



PUEBLO · LOS · CERROS

Unit Owners Association

RESIDENTS' HANDBOOK

Revised 2026

A Special Welcome

The Board of Directors of Pueblo Los Cerros (“Village of the Hills”) Unit Owners Association (PLC UOA) extends a warm welcome to you as a resident/owner.

The development of our community began in 1980. The first 27 units (Phase I) were constructed at the top of the hill. After a change in developers and design concept, the remaining 73 units (Phases II through IV) were completed. The entire complex was turned over to the PLC UOA on May 23, 1986.

The PLC UOA and the Board of Directors (owners who are elected and serve without compensation) are guided by the rules of the PLC UOA’s Covenants, Bylaws, and the New Mexico Condominium Act. The PLC UOA Board has overall responsibility for the facility and fiscal operation of the community.

Board meetings are held monthly at the clubhouse. You are encouraged to attend these meetings, and your input is appreciated. A board meeting packet, including agenda and reports, is emailed to you prior to the meeting.

A variety of committees make recommendations to the Board on ways to improve our community. By volunteering to serve on committees, you will have a chance to socialize and share your ideas and talents with the community.

The Board has engaged the services of a property management company as Administrator. The Administrator is responsible for billing and collection and for general management of the community.

Pueblo Los Cerros is unique in that it owns and operates a deep-well community water supply system and an on-site waste management system which is connected to the ABCWUA sewer system.

With ownership comes the responsibility of adhering to the rules and regulations in our governing documents and in this Handbook. These are designed to facilitate harmonious living and maintain property values.

Again, we welcome you as a partner, a neighbor, and a friend. We hope this Residents’ Handbook will assist you in your life at Pueblo Los Cerros.

Sincerely,

Your PLC UOA Board of Directors

Important Information

Exterior Changes or Additions to your Unit

This 2026 PLC UOA Residents' Handbook becomes effective upon completion and distribution. New requirements are not retroactive, but any architectural, landscape, or hardscape changes after distribution must follow the requirements in this Handbook. Before you make any changes such as roofing, stucco, windows, lighting, gates, landscape, hardscape, etc., you must submit the applicable form or forms (found in Appendix B of this Handbook) to request approval by the appropriate committee and the PLC UOA Board of Directors.

PLC UOA Property Management

Our property management is provided by Corder & Company, LLC, <https://www.corderandcompany.com/> Their office is located at **2207 Golf Course Road SE, Suite B, Rio Rancho, NM 87124**. Their mailing address is **PO Box 45960, Rio Rancho, NM 87174**. Contact Michelle Phillips, our community manager, at **Michelle@corderandcompany.com** and at **505-896-7700, Ext.3**.

Emergency and Important Contact Numbers

- FOR A MEDICAL EMERGENCY, FIRST CALL 911!

Fire Emergency

Fire protection is provided by the Corrales Fire Department, which also provides emergency medical services. You can reach the Corrales Village emergency dispatch center by dialing 911. The non-emergency number for the Corrales Fire Department (505) 898-7501.

Police Emergency

Dial 911 for emergency situations where someone's life, health, safety, or property is in immediate danger and you need urgent help from police, fire, or medical personnel.

Non-Emergency Dispatch: Call 505-898-7585 to report issues that need police or fire response but aren't urgent, such as noise complaints and crime reports. When in doubt, call 911. Dispatchers judge the urgency of the situation and send appropriate responders.

Corrales Public Safety Alert System

The Village of Corrales has a new public safety alert system called **SCAN** (Sandoval County Alerts and Notifications). You can **text 888777** with the keyword **SANDOVALNM** or visit the website at **<https://member.everbridge.net/93013422375032/login>**

This system replaces the previous CODE RED alert system, which is no longer active for Corrales/Sandoval County. Please sign up so you can be alerted to any emergencies in our area. Enrollment is simple and open to everyone.

Village of Corrales Important Contact Numbers

- Police Department Administration: 505-897-1277
- Fire Department Administration: 505-898-7501
- Animal Services: 505-898-0401
- Parks & Recreation: 505-899-8900
- Village Offices: 505-897-0502
- Community Library: 505-897-0733
- Municipal Court: 505-897-0503
- Post Office: 800-275-8777
- Senior Center: 505-897-3818

Utilities Emergencies

In the case of utility or other emergencies such as community water or waste-water system breakdowns, a sign will be placed on the island in front of the Clubhouse, and an email alert will be sent to PLC owners/residents when the emergency occurs and another email when it is resolved.

- **Electrical Outages**: Electricity is provided directly by the Public Service Company of New Mexico (PNM). Report outages by phone at **1-888-342-5766**, by texting **#OUT** to **78766**, or online at <https://www.pnm.com/report-an-outage> To see details on how to sign up to receive outage alerts from PNM go to **<https://www.pnm.com/outagealerts>**
- **Natural Gas Outages or Leaks**: Natural gas is provided directly by New Mexico Gas Company. Report outages by calling the safety hotline at **1-888-664-2726**, available 24/7. If you smell gas, leave the area immediately, then call the hotline and 911.

- **Community Water and Sewer Services:** PLC's water and sewer systems are provided by the PLC UOA. These systems are managed on a day-by-day basis by the PLC Utilities Committee and an independent contractor who oversees, operates, and performs preventive maintenance on the systems. Repairs and maintenance of water and sewer systems within your limited common area and unit are your responsibility.

If you observe or experience problems with the water or sewer systems, you must immediately call Corder & Company's 24-hour emergency phone (505-896-5591) and provide details regarding the issue. Corder & Company will coordinate with the Utilities Committee, the independent contractor, and/or a third-party repair company to remedy the problem.

If you do not follow this process to address problems with the water and sewer systems, you may be held liable by the PLC UOA for any defective repairs resulting from unauthorized actions and related damages or costs.

- **Internet, telephone, and cell phone service** are selected by and provided directly to individual unit owners. Installation services and repair needs should be directed to the individual service provider.

Neighborhood Watch

PLC is a Neighborhood Watch community interested in crime and fire prevention as well as personal safety. For that purpose, the Board of Directors or the Neighborhood Watch Committee Chairperson invites the Corrales Police and Fire Departments to meet with residents and owners to discuss law enforcement, fire prevention activities, and safety measures. Owners are also welcome to purchase and install home security systems.

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Pueblo Los Cerros Unit Owners Association (PLC UOA)

Membership

Each PLC unit owner is a member of the PLC Unit Owners Association. During elections or whenever community decisions are necessary, each unit has a single vote, as outlined in our governing documents.

Governing Documents

PLC has three documents with which unit owners should be familiar: Covenants, Conditions, and Restrictions (CCRs); Bylaws; and the PLC Residents' Handbook (this document). Both the CCRs and the Bylaws are based on the New Mexico Condominium Act. When you purchased your property at PLC, you received a copy of the PLC governing documents. It is important that you read and understand the CCRs, Bylaws, and Handbook because you are required to abide by them. You can also access the documents by logging into your account on the Corder & Company's website. **<https://www.corderandcompany.com/>**

Covenants, Conditions, and Restrictions (CCRs)

CCRs are important in that they regulate the use, appearance, and maintenance of a property to maintain and enhance its value.

Changes to the CCRs require the written approval of at least 67% of eligible unit owners. Changes are registered with the Sandoval County Clerk. CCRs also have a legal effect in that they allow associations to bring legal action against a resident to enforce a covenant.

Bylaws

Bylaws define how the Unit Owners Association is organized. Our Bylaws are a legal document that is registered with the Sandoval County Clerk.

Changes to the Bylaws require approval of a majority vote of eligible owners present, either in person or by proxy, at an official meeting where a quorum is present. A quorum is 50% of owners present in person or by proxy.

Residents' Handbook

The Residents' Handbook describes the responsibilities of unit owners including the care and use of property and facilities; use of Common Areas by owners and residents; and define the rights of the Association to impose penalties in the event

Rules and Regulations are violated. Changes to the Handbook need only be approved by the PLC UOA Board of Directors, but they cannot conflict with the CCRs or the Bylaws.

PLC Management

There are three elements necessary to the management and success of the PLC community: Board of Directors, Committees, and the property management company hired by the Board to provide guidance and financial services such as billing and financial reports.

Governing Body – PLC’s Board of Directors and Elections

The Board of Directors is a volunteer group that manages the affairs of the Association in accordance with the CCRs, Bylaws, and the New Mexico Condominium Act. Elections currently are held in December.

The Board of Directors:

- Hires the property management company.
- Meets twice a month: once for agenda planning and again for the official Board meeting.
- Approves expenditures, architectural changes, and landscape changes.
- Has general day-to-day management responsibilities.

See CCRs:XI for a detailed list of the Powers and Duties of the Board of Directors.

Board Members

The Board consists of five (5) members: President, Vice-President, Secretary, Treasurer, and one member-at-large. See Bylaws IX for Duties of Officers. Each year starts with two Board members serving 2-year terms, and three Board members serving 1-year terms.

To be eligible to serve as a member of the Board of Directors, nominees must be unit owners in good standing. Only one owner of a unit can serve on the Board at one time. The Board verifies the eligibility of each nominee.

Eligible nominees prepare a short resume to be published in the November newsletter that is delivered to owners toward the end of October. Nominations can also be made

from the floor at the Annual Meeting with permission of the nominee and approval of the Board as to eligibility.

Electing Board Members

The election of new members to the Board of Directors is held at the Annual Meeting, normally on the first Saturday of December of each year. The Board appoints an owner to act as Chairperson of the Nominating Committee. The Chairperson is responsible for selecting additional members of the Committee.

An Annual Meeting packet is mailed to owners at least ten days before the Annual Meeting. The packet includes the following: an agenda; minutes of the previous annual meeting; the proposed budget; bios of Board candidates; any proposed bylaw changes; an absentee ballot; an envelope for the ballot; a proxy; and a pre-addressed envelope for the proxy and absentee ballot.

There must be a quorum of 50% of Association members (in person or by proxy) to hold the Annual Meeting. Once a quorum is established, the majority of voting members present in person or by proxy is sufficient to act on the business at hand, except for proposed changes to the CCRs.

For a ballot to be counted, the unit owner must vote for no more candidates than the number of vacancies. Normally, the newly elected Board members receiving the most votes will fill the two 2-year positions. But when the voting pattern is inadequate to determine all of the two 2-year positions, the new Board will select the 2-year positions from among the newly elected members. This method provides continuity.

Names of all Board members and number of years remaining in their terms will be published in the newsletter and Board meeting minutes.

Election of New Officers

Officers of the new Board are selected by members of the new Board after the Annual Meeting. The members of the new Board should be guided by individual qualifications in selecting the officers and not by the number of votes received.

PLC Committees

PLC's committees are essential to the success of the community both in the care and maintenance of its physical assets and as a neighborhood. Some are standing committees and others are Ad Hoc. See Appendix D for a full description of all committees.

Ownership in PLC Areas

Structures

The private property of unit owners includes roofs, outsides of exterior walls and to the middle of party walls, their floor slabs and the ground under the slabs. Garages are included structures whether or not they are attached to the house. (CCRs:II.Q)

Common and Limited Common Areas

Everything other than private property is common area, and each unit owner owns 1/100 undivided interest in the common area. This includes all land and facilities of the property, other than the living units.

There are two types of common areas: limited common areas and “common” common areas.

Limited Common Areas include enclosed patios (enclosed by house walls, garage walls, and patio walls). It also includes any ramada, doorstep, balcony, or other fixture located outside a unit but designated to serve only that unit. Limited common areas are designated on the final plat and are set aside in perpetuity for the exclusive use of the owner of the corresponding unit.

“Common” Common Areas are everything else within the boundaries of PLC: roads, driveways, parking lots, sidewalks, landscaped areas, the clubhouse, pool, racquet court, water and sewage lines and facilities, etc.

Unit owners may not place or build personal items or structures in the common area, such as additional patios in the front or sides of units. Existing patios must be maintained in good repair. Expansion or modification of existing patios may not be undertaken without Board approval. Furniture and lawn ornaments may not be placed in the common areas.

Rules and Regulations

Responsibilities of Unit Owners and Tenants

The following rules and regulations, adopted by the Board of Directors pursuant to the Declaration of Covenants, Conditions and Restrictions (CCRs) and Bylaws, define responsibilities of Unit Owner Association members, residents, and guests, and define the rights of the Association to impose penalties in the event rules and regulations are violated. (Condominium Act 47-7C-2.11 & PLC CCRs)

Architectural Structural Modifications

No unit owner or resident may undertake any structural modification of the unit without first submitting plans to the PLC Architectural Compliance Committee for its recommendation. Furthermore, PLC Board approval is required before any architectural plans may be implemented. For complete details, see “Architectural Standards and Guidelines”.

Landscape Modifications

No unit owner or resident may remove, alter, or install any planting in or around the common areas without first submitting plans to the Landscape Committee for its recommendation. Furthermore, PLC Board approval before any landscape plans are implemented. For complete details, see “Landscape Standards and Guidelines.”

Responsibilities Related to Selling a Unit

Unit owners are responsible for complying with New Mexico law when listing or selling their units. Furthermore, Article XII.D. (Resale of Units) of the PLC CCRs as amended in 2009 describes in full the covenants and restrictions that must be followed when reselling a unit.

A unit owner must notify the property management company within five days of a unit becoming available for sale. Unit owners are also responsible for immediately notifying the property management company when a sale closes, including such information in the notification as the name of the new owner, contact information, and the closing date of the sale.

Before conveyance, owner must provide purchaser with copies of the PLC CCRs, Bylaws, and the most recent Rules and Regulations (this Handbook). Owner can contact the property management company for details regarding the sale certificate. For a fee, the title company orders all these and other documents from a company hired by the property management company.

Each new owner, by acceptance of deed of conveyance, accepts all restrictions contained in the CCRs and Bylaws.

New unit owners shall, within three (3) days of conveyance of property, provide the property management company with the name and address of their mortgage holder(s), if any.

Responsibilities Related to Leasing a Unit

Article IV.K. (Lease of Unit) of the CCRs as amended in 2009 describes in full the covenants and restrictions that must be followed when leasing a unit.

Units may not be leased for transients, hotel purposes, or as vacation rentals.

A lease must be for a minimum of three (3) months.

No more than 25% of units are allowed to be rented. When 20% of the units are rented, all unit owners are notified by certified mail that no additional rentals will be allowed after 25% of the units have been rented.

Tenants must be given copies of the CCRs, Bylaws, and Handbook. The set of CCRs and Bylaws must be signed by the lessee before a lease can be signed. An acknowledgment page must be filed with the property management company within one week of lease signing. Violation can result in a penalty in an amount determined by the Board for every 30 days of noncompliance.

All lease agreements are required to comply with the provisions of the CCRs, Bylaws, and Resident Handbook. Any failure to comply with the terms of these documents shall be a default under the lease.

All leases must be in writing, except for units occupied by the mother, father, adult son, or adult daughter of the owner. A copy of the lease must be given to the property management company within one week of signing the lease, along with a completed Owner-Tenant Registration Form found in Appendix B of this Residents' Handbook.

A lease must list the name of each person who will be living in the rental unit. Occupancy is limited to listed individuals. This list, along with other pertinent information, is to be forwarded to the property management company. A checklist of required information is available from the property management company.

Owners are required to collect security deposits in the amount equivalent to one month's rent from a tenant to cover any claims that may be made.

Any owner who leases his or her unit is personally responsible for the conduct of

their tenants. An owner must take immediate action to rectify any complaints regarding tenants when such complaint is presented in writing to the owner by the Board of Directors.

Enforcement of Rules & Regulations

Owners/residents are responsible for helping to enforce the rules and regulations by calling any violation to the attention of the management company. If a crime is committed, owners/residents shall notify the Corrales Police Department or the appropriate enforcement agency. All owners/residents are encouraged to take an active part in the Neighborhood Watch program.

Violation of Rules and Regulations

Penalties

Anyone who violates the rules and regulations of the Association may be subject to any or all of the following penalties as determined by the Board of Directors:

- Assessment of fines and/or damages.
- Suspension of rights to use recreational facilities.
- Suspension of PLC voting rights.
- Imposition of late fees.
- Imposition of a lien.
- Foreclosure of the lien.

All collection costs and legal expenses incurred by the Association will be assessed to the property owner.

Appeal

The property owner can submit a written statement or ask for a hearing before the Board or appropriate Committee.

Conduct of Unit Owners and Tenants

General Conduct

Unit owners, tenants, their families, guest(s), and pets must conduct themselves so that the environment, privacy, common use of natural and manmade facilities, and the reputation of Pueblo Los Cerros are preserved for the general benefit of all residents.

Use of Units and Prohibited Activities

- Living units may be used only as single-family dwellings. This rule does not prohibit the pursuit of a trade or profession in the unit as long as there is no outward indication that such activity is being conducted from the unit.
- Commercial businesses that involve signs on the property, a steady stream of clients, disturbance to neighbors, hazards to property are not in compliance with the Corrales Code of Ordinances and are not permitted.
- Nothing shall be done or kept in any unit or in the common areas that may increase the rate of insurance on the unit or common areas without prior written approval of the Board of Directors. (CCRs IV.C)
- Garage or estate sales are not permitted within Pueblo Los Cerros. Exceptions may be made for PLC supported functions with the approval of the Board of Directors.
- No sign shall be displayed for public view or from any unit or from the limited common areas and facilities. Exceptions are an “Open House” sign during the actual open house day or the Corrales Village statutory notice of application for Home Occupation Permit. Signs promoting activities sponsored by the Association for the benefit of the entire community shall be exceptions to this rule. Flying the national flag on appropriate national holidays also is permitted.
- Solicitation or trespassing of any kind is strictly forbidden on the property. Each resident is encouraged to report solicitors or trespassers to the property management company or to the Corrales Police Department.
- No fires or burning are allowed in the common area or limited common area in PLC; the only exceptions are barbecue grills located in limited common areas, such as enclosed patios.
- No noxious or offensive activity may be carried out in any unit or common area, nor may anything be done willfully or negligently that could become an annoyance to other residents. (CCRs: IV.F)
- To prevent infestation of rodents, termites, and other vermin, no storage of rubbish, wood, etc., is allowed in the common areas. Storage of firewood is allowed only inside the owner’s garage or inside the enclosed patio so it is not visible from outside the patio wall.
- No fireworks of any kind are allowed within Pueblo Los Cerros.

Cars, Trucks, Motorcycles, Motor Scooters, Bicycles, Skateboards and Roller Skates

Private Vehicles

- All village and state vehicle laws and regulations apply in Pueblo Los Cerros.
- The speed limit is 15 mph within the PLC community.
- Failure to adhere to rules and regulations regarding private vehicles may result in towing and/or imposition of a fine.
- Unit owners and tenants are subject to penalties for speeding, reckless driving, parking violations, and for such violations by members of their households or their guests.
- Operation of motor vehicles without adequate mufflers is prohibited within PLC. (CCRs: IV.R)
- Each resident is responsible for any vehicular damage to the common areas. This includes, but is not limited to, damage to railroad ties, lights, and/or plantings caused by resident, guest(s), or workers contracted by resident or owner.

Parking

- Parking is permitted only in parking lots and in designated areas. Parking on unpaved common areas is not permitted.
- Residents have exclusive rights to park their vehicles in the available parking areas immediately behind their individual garages. (CCRs: IV.Q)
- Visitor parking areas are not to be used by residents. Parking areas at the end of each row of units adjacent to Camino Los Cerros are reserved for guest parking only.
- The turnaround areas at the opposite end of each trail are not to be used for parking.
- There are two parking areas west of San Juan Trail. Residents should refrain from occupying these parking areas out of consideration for neighboring units.
- Unregistered or inoperable vehicles shall not be left at any time within any area of the community unless parked entirely within an owner's garage.
- Residents should observe handicap parking signs at the mailboxes.

- For aesthetic and security reasons, garage doors should be kept closed as much as possible.

Other Vehicles

- Only authorized maintenance vehicles are permitted in the common areas, except those areas designated as community streets, or those areas expressly designated for vehicular use.
- All-Terrain Vehicles (ATVs) are not permitted within PLC.
- No recreational vehicles, campers, boats or other oversized vehicles shall be stored or parked upon any property for any period longer than twenty-four (24) consecutive hours, except in any area designated and for a limited period, as defined by the Board of Directors. The only exception to this rule is when such vehicle is parked entirely within the unit owner's/tenant's garage with the garage door closed.
- The designated area for recreational vehicles, campers, boats, or other oversized vehicles shall be on the paved parking area near the racquet court, and the limited period shall be not more than three (3) days per 30 days. Whenever a violation of this rule occurs, a one-day notice will be posted on the vehicle. If the vehicle is not removed, it will be removed at the vehicle owner's expense.

Bicycles, Skateboards, Roller Skates, Motorcycles, Motor Scooters

- These are not permitted on the sidewalks, racquet court, or common areas other than paved roads.
- Operators shall not endanger themselves or others on community streets and parking areas and shall obey the speed limit.

Noise

All provisions of the Corrales Village Code of Ordinances, Chapter 14 - Environment, Article II, Sections 14-27 & 14-28 apply to PLC:

https://library.municode.com/nm/corrales/codes/code_of_ordinances?nodeId=CH14EN_ARTIINO

Pets/Animals

- Each unit owner may have no more than a total of two (2) domestic pets (defined as cats/dogs). No other animals, livestock, or poultry shall be raised, bred, or kept in any Unit, the Limited Common areas, or the Common Areas and Facilities. Dogs and cats must be on a leash whenever outside the enclosed Limited

Common Areas or Units. (See fine schedule in Appendix A) Each pet owner is responsible for immediately picking up and disposing of any animal waste deposited by his/her pets on the grounds. Horseback riding is not allowed on the property. (CCRs: IV.E)

- Provisions of the Village of Corrales Code of Ordinances, Chapter 6 - Animals apply to PLC. In addition to other provisions, Section 6-13(d) prohibits intentionally giving an animal access to food, drink, or other substances that contain a harmful or poisonous ingredient for the purpose of causing injury or death.
https://library.municode.com/nm/corrales/codes/code_of_ordinances?nodeId=CH6AN
- Residents are encouraged to contact Corrales Animal Services at (505) 898-0401 with questions or concerns regarding animals.
- Wild animals live in Corrales and can pose a threat to domestic animals or, in rare instances, humans. It is important to take reasonable precautions such as shutting gates and garage doors and securing pets. Animals left unattended in patio areas may be at risk.
- In 2022, PLC was designated a Certified Wildlife Habitat by the National Wildlife Federation (NWF). This means our property was recognized for its commitment to sustainably provide the essential elements of wildlife habitat, including food, water, shelter, and spaces for breeding/nesting. For more information see **<https://nwf.org/garden>**

Financial Requirements

Unit owners are solely responsible and liable for payment of fees and assessments levied by the Association including Association fees, sewer charges, insurance, loan repayment, and any other assessment(s) as may be levied.

Monthly Statements

The PLC CCRs: XI.G.7 stipulate full payment of monthly bills and assessments, due and payable on the first day of the month whether or not a statement has been received by that date. Payments will be considered late and will incur a late payment penalty if they are received after the 10th of the month (CCRs: XI.G.7 as amended in 2009). Contact the property management company if there are questions about the statement amount.

Payment and Delinquency Procedures

Payments may be made by check, automatic withdrawal, credit card (a convenience fee is charged in this case) or deposited in the collection box attached to the clubhouse front door. Contact the property management company to arrange for automatic payments and/or payment by credit card. Checks should be made payable to Pueblo Los Cerros Unit Owners Association and inserted into the mail-slot in the clubhouse door. Alternatively, checks can be mailed to:

Corder & Company LLC
P.O. Box 45960, Rio Rancho, NM 87174

or dropped off at their office:

2207 Golf Course Rd SE, Ste B, Rio Rancho, NM 87124

Full payment always implies the amount of the original billing plus any additional assessed fees and legal fees.

Itemization of Fees: The amount each unit owner owes each month will be itemized on a mailed or emailed statement. The expenses listed include, but are not limited to, those shown in the following table.

Fee	Description
Assessment	This is a general fee paid by each homeowner that provides the funds necessary for the administration, maintenance, repair, replacement, and improvement of the PLC property, common areas, and facilities as well as for the operation of the water and sewer systems, trash/recycling pickup, and for any other common expenses.
Insurance	Shared cost of PLC's insurance policy. A copy of this policy is on the property management company's website.
USDA Loan	Shared cost of repaying the USDA loan necessary for our sewer hookup to ABCWUA.
Special Assessment	The PLC Board, after a hearing at a public meeting, may levy a Special Assessment for the purpose of defraying in whole or in part the cost of any construction or reconstruction, unexpected repair, or replacement of a described capital improvement upon the common areas and/or facilities. The payment schedule for Special Assessments may differ. (CCRs: XI.G.5)

If delinquent, the property management company will send a warning letter notifying the owner of the delinquency and a late fee. The late fee is due with the following month's payment. (Appendix A: Fee Schedule)

If full payment, including the initial late fee, is not received by the property management company in the following month's payment, a second higher late fee will be assessed on the first day of the following and subsequent months that the assessment is not paid in full. (Appendix A: Fee Schedule)

If the account is still delinquent, legal action may be taken.

Failure to receive a warning in no way affects the responsibility of the owner to pay on time and in full, nor does it affect any other action that might be taken to ensure full payment.

Insurance

PLC maintains a master policy for the estimated, as-built replacement costs of the development and its structures. The policy has limitations and does not apply to contents of units or routine maintenance of roofs, walls, or exteriors.

A copy of the master policy is provided to any owner on request. Please call the property management company for the name of the insurance agent. The policy also is found on the property management company website.

The fee for this master policy is charged to each unit owner and is included in the monthly assessment. The insurance fee for each unit is calculated on the original, as-built square footage of that unit.

Owners are strongly urged to obtain additional coverage for their unit and to consult carefully with their individual insurance providers about the extent of coverage needed.

Garbage, Trash, Yard Waste, and Recycling

Garbage and Trash

Trash must not be stored in the common area. Weekly garbage pickup is scheduled for each Friday morning. Garbage should be placed at the curb on Camino Los Cerros no later than 7:00 a.m. on Friday. Garbage pickup may be rescheduled around major holidays.

Garbage and trash must be placed in plastic garbage bags or in garbage cans. Garbage cans are preferred to avoid rummaging animals. If garbage cans are used, please retrieve them as soon as possible after garbage pickup.

Dumpster

A dumpster, located in the southeast corner of the PLC property, is for PLC unit owners and residents only. It is not for use by outside contractors working in PLC, who must take their waste material with them.

Yard Waste

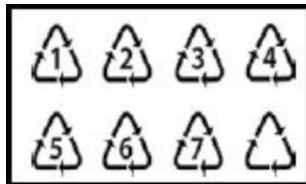
Yard waste pickup is on Tuesdays during the growing season. Yard waste should be placed at the curb on Camino Los Cerros for pickup by the landscape maintenance crew. Please bag or otherwise contain yard waste if possible. Beginning and ending dates for pickup will be announced in the newsletter.

Recycling

Recycling is collected every other week by a separate truck from the trash pickup. Recycling dates are published in ¿Que Pasa? each month. Clear plastic bags must be used. Items not in clear plastic bags will be removed by our general trash collector as garbage.

The City of Corrales provides glass collection by the Post Office.

You can recycle aluminum cans, milk and juice cartons, plastic, empty aerosol cans,



paper and flattened corrugated cardboard boxes. Items with these symbols are acceptable. You cannot recycle glass, Styrofoam, food waste, grease, liquids, hazardous material, medical waste, scrap metal like hangers, plastic grocery bags, and food-stained items such as pizza boxes.

Communications

Mail Delivery

- Contact the Corrales Post Office for assignment of a mailbox (located near the clubhouse) and issuance of a key.
- Large packages will be delivered to a package locker near your mailbox and the key will be left in your mailbox.
- Outgoing mail slots are available for posting letters.
- Mail-slots are located in the PLC Clubhouse for Board of Directors members and for committees.

Bulletin Boards

There are three bulletin boards in and around the clubhouse area, each with a specific purpose. Bulletin boards are not to be used for advertising by trade or salespeople.

The notice boxes on the clubhouse door and on the west side of the mailboxes are for PLC official notices and community activity notices.

- The bulletin board in the clubhouse kitchen is for PLC official notices only.
- The bulletin board on the clubhouse office door is for posting legal information such as water quality reports, Corrales Fire Department Codes, as well as how to connect to WIFI in the clubhouse.
- The bulletin board located by the mailboxes is for PLC official notices; resident notices, including units and personal items for sale or rent; a copy of the current ¿Que Pasa?; and notices of community activity.

Publications

In addition to the CCRs, Bylaws, and this Residents' Handbook, Pueblo Los Cerros publishes documents that contain information for owners.

¿Que Pasa?

PLC's newsletter is published monthly and emailed to owners and residents. It is also posted on the bulletin board near the mailboxes. It describes upcoming PLC events, community information, and reminders regarding rules.

Pueblo Los Cerros Directory

The directory, for internal use only, is maintained and updated regularly by the PLC Publications Committee. Owners' names, addresses, phone numbers, and email addresses are included and organized by last name and by address. Please send changes to the PLC property manager. Updates are distributed by email and available online on the property management website.

Minutes of Board Meetings

Board Meeting minutes of the previous months' meeting are sent out with the Board meeting packet each month. Because they are not approved until the following month's meeting, the copy with the packet is a draft subject to correction.

Use of Recreational Facilities

Keys to Clubhouse, Pool, and Racquet Court

Owners/tenants should receive a key to the Clubhouse and swimming pool upon taking possession of their Unit. A key to the racquet court will be issued upon request. In the event you do not have a key or have lost your key, contact the PLC Board of Directors. There is a key replacement fee. (Appendix A: Fee Schedule.)

IMPORTANT: Keys are for owners and residents only and may not be duplicated or loaned to anyone. Loaning or duplicating a Clubhouse/Pool key may result in revocation of privileges to use those facilities.

Clubhouse General Rules

- Clubhouse hours are from 8:00 a.m. until 12:00 midnight.
- Smoking is not permitted.
- Pets are not permitted at any time.

Reserving the Clubhouse - Capacity and Requirements

- The clubhouse can accommodate up to 40 people. There is no fee.
- To use the clubhouse, an owner/resident must not be in arrears in their payment of Association assessments.
- The owner or tenant must be present during the entire event.
- Adult supervision is required for anyone under the age of 21.

- Amplified entertainment equipment or video equipment must be operated at a very low volume level.

Procedure for Reserving the Clubhouse

Before reserving the clubhouse, consult the calendar in the clubhouse for availability. Then contact the Social Events Committee (SEC) Chair who maintains a schedule of clubhouse availability. In case of a conflict between the calendar in the clubhouse and the Association schedule, the Association schedule will prevail.

To make a reservation, pick up the PLC Clubhouse Reservation Agreement form from the clubhouse mailbox marked Social Events. The form is also in Appendix B of this Handbook. The PLC SEC Chair must be satisfied as to the appropriateness of the proposed function before accepting the reservation. When reserving the clubhouse, the owner/resident will sign the reservation form acknowledging responsibility for all Rules and Regulations. The resident accepts liability for any loss or damage caused by any member of the group during the event.

Place the completed reservation form in the SEC Clubhouse mail-slot. Include a check made out to PLC UOA for \$50, which is a damage deposit. After the event, it is returned upon approval that the clubhouse was left in good order.

Clubhouse reservations do not include use of the pool area or racquet court.

Responsibilities

- Renting the clubhouse is a privilege. It is expected that it will be left in good condition after the event. The rules posted in the clubhouse kitchen describe the use and clean-up of the clubhouse after use.
- If an owner/resident abuses the privilege, pending an investigation, he/she will be barred from renting the clubhouse for at least 12 months. To again be eligible, he/she must be fully paid up with no arrears of any Association fees and be in good standing with the Association. Any deviation from good standing will cause the 12-month suspension period to be reinstated.
- The Owner/Resident is responsible for cleaning the clubhouse immediately following the event, or if anyone in the group causes any damage, the owner/resident is responsible for additional financial costs. In addition to losing the refundable portion of the deposit, professional janitorial and/or repair services will be billed to the owner/resident.

Sauna and Exercise Equipment

- Residents and their invited and accompanied guests may use the exercise equipment and sauna located in the basement of the clubhouse. For your safety follow all posted rules.
- Use of equipment and sauna is at your own risk. PLC is not liable for any injuries sustained by using the equipment or the sauna.
- The equipment is not to be used by minors under the age of 18 without adult supervision.
- Consult your physician before beginning a new exercise regimen or using the sauna and exercise equipment.

Pool General Rules

- The swimming pool and pool area are only for the use of owners/residents and their invited guests.
- The pool cannot be reserved for groups.
- The maximum pool capacity is 22 people at any given time.
- Persons under the age of 18 must be accompanied by an adult owner/resident 21 years of age or older.
- Children who are not toilet trained are not allowed in the pool. Swim diapers are not acceptable.
- Swimming suits must be worn.
- Pets, glass, food or drink, except for water in plastic or metal bottles, are not permitted in the pool area.
- Smoking is not permitted in the pool area.
- All litter and personal belongings must be removed from the pool area when you are leaving.
- Gate must be kept closed and locked at all times.

Pool Hours

- The pool is open from 6:00 AM to 9:00 PM, Memorial Day through Labor Day, weather permitting. Adults only 6:00 AM-9:00 AM daily.
- The Board may change pool hours from time to time giving owners/residents reasonable notice by posting them on the bulletin boards and publishing them in the monthly newsletter.

Guests

- Each unit is allowed up to four guests at a time.
- All guests must be accompanied by an owner/resident.

Security and Safety

- Owners/residents and their guests use the pool and pool area at their own risk. A phone in the clubhouse is available for emergency use.
- There is no lifeguard; however, lifesaving equipment is accessible and must remain in place at all times.
- Running or rough play in or around the pool is not permitted. No diving is allowed.
- A First-Aid Kit is located on the east wall of the pool enclosure.
- Your Clubhouse key also opens the locked pool gate between Memorial Day and Labor Day. The gate must always remain locked for the safety of small children and to prevent the use of the pool by those unauthorized to use it. Failure to keep the gate locked (required by law and by PLC's insurance coverage) could expose the Association to liability judgement and attorney fees in the event of injury or death.

Racquet Court and Basketball Backboard

Using the Racquet Court

- The racquet court is for the use of current owners/residents.
- Owners/residents and their accompanied guests use the racquet court at their own risk.
- Owners/residents and their invited guests are welcome to play or practice on the racquet court. The noise level must be kept low, especially during the early morning and late evening hours.
- The racquet court is available on a first-come basis. Exception: If a group wants to play pickleball on a certain day each week, this should be noted on the calendar in the Clubhouse as early in the season as possible. If a conflict is noted at the time the regular date is selected, please resolve the issue amicably with whoever is involved.
- In the event other owners/residents arrive while non-group play is in progress, the original players should surrender the court no more than one hour after the second group arrives. Anyone using the court only for practice shall surrender it immediately if another group of players arrives.
- Only tennis shoes are allowed on the racquet court. Rollerblades, roller skates, bicycles, or skateboards are not permitted.
- No pets are allowed on the racquet court.
- Private lessons arranged by owners/residents shall be subject to the same rules as other types of play.
- No glass is permitted on the court.

Using the Basketball Backboard

- The basketball backboard in the parking lot adjacent to the racquet court is for the use of owners/residents and their invited, accompanied guests only.
- Anyone using the basketball backboard does so at their own risk.
- No glass is permitted in the basketball backboard area.

Community Garden

The PLC Community Garden was approved by the Board of Directors in January 2022. It was established at the far southeast corner of PLC property and is designated as a place for growing produce of all kinds. Seven gardeners banded together to do the original planning and construction, covering expenses with the help of contributions from several members of the community. In 2023, the PLC Community Gardeners raised over \$3,000 to cover the cost of a water spigot and irrigation system for the garden.

Membership

The PLC Community Garden is open to any current PLC owner/resident with a desire to participate. There are different levels of participation: 4x4 plots, 4x8 plots, shared plots, and pots or grow bags for individual plants.

Financial Responsibility

The PLC Community Garden is completely self-sufficient, i.e., there was and is no financial support from the PLC UOA. PLC Community Gardeners cover ongoing costs through membership dues and contributions.

General Rules

- The Community Garden is organic: No fertilizer or pesticides are allowed.
- Community Gardeners are responsible for all maintenance of the garden area.
- Community Gardeners practice gardening and use the garden area at their own risk.

Architectural Standards and Guidelines

This section explains the need for maintaining each unit's appearance in conformance with the overall design of the community; the responsibilities of each unit owner and the PLC UOA; how modifications might be made; and the approvals necessary for certain changes. It also provides guidelines for maintenance, alterations, and replacements on the exterior of the unit.

Importance of Compliance

Pursuant to the PLC Covenants, Conditions, and Restrictions (CCRs), no unit owner or tenant shall make any alteration, improvement, or addition to the exterior portion of any unit without approval from the Board of Directors. (CCRs: IV.G.) These guidelines were developed to maintain uniformity of appearance within our community.

To ensure uniformity, a written request for approval for any alteration must initially be submitted to our property management company. Once all the necessary information is gathered, they will send it on to the PLC Architectural Compliance Committee (hereafter called the ACC) who will review the request and provide guidance before it is submitted to the Board of Directors for approval. This request is necessary when the alteration (including, but not limited to, gates, garage doors, windows, roof, stucco, painting) is to the exterior of a unit, or if a structural change is planned within the interior of a unit that would impair the structural integrity of the building, an adjoining building, or safety of the property.

Failure on the part of the owner to submit the request to the property management company prior to any changes may result in the owner needing to re-do the work and/or a penalty or fine.

Financial Responsibility for Maintenance

Unit Owners' Responsibilities

Each unit owner is financially responsible for maintaining and repairing any plumbing, mechanical systems, patio walls, exterior unit walls, windows, roofs, stucco, and other structural components of his/her unit.

Retaining walls that are appurtenant to a unit also are maintained and repaired by the unit owner and/or adjacent owner if it is a common wall.

Except for such areas PLC UOA may be required to maintain and repair, each unit owner is responsible for keeping his/her unit and limited common areas in good condition and repair (CCRs: IV.G.).

Such maintenance and repair shall be done within the established regulations approved by the Board of Directors. See Compliance Requirements and Guidelines in this section for further details, requirements, and approved exterior colors.

It is the responsibility of each homeowner to select contractors or workers to do the work they have planned and manage those they have selected as the project is being completed.

PLC UOA Responsibilities

PLC UOA is responsible for repairs to water distribution pipes connected to each unit's meters, sewer pipes, all apparatus necessary to operate the water and sewer systems, irrigation system, landscaping, retaining walls not appurtenant to a unit, road, trails, and sidewalks.

It is also responsible for PLC community facilities such as the clubhouse, pool, racquet court, drainage easement, and other land and facilities in the Common Areas.

Yearly Survey of All Units

Either our property management company representative, and/or members of the ACC, will inspect the exteriors of units annually in the spring and notify owners of compliance issues that must be corrected by October 31st. Lack of compliance will result in a fine. Continued lack of compliance will result in one or more of the penalties as outlined in Appendix A-2.

Changes That Require or Do Not Require Approval

Any exterior structural change requires approval of the ACC and the Board:

- Painting or re-stuccoing your unit always requires approval as well as a sample of the color to be used. (See Table 7.1)
- Repair or replacement with anything different in color or design from the original requires approval. Examples: Windows, doors, outside lights, roofs, and gates.
- Repairs or replacements other than roofs or windows that are the same style and color as the original do not require approval.
- Replacing a roof or windows always requires completing and submitting the appropriate request form in Appendix B.
- Interior structural changes that could impair the structural integrity of the building or safety of the property require written approval

from the Board of Directors. Example – Removing an interior wall.
See Appendix B - Exterior or Interior Structural Changes.

Emergency Approvals

If emergency approval is necessary to avert immediate damage to an owner's property, the unit owner must contact PLC property management. If there is no response within 24 hours, the unit owner should contact a PLC Board Member. Proceed with the needed repairs and submit the required documents as soon as possible. For example, if a unit has a leaking roof, owners may proceed with patching the leak to avoid further property damage, after which the owner should proceed as normal in submitting a new roof or repair application to the property management company. Subsequently, ACC will review and send it to the Board for approval.

The Three-Step Approval Process for Changes

Step 1 - Requesting a Change

Request the change on the appropriate form available online on the property management website or copied from Appendix B of this Handbook. If the change might impede a neighbor's view, see Notification of Neighbors in this Section.

To request approval for re-stuccoing or change to windows, roofs, or exterior or interior structural changes, the unit owner must complete the appropriate form and submit it to the property management company, along with plans and specifications showing the location and nature of changes including, but not limited to, color, shape, dimensions, and materials used.

The forms require a written description of the project and a list of supporting drawings, samples, and photographs. Color samples must be submitted directly to ACC of the roofing material, stucco, or paint color.

If a contractor is used, a copy of their license, proof of their liability insurance, and certificate of their bond should be included. It is the contractor's responsibility to acquire all permits and tax numbers as required by the Village of Corrales/Sandoval County.

All documentation is filed in the folder for the unit in the clubhouse filing cabinet, including owner documentation supporting requests, ACC decisions, Board of Directors' decisions, appeals, and contractor documentation.

Step 2 – Submit the Form & Documents for ACC Review and Decision

Scan and email the completed forms plus the supporting documents and any samples to the property management company. Once assembled, your project proposal will be forwarded to the ACC Chair. Contact the ACC Chair to provide actual samples.

While reviewing the plans, the ACC may request additional information from the owner or, if satisfied, will make a recommendation regarding the proposal, and the proposal will be placed on the agenda of the next scheduled meeting of the Board of Directors for approval or denial.

Step 3 – PLC Board of Directors Review and Decision

After presentation with the ACC's recommendation, the project will either be approved or denied by the Board. Whether approved or denied by the Board, the ACC Chair (or designate) will notify the unit owner requesting the change by email within three (3) business days that the unit owner may or may not proceed with the project. If approved, the requesting unit owner may proceed with the project. If denied, the requesting unit owner may not complete their plans. This decision can be appealed as described in the next section.

Appeal of Denial

The requesting unit owner may appeal against the denial decisions of either the ACC or the Board of Directors. Appeals must be in writing and be presented first to the ACC. After review, the ACC will make their recommendation regarding the appeal, and the appeal will be placed on the agenda of the next scheduled meeting of the Board of Directors for approval or denial.

Notification of Neighbors

If your change might impede the view of a neighbor adjacent to your unit or up the hill from your unit, you must inform affected neighbors.

In addition, neighbors should be advised of possible inconvenience if the work requires more than a day for completion, adds work-associated traffic, parking problems, major noise disturbance, etc.

Should an adjacent neighbor or neighbors within the sightline of proposed work object to the changes, then it is advisable for the neighbors(s) to voice their concerns to the proponent and together they should attempt resolution. If they cannot come to a compromise, they are encouraged to contact the ACC Chair and present their views before the assembled ACC, who will attempt to advise a resolution. If a consensus still cannot be achieved, then the applicant and neighbor(s) will present their views

before the Board of Directors at which time the proposal and objections will be reviewed by the Board and a binding resolution achieved in Executive Session.

Compliance Requirements and Guidelines

TABLE 7.1 – APPROVED COLORS for Painting, Staining, Caulking

A sample board displaying the approved colors of paint, stucco, and roofing material is hanging in the office of the PLC clubhouse. Owners should compare their proposed sample to the approved options shown on this sample board before submission.	
Painting Exterior Wood Includes: Lintels*, Vigas, Canales, Ramadas, Garage Doors, Gates *Lintels may be replaced or covered using composite material such as HardieBoard. If covering the lintel, any rot or damage must be addressed prior to applying the composite board.	• The original paint and color: Dunn-Edwards: Pueblo Brown Ultra Deep Base Semi-gloss. • Sherwin Williams (Montano Plaza Store only) maintains an account that shows approved PLC colors. Mention that you are from PLC. Color is dark brown.
Vigas – There is a long lasting, locally made viga replacement product. In Espanola, NM, there is a company that manufactures vigas made from fiber and concrete. While wood vigas deteriorate from the sun and weather, these vigas are not susceptible to the elements. Since color is mixed into the product, not applied afterwards, they never need painting. A contractor must modify the existing wood viga to attach the faux viga, but once installed, they do not require further maintenance. For more information see https://www.fcelements.com/vigas/	
Staining Exterior Wood Includes: Ramadas, Gates, Doors	Cabot's Stain Color: Clear, Mission Brown or Dark Walnut.
Painting Stucco Walls and Buildings	Dunn-Edwards Color SSSL10: KW La Luz Flat. Sherwin Williams, Montano Plaza store only, has colors on file. A100 La Luz Plus is the color. If <u>repairing</u> stucco, paint should match existing walls as closely as possible. Take a paint chip to the store.
Painting Metal or Masonry Includes: Roof Vents, roof terminator bars, cables, conduit, plastic chases, and wires. Do not paint gas meters or utility boxes.	Ask your painter or paint store professional to recommend a flat or semigloss latex to match approved roof or stucco color.
Caulking	DEC Flex Caulking Elastomeric Acrylic Sealant.

STUCCO

Stucco Repairs

See Table 7.1 for approved colors. However, if the surrounding stucco is faded, it will be necessary to match the color of the repair as closely as possible. It is recommended that you take a stucco chip to the paint store so that the existing color can be matched.

For deep repairs, use ‘scratch’ and ‘brown’ coats of stucco first, then add the final coat of stucco.

Re-Stuccoing

If you want to have stucco re-applied to the exterior of your home, garage, and patio walls, you must complete the approval process prior to having the work done. Several companies make variable shades of “La Luz.” Check the sample board in the clubhouse for the approved color.

ROOFS

Replacement or Repair

An application form for roof replacement must be sent to the property management company. The form is in Appendix B. An actual color sample must be given to the ACC.

- **Important! Flame torch application MUST NOT be used.**

Approved Types and Colors

- Darker grey and darker brown La Luz stucco color ARE ACCEPTABLE.
- White, cream, almond, “tan,” and light beige are NOT ACCEPTABLE and MUST NOT be used to promote the sense of exterior uniformity and lessen distraction from views and affected sightlines. Approved color samples are available in the ACC mail-slot in the Clubhouse

TABLE 7.2 – ROOF TYPES AND COLORS

Type	Color
Tar and Gravel	Grey or stucco.
TPO	Darker grey or La Luz stucco color. Refer to the samples in the clubhouse. Some vendors carry a color called tan, but it is too light to be acceptable.

Spray Polyurethane Foam (SPF)	Additional gravel applied over the foam should approximate asphalt grey to light brown. Interior vertical walls of parapet abutting the horizontal roof-color should approximate the gravel grey or La Luz color of the exterior building stucco. Top of parapet must match the exterior stucco color of La Luz.
Modified Bitumen	Darker grey or La Luz stucco color. Important! Flame torch application MUST NOT be used.

Information Requirements

The application that you email to the property management company must include a description from the contractor stating the materials to be used and the installation procedure. This should include how the material will attach to the canales and parapets. Include drawings if possible. A color sample must accompany the roofing request. Additionally, submit an actual sample to ACC.

Roof Installation Requirements

- If skylights need to be raised, the measurement of the proposed skylight from the roof to the top of the skylight must accompany the request. The roofing contractor should supply that data in the proposal to the owner, and then the owner can include that figure in the request. Roofing requests without this information will not be approved.
- Some roofing contractors recommend extending the roofing material over the top of the parapet to avoid leaks between the flashing and the stucco. If the contractor intends to extend the roofing material and attachments more than halfway across the horizontal portion of the parapets, the contractor must ensure these materials and attachments match the exterior stucco color as closely as possible by painting to match if necessary.
- Steel termination bars must be painted in allowable colors. (Table 7.1.)
- Care should be taken to seal around chimneys and canales/scuppers, so the connections and sealants used are unobtrusive and not seen from the common area or units above.
- Flashing MUST stop at least two inches below top of parapet. Parapets are to be painted or covered in stucco La Luz color. Steel or aluminum flashing and terminator bars must be painted to match the color of the roofing material or the stucco.

Contractor Insurance and Responsibilities

- All roofing contractors must be currently licensed with a GS-21, a GB-2, or a GB-98 license. The license must be current and in good standing. The contractor must be bonded and carry a minimum of \$500,000 in property damage insurance and general liability as well as the state required workers' compensation insurance. Written proof must be supplied to the property management company before work can begin.
- All installations and modifications must be performed to all current state, county, and village regulations and requirements.
- Contractor vehicles and equipment must be parked on paved roads and not block traffic or cause a safety hazard.
- Contractors are NOT ALLOWED to use PLC dumpster to dispose of any garbage or demolition materials.
- Any damage to PLC property caused by the contractor or the unit owner must be repaired by the roofing contractor or unit owner. Costs are the responsibility of the owner.

Antennas, Satellite Dishes, Cables, Spark Arrestors, Vents, A/C Units, Evaporative Coolers, and Solar Panels.

Antennas

Except with Board permission, antennas of any kind may not be placed in the Common Areas and Facilities, grounds, or on the exterior or roof of any Unit. (CCRs: IV.O.)

Satellite Dishes

- Satellite dishes 39" or less in diameter must be installed only on the roof. A satellite dish may not be placed on a parapet or attached to an external wall.
- The satellite dish must be of a color that does not reflect sunlight unto another unit. If allowed by the manufacturer, the back of a satellite dish should be painted the color of the stucco or roof so that it blends into its surroundings.
- If the satellite dish mounting requires weights to secure it to the roof, instruct your installer that colored flat patio blocks like the color of the roof may be used so they blend in. Concrete cinder blocks used in wall construction (typically 16" by 8" by 8"), unpainted or otherwise, are not allowed as mounting weights. Only flat weights are allowed to minimize the profile and presence of the weights.

Cables

Installers should be instructed to do the following:

- Cable lengths should be kept to a reasonable minimum when installing cable, antennas, or satellite connections. Excessive lengths of cable should not be left looped or snaked around the rooftop. If there is additional length, it should be wrapped and tied below or adjacent to the satellite dish.
- Coaxial or other cables should be secured along exiting roof lines and structures, rather than draping them loosely between the parapet and the satellite dish or hung between structures. Cables traveling from the utility box to the desired location must follow and be secured to the structure's foundation or walls in a horizontal or vertical direction. The same applies to other cables, gas pipes, electrical conduits, evaporative cooler conduit, etc.

- Excess and unused materials should be removed from the rooftop.
- Cables, conduits, and wires must be painted the color of the stucco. Utility boxes and gas meters should not be painted.

Solar Panels

Solar panels may be installed only on roofs. If the solar panel mountings require weights to secure them to the roof, instruct your installer that colored flat patio blocks, like the color of the roof, may be used so they blend in. Concrete construction cinder blocks are not acceptable.

**Table 7.3 - Air Conditioners, Vents,
Evaporative Coolers, and Spark Arrestors**

Mini-Splits	Chase must be painted to match stucco
Vents on Roofs	Require Board approval prior to installation. Must be painted roof or stucco color.
Evaporative Coolers and Air Conditioners on Roofs	Phase I units need Board approval. Not allowed in Phase II, III, and IV units.
Fireplace Chimney Spark Arrestors	Not required but highly recommended
Window Air Conditioners	Not allowed

Canales/Scuppers and Downspouts

When downspouts are installed, the materials come in either dark brown or white, so purchase the dark brown. The dark brown almost matches the PLC dark brown and can be used without painting. You will need funnel, elbows, downspout, seam sealer, and downspout clips. Either a downspout diverter or a splash block are recommended. After the downspouts are installed, any visible fittings must be painted, if necessary, to meet the dark brown or stucco color standards.

WINDOWS

Existing Window Maintenance

To promote an aesthetically pleasing and overall cohesive appearance to the PLC units' exteriors, the following maintenance guidelines have been developed:

- Use only clear window glass. Limited UVA/UVB tinting is allowed, but stronger tinting that makes the exterior glass appear blue, copper, etc. is not allowed.
- Window trim and frame color (frame defined here as the metal, wood or vinyl surrounding the window glass) must be dark brown or bronze
- Exterior stucco finish must be the PLC approved color (Table 7.1)
- Caulking around window frames must match stucco areas or the window frame color

Window Replacement Guidelines

A letter requesting approval for window replacement must be sent to our property management company along with the unit owner's Form for Window Replacement in Appendix B. The form also is available at the PLC clubhouse in the ACC mail-slot and on the property management's website.

Required Information:

- The number of windows to be replaced as well as visual representations of proposed windows with a list of their proposed locations.
- The name and contact information of chosen licensed and bonded vendor/contractor. All contractors need to be bonded and carry a minimum of \$500,000 property damage insurance.

Installation Requirements:

- Exterior trim and frame color must be dark brown or bronze.
- All window replacements should conform to the current size and shape of current existing window openings. Any variance from the existing windows needs approval from the ACC and PLC Board.
- Grids on both upper and lower sashes (as original) or just the lower sash of the windows are preferred but not required. They may be permanent or removable. Exterior facing grids must be dark brown or bronze.

- Exterior stucco finish surrounding replaced windows must be bull-nosed into the structure and painted the PLC approved color (Table 7.1) or blended with the current exterior stucco color.
- Caulking around window frames must match adjacent stucco or the color of the window frames, i.e. brown or bronze. No reflective materials may be used.
- If screens are installed, the frames must be bronze or brown.

Window Coverings

All window and door curtains visible from the exterior of the buildings shall be of a light, muted color harmonious with the exterior and architecture of the buildings. (CCRs: IV.M)

Blinds should be ivory, cream, almond, beige, or natural finish wood.

DOORS AND GATES

The following guidelines apply to doors and gates visible from the common or limited common area views. The goal is to maintain the overall architectural scheme of the community, i.e. Pueblo Revival Style. See Table 7.1 for required paint or stain colors.

Replacement is Same as Original

If you are re-staining, repainting, or replacing a door or gate with a close duplicate in color, material, or style of the original door or gate, there is no need to gain approval from the ACC or PLC Board.

Replacement is Different from Original or Has Added Features

If you are replacing the original door or gate with a new design of either color, style, or material, it is required that designs, materials, carved decoration, inset artwork, block letters, and any other decorative elements, as well as selected color, be submitted to our property management for approval. A photo of the design, as well as a photo of the color sample, should be included. Additionally, the actual paint color sample should be delivered to the ACC for review and approval by the Board. See Table 7.1 for acceptable paint and stain colors.

Doors may be with or without sidelights and with or without mullions.

Gates may be wood or metal, but any request for change from the original must be submitted to the property management company. The ACC will review and submit it to the Board for approval.

Storm/Screen/Security Doors and Frames

Sunscreens are allowed. The frames need to be bronze or brown when replacing them. Security doors may be black, brown, or bronze.

Garage Doors

Original wooden garage doors gradually are being replaced by lighter-weight materials. Owners should take care to match approved dark brown color. The Unit Owners' Request for Structural or Exterior Changes form in Appendix B must be submitted to the property management company. Submit the sample color directly to the ACC. The ACC will review and submit it to the Board for approval.

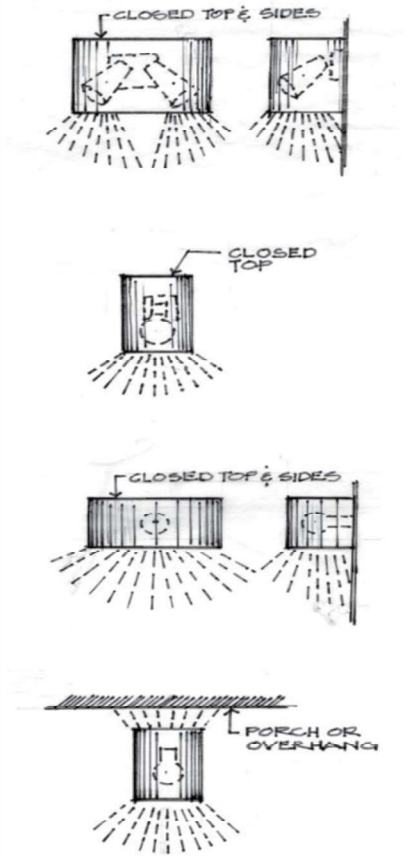
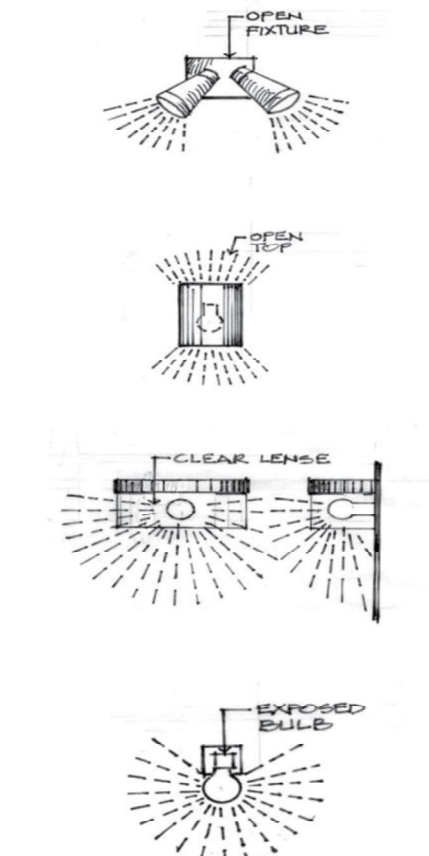
EXTERIOR LIGHTS

All exterior light installations, whether in common areas or limited common areas, must have ACC and Board approval. All new exterior lighting must conform to light pollution regulations from the Village of Corrales.

https://library.municode.com/nm/corrales/codes/code_of_ordinances?nodeId=CH18LAUS_ARTIIZO_S18-42LI Table 7.4 illustrates examples of both acceptable and unacceptable lighting configurations.

- No more than two (2) lights may be installed at the front of the unit or at gates.
- Light fixtures must be black, brown or bronze.
- Lights must be a soft yellow light OR hooded, shielded and aimed downward. Refer to Table 7.4.
- Outdoor lights must not be left on all night if they shine into the neighbor's windows.
- No unit owner may install a light adjacent to the walkway that can be seen from a neighbor's bedroom window.
- Lights may not extend beyond the shortest wall between units, i.e. not visible to neighbor's unit.

Table 7.4 - Acceptable and Unacceptable Lighting Configurations

Examples of Acceptable Lighting Configurations	Examples of Unacceptable Lighting Configurations
Wall-mounted fixtures control upward and horizontal glare 	Wall-mounted fixtures with inadequate shielding 

EXTERIOR UNIT NUMBERS

So that units can be identified quickly in an emergency, unit owners must place a number or tile indicating the unit number on the front entry of each unit and above the garage door of each unit. Numbers and tiles should be only attached to the wood lintels. The unit number can also appear on the gate. Size of tiles, garage and front entry, should be no larger than 4" x 4". To increase visibility at night, the PLC Board of Directors prefers that the numbers be white and reflective. The painted blocks, originally a part of number placement, can continue to be used but are no longer a requirement.

Landscaping Standards and Guidelines

PLC's landscape is a major source of enjoyment for residents as well as a long-term investment, adding thousands of dollars to our property value. Care has been taken to select and maintain physical materials and plants according to standards set after the community was established.

This section provides information on physical materials and plants that received Board approval and are already part of our landscape. It also provides guidance for those who want to add/change physical materials or plants in the common area proximal to their units.

Adding Physical Materials and Plants

With approval from the Landscape Committee and the Board of Directors, unit owners may add or change physical materials or plants in their immediate front or back common area outside their enclosed patio. See the Landscape Request to Modify Common Area form in Appendix B. Before making your request, review the information and tables in Landscape Standards and Guidelines and Approved Trees and Shrubs below for guidance in selecting approved materials and plants.

High pollen-producing trees (i.e. cottonwoods, certain ashes, certain elms) are excluded from the list and may not be planted at Pueblo Los Cerros, including in limited space courtyard areas. In addition, there are tree height restrictions.

With the exception of restricted trees, any tree, shrub, perennial, annual etc. may be planted in your enclosed patio without review and approval of the Landscape Committee and the Board.

Physical Materials

The standards for physical materials to be used in an owner's immediate front or back common area are:

- FRONT: Santa Fe Brown or Buildology Brown rock.
- BACK: Islands and/or pathway to gate should use approved gravel, flagstones, stepping-stones, brick, natural color concrete or natural colored exposed aggregate washed concrete.
- Crushers may be placed between flagstones or stepping-stones to reduce weed growth. Replacement or refurbishing existing flagstones, bricks, or pavers in the same configuration does not require permission. However, changing either the materials or configuration in any common area requires prior approval from the Landscape

Committee and the Board.

- No pine bark or mulch is to be placed anywhere in common areas. Bark provides a fertile home for termites. Limited common areas should not use bark for the same reason.

Plant Water Requirements

Each list of approved trees and shrubs in Tables 8.1, 8.2, and 8.3 includes water requirements:

- H = High Water Use - large volumes or frequent applications of water needed throughout the life of the plant. Water weekly or more during peak summer months.
- M = Moderate Water Use – some supplemental water is needed throughout the life of the plant. Water at least twice weekly during peak summer months once established.
- L = Low Water Use – the plant can survive once established without supplemental water. Water at least once a month for plants to look their best.

Approved Trees and Shrubs

Trees and shrubs are an important part of our environment. They enhance our quality of life by cleansing the air, recycling oxygen, reducing noise levels, providing habitat for desirable wildlife and creating a beautiful, restful environment.

Any tree or shrub planted in the common areas of Pueblo Los Cerros must be approved initially by the Landscape Committee and ultimately by the Board of Directors. Approvals are based on the restrictions and limitations as stated in this Handbook as well as the maintenance time and requirements needed to keep the plantings alive and in good health.

- All trees, be they large or small, deciduous or evergreen, must be in a size appropriate for the area in which they are planted. (Tables 8.1 and 8.2)
- Tables 8.1, 8.2, and 8.3 list the approved flora for Pueblo Los Cerros. The lists are not exhaustive. They were compiled using materials provided by the New Mexico State University Cooperative Extension Agency, the Sandoval County Extension Service, the City of Albuquerque, and the Village of Corrales.

Large Deciduous and Evergreen Trees

With approval of the Landscape Committee and the Board of Directors, these trees can be planted only in the common areas, not in the patio areas. Common areas include those in and around the clubhouse, along the main PLC roadway, in grassy areas where the view would not be obstructed, and at the top of the hill behind Laguna, Acoma, and Taos Trails to hide the view of Intel.

Table 8.1 – Approved Large Deciduous and Evergreen Trees

Name	Deciduous or Evergreen	Water Needs	Height
Afghan Pine	Evergreen	M	40'
Alligator Bark Juniper (Male Only)	Evergreen	L/M	50'
Arizona Cypress	Evergreen	M	40'
Black Locust	Deciduous	M	40 -80'
Bur Oak	Deciduous	M	40'
Chinese Pistache	Deciduous	M	30'
Chitalpa	Deciduous	M	25'
Deodar Cedar	Evergreen	M	50'
Desert Willow	Deciduous	L	25'
Eastern Red Cedar	Evergreen	L/M	40'
Hackberry	Deciduous	M	40'
Kentucky Coffee Tree	Deciduous	M	50'
Lacebark Elm	Deciduous	H	80'
Leyland Cypress	Evergreen	M	40'
Oklahoma Redbud	Deciduous	M	25'
One Seed Juniper (Male Only)	Evergreen	L	30'
Osage Orange	Deciduous	M	50'

Purple Robe Locust	Deciduous	M	40' –50'
Rocky Mountain Juniper (Male Only)	Evergreen	L/M	50'
Soapberry	Deciduous/ Evergreen	M	20' –40'
Western Hackberry	Deciduous	M	20 –30'
Western Redbud	Deciduous	M	16'

Small Deciduous and Evergreen Trees

Trees that fall into the 20 - 25 feet height range are appropriate for patio of single-story units, and trees that are 30 - 35 feet are suitable for two story units. No Unit Owner may allow trees or shrubbery to extend beyond the highest roofline of the Unit. (CCRs: IV.L)

Table 8.2 – Approved Small Deciduous and Evergreen Trees

Name	Deciduous or Evergreen	Water Needs	Height
Big Tooth Maple	Deciduous	M	25'
Buckhorn	Deciduous	H	20'
Chaste Tree (Vitex)	Deciduous	M	25'
Chokecherry	Deciduous	H	20'
Crabapple	Deciduous	H	Varies
Crape Myrtle	Deciduous	H	6' – 30'
Curl Leaf Mahogany	Evergreen	L/M	10'
English Hawthorne	Deciduous	M	15' – 25'
Escarpment Live Oak	Evergreen	M	5' – 15'
Fruit Trees	Deciduous	H	25'

Gamble Oak	Deciduous	M	20'
Golden Rain Tree	Deciduous	M	20' – 35
Honey Mesquite	Deciduous	L/M	20'
Hoptree	Deciduous	M	20'
Japanese Maple	Deciduous	H	20'
Mexican Elder	Deciduous	L/M	20'
Mountain Mahogany	Deciduous	M	10'
New Mexico Olive	Deciduous	M	20'
Banana Yucca	Evergreen	L	13'
Purple Leaf Plum	Deciduous	H	15' – 25'
Shrub Live Oak	Evergreen	M	5' – 15'
Smoke Tree	Deciduous	M	30'
Soap Tree Yucca	Evergreen	L	10' – 17'
Thornless Cockspur Hawthorne	Deciduous	M	30'

Shrubs

Shrubs play an important role in the environment at PLC. Most importantly, their roots and foliage aid in preventing sand and water erosion. They buffer the wind, and just like trees, take in carbon dioxide and help cleanse the air. They soften the landscape, providing shelter and food for birds and other wildlife inhabiting our landscape.

The following is a partial list of shrubs that do well in our area. Please note the size of some of these shrubs make them inappropriate to plant in some areas.

Table 8.3 – Approved Shrubs

Shrubs	Water Needs	Height x Width
Apache Plume	M	12'x 8'
Bird of Paradise	L/M	10' x 6'
Broom Dalea	L	4' x 5'
Bush Penstemon	L	2' x3'
Butterfly Bush	M/H	to 12' x 12'
Centennial Broom	L	2 x 8
Cherry Sage	M/H	2' x 3'
Fernbush	L/M	8' x 6'
Golden Currant	M/H	6' x 6'
Lavender	M/H	2' x 3'
Lilac	M/H	to 15' x 15'
Mountain Mahogany	M	10' x 6'
New Mexico Sage	L	2' x 3'+
Prostrate Sumac	L/M	1' x 4'
Purple Leaf Sand Cherry	M/H	6' x 6'
Russian Sage	L	4' x 5'
Santolina	L	2' x 3'+
Spanish Broom	L/M	8' x 8'
Three leaf Sumac	L/M	6' x 6'
Turpentine Bush	L	2' x 3'
Utah Serviceberry	M	8' x 8'
Vitex	L/M	20' x 10'
Western Sand Cherry	M/H	3' x 3'

Whispering/Sand Sage	L	5/ x 6'+
Evergreen Shrubs	Water Needs	Height x Width
Arizona Rosewood	M	12' x 8'
Agarita	L/M	4' x 6'
Chamisa	L	5' x 5'
Cliffrose	L	8' x 8'
Curl Leaf Mahogany	L/M	10' x 6'
Fourwing Saltbush	L	6' x 6'
Pyracantha	M	to 12' x 12'
Rosemary	L	to 4' x 4'
Succulents	Water Needs	Height x Width
Cholla Cacti	L	6' x 6'
Hedgehog Cacti (Caret Cup)	L	3' x 3'
Prickly Pear Cacti	L	1' x 4'
Red Yucca	L	3' x 4'

Changes to the Common Area

Changes by the Board

If changes to the common area are initiated by the Board or Landscape Committee, costs are assumed by PLC.

Changes by the Owner

If an owner requests a change to common area and/or materials already in place and the request is approved, the owner assumes the costs of removal of old material and assumes the costs of installation of new plantings. If the Board approves the owner's plan for landscape changes in the common area, the owner is responsible for its maintenance.

Requesting Approval for Landscape Changes

What Needs Approval?

Any landscape alteration, improvement, or addition to any common area must be approved first by the Landscape Committee and ultimately by the Board of Directors. You are encouraged to contact the Landscape Committee for consultation and guidance prior to submitting your request.

How Is Approval Obtained?

The form to be completed for landscape is available on the management company's website or copied from Appendix B. Include plans and specifications showing the locations and proposed plantings. Submission of drawings and/or photos is encouraged.

Submit the form and supporting documents to the Landscape Committee.

After reviewing the plans, the Landscape Committee will make a recommendation regarding the proposal. If approved by the Landscape Committee, it will be placed on the agenda of the next scheduled meeting of the Board of Directors for approval.

PLC Professional Landscape Maintenance

Areas Maintained

PLC landscape maintenance covers approximately 29 acres including 22 trails, 18 funnels, the north and south property lines of the complex (these abut other properties and are kept clean to prevent danger from fires), the areas around the racquet court, clubhouse, dumpster, the entry to the community, and any open areas not mentioned.

Who's Involved

Landscape maintenance is overseen by our volunteer Landscape Committee and performed by a professional landscape company hired for this purpose. The Committee guides and supervises the company's work, makes sure all tasks are completed, and deals with special situations and requests as they occur.

Maintenance Tasks

PLC's landscape maintenance, currently Green Summit, has three maintenance crew members who work two days each week from March through December. From January through mid-March the maintenance crew is here once a week for a half-day.

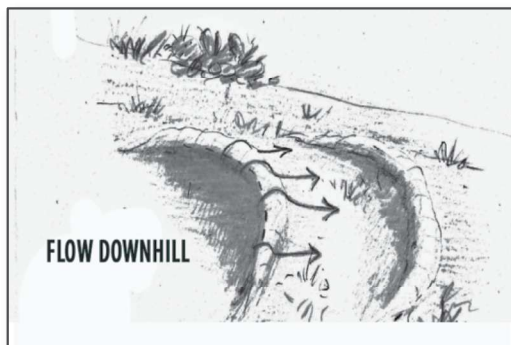
Each day has a focus, but what is planned can vary depending on the weather and season. In general, one day is for landscape maintenance and one is for lawn maintenance.

Landscape maintenance includes removing undesirable weeds*, trimming shrubs, trimming trees under 8 foot**, refreshing berms***, raking, and then disposing of resulting yard waste. The second day's main task is mowing, maintenance, and watering management. There are ten sprinkling zones, and the amount and frequency of watering depends on the weather and temperature.

Notes:

* Not all weeds are undesirable in the high desert. Some help keep the sand in place and are left where they are on the property.

** Trees over 8 feet tall that require trimming or removal have this work done by a separate company with the necessary tools and experience.



*** Berms are simple obstructions created in the soil that collect and slow rainwater as it comes down a hill. They include an indentation with a raised edge. The raised edge slows down the water; the indentation collects it. By slowing the water, sand is more likely to stay in place rather than be carried with the water to a lower level. The collection of the water promotes returning water to the aquifer. PLC has several berms in most areas between trails. Wind can weaken a berm, and fast flowing water will break a berm's edge.

Maintenance Plan

Weekly

The goal is to work on one trail each week. Typically, the company starts at the bottom of the hill and works its way up through each trail three times per year. There is no need to notify the Landscape Committee of weeds near your property. The work will be done when your trail is reached.

As Needed

Spraying – The New Mexico State University working with the local county extension service notifies local landscape maintenance companies on the timing for spraying dormant oil on Piñons and other evergreens. This spray is typically done once every two or three years in the spring to control harmful insects. A notice is always posted on the mailbox and sent via email when tree-spraying or fertilizing is to take place. PLC does not use a general weed killer on the native areas. Owners and residents are not allowed to spray pesticides or herbicides in the common areas and are discouraged from using them in the limited common spaces.

Tree Trimming – Trees under 8 feet are trimmed as needed by the landscape company. Deciduous trees over 8 feet in height are trimmed once a year by a company whose specialty this is.

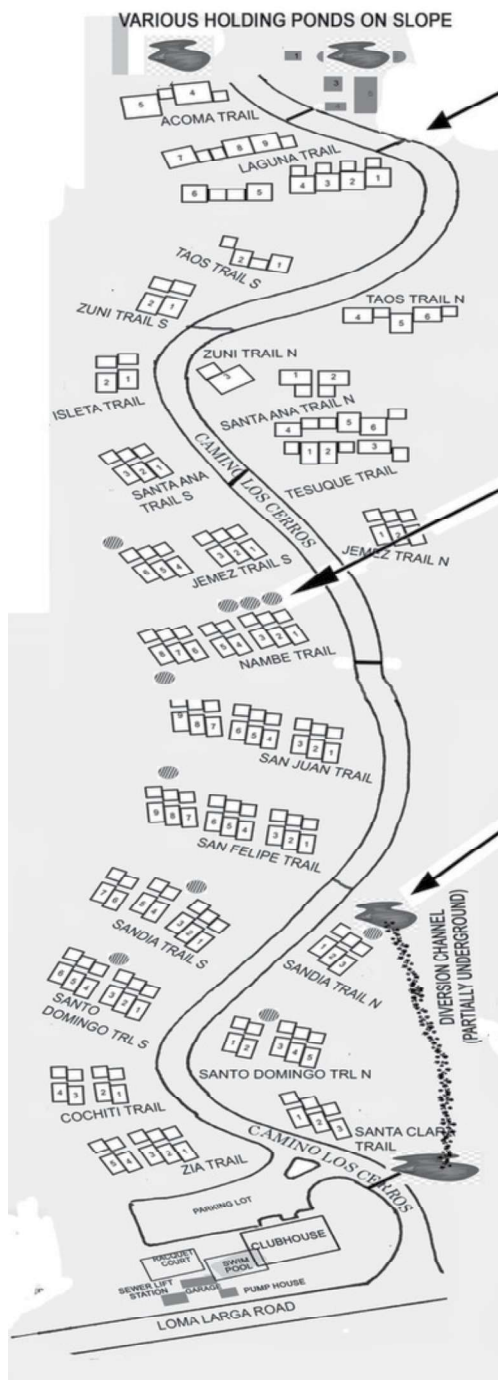
Grass – Grass is aerated and fertilized twice each year, usually spring and fall. The grass is treated with a granular fertilizer and weed killer combination. It is recommended that dogs avoid the grass for 24 hours.

Storm Water Management

PLC has put several safeguards in place to manage storm water as it begins its descent and accumulates along the way. This is a work in progress under the supervision of PLC's Hardscape Committee.

Any change affecting the flow of rainwater into the common or limited common areas (such as installing, replacing or moving a canale, or redirecting a downspout) requires approval from the Building/Hardscape, Landscape, and Architectural Committee.

The following map shows the location of the water blocks, slot drains, the single garage drain, and holding ponds. The water blocks are shown on the map as solid blocks but in reality, they leave space either on the left or right to allow the slowed water through. Locations of all items shown are approximate.



STORM WATER MANAGEMENT

Camino Los Cerros has seven yellow painted water blocks along the length of the street to slow and, with one side open, to direct the flow of water hitting the asphalt. This lessens the velocity of the flow and directs the runoff into holding ponds located along the main roadway.

Each Trail collects and holds rainwater behind the garages, allowing it to evaporate. As Corrales has no storm drain collection system, our builder designed each trail to collect and hold water rather than allowing it to run down our hillsides.

Where excess water is collecting, slot drains and a garage drain are being put in to direct the water, the bottoms of the drains are open to allow the water to percolate into the ground.

Between trails, those areas with grass capture the rain preventing it from flowing downhill. In sandy areas, shallow berms are created to slow the water's flow and allow it to pond and return to the aquifer, watering nearby shrubs. Berms are effective until heavy rains occur, then they must be refreshed.

Holding Ponds. There are four large holding ponds at the very top of our hill. These try to control the heavy runoff of water from Intel and our steep natural topography. There are two ponding areas in the grass areas; one near Laguna #9 and the main roadway a large pond between Laguna #4 and #5. The ponding area at Nambe Trail collects some runoff from the main road. A large holding pond at Santa Clara Trail collects water from the main roadway. A water block at San Felipe Trail leads the runoff [from the asphalt to a diversion channel along the north property line that empties into this pond where it eventually evaporates.

Maintenance - All ponds, slot drains, berms and diversion channels require yearly maintenance to keep them free of excess silt.

PLC Water and Sewer Systems

History

Our water system, developed solely to serve our community, is supplied by a 300-foot-deep well at the bottom of our hill, south of the clubhouse. Water is pumped uphill and stored in tanks, then distributed by gravity throughout the community using a series of lines and pumps described in this section.

In the past, our sewage was stored onsite, east of the racquet court, treated, and then disposed of offsite. In 2021, a new pipeline connection to the Albuquerque Bernalillo County Water Utility Authority (ABCWUA) sewer system was completed. The equipment and connections for this system are located on PLC property in the fenced sewage facility southeast of the racquet court. The water and sewer systems are both under the supervision of PLC's Utilities Committee.

The PLC Water System

Pueblo Los Cerros maintains a private potable water supply and distribution system. This system, which is the source of tap and irrigation water for the community, consists of two 300-foot-deep wells, four large storage tanks, a pressurized system for Phase I units (i.e., Acoma to Tesuque Trails), and a distribution network. It is under the supervision of PLC's Utilities Committee and a contracted water engineering company.

The PLC water system is like other municipal water systems with the following exceptions:

- It has been downsized to meet the smaller needs of our community.
- It has no filtration or disinfection system; however, water sampling and testing takes place frequently.

Water Source

Our water source is the Rio Grande Aquifer. In 2011, PLC purchased water rights for 37.25-acre feet. (There are 325,853 gallons of water in an acre foot.). The degree to which the aquifer is being recharged by the Rio Grande itself and by rain and snow melt is disputed. However, currently there is no shortage of good quality water at the level where the PLC pumps operate. The PLC community uses between 8 and 12 million gallons of water annually.

Wells

Our two wells are not affected by ground water pollution common to some other areas of the Corrales Valley. Both wells are located southeast of the PLC Clubhouse.

Well #1, the main source of water, has an output of 160 gallons per minute.

Well #2 is a back-up source with a maximum of 70 gallons per minute.

Water is pumped directly from the wells to the storage tanks at the top of the hill. The maximum storage capacity is 100,000 gallons divided between the four buried steel tanks. The pipes and pump at the main well were replaced in 2023.

Water Quality

The quality of our water is checked monthly by a licensed, class 4 water/sewer certified maintenance operator employed by the contracted water engineering company. Samples are sent to an Albuquerque testing lab that forwards the results to the New Mexico Environment Department. No past tests have revealed any known harmful contaminants. Annual test results are posted on the bulletin board in the clubhouse. Test result copies may be obtained from the property management company.

Water Distribution

Water is distributed two ways to our community, depending upon the unit location:

- Because of the close proximity of the Phase I (Acoma Trail to Tesuque Trail) units to the storage tanks, these units are delivered water by a “pressure loop” system to ensure an adequate water supply and pressure.
- Water delivery to all other PLC units is by gravity flow.

Water to all units is distributed by an underground water main that closely follows the southern edge of Camino Los Cerros. Two-inch feeder lines branch off from the main line to supply each row of units. Smaller lines branch off of the feeder lines to each individual water meter and then to each unit.

Water from the four buried steel tanks is also used to irrigate PLC’s vegetation. A pump house at the top of Camino Los Cerros regulates the irrigation system water flow. The irrigation system piping runs throughout PLC.

System Maintenance

The PLC water system requires routine maintenance that is provided by a contracted water engineering company supervised by the Utilities Committee and includes periodic physical system inspections.

In 2023, PLC installed a Supervisory Control and Data Acquisition (SCADA) system, which allows the Utilities Committee and the water engineering company to monitor the entire water system, proactively detect issues, and minimize water emergencies.

Water Emergencies

In the event of an emergency such as a pump, line, or power failure, you will be contacted by email and/or phone (for those who do not have email) by the property management company, or your block captain, and asked to minimize water usage by not doing laundry, limiting shower time, avoiding vegetation watering, etc. during repair of the system. A sign alerting the community will also be posted near the road on the parking lot island west of the clubhouse.

Your full co-operation during emergency situations will help get the system back online as soon as possible. You will be contacted by the property management company when the emergency is resolved, and the sign by the road near the clubhouse will be changed to indicate water is flowing again.

The PLC Sewer System

Sewer System Connection

After approval by the unit owners, a loan was obtained from the United States Department of Agriculture (USDA) to allow for elimination of the old sewage treatment plant by connecting to the ABCWUA sewer system. A civil engineering design and construction administration firm was engaged to prepare designs, assist in the construction company bid and award process, and manage the awardee's project progress and completion. The project award was made in late 2020 to a wet-utilities civil contractor, and work commenced in December of that year. The connection was successfully completed in May 2021. Re-payment of the loan is made through one of the monthly assessments charged to each PLC unit owner.

Ongoing Operations

Monthly, the Utilities Committee and the contracted water engineering company inspect the sewer system equipment and connections in the fenced sewage facility

southeast of the racquet court. Outside contracting companies that supplied the equipment are available for preventative maintenance or should an emergency repair be necessary. PLC pays a monthly wastewater/sewage fee to the ABCWUA for our discharge. Owners and residents should observe the following guidelines to protect PLC's sewer system and the environment:

- Caustic substances, petroleum products, cooking oils, and/or greases should not be disposed of in sinks or toilets.
- Feminine hygiene products, baby wipes, or any "flushable" wipes should not be flushed down toilets.

APPENDICES

A-1, A-2: Fee Schedule

Forms

B-1: Clubhouse Reservation Agreement

B-2: Unit Owner Request for Structural or Exterior Change

B-3, B-4: Unit Owner Request for Roofing Project

B-5: Unit Owner Request for Window Replacement

B-6: Unit Owner Request for Re-Stucco or Paint

B-7: Unit Owner Landscape Request to Modify Common Area

B-8: Unit Owner and Tenant Registration

C-1: Community Map

D-1: PLC Committees: Duties of Chair & Members

E-1: Electronic Mail Administrator Responsibilities

F-1: Contractual and Other Important Documents

Appendix A-1: Fee Schedule

Description	Amount
Monthly Assessment Late Fee	\$20.00 if full payment received after the 10th of the month but before the first day of the following month. It is assessed on the first day of the following month \$40.00 additional if full payment received after the end of the month. It is assessed on the first day of the following month and on the first day of each subsequent month that the assessment is not paid in full
Returned Check Fee	\$34.00
Credit Card Convenience Fee	\$15.00
Intent to File Lien Fee	\$95.00
Lien Filing Fee	\$150.00
Clubhouse Rental	\$50.00 refundable if Clubhouse left clean and in good order.
Copy of Covenants with Amendments	\$10.00 if printed copy mailed No charge for emailed copies
Fee for Contracting and Supervising Work Required to be Completed by Owners	10% of contract \$100.00 minimum
Key Replacement Fee	\$25.00 each key
Dogs/Cats Off Leash in PLC common area is a violation of PLC governing documents (CCRs IV E) and Village of Corrales law.	1st violation: Letter from Management 2nd violation: \$ 25.00 Fine 3rd violation: \$ 75.00 Fine 4th violation: \$200.00 Fine Further violations: Legal action will be taken. Adopted by PLC Board July 20, 2026

Appendix A-2: Fee Schedule

Description	Amount
Violation of Residents' Handbook and Covenants	First month's violation letter – no charge Second month's violation letter - \$50 fine* Third month's violation letter - \$100 fine* monthly for one year Subsequent violation letter after one year of paying \$100 fine*/month - \$300 fine*/month for the second year** Subsequent violation letter after one year of paying \$300 fine*/month - \$500 fine* monthly for the 3rd year** Subsequent violation letter after one year of paying \$500 fine/month - \$1000 fine*/month until violations corrected** *Fines are applied to violations identified in the Residents' Handbook. See Violation of Rules and Regulations ** The owner is entitled to due process when higher fines are applied. The owner states his or her case before the Board. The Board goes into Executive Session to determine whether to apply the fine or not. If the owner does not appear before the Board, the higher fine is applied. Adopted by PLC Board February 17, 2020

Appendix B-1: PLC Clubhouse Reservation Request

Important: Please read this entire form carefully

Procedure for Reserving

- Only PLC owners/residents may reserve the Clubhouse for an event.
- At least fifteen days prior to the desired event date, complete and sign this form below. Include a required \$50 damage deposit check, made out to PLC UOA, to reserve the Clubhouse for one day. Place your check and the signed, detached form in the clubhouse mail slot marked Social Events.
- If event is approved by the Social Events Committee (SEC), enter the time and event name on the Clubhouse calendar, which hangs near the Clubhouse telephone.
- If the Clubhouse and grounds are in good order after the event (as determined by the SEC Chair), your deposit check will be returned. If not left in good order, your check will be retained for cleaning purposes.

Rules & Restrictions

- PLC UOA Board/committee events take precedence over PLC owner/resident reservations.
- Clubhouse can accommodate a maximum of 40 people (Corrales Fire Code).
- A reservation is necessary anytime, no matter the size of the party/event.
- Bring your own dishware, utensils, paper goods, etc.
- Please use the blue recycling containers in the kitchen for glass and recyclables.
- For the safety and health of participants, refer to state and local health requirements.
- A PLC owner/resident must be in good standing (i.e., not in arrears in PLC fees and assessments) and must not have abused the clubhouse rules in the past.
- The SEC Chair shall be satisfied as to the appropriateness of the proposed function before accepting the reservation.
- Clubhouse hours for reserved events are from 8:00 a.m. to midnight.
- The PLC owner/resident must be present during the entire event.
- Adult supervision is required for any participant under the age of 21.
- Reservations do not include the use of the pool or racquet court.
- Portable sound equipment must be operated at a low level.
- Clubhouse furniture and equipment must be placed in the original position after an event. Pictures and wall decorations must remain where they are.
- Decorations must not damage any surface and must be removed after the event. No thumbtacks may be used. Use only removable painter's tape.

-----PLEASE DETACH HERE-----

By signing below, I acknowledge that I have read, understand, and will be bound by all provisions of this agreement. I acknowledge present clubhouse inventory and accept liability for any loss or damage caused by any member of my group during the event. If the clubhouse is not left in good order or damages occur, no monies will be refunded and repairs/replacements will be billed to me, pending an investigation.

Requesting PLC Resident (please print): _____

Email Address: _____ Unit Address: _____

Requested Date: _____ Starting Time: _____ Ending Time: _____

Purpose of Event: _____

PLC Owner/Resident Signature: _____ Date: _____

SEC Chair Signature: _____ [] Approved [] Not Approved

Appendix B-2: PLC Unit Owner Request for Structural or Exterior Change

Date: _____

Name: _____

Address/Unit Number: _____

Email Address: _____ **Phone Number:** _____

Describe below the type of structural or exterior change(s), the time frame and expected completion date for the project. Add additional pages if needed.

☐ Attach drawings and specifications that show the nature and shape of the proposed project, the materials to be used, and the project's location and height.

☐ Attach Contractor's proof of current license, insurance, and bonding

☐ See _____ additional pages

Please let property management know when job is completed.

Unit Owner Signature: _____

ACC ACTION

Date of Meeting: _____

Recommendation/Date: _____

Signature/Date: _____

Proj. Review/Date: _____

☐ OK ☐ Not OK, action:

BOARD ACTION

Date of Meeting: _____

Decision/Date: _____

Owner Notified Date: _____

Notes:

Appendix B-3: PLC Unit Owner Request for Roofing Project (page 1)

Date: _____

Name: _____

Address/Unit Number: _____

Email Address: _____ **Phone Number:** _____

Proposed Date of Installation: _____

Type of Roofing Project:

☐ Tar & Gravel ☐ TPO: Darker Gray or PLC La Luz Stucco color only (see below)

☐ Spray Polyurethane Foam (SPF) ☐ Modified Bitumin

Other _____

Please attach the following: Color & Material: If TPO or modified bitumen, enclose a sample.

Installation: A description from the contractor stating the materials and the technique to be used including how the material will attach to the canales and parapets. TPO: color choice is limited to Darker Gray (similar to existing roof gravel color) or PLC La Luz Stucco color ONLY.

TPO comes in rolls that, when installed, are overlapped on a thin foam board and sealed with a heat asphalt or adhesive weld. The material is rolled to the top of the parapet and/or fastened with caulking. If the contractor intends to extend the roofing material and attachments more than halfway across the horizontal portion of the parapets, the contractor must ensure these materials and attachments match the exterior stucco color as closely as possible, by painting to match if necessary. Any metal will be painted in the allowable colors specified in Table 7.1. Approved Colors. Alternatively, you may submit your contractor's detailed proposal.

1. License: Contractor's proof of current GS-21, GB-2, or a GB-98 license
2. Bond & Insurance: Contractor's proof of bond and minimum of \$500,000 in property damage and general liability insurance as well as workers compensation insurance

Continued on next page...

Appendix B-4: PLC Unit Owner Request for Roofing Project (page 2)

Other Requirements:

3. If skylights need to be raised, the contract should state how many inches there will be from the roof to the top of the skylight and how many inches this is above the current skylight.
4. If flashing is applied (as in tar & gravel), it must stop at least 2 inches below the top of the parapet. The top line of the flashing must be a straight line 3 inches above the roof.
5. The installer must take care to seal around chimneys and canales so the connections and sealants used are unobtrusive and not seen from the common area.

The following required documents are included in this request:

- ☐ Color Sample
- ☐ Contractor's Proof of Insurance and Bond
- ☐ Contractor's Scope of Work

Unit Owner Signature: _____

ACC ACTION	BOARD ACTION
Date of Meeting: _____	Date of Meeting: _____
Recommendation/Date: _____	Decision/Date: _____
Signature/Date: _____	Owner Notified Date: _____
Proj. Review/Date: _____	Notes: _____
☐ OK ☐ Not OK, action: _____	

Appendix B-5: PLC Unit Owner Request for Window Replacement

Date: _____

Name: _____

Address/Unit Number: _____

Email Address: _____

Phone Number: _____

Proposed Date of Installation: _____

Include with this form:

[] A written description of the number of windows to be replaced with a list of proposed locations (use separate page, if necessary)

[] Name and contact information of chosen licensed and bonded vendor/contractor

[] A visual representation such as a photo or a drawing of the proposed windows

[] Vendor/contractor proof of license, liability insurance, and bond

[] Vendor/contractor scope of work to include colors of exterior trim and frame, caulking, and stucco finish

Please let property management know when the job is completed.

Unit Owner Signature: _____

ACC ACTION

Date of Meeting: _____

Recommendation/Date: _____

Signature/Date: _____

Proj. Review/Date: _____

[] OK [] Not OK, action:

BOARD ACTION

Date of Meeting: _____

Decision/Date: _____

Owner Notified Date: _____

Notes:

Appendix B-6: PLC Unit Owner Request for Re-Stucco or Paint

Date: _____

Name: _____

Address/Unit Number: _____

Email Address: _____ Phone Number: _____

Proposed Date of Installation _____

Include with this form:

☐ Color Sample. If completely re-stuccoing or repainting your unit, the color La Luz must be used. Because paint contractors have created the wrong color, a color swatch of their La Luz must be attached to this form and approved prior to the work being done. If partially re-stuccoing or repainting, use a chip of the current paint as your sample to be matched and a color sample created to be attached to this form. The approved color sample, La Luz, is in the ACC Clubhouse mail-slot.

☐ Name/ contact information of licensed, bonded vendor/contractor or indicate "self."

☐ Vendor/Contractor's proof of current license, liability insurance, and bond.

☐ Vendor/Contractor's scope of work to include colors of exterior trim and frame, caulking, stucco finish, and clean-up.

Please let PLC property management know when job is completed.

Unit Owner Signature: _____

ACC ACTION

Date of Meeting: _____

Recommendation/Date: _____

Signature/Date: _____

Proj. Review/Date: _____

☐ OK ☐ Not OK, action: _____

BOARD ACTION

Date of Meeting: _____

Decision/Date: _____

Owner Notified Date: _____

Notes: _____

Appendix B-7: PLC Landscape Request to Modify Common Area

Date: _____

Name: _____

Address/Unit Number: _____

Email Address: _____ **Phone:** _____

Be sure to refer to the Landscape Standards in the Resident Handbook before submitting your request. Submit a sketch with any proposed changes and location to plantings or hardscape configuration (i.e. adding pavers bricks, etc.)

Unit Owner Signature: _____

LANDSCAPE ACTION		BOARD ACTION	
Date of Meeting:		Date of Meeting:	
Recommendation Date:		Decision Date:	
Signature:		Signature:	
Owner Notified Date:			
☐ OK. ☐ Not OK action:		Notes:	

Appendix B-8: Pueblo Los Cerros

OWNER AND TENANT REGISTRATION — TO BE COMPLETED AND SIGNED BY OWNER

Complete all items. Do not list "no change" or "same as before" — as we may not have complete and accurate information.

OWNER INFORMATION (Please Print Clearly)

Owner Name(s):		Lot Number:
Owners Mailing Address (if off-site):		
Home Phone:	Cell Phone:	
Email:		
Employer: (Optional)	Work Phone: (Optional)	
Emergency Contact:		

TENANT INFORMATION — this form to be completed by property owner (Homeowners are responsible for enforcing the rules and regulations of the Pueblo Los Cerros Unit Owners Association with their tenants. Homeowners must provide a copy of the lease, and the tenant's name and contact numbers to the Association.)

Tenant Name:	Home Phone:
Tenant Name:	Cell Phone
Work Phone:	Email:
Emergency Contact:	

Tenant Name:	Home Phone:
Tenant Name:	Cell Phone
Work Phone:	Email:
Emergency Contact:	

Tenant Name:	Home Phone:
Tenant Name:	Cell Phone
Work Phone:	Email:
Emergency Contact:	

Tenant Name:	Home Phone:
Tenant Name:	Cell Phone
Work Phone:	Email:
Emergency Contact:	

I certify that this information is correct and complete. I received a copy of the Governing Documents for Pueblo Los Cerros Unit Owners Association Inc. at purchase. This includes Rules and Regulations on the usage and maintenance of the property. I agree to comply with all rules and regulations, and to update this information with the Management Company if changes occur.

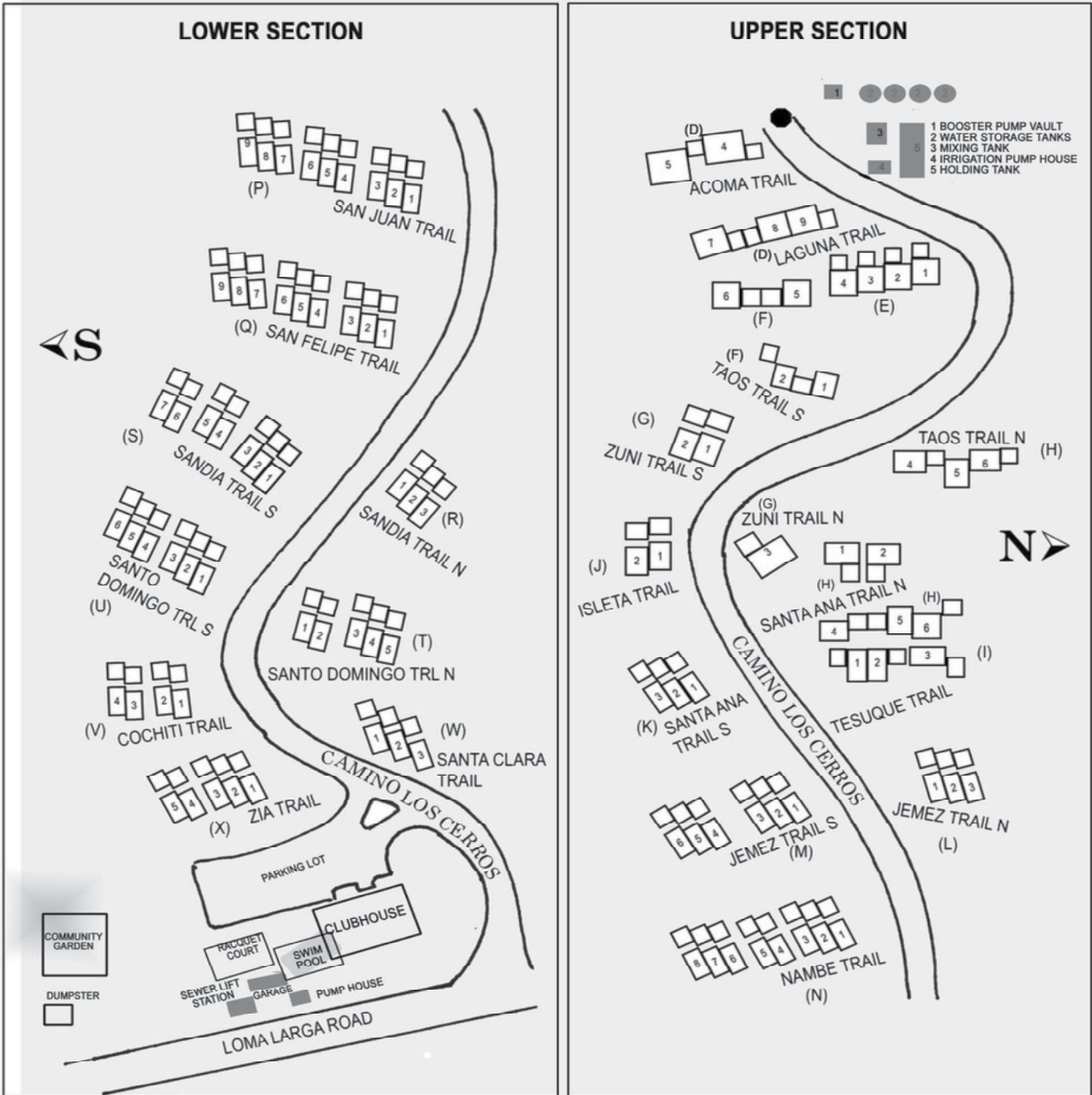
Owner Signature: _____ Lot # _____ Date _____

Please return this form to Corder and Company

e-mail: michelle@corderandcompany.com

or by mail to Corder and Company, PO Box 45960 Rio Rancho, NM 87174

Appendix C-1: Community Map



Appendix D-1: PLC Committees: Duties of Chair & Members

Committee	Committee Chair Duties	Committee Member Duties
Architecture Compliance Overall Purpose: Monitors owner compliance with established architectural guidelines and provides consultation when needed.	• Presides over monthly committee meetings • Receives requests for architectural changes to units from owners • Presents homeowner requests and/or complaints pertaining to architectural issues to committee members • Facilitates discussions with Committee members around potential changes to the architectural standards and guidelines in the Resident Handbook • Schedules annual architectural compliance survey with property management company and committee members • Submits monthly meeting minutes to the Board Secretary for monthly Board packet. • Files all records and documentation of Committee business with property management company. • Attends monthly Agenda Planning and Board meetings • Presents homeowner requests or complaints for discussion and approval • Presents suggestions for architectural standards and guidelines in the Resident Handbook after discussion and recommendation from ACC members	• Attend monthly Architecture Compliance Committee meetings • Discuss and approve/deny homeowner requests for repairs/improvements to units • Make suggestions or ask for modifications in the repairs/improvements requested by homeowner when needed • Assist ACC Chair with updating Architectural Standards and Guidelines in the Resident Handbook • Assist ACC Chair with duties as requested • Assist property management company with annual compliance survey • Review owner compliance survey letters compiled by property management company

Appendix D-2: PLC Committees: Duties of Chair & Members

Committee	Committee Chair Duties	Committee Member Duties
Budget Overall Purpose: Prepares and reviews the annual budget	Chairperson (usually the PLC Treasurer): • Schedules and presides over annual budget preparation meetings with Committee Chairs responsible for budgets • Schedules and presides over budget review meetings with Board and Committee Chairs. Budget meetings are open to all PLCUOA members in good standing	• Attend Budget Committee meetings • Prepare own Committee budget requests for consideration in the coming year • Monitor own Committee budget
Community Relations Overall Purpose: Focuses on encouraging community participation and involvement	• Welcomes new residents to PLC to make sure they have what they need to fully participate in the community • Answers questions residents may have about community participation • Manages Block Captains	• Block captains provide neighbors in their area with information as needed to ensure everyone has received important information • Block captains contact neighbors for surveys, votes, etc. to allow for full participation of the community

Appendix D-3: PLC Committees: Duties of Chair & Members

Committee	Committee Chair Duties	Committee Member Duties
Hardscape Overall Purpose: Monitors the status of buildings and other hardscape issues in the Common Area arranging for repair/improvement/replacement as needed. Includes Clubhouse; pump house; tennis courts; roads, trails, driveways and parking lot; railroad ties; common area walls, fences, and streetlights.	• Presides over monthly committee meetings • Keeps Committee members informed of emerging and ongoing hardscape issues • Presents proposals/bids for repair, improvement, replacement projects for discussion • Searches out proposals/bids for repair, improvement, replacement projects • Attends monthly Agenda Planning and Board meeting presenting proposals/bids and recommendations for approval for repair, improvement, replacement projects • Attends Budget Committee meetings • Presents Committee's budget requests for routine and unexpected expenditures • Monitors Hardscape Committee budget expenditures • Collaborates with Landscape Chair on storm drainage issues • Keeps and files all records of Hardscape Committee business and decisions	• Attend monthly Hardscape Committee meetings • Assist Hardscape Committee Chair in acquiring proposals/bids for projects when requested • Assist Hardscape Committee Chair with duties as requested

Appendix D-4: PLC Committees: Duties of Chair & Members

Committee	Committee Chair Duties	Committee Member Duties
Investment Overall Purpose: Monitors market conditions and proposes investments to the Board	• Preside over quarterly committee meetings • Call interim committee meetings when indicated by market conditions • Educate committee on investment strategies and terminology • Research investment opportunities • Make recommendations to Board on investment strategies • Attend monthly Agenda Planning and Board meetings • Produce performance reports on PLC investment accounts and reports to committee and Board • Inform Board of potential tax consequences of investments	• Attend quarterly and interim Investment Committee meetings • Research and discuss best choices for allocation and withdrawal of invested funds • Assist Chair with duties as requested

Appendix D-5: PLC Committees: Duties of Chair & Members

Committee	Committee Chair Duties	Committee Member Duties
Landscape Overall Purpose: Maintain landscape standards by supervising the maintenance crew, approving homeowner requests, and consulting on landscaping when needed	• Preside over monthly Committee meetings • Present professional articles on maintaining healthy native vegetation • Keep Committee members informed on maintenance crew's activities and any issues that arise at Board meetings • Present homeowner requests and/or complaints pertaining to landscape issues • Attend monthly Agenda Planning and Board meetings • Present to the Board proposals/bids for work needed • Present to Board homeowner requests for approval • Inform unit owners when landscape requests approved/disapproved • Attend PLC Budget Committee meetings • Present Committee budget for routine maintenance planned in the coming year. • Present proposals/bids for work needed in coming year • Monitor Landscape budget expenditures • Oversee the landscape and turf maintenance crews • Oversee rock/landscape projects • Oversee large tree trimming and spraying • Solicit proposals/bids for repair/improvement/replacement projects • Write monthly article for Que Pasa on one of PLC's native plants • Keep and file all records of Landscape Committee business and decisions	• Attend monthly Landscape Committee meetings • Discuss and approve/disapprove homeowner requests for landscape changes or additions • Make suggestions or ask for modification in homeowner requests for landscape changes of additions • Assist Landscape Chair with duties as requested • Assist Landscape Chair with updating the Landscape Standards and Guidelines section of the Resident Handbook

Appendix D-6: PLC Committees: Duties of Chair and Members

Committee	Committee Chair Duties	Committee Member Duties
Long Range Planning Overall Purpose: Develops and monitors five to ten-year strategic plans for PLC's future needs	Schedules and presides over Committee meetings as needed • Attends monthly Agenda Planning and Board meetings • Assesses community for future needs • Develops a strategic plan for future needs • Evaluates progress on strategic plans/reserve study • Presents strategic plan/reserve study to Board for approval • Presents progress on strategic plan/reserve study to Board	• Attend Committee meetings when scheduled • Make recommendations for specific issues needing to be addressed • Assist Chair with duties as needed
Neighborhood Watch Overall Purpose: Builds partnerships with Corrales Police and Fire Departments to educate PLC owners and residents on personal and fire safety	• Schedules and presides over Committee meetings when needed • Attends Agenda Planning and Board Meetings when relevant • Maintains ongoing contact with Corrales Police and Fire Departments leadership • Schedules on-site programs with Corrales Police and Fire Departments such as: • Fire safety programs for the home • Personal safety programs for owners and residents • CPR training • Fire extinguisher user training • Purchases items to support Committee's activities • Sends receipts to property management company for payment • Attends Budget Committee meetings • Keeps owners and residents informed regarding Police and Fire Department activities in Corrales. Examples: Coffee with a Cop; criminal activities	• Attend Committee meetings when scheduled • Assist Chair in setting up and implementing Police and Fire Department programs in the Clubhouse • Keep Chair informed of safety issues in PLC. Example: speeding on Camino Los Cerros • Discuss possible resolutions to safety issues observed in PLC

Appendix D-7: PLC Committees: Duties of Chair and Members

Committee	Committee Chair Duties	Committee Member Duties
Nominating Overall Purpose: Recruits and assembles annually a slate of nominees for vacant Board of Director positions. The Chairperson is appointed by the Board of Directors.	• Selects other members for the Committee with Board approval • Schedules and presides over Committee meetings as needed • Reports progress to the Board • Schedules time and place for 'Meet & Greet' event • Introduces and interviews nominees at the annual meeting	• Suggests nominees in good standing for Board membership vacancies • Assists Chair with active recruitment of nominees for Board membership vacancies • Applies the established guidelines for recruiting nominees for Board membership • Assists the Chair in assembling a slate of nominees with a picture and brief biographical sketch
Publications Overall Purpose: Meets as needed to revise and update the PLC Residents' Handbook and yearly to update the PLC Directory. Also supports the Editor of the monthly Que Pasa.		

Appendix D-8: PLC Committees: Duties of Chair and Members

Committee	Committee Chair Duties	Committee Member Duties
Social Events Overall Purpose: Plans and implements social activities for PLC residents	• Preside over monthly meetings • Attend monthly Agenda Planning and Board meetings • Provide a monthly report to the Board on planned PLC social activities • Present to the Board recommendations for PLC social activities • Attend PLC Budget Committee Meetings • Present Committee budget request for planned activities in coming year • Monitor SEC budget expenditures with Committee Treasurer • Keep and file all records of SEC business and decisions	Committee Budget Manager • Takes reservations for social events • Handles cash flow from social events • Purchases items to support the Committee's activities • Sends receipts to Committee Chair for forwarding to property management company for payment • Reports status of budget to SEC Committee Secretary • Takes minutes and sends to Board Secretary for inclusion in the monthly Board packets. Facility/Recycle Prime • Keeps track of supplies for social events and reports need to Committee Treasurer • Organizes kitchen and keeps inventory of items • Recycles glass and other material on appropriate days • Reports activities to Committee All Members • Surveys residents for social events interests • Hosts social events when assigned • Plans social events

Appendix D-9: PLC Committees: Duties of Chair and Members

Committee	Committee Chair Duties	Committee Member Duties
Utilities Overall Purpose: Maintains the potable water and waste treatment systems by monitoring and supervising the independent contractor who oversees, operates, and performs preventative maintenance on the systems	• Presides over monthly Committee meetings • Supervises potable water and wastewater technician • Keeps Committee and Board members informed on any breakdowns/failures in the potable water, irrigation, and waste treatment systems • Attends Agenda Planning and Board meetings presenting bids and presents recommendations for Board approval for potable water, irrigation, and waste management systems repair and equipment replacement • Submits monthly report to Board Secretary for monthly Board packet • Attends PLC Budget Committee Meetings • Presents Committee budget requests for routine and unexpected expenditures • Presents contracts for work needed in coming year • Monitors Utility Committee budget expenditures • Sends all records of Utility Committee business and decisions to the property management company for filing	Chairperson Specific Duties • Liaison to the New Mexico Department of Health Engineer • Oversees water/sewer meter readings • Responds to water/sewer alarm • Solicits bids and proposals for repair work and equipment replacement for potable water and waste management systems • Purchases needed water and wastewater treatment supplies • Sends invoices and receipts to property management company for payment • Follows up breaks in electrical and gas service from Public Service Company of NM • Reports results of water testing to PLC owners Members • Attend monthly Utility Committee meetings • Participate in discussions about utility matters and offer suggestions for improvement. • Assist Utility Committee Chair with duties as requested

Appendix D-10: PLC Committees: Duties of Chair and Members

Pool & Clubhouse Duties Overall Purpose: This responsibility is performed by one person during the time the pool is open and weekly for the Clubhouse.	Pool: To open for the swimming season: • Remove umbrella cover and take to Clubhouse storage area • Bring first aid kit (should be inspected) and test equipment to pool area • Place trash bag in trash can • Order \$100 check for New Mexico Environment Department to be hand delivered to inspector To Close at end of swimming season: reverse first 3 steps above Daily: • Test water for chlorine, PH, and temperature and adjust as needed using control dial in pumphouse ○ Chlorine – at lower level of test stick ○ Ph – around 7.2 ○ Temperature - between 82 and 84 F ○ Record on form provided As Needed: • Take trash bag to dumpster and replace • Check for cloudy water and call pool maintenance • Clean up trash on deck and in pool. Clubhouse: • Purchase toilet paper, paper towels, floor cleaner, soap and other supplies as needed. Leave on table for cleaning service to use and store. Send receipts and invoices to property management company for payment.
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Appendix E-1: Electronic Mail Administrator Responsibilities

The PLC UOA Electronic Mail Administrator responsibilities shall include:

- Manage the PLC UOA electronic mail system and its use in accordance with the Policy for the Use of Electronic Records by the PLC UOA Board of Directors and Committee Chairs
- Serve as the principal PLC UOA contact with the then-current electronic mail provider (IONOS) as of the effective date and as referred elsewhere in this document
- Respond to and resolve PLC UOA Board members' and committee chairs' questions and problems regarding the PLC UOA electronic mail system, contacting the IONOS help desk for support (as necessary)
- Investigate any user reports of problems with the PLC UOA electronic mail system
- Respond to and prioritize (as appropriate) IONOS alerts and notices, then advising PLC UOA Board members and committee chairs of issues or maintenance which may affect use of the PLC UOA electronic mail system
- Be alert to issues that may expose the PLC UOA electronic mail system to security lapses
- Promptly add and delete PLC UOA users as PLC UOA Board members and committee chairs change
- Revise PLC UOA Board members' and committee chairs' accounts as information changes occur
- Monitor the amount of data in PLC UOA users' electronic mail accounts to ensure that storage limits are not exceeded. Notify PLC UOA users that they should delete or otherwise manage their electronic mails to avoid exceeding their storage limits.

Appendix F-1: Contractual and Other Important Documents

Policy and Process

This policy is applicable to the management of contractual and other important documents (“Contract Documents”) for the Pueblo Los Cerros Unit Owners’ Association Board of Directors and committee chairs (collectively, the “Board”).

Regarding the management and storage of contractual documents and other documents which are important for the administration of the Board’s fiduciary responsibilities to the Pueblo Los Cerros Unit Owners’ Association, the Board shall appoint a contract manager (**“Contract Manager”**) who shall be responsible for the following tasks:

Basic Set-Up

- Maintain the template agreements that the Board may use to contract with vendors
- Coordinate with the association management company’s office manager, create and maintain a logical folder scheme for organizing and storing documents in the association management company’s online resource management software system

Contract Receipt & Review

- Obtain contractual documents as soon as they are executed
- Ensure all pages are included in the document obtained and the signatures of all involved parties are on the document
- If a printed version was received by the Contract Manager, scan that contractual document for storage in the association management company’s online resource management software system
- Save the document using the following file naming convention:
 - File name components: vendor name, item contracted, contract beginning and end dates (abbreviations may be used) (ex: abc company watering svc agmt 010120 to 123120);
 - If the term of a contractual document is perpetual, using 123199 as the end date;

Contract Distribution & Filing

- Email the scanned document to the association management company representative and office manager
 - Advise the association management company office manager where (i.e., which folder in the association management company’s online resource management software system) to post the document;
 - After the association management company office manager confirms that the document was posted, validate the document is in the appropriate folder and is legible.

Annual Duties

- Review the association management company’s online resource management software system to determine if expired or terminated documents may be removed from the current file and archived
- As needed, assist Board members to negotiate contracts with prospective vendors.

NOTES: