Association's CC&Rs and other governing documents to collect Assessments and related costs and charges, including but not limited to bringing an action before the NRED or in Small Claims, Justice, Municipal, or District Court. Such remedies may be taken in addition to or in lieu of any action already taken, and commencement of one remedy shall not prevent the Association from electing at a later date to pursue another remedy.

22. **Notice to Association.** Owners should respond in writing or make payments to the address as directed by the Association's designated Manager. If no address is given, any payments or communications should be mailed and/or electronically mailed to the Association at the following address:

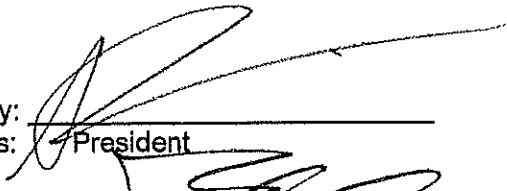
Summerlin West Community Association Board of Directors
2115 Festival Plaza Dr. Ste. 220
Las Vegas, NV 89135

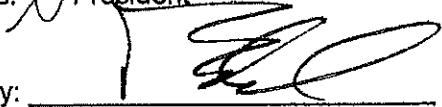
Email to: summerlinwest@howardhughes.com

23. **Suspension of Owner Privileges.** In addition to any other remedies set forth herein, if any installment of any Assessment, or any portion thereof, is not received prior to the Association's referral of this account to the Designated Collection Agent, then the Board may suspend the right of: (a) the Owner to vote at meetings of the Association, and (b) the Owner's or Owner's family and tenant or invitees of the Owner or tenant from using the Common Elements or Association Property. The suspensions may be imposed so long as the Owner is delinquent in the payment of Assessments. No suspensions may be imposed until the Owner has been afforded the right to be heard in person, by submission of a written statement or through a representative, at any such hearing.
24. **Void Provisions.** If any provision of this Policy is determined to be null and void for whatever reason, then all other provisions of the Policy shall remain in full force and effect.
25. **2021 Amendments.** This Policy is updated pursuant to the 2021 legislative amendments to NRS Chapter 116 and/or NAC Chapter 116.

APPROVED BY ACTION OF THE BOARD OF DIRECTORS ON August 9, 2022.

Summerlin West Community Association, a
Nevada nonprofit corporation

By: 
Its: President

By: 
Its: Secretary

SUMMERLIN WEST COMPLIANCE PROCEDURES

There are predominately two documents that define the Community Wide Standards for Summerlin West. These are the Supplemental Declaration of Covenants, Conditions, Restrictions and Reservation of Easement which contains the use restrictions and the Design Guidelines and Standards that provide guidance to homeowners wishing to make improvements and modifications to the exterior of their homes or landscaping. These documents are provided to each purchaser at the time they close escrow on their homes. In addition, these documents can be found at www.summerlink.com. Click on the *Homeowners* icon on the upper left top and then the West icon.

In order to provide the due process required under Nevada law, if a violation of the Summerlin West Governing Documents is suspected, the steps available to the association to achieve resolution are:

1. Friendly neighbor-to-neighbor contact which often will resolve the matter quickly and easily. If such contact is unproductive, deemed to be unwise, or inappropriate, then:
2. Violations must be reported in writing. A "Complaint Form" can be obtained at the Summerlin Community Association office at 2115 Festival Plaza Drive, Suite 220 and on the www.summerlink.com website. Click on *Homeowners*, go to the West and then to *Complaint Form*. The *Homeowners* link is located on the upper left top of the home page.
3. If the violation is verified, a Courtesy Letter will be sent to the violator.
4. If the violation is repeated or uncorrected within ten (10) days of receipt of the Courtesy Letter, a First Warning Letter is sent to the violator.
5. If the violation is repeated or uncorrected 10 days after the mailing of the First Warning, the matter is referred to those Summerlin West residents who serve on the Compliance Advisory Committee.
6. The Compliance Advisory Committee will schedule a hearing and invite the violator to attend and present his/her response.
7. If the Compliance Advisory Committee is satisfied with the response, it may decide to drop the matter entirely.
8. If the Compliance Advisory Committee is not satisfied with the response, it may assess a monetary penalty as allowed pursuant to NRS 116.31031.
9. If the violator is assessed a monetary penalty, the decision may be appealed to the Board of Directors, whose decision is final.

SUMMERLIN WEST COMMUNITY ASSOCIATION
SPECIFIC ASSESSMENT PENALTY POLICIES AND PROCEDURES

The Board of Directors of the Summerlin West Community Association has been granted responsibility to conduct, manage and control the affairs and business of the Association. In accordance with Article III, Use and Conduct, Section 3.2 Rules Making Authority and Article VII, Section 7.4 of the Declaration of Covenants, Conditions and Restrictions for the Summerlin West Community Association, the Board is empowered to adopt, amend, and repeal such Rules and Regulations as it deems reasonable and appropriate in the enforcement of the governing documents of the Summerlin West Community Association.

Furthermore, in accordance with Article VIII, Section 8.4, the Rules and Regulations may also include the establishment of a Specific Assessment related to the enforcement and/or violation thereof.

Accordingly, to provide for continuing proper operation of the Association property, the Association, through its Board of Directors, and in conformity with Articles III, VII and VIII of the CC&R's and Article III, Section 3.17 of the Bylaws, has adopted the following Specific Assessment Penalty Policies and Procedures for the CC & Rs now in force or as may be amended hereafter, and of the Rules and Regulations as may be hereinafter adopted, amended or repealed.

POLICY

Violations of the CC & Rs and/or Rules are subject to the following Specific assessment penalties:

- [a] First Notice of Violation - written warning without Monetary Penalty
- [b] Second Notice of Violation - \$100.00 Specific Assessment
- [c] (1) After sending a second notice of the violation, the offending member will be entitled to appear before the Association's Board of Directors. A specific assessment, which must be commensurate with the severity of the violation, may be imposed, not to exceed \$100.00 for each violation or a total of \$500.00, whichever is less.

(2) If a fine is imposed pursuant to subsection c.1, and the violation is not cured within 14 days immediately following the hearing, or a longer period, as determined by the Board of Directors, the violation shall be deemed a continuing violation. Thereafter, for each seven (7) day period that passes in which the violation has not been corrected as required by the Board, the Board may impose an additional Specific Assessment, which must be commensurate with the severity of the violation. Any specific assessment imposed as a result of a continuing violation may be imposed without notice and an opportunity to be heard.

Additionally, the Board shall have the power to levy a Specific Assessment against the Member for violations which, the Board determines threaten the health and welfare of the community. The Specific Assessment amount shall be commensurate with the severity of the violation but shall not be restricted by a maximum dollar amount.

- [d] If the violation has resulted in damage to the Common Area, the Board may order that the damages be repaired at the expense of the offending Member.
- [e] A violation is deemed to be a repeated or continued violation for purposes of the 14 day period and for each 7 day period thereafter when a sufficient amount of time has elapsed from the preceding violation to allow correction of the initial violation.

PROCEDURES

Prior to the imposition of any penalty for violation of the CC & Rs or Rules, the Association shall afford the offending Member with notice of the violation and an opportunity to be heard in person, by submission of a written statement or through a representative at an Executive Session of a meeting of the Board of Directors called for such purpose.

(A) NOTICE:

1. Upon receipt of a written complaint from an Association Member or a report to the Association alleging a violation of the CC & Rs or Rules by a Member, or Member's dependants or guests and if it appears to the Association that the violation does exist, then the Association will issue a ARequest for Compliance, which will serve as first notice of the violation.
2. The Association Member is required to respond in writing to the Request for Compliance by returning the Correction Response, which is sent, with the Request for Compliance. If the offending Member fails to respond to the Request for Compliance, a ANotice of Hearing may be sent to the offending Member at which time a hearing shall be set. The hearing date shall be at least ten (10) days from the date the Notice of Hearing is mailed and/or delivered to the offending Member.

(B) HEARINGS:

1. If the Member fails to take action and fails to cease and desist from further violations before receiving the Notice of Hearing, the Board of Directors of the Association may order a Hearing if the Association desires to impose any Specific Assessment. The Board shall have the right to limit the time of the Hearing and limit the time in which any evidence may be presented. The Hearing shall be held in a Board Executive Session.
2. Proof that the accused Member received the Notice of Hearing and that the Association has complied with the CC & Rs and Bylaws regarding distribution of relevant restrictions of the Association shall be entered into the minutes of the Hearing. Proof that the accused member has received Notice of Hearing shall be adequate if a copy of the Notice of Hearing, together with a statement of the date and manner of delivery, is entered into the minutes of the meeting by the officer, Directors or agent who delivered the Notice of Hearing. If the accused Member is present at the Hearing, notice shall be deemed adequate.
3. At the Hearing, the accused Member may present any evidence or make any statement relating to the violation, either in person or in writing to the Board of Directors.
4. Upon hearing all of the evidence, the Board may, by a majority vote:
 - [a] Find that no violation exists and extinguish the specific assessment, or
 - [b] Find that the Member is in violation and maintain the imposition of the \$100.00 Specific Assessment, reduce the amount of the \$100.00 Specific

Assessment and/or impose additional Specific Assessments as set forth herein.

- [c] Require the offending Member to sign an agreement to correct the violation within a specific time frame and to post a cash bond, not to exceed \$1,000.00, guaranteeing performance.
 - [d] Suspend the Member's rights and privileges for the use of the Common Area.
 - [e] If the violation resulted in damage to the Common Area, order the damage be repaired at the expense of the violating Member.
 - [f] Take any other action allowed by the CC & Rs and Nevada Revised Statutes
5. If, after the Hearing, the offending Member refuses to abide by the decision imposed by the Board, the Board may, without further notice, elect to compel compliance with such decision as provided in the CC & Rs.
 6. If any Member accused of a violation of the CC & Rs or Rules, after notice as provided herein, shall fail to appear for a Hearing, the Board or its designee shall proceed in their absence, and make a determination based on the facts presented.
 7. Any action taken by the Board of Directors under this section shall not deprive either party of any remedies otherwise available by law.
 8. If the Hearing is conducted before a committee of the Board of Directors, the violating Member shall have the right to appeal the decision of the committee to the full Board of Directors.

Adopted this 9th day of November, 2001

Peggy Chandler, President
Jeffery Geen, Secretary

SUMMERLIN WEST COMMUNITY ASSOCIATION

RESOLUTION

OPERATING FUND INVESTMENTS

WHEREAS, the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for Summerlin West Community Association, Article 6, Section 6.2 charges the Board of Directors with the power and duty to establish and maintain an operating fund for current expenses of the organization, and further

WHEREAS, same said Article 6, Section 6.2 allows the Board of Directors to co-mingle all maintenance funds (operating and reserve accounts) of the Association to assist in qualifying for higher returns, and

WHEREAS, the Amended and Restated Bylaws for the Summerlin West Community Association, Article IV, Sections 4.2 and 4.3(b) provides the Board of Directors with the power and duty to manage the business of the association and the power and duty to adopt and promulgate reasonable rules and restrictions thereof,

WHEREAS, there is a desire to establish a policy concerning the prudent investment of operating and contingency funds,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Summerlin West Community Association has established the following policy:

Given the active nature of the association's deposit and expense accounts coupled with the association's large balance of funds it has been determined that the association is best served by a deposit/investment cycle of laddering of the excess operating funds that have accumulated over time. This will assure sufficient availability of funds and realization of the highest possible rate of return (yield) while prudently protecting principal.

The association will accomplish this by causing to be purchased U.S Treasury Bills, Certificates of Deposit or similar instruments in varied amounts and lengths of term for long term excess operating funds. Short term excess operating funds will be held in a regular banking institution in an account that will ensure liquidity and accessibility at a reasonable rate of return. The association shall comply with all provisions of NRS 116 and NAC 116. The association's independent accounting firm will assist community management personnel in the review of historical financial data to assure proper development of a purchase and reinvestment schedule.

To maximize security and to maximize the rate of return, the Investments will be purchased directly from the issuer in the name of Summerlin West Community Association. The Board will resolve to use their best efforts to assign the duty of original purchasing and future maintenance of the investment schedule to contracted management with the assistance of the association's accounting firm.

Adopted this 10th day of November, 2009.

Peggy Chandler, President
Robert Carroll, Secretary

SUMMERLIN WEST COMMUNITY ASSOCIATION

**RESOLUTION
RESERVE FUND INVESTMENTS**

WHEREAS, Nevada Revised Statutes 116.3115 requires that common-interest communities establish a reserve fund for the replacement and repair of major components of the common areas, and

WHEREAS, the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for Summerlin West Community Association, Article 6, Section 6.2 charges the Board of Directors with the power and duty to establish and maintain a reserve fund for replacement and repair of the capital improvements, and further

WHEREAS, same said Article 6, Section 6.2 allows the Board of Directors to co-mingle all maintenance funds (operating and reserve accounts) of the Association to assist in qualifying for higher returns, and

WHEREAS, the Amended and Restated Bylaws for the Summerlin West Community Association, Article IV, Sections 4.2 and 4.3(b) provides the Board of Directors with the power and duty to manage the business of the association and the power and duty to adopt and promulgate reasonable rules and restrictions thereof,

WHEREAS, there is a desire to establish a policy concerning the prudent investment of funds set aside for the repairs and replacement of components of the common areas,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Summerlin West Community Association has established the following policy:

In that the Board's responsibility is first and foremost to the principal funds, all association accounts and investments will be deposited, structured, managed and/or purchased to assure that funds be federally insured. Given the active nature of the association's deposit and expense accounts coupled with the association's large balance of funds it has been determined that the association is best served by a deposit/investment cycle of laddering of funds. This will assure sufficient availability of funds and realization of the highest possible rate of return (yield) while prudently protecting principal.

The association will accomplish this by causing to be purchased U.S Treasury Bills, Certificates of Deposit or similar instruments in varied amounts and lengths of term. The association shall comply with all provisions of NRS 116 and NAC 116. The association's independent accounting firm will assist community management personnel in the review of historical financial data and the most current reserve analysis to assure proper development of a purchase and reinvestment schedule.

To maximize security and to maximize the rate of return, the Investments will be purchased directly from the issuer in the name of Summerlin West Community Association. The Board will resolve to use their best efforts to assign the duty of original purchasing and future maintenance of the investment schedule to contracted management with the assistance of the association's accounting firm.

Adopted this 10th day of November, 2009.

Peggy Chandler, President
Robert Carroll, Secretary

SUMMERLIN WEST COMMUNITY ASSOCIATION

RESOLUTION

AUTHORITY FOR ELECTRONIC TRANSFER OF FUNDS

WHEREAS, Nevada Revised Statute 353.1467 requires that all funds payable to the State of Nevada in excess of Ten thousand and no/100 dollars (\$10,000.00) must be made by electronic transfer; and

WHEREAS, Nevada Revised Statute 116.31153, Subsection 3, allows a common-interest community to electronically transfer funds to a state agency; and

WHEREAS, Article 6 of Declaration of Covenants, Conditions and Restrictions and Reservation of Easements of the Summerlin West Community Association, Section 6.1 Functions of the Association, provides that the Association shall perform its functions in accordance with Nevada law; and

WHEREAS, Article III, Board of Directors, of the Bylaws of the Summerlin West Community Association, Section C, 3.16 Powers and Duties, provide the Board of Directors with all of the powers and duties necessary for the administration of the Association's affairs subject to the Governing Documents and Nevada law;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Summerlin West Community Association does hereby expressly authorize electronic fund transfers in accordance with all applicable Nevada Revised Statutes.

Adopted this 7th day of February, 2012

Peggy Chandler, President
Robert Carroll, Secretary

SUMMERLIN WEST COMMUNITY ASSOCIATION

RESOLUTION

SUBDIVISION COMMON-AREA ENHANCEMENT

WHEREAS, the Declaration of Covenants, Conditions and Restrictions and Reservation of Easements, Article 3, Use and Conduct, Section 3.2, Rules Making Authority; and the Bylaws, Article III, Board of Directors:...Powers... Section 3.16 and 3.17(F) of the Summerlin West Community Association provide the Board of Directors with the power to adopt, amend, and repeal such Rules and Regulations as it deems reasonable and appropriate, and

WHEREAS, there is a need to establish a policy for enhancements to the subdivision common-areas,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Summerlin West Community Association ("Association") does hereby adopt and establish the following policy:

- the Association adopts approved subdivision common-areas for maintenance as installed by the participating builder.
- the Association replaces plant materials and maintains improvements on an as needed basis as installed by the participating builder. The Association reserves the right to make plant substitutions in the event the original plant material has not performed well in a particular location.
- subdivision common-areas may be modified and/or enhanced at the expense of the residents of the subdivision under the following circumstances:
 - a committee of residents has been formed to facilitate the modifications and/or enhancements, and
 - it can be demonstrated that a majority of the subdivision residents are in favor of the modifications and/or enhancements, and
 - a plan for the modifications and/or enhancements has been approved by the Design Review Committee of the Association, and
 - the funds to cover the cost of the modifications and/or enhancements have been raised from among the subdivision residents and/or provided by the participating builder.
- the Association will consider participation in the cost of the modifications and/or enhancements only under the following circumstances:
 - it can be demonstrated that the modifications will provide a savings in maintenance and/or water costs to the Association, and
 - the amount of the Association contribution cannot exceed the total of two (2) years of savings in maintenance, and
 - the residents of the subdivision have contributed an equal amount, excluding any funds contributed by a participating builder.

Adopted this 10th day of February, 2009

Peggy Chandler, President

Robert Carroll, Secretary

SUMMERLIN WEST COMMUNITY ASSOCIATION

RESOLUTION

GARAGE CONVERSION TO LIVING SPACE

WHEREAS, The Howard Hughes Company, LLC is the Declarant (Declarant) for the Summerlin West Community Association (Association), and

WHEREAS, the Declaration of Covenants, Conditions, and Restrictions (CC & Rs) for the Summerlin West Community Association Article IV, Section 4.3.1 provides that the Declarant has sole and full authority to amend the Design Guidelines as long as Declarant owns any portion of the Project, and

WHEREAS, the Supplemental Declaration of Covenants, Conditions, Restrictions and Reservation for Easements for the Summerlin West Community Association, Article I, Section 1.14(a) provides that each lot shall be improved with a single family residential unit plus a garage, and

WHEREAS, the Supplemental Declaration of Covenants, Conditions, Restrictions and Reservation for Easements for the Summerlin West Community Association, Article I, Section 1.16 provides vehicles owned by residents shall be placed in the garage of such residential unit to the extent of the space available therein, and

WHEREAS, Declarant desires to establish guidelines regarding whether an owner of a residential unit may convert garage space to living space,

NOW, THEREFORE BE IT RESOLVED that the Declarant has established the following guidelines:

Conversion to living space of a garage designed for the parking of two or fewer vehicles is prohibited. Conversion to living space of the third bay of a garage designed for three or more vehicles shall be considered on a case by case basis in the sole discretion of the Design Review Committee and any such conversion shall require the consent of the Declarant, which consent shall be in Declarant's sole discretion, so long as Declarant owns any real property which has been annexed into the CC & Rs or is part of the annexable property under the CC & Rs.

By: The Howard Hughes Company, LLC


Kevin Orrock, Vice President

2/5/14
Date

SUMMERLIN WEST COMMUNITY ASSOCIATION

RESOLUTION

GARAGE SALE SIGNAGE

WHEREAS, the Bylaws for the Summerlin West Community Association, Article III, Sections 3.16 and 3.17 (F), provide the Board of Directors power and duty to adopt and promulgate reasonable rules and restrictions for the Association, and

WHEREAS, the Supplemental Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for Summerlin West Community Association, Article 1, Section 1.3 provides that no sign shall be displayed that has not been approved by the Design Review Committee, and

WHEREAS, there is a need to establish guidelines concerning signage for garage sales,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Summerlin West Community Association has established the following policy:

- **Only standardized signage developed by the Summerlin West Community Association will be permitted.**
- **Standardized signage will be available for purchase, at cost, from The Summerlin Council.**
- **Signage may be erected no more than 12 hours preceding sale time and must be removed immediately at the end of the sale day.**
- **All signs other than the standardized signage or signs erected on non-sale days or outside the time parameters are a violation and will be removed by the Summerlin West Community Association and the offending members may be subject to fines.**

ADOPTED THIS 9th DAY OF NOVEMBER, 2001

Peggy Chandler, President
Jeffery Geen, Secretary

SUMMERLIN WEST COMMUNITY ASSOCIATION

RESOLUTION

HOLIDAY DECORATIONS

WHEREAS, the Bylaws for the Summerlin West Community Association, Article III, Section C, 3.16 and 3.17 (f), provide the Board of Directors power and duty to adopt and promulgate reasonable rules and restrictions for the Association, and

WHEREAS, there is a need to establish guidelines concerning the display of holiday decorations,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Summerlin West Community Association has established the following policy:

- **Holiday decorations may be displayed for 30 days prior to the holiday.**
- **Holiday decorations must be removed within 30 days following the holiday.**

ADOPTED THIS 9TH DAY OF NOVEMBER, 2001

Peggy Chandler, President
Jeffery Geen, Secretary

SUMMERLIN WEST COMMUNITY ASSOCIATION

RESOLUTION

REMOVAL OF PLANT MATERIALS FROM COMMON AREAS

WHEREAS, the Bylaws for the Summerlin West Community Association, Article III, Sections 3.16 and 3.17 (F), provide the Board of Directors power and duty to adopt and promulgate reasonable rules and restrictions for the Association, and

WHEREAS, Article VII, Section 7.2, of the Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for Summerlin West Community Association provides the Board of Directors with the power and duty to maintain the Common area in accordance with the Community-Wide Standard, and

WHEREAS, there is a need to host a variety of trees and plant life in the community parks, streetscapes and various common areas, and

WHEREAS, hundreds of acres of park land, miles of streetscape and a multitude of neighboring properties must co-exist and contribute to the overall landscape enhancement of the community, and

WHEREAS, there is a the need to establish a written policy regarding the removal of trees and plant materials from common areas at the request of individual lot owners,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Summerlin West Community Association has established the following policy:

Trees and plant life will not be removed from the parks, streetscapes and other common areas because of concerns over foliage by individual lot owners unless it can be established that there is an immediate threat to the health, safety and welfare of the lot owner.

ADOPTED THIS 9th DAY OF NOVEMBER, 2001

Peggy Chandler, President
Jeffery Geen, Secretary

SUMMERLIN WEST COMMUNITY ASSOCIATION

RESOLUTION

COMMERCIAL VEHICLES

WHEREAS, the Declaration of Covenants, Conditions, and Restrictions for the Summerlin West Community Association, Article III, Section 3.2 provides the Board of Directors power to adopt and promulgate reasonable rules and restrictions for the Association, and

WHEREAS, there is a need to establish guidelines concerning the definition of a truck, van or commercial vehicles, as described in the Supplemental Declaration of Covenants, Conditions, Restrictions and Reservation for Easements for the Summerlin West Villages, Article I, Section 1.16, and

WHEREAS, Nevada Revised Statute 116.350 grants an exception to the Supplemental Declaration of Covenants, Conditions, Restrictions and Reservation for Easements for certain public utility vehicles that respond to emergency services for a public utility or law enforcement agency, and

WHEREAS, as used in NRS 116.350, "public utility" has the meaning ascribed to it in NRS 704.020, and

WHEREAS, it is the intent of Summerlin West Community Association to follow Nevada law,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Summerlin West Community Association has established the following guidelines:

No commercial vehicle may be parked within the Development with the exception of a small commercial type vehicle, including trucks and vans, which may be parked overnight within the development provided the vehicle is parked on the driveway and is not a dump truck, cement mixer, oil or gas delivery truck, flatbed truck, does not have more than two axles, does not contain supplies or equipment on or in said vehicle that are visible from a public or private street within the development or any portion of a lot within the development, and said vehicle is well maintained in a neat, clean and un-obtrusive condition. This includes camper trucks or similar vehicles up to and including 3/4 ton, that are used for everyday type transportation. The

Commercial Vehicle Resolution - 2009

p. 2

acceptability of all such vehicles, however, is subject to the approval of the Board of Directors.

A public utility service vehicle with a gross weight of 20,000 pounds or less that responds to emergency requests for public utility services or a law enforcement vehicle or law enforcement emergency services vehicle may be parked in the driveway or other area designated by the Association if the vehicle is being brought to the unit pursuant to the unit owner's or tenant's employment with the entity providing public utility emergency services or law enforcement services.

The unit owner or tenant bringing the public utility emergency services vehicle or law enforcement vehicle to his unit must complete the Request for Public Utility Emergency Services Vehicle or Law Enforcement Vehicle Parking Request form including all required signatures and attachments prior to bringing the vehicle to the unit.

Adopted this 10th day of November, 2009.

Peggy Chandler, President

Robert Carroll, Secretary