

**PDFs referenced: 2015 Architectural Standards; 2005 Landscape Standards; 2005 Maintenance Standards**

**La Luz Policies, Procedures, and Regulations**

*Assessment Policy*

La Luz homeowners are solely responsible for the maintenance and upkeep of their units, including roofs, stucco, and gates, and must adhere to LLLA guidelines, explained below.

The La Luz Landowners Association charges an annual fee to maintain the common grounds and recreational facilities of La Luz. The annual assessment is approved by the Board and voted on by La Luz Homeowners. It is \$250 per month for 2020, payable in equal monthly installments due on the first day of each month. Association dues can be mailed to:

Sentry Management  
Albuquerque Office  
4121 Eubank Blvd, NE Albuquerque, NM 87111  
Phone: 505-323-7600  
www.sentrymgt.com

Advance payments are welcome; discounts do not apply. Optional Auto Pay with Sentry is encouraged: Call John Lambert 505-323-7600 ext. 58501, or sign up online.

Late Payments incur further charges and penalties as follows:

30 Days after Due Date: Notice of delinquency is sent, including a \$25.00 late charge for 10% annual interest.

45 Days after Due Date: Board may decide an entire 12 months of assessment, special charges, and costs are due plus interest.

60 Days after Due Date: A lien may be placed against the living unit, and recorded with the county clerk.

*General Rules for Homeowners and Units*

1. USE: Living units can be only used for single-family dwellings. In addition to living in a unit, a home business may be conducted from a living unit, but no sign or other outward appearance of business is permitted.

2. ANIMALS: No animals, except dogs, cats, or other approved pets, may be kept in the living units. Dogs must be controlled on leashes at all times while on Common areas, and all droppings within La Luz or on La Luz lands

must be picked up by the dog owners.

No dog, cat or other approved pet whose behavior or actions disturb other residents will be permitted.

La Luz property is wholly contained in the city limits of Albuquerque and therefore is subject to all city ordinances having to do with pets.

3. **PARKING:** Boats, trailers, campers, buses, trucks, snowmobiles, and motorcycles must be parked in the living unit garages. All other vehicles must be parked either in the living unit garages, in living unit driveways, or in the common area parking spaces.

4. **TRAFFIC:** The speed limit in common areas is 15 mph. The Albuquerque Traffic Code and the traffic laws of New Mexico, although not applicable to common areas, will be considered rules that can be enforced by the Association. Be sure to drive very slowly on roads adjacent to the garages since cars backing out cannot see on-coming traffic.

5. **SIGNS AND OBSTRUCTIONS:** No signs, except the Association's, may be displayed to public view from any living unit or common area. No trees or other plantings may be planted on any living unit or common area if they obstruct the view from any neighboring living unit.

6. **UNIT ALTERATIONS, ROOF INSTALLATIONS:** All changes to the exterior of units must be submitted to the Architectural Committee in writing for prior approval before work begins. Approval is needed for TV antennas, satellite dishes, solar collectors, and cable installation.

7. **NUISANCE:** No nuisance may be created or continued in any living unit or common area.

8. **BEHAVIOR:** Residents are responsible for the actions and deportment of persons to whom they have extended the rights of membership, as well as for family members and guests. All are expected to follow Association Rules including those on parking, speed limits, preservation of landscape, prohibition of roller blades or skate boards on tennis courts, and walking or release of dogs on common grounds.

9. **MOTORIZED VEHICLES:** Motorized vehicles may not be used on streets or other common property for recreational purposes.

10. **EVAPORATIVE COOLERS:** Evaporative coolers may be installed on the rooftops provided they are of a standard downdraft type and are painted La Luz brown color. Prior approval for each installation must be obtained from the Architectural Committee.

11. TRASH & RECYCLING: Trash is picked up every Thursday morning. Recycling is picked up Friday morning. If there is a holiday on Thursday, pick up by the City can occur on Friday. All garbage and trash should be bagged before placing into the City supplied black containers. Newspaper, cardboard, plastics, and aluminum can be placed in the blue recycling containers located by the mailboxes and without bagging. Paint cans, chemicals, glass, oils, etc. must be taken to the City designated disposal facilities. Glass may be recycled at the Taylor Ranch Community Center disposal facility. Paint and chemicals can be disposed of at Rinchem Company on north Edith Blvd.

12. HOT TUBS & DISCHARGING LIQUIDS: Hot tubs cannot be drained onto the common grounds or allowed to run into the streets. Drainage must hook into inside sinks, showers, toilets, or to the outside sewer cleanout openings.

Paint, paint contaminated water, chemicals, oil and oily materials cannot be emptied on common grounds, streets, or paths.

13. CONTRACTORS: Residents are responsible for the actions of their contractors, including damage done by driving on grass or landscape areas, dumping of construction materials, cement cleanout from trucks, or other damage.

14. MOVING VANS: Large moving vans cannot navigate La Luz streets. Please contact the La Luz office before hiring or directing moving vans.

#### *Swimming Pool Rules*

*NOTE: During the COVID-19 pandemic, the pool is only open for lap swimming at designated times. No visitors are allowed.*

Pool hours are 6 AM – 10 PM weekdays; 6 AM – 11 PM weekends. Pool capacity is 39 persons. A first aid kit and an emergency telephone for 911 calls is available poolside.

1. No lifeguard is on duty. The buddy system is encouraged for everybody.
2. The pool is open to residents and their guests exclusively.
3. Children under 16 MUST be accompanied by an adult.
4. The floating lifeline MUST BE ATTACHED AT ALL TIMES, except for lap swimming. The lifeline SHOULD NOT BE DETACHED when children are in the swimming pool. Parents should show consideration during dedicated lap

swimming hours by keeping their children out of the swimming pool. The lifeline must be reattached after laps are finished.

5. The lifeline is a mandatory piece of safety equipment and can be damaged by people playing on or with it.

6. The entrance gates must be kept latched at all times. Do not prop gate open. No climbing is allowed on or over the pool walls, gates or structures.

7. The following rules are enforced at all times inside the pool walls:

- \* NO pets or other animals (City Ordinance)
- \* NO glass, glassware, and breakable ceramics.
- \* NO loud music or loud noise.
- \* NO furniture, food, or drink on the deck.
- \* NO running or rough play.
- \* NO diving in the shallow end.
- \* NO smoking.

8. Designated adult lap swim times are 6:00AM to 9:00AM daily (morning) and 5:30PM to 7:00PM (afternoon) Sunday through Thursday. Lap swimming is permissible at other times so long as it does not interfere with others using the pool.

9. One non-duplicable key is given to each unit. Pool key replacement charge is \$100.00.

10. Pool parties (of 8 people - including residents) must be scheduled at least a week in advance with the La Luz office. A party notice will be posted in the pool parking lot kiosk and the website as a convenience to other residents, who, of course, may use the pool during parties.

11. All pool parties of 8 to 25 people shall require a \$25.00 refundable damage deposit, along with a signed agreement. Agreement will state that as long as no additional costs were needed to preform extra clean up by the staff, nor damages sustained to the pool area and/or any of the surrounding commons areas during your event, your deposit will be refunded to you in full.

### *Pool Maintenance Schedule*

No swimming from 9-10 AM every day for pool maintenance. This pool maintenance schedule is subject to change due to:

- \* Unusual adverse weather conditions.
- \* Three day holiday weekends.
- \* Use by large groups, which requires additional chemical treatment.

(Notices will be posted on all of the pool gates).

#### General Suggestions to Help Everyone Enjoy the Pool--

- Place refuse in the containers provided. Containers will be emptied regularly.
- Request names and addresses of strangers tactfully. Inform them that this is a private pool for use by residents only. Residents should inform their guests of these regulations. Tell guests not to be offended if they are asked to identify themselves and the residents they are visiting.

#### *Tennis Court Rules*

- No wheeled vehicles, skate boards, or roller blades allowed on courts.
- When people are waiting, play should be restricted to one set for singles or two sets for doubles.

*Building, Landscape and Maintenance Standards  
(for complete standards, see PDFs for Landscape and Maintenance) Landscape Link, Maintenance Link,*

Article III, Section 7 (A) of the Bylaws of La Luz Landowners Association (revised 1998) gives the Board of Directors the power to adopt and enforce standards governing the exteriors of living units and the common areas, including

Antennas and satellite dishes  
New roofing materials  
Re-stuccoing and Stucco Repair  
Gates and Handrails  
Garage Doors  
Windows  
Evaporative Coolers & Refrigerated Air Conditioning Units  
Cable & Wires  
Exterior Lights  
Signs  
Trees, Shrubs and Vines  
Common Area Plantings  
Hot Tubs  
House numbers  
Ramps for Disabled Homeowners  
Procedures for Emergency Approvals  
And more

No alterations of any exterior may be undertaken without written approval from

the architectural committee or the Board of Directors. Applications, along with plans, must be submitted to the Chairperson of the Architecture Committee with a copy addressed to: Board of Directors at 1A Loop One NW, Albuquerque NM 87120.

If a living unit owner needs approval for a repair or an outside change, a written request should be submitted to the Chair or Co-Chair of the Architectural Committee, with a copy to the Board of Directors liaison to the Architecture Committee. These requests can be sent by e-mail.

If e-mail is not possible hard copies should go to Architecture Committee Chair or Co-Chair and the La Luz Landowners Association. A request must be accompanied by sketches in detail sufficient to describe the proposed construction and the visual impact. The written request should be submitted at least one week prior to an architectural committee meeting. If acknowledgment of receipt is not received within 5 business days, the homeowner should contact the LLLA by either phone or e-mail.

### *La Luz Landowners Association Common Grounds Rules*

The purpose of the Common Grounds Rules, as approved by the Board of Directors of the La Luz Landowners Association, is to inform and educate residents and visitors to La Luz as to the appropriate behaviors and actions for use of the Common Grounds.

Common Grounds refers to all common areas around and external to individual living units. This includes walkways, roads, parking lots, gardens, tennis courts, swimming pool, playground, bocce ball court, mesa, all grass areas, and other open spaces.

Common Grounds rules are intended to insure both respectful and safe use of La Luz facilities as well as to manage the significant legal and liability risks to community residents and the La Luz Landowners Association.

## RULES

NOTE: Failure to abide by these rules could result in corrective actions by the La Luz Board of Directors.

**SWIMMING POOL:** Misuse of the pool presents a serious hazard to those using the pool and can cause costly damage to the facility. Violations of the posted pool rules may necessitate the closing of the pool by the authority of the La Luz office, pool operator(s) and/or the City of Albuquerque. Residents may be required to surrender their Pool (key) fob for violations of pool rules. Residents are responsible for their guests and their actions at the pool. All residents **MUST** review the pool rules with their guests in advance of swimming

at the pool.

**PARKING:** Vehicle parking is restricted to the designated parking areas. Parking vehicles in front of garages or on the posted streets is not permitted. Blocking access to these areas could limit access to emergency vehicles. Violators will be towed at their expense. No RV's or other large vehicles are allowed. Moving containers, drop off construction bins, and RV's must give prior notice to the La Luz office and affected residents.

**LA LUZ IS PRIVATE PROPERTY:** La Luz has posted private property signage. Entering residences or garages without the owner's permission is against the law. Those who violate La Luz rules or city or state laws could be subject to arrest.

**AMENITIES:** The tennis courts, swimming pool, playground equipment, and bocce ball court are only for use exclusively for La Luz residents and their guests. People using these facilities must be respectful to others who are using them care for the facilities. The tennis courts are only to be used for tennis and pickle ball. No wheeled vehicles are ever allowed on either tennis court. Other activities such as soccer, volleyball, or other sports are not allowed on the courts because of the damage these activities cause to the court surface and the net.

**SCHEDULED EVENTS:** Pool parties with groups of eight or more must be prearranged with the La Luz Manager a week in advance of the event. Only ONE pool party will be scheduled each weekend at the swimming pool. The prearranged times allotted for these events (start and stop) must be followed. Residents are liable for the misbehavior of their guests, as well as for any damage to the Common Grounds facilities.

**GARAGE/ESTATE SALES:** Advertised garage sales or estate sales of personal items are not allowed at La Luz. La Luz cannot accommodate the parking these advertised events would involve. Personal property may be sold or given away from residences or garages to La Luz residents.

**OPEN SPACE WALKING TRAILS:** The walking trails east of the La Luz town homes may only be used by La Luz residents and their guests and only for hiking on established trails. The lower mesa is off-limits to everyone; this area has been officially designated as protected habitat. Fires, camping, and hunting are not permitted anywhere on the open spaces.

**PETS:** Pets belonging to residents or their guests must be leashed when on the Common Grounds. Residents are responsible for picking up after their animals.

**ARCHITECTURAL GUIDELINES:** The Architecture committee maintain explicit guidelines for any changes done to La Luz residences that can be seen from the Common Grounds. This includes, but is not limited to stucco, windows, HVAC,

and additions or changes to roofs. Before beginning any project, homeowners should first read the Architecture Standards and Procedures, which can be found on the LaLuzLiving website (insert PDF link) to review the guidelines as to what approvals are required.

**LANDSCAPE GUIDELINES:** For landscaping, especially landscaping that would possibly impact other units or block views, homeowners should read Landscape Committee guidelines posted on the La Luz website. (PDF link here). Any homeowner's planting or landscaping on Common Grounds is strictly prohibited. Contact the Landscape Committee chair for any questions one may have.

**SHORT TERM RENTALS: AirBnB, and similar operations, with short-term rentals are prohibited.** Rentals for six (6) months or more are permitted, subject to conditions, a list of which are available from the La Luz Office.

**HOME BASED BUSINESSES:** Commercial business operations in La Luz residences are permitted with strict limitations. The La Luz Office can provide these limitations. Business operations will not be registered with La Luz.