



Catalina Foothills Estates No. 9 Association  
PO Box 36225  
Tucson, Arizona 85740

Date: \_\_\_\_\_

### WELCOME LETTER

# SAMPLE

Dear \_\_\_\_\_,

Congratulations on the purchase of your new property and welcome to the neighborhood! We are happy that you have chosen the Catalina Foothills Estates No. 9 Association (CAT 9) as your new home. With this welcome letter we hope to provide a brief overview of our governing documents and answer some common questions about the features of our unique neighborhood association (Association).

#### **a. Governing Documents**

When you purchased your property, you agreed to be bound by the recorded Covenants, Conditions & Restrictions (CCRs) and by-laws for this neighborhood. Copies of the **CCRs** are attached and are available on our website at [www.CAT9.org](http://www.CAT9.org). Please note that the CCRs govern the conditions under which you are required to maintain your lot. FAQs about the CCRs are also included in the quarterly newsletter. Please read and become familiar with these documents. Should you have questions, please contact a member of the Board of Directors. Our **CAT 9 Contact List** is attached.

#### **b. Architectural Review**

The CCRs also restrict making improvements to your property so that we protect the unique attributes, appearance and environment of our CAT 9 neighborhood. These historical restrictions limit the architectural styles, paint colors, natural features, vegetation, and building heights so that we can maintain the “sense of place” of our picturesque Catalina Foothills. Per the CCRs (see Section 4), any “construction, installation, additions, alteration, repair, change or replacement of any Improvement” requires Board approval. Owners must also obtain written approval from the Board PRIOR to starting construction. To submit an architectural review request, please use the request form on our website at [www.CAT9.org](http://www.CAT9.org). A copy of the **Architectural Request Form** is attached.

#### **c. Board Meetings**

Our association is self-managed and the Board of Directors is a committee comprised of volunteers. Anyone wanting or willing to get involved in our community is welcome to run for a position on the Board, assuming they meet the qualifications. Our volunteer form is on our website at [www.CAT9.org](http://www.CAT9.org). We have multiple duties needing to be filled by volunteers and would appreciate any involvement. Many residents are previous Board members and continue to be involved in various ways for well-being of our neighborhood. The Board meets once a month except during July and August. Meetings are currently held on the second Tuesday of the month. The agenda and minutes are posted on the website at [www.CAT9.org](http://www.CAT9.org). Board members are asked to serve a two-year term.

#### **d. Annual Meeting**

The annual meeting of all subdivision homeowners is held in November of every year for the purpose of electing the new Board of Directors and for passing any amendments to the CCRs. Notice of this meeting is mailed to each homeowner of record in early October. The first meeting the newly elected Board of Directors follows on the same evening directly after the annual meeting of the homeowners.

**e. Annual and Special Assessments**

In order to cover the expenses for operation and management of the Association, each owner is required to pay an annual assessment of **\$300 every year**. Annual assessments are levied commencing on February 1, payable by March 1, and are for the period through January 31 of the following year. There are currently no special assessments.

**f. Trash & Recycling**

The Board of Directors is charged with maintaining the contract for trash service in this neighborhood. All property owners are required to use the designated trash service provider established by the Board and may not separately contract for weekly trash service from another provider. To establish services, temporarily hold services, or request special services/accommodations contact **Hughes Sanitation Services**. Please see the **Trash Guidelines** attached. The cost of trash collection is separate from annual assessment and must be paid directly by the owner to the trash service provider.

**g. Fire Protection**

Fire protection and ambulance service in this subdivision is provided by a private firm. Subscription to its services is voluntary and the cost is based upon assessed valuation/ square footage of your property. Should you not subscribe and need services, a hefty charge is levied on a time/usage basis. For additional information or to become a subscriber contact **RURAL METRO at (800) 645-9413**. Non-emergency, (520) 299-1411; In an emergency, dial 911. In some cases, Rural Metro may also assist in removing unwanted rattlesnakes from your property, depending upon the circumstance.

**h. Weight Restrictions**

CAT 9 has a weight restriction of five (5) tons for its private roads for service providers like garbage trucks, moving vans, heavy equipment, etc. Large trucks break up our roadways and shoulders at great expense to our Association. Roads owned and maintained by the Association are: Altos Primero, Altos Segundo, Altos Tercero, Calle Los Altos, Circulo Solaz, Placita Manzanita, Solaz Primero, Solaz Segundo, Solaz Tercero, and Solaz Cuarto. Please report any large trucks traveling on our private roads so that the Board may take corrective action.

**i. Neighborhood Watch**

To provide an extra measure of security and safety within our subdivision, CAT 9 participates in the Pima County Neighborhood Watch program. Through this program, neighbors are encouraged to communicate with each other about crime and safety concerns in the neighborhood. **Our area leader is Tung Bui, [tung.bui@alum.utoronto.ca](mailto:tung.bui@alum.utoronto.ca). Please contact him directly with any questions or safety issues. Please note:** The Neighborhood Watch is separate and apart from the Board and is not a Board function. The Association disclaims all liability associated with the Neighborhood Watch.

We hope that this information was helpful. Please let us know if you have any interest in joining the Board of Directors and/or if you have any other questions about our Association. Thank you in advance for your compliance and cooperation.

Sincerely,  
*CAT 9 Board of Directors*

**SAMPLE**

Attachments: 1) CAT 9 Contact List; 2) Trash Guidelines; 3) CCRs; 4) Architectural Review Forms