

The Pointe South Mountain Residential Association



Homeowner's Handbook

Compliments of Rick Mauch.

The Pointe South Mountain Neighborhood Specialist and
Associate Broker with Keller Williams Realty Sonoran Living.

Questions call 480-221-3140.

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Pointe South Mountain Homeowners Association

Homeowner's Handbook

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Welcome to The Pointe South Mountain



Welcome to the Pointe South Mountain Residential Association (PSMRA), and to our unique community in the mountains. As an owner, you are a member of its Homeowners Association (HOA). PSMRA's volunteer Board of Directors look forward to working with homeowners in a joint effort to sustain and enhance our unique master-planned community. This PSMRA Homeowner's Handbook is an overview of our Homeowner Benefits and Assurances (HB&As), rules, and policies and has been compiled as a reference for community members and residents.

This booklet is a living document and is subject to change based on a majority vote of the Board of Directors. It is intended as a summary only and is not a substitute for the recorded Articles of Incorporation, Declaration of Homeowner Benefits and Assurances, or By Laws.

A professional management company manages the business and financial affairs of PMSRA. Questions, concerns, and/or emergencies should be directed to **Brown Community Management, 480-539-1396**. Please do not ask workmen who are on the premises to provide any special services or repairs.

While efforts are made to revise this document from time to time, individual updates may be noted on the website until such time as the booklet can be entirely updated. Please refer to the website <https://pointesouthmountain.nabrnetwork.com> (and the HB&As) to ensure comprehensive understanding of the PSMRA rules.

About Us

Our PSMRA community includes 841 units (single family homes, garden homes, and courthomes that share a lovely Mediterranean architecture) surrounded by beautiful landscaping throughout its common areas and walkways. The community is nestled near the Pima Canyon Trail entrance to South Mountain Park/Preserve, one of the largest municipally managed parks in the nation and consists of three mountain ranges covering more than 16,000 acres.

History: Our community is comprised of homes built by several different builders, with the units often referred to by the builder's name.



Gosnell Attached Garden Home

Gosnell built attached garden homes (aka patio homes, attached homes or duplexes). Gosnell also built a few single-family homes.

Blandford built most of the remainder of the single-family homes that are generally larger and located in the southern section of the community



Blandford Home



Gosnell Courthome

Gosnell also built courthomes (aka townhouses or condos), which are identified by their carports, open front yards, and awnings.



Capistrano Courthome

Capistrano built courthomes, identified by their enclosed courtyards and garages.

Amenities

Pools, Spas, and Parks in the Community

- Vantage Pointe Pool and Spa (north of Caldwell St., west of 48th St. gate)
- 48th Street Pool and Spa (north of Euclid Ave., south of 8639 48th St. courthomes)
- Siesta Pool and Spa (north of 5019 Siesta Dr. courthomes, inside Hazel Drive/51st St/Siesta Dr. loop)
- Monte Way Pool and Spa (parking entrance off Monte Way just east of 48th St.)

Basic Pool Rules: Our community pools are intended solely for PSMRA residents and their guests.

There are no lifeguards on duty; therefore, pool safety is the sole responsibility of the individual resident.

Children under 14 years of age must always be accompanied by an adult and supervised.

Swimsuits are required, and children in swim diapers are allowed. Pets or glass items are always prohibited in the pool areas. When arriving and departing the pool area, residents are required to secure gates in a locked position. Propping gates open or tampering with the closing devices is prohibited.



Vantage Pointe Pool

Our management company issued one pool key (each) to current owners. This pool key functions for all pools. New owners need to ensure they obtain their key from the previous owner. Pool key replacements are available from Brown Management for \$100.

For the enjoyment of homeowners, PSMRA also owns and maintains a park, as well as four fountains:

- 51st St. Park is located at 9221 51st St., east of Pointe Parkway at the intersection with Paseo Way.
- Three other fountains are located within the Caldwell St. cul-de-sac, within the 47th Place cul-de-sac and at the intersection of Monte Way and 50th St.

A Gated Community



48th Street Gate

Our community has a gate on 48th St. at its North entrance, and residents must enter a code into the gate's keypad to open/close the gate or use the PSMRA key fob. The key fob is available for purchase at Brown Community Management.

Governing Structure

The affairs of the Pointe South Mountain Residential Association are managed by a Board of Directors made up of seven homeowners who are elected by our homeowners at the annual meeting, held on the 2nd Tuesday in December. These Board members volunteer their time to the PSMRA. Officers are elected by the Board of Directors and Committee Chairs are elected by the Committee members. The Pointe South Mountain Residential Association (PSMRA) is an Arizona non-profit corporation empowered to act on behalf of its members. Each homeowner is a member of the Association and as such, encouraged to participate in the governance and/or social activities of the Association.

Homeowner's Board of Directors

PMSRA functions like most other planned residential communities that own property in common and are governed by a Homeowners Association (HOA). Policies are set by the Board of Directors. The Board receives recommendations from our committees, as well as professional staff. The Directors oversee and manage all the operations. The Community Manager is responsible for the day-to-day business, including the operation and maintenance of the facilities, roads, common areas, security patrol, gated entrance, etc.

Committees/Advisory Groups

PMSRA's Standing Committees and Advisory Groups are volunteer homeowners who perform important services and functions for the Board and staff. They also make recommendations to our Board to ensure that our community remains the special place that it is. Our current Committees, Ad Hoc Committees, and Advisory Committees include:

- Architectural Control & Landscaping (ACC)
- Courthome Advisory Committee
- Hospitality Committee
- Vantage Pool Committee
- C.H.A.R.M. Committee
- Wash Area Structural Committee
- CC&R Revision Committee

Meeting & Events Schedule

1st Tuesday: Courthome Advisory

3rd Tuesday: HOA Board Meeting

1st Wednesday: Hospitality Committee Meeting

Thursday Prior to Board Meeting: ACC Meetings

1st Monday: Street Sweeping*

December: Annual Meeting

**Street Sweeping: please remove vehicles from street (if possible)
Sunday night or early Monday morning to allow for proper cleaning.*

HB&As

The PSMRA Homeowner Benefits and Assurances (HB&As) comprise the governing documents and guidelines for our community and serve as a reference for community members and residents. These important documents can be viewed and obtained from Brown Community Management: (<https://pointesouthmountain.nabrnetwork.com/files/535/dyn1005/CC%26Rs.pdf>) Also available from the management company are the PSMRA Articles of Incorporation and By Laws. In addition, following these guidelines does not replace the HB&A requirement to submit applications to the Architectural Control Committee (ACC) for approval of any exterior modifications, landscaping changes, etc. per sections 3.7 and 3.9 of our Declaration.

Insurance

In reference to Section 11 of the HB&As, PSMRA purchases hazard and liability insurance for the Common Area. In addition, the Association must purchase hazard and liability insurance to cover the courthomes. Note that such insurance does not cover single-family or garden homes and does not cover the contents of the courthomes, single-family and garden homes. Owners are advised to purchase insurance covering hazards, theft, and liability per their personal/individual requirements or those of their mortgage-holder.

Association Dues

Association costs are paid by the members according to the normal assessments defined by the Board annually. Note that there are two types of dues: If you own a single-family home or garden home, you pay only the Association **Common Area** dues. If you own a courthome, you pay both **Courthome Maintenance** dues and Association **Common Area** dues, which are combined on to one statement and paid monthly.

Common Area dues are paid by all members and are determined by a budget approved by the Board to cover operating costs plus a prudent amount for reserves (to cover long-term or unexpected expenses) for the Common Area only (e.g., pools, spas, fountains, parks, private streets).

All single-family and garden homeowners are solely responsible for the maintenance, repair, and expenses for their own property, including the exterior of their homes and both their front and back yard landscaping.

Courthome Maintenance dues are paid only by members owning Courthomes and are determined in a similar fashion as the Association Common Area dues, but solely for expenses that are used for the benefit of the courthomes. Courthome owners are responsible for the repair and maintenance of the inside of their courthomes and their enclosed yards, which includes the front yards for the Capistrano units.

Architectural Control & Landscape Guidelines

To help protect each individual homeowner's rights and property values, **PSMRA's Homeowner Benefits and Assurances (HBA)** require the homeowner to notify and gain approval of the **Architectural Control Committee (ACC)** before making any **additions, deletions, or changes to landscaping or architectural components**. This applies to structures, improvements, pools, courts, additions, changes, expansions, alterations, repairs, painting, landscaping, excavation, or other work which, in any way, affects or alters the exterior appearance of any residence. Changes made without prior approval are subject to citation and/or fines. The following guidelines do not eliminate the need for submission of plans to the ACC for approval. This is a simple process and requires the completion and submission of a form available from the Brown Community Management company's website: <https://pointesouthmountain.nabrnetwork.com/dyndocuments.php?group=1003>.

Exterior Modification Guidelines

Any changes to the exterior appearance of the home or property requires ACC approval. In addition, certain home improvements require separate permits, approvals, and inspections from the building or zoning departments of the City of Phoenix. Current ACC Guidelines, paint and awning colors are available to all homeowners online or upon request by contacting the management company.

Accessories

Evaporative coolers, pre-coolers and the like shall be prohibited. No clotheslines, service yards, wood piles, basketball apparatus, freestanding mailboxes or newspaper receptacles, exterior storage areas, sheds or structures, heating or air conditioning equipment, or other exterior fixtures, machinery or equipment shall be permitted except with the prior written approval of the Architectural Control Committee. Any such use or equipment as is approved and authorized shall be attractively screened or concealed (subject to all required approvals as to architectural control) so as not to be Visible From Neighboring Property. No automobile, truck, or other vehicle, regardless of ownership, age, condition, or appearance, shall remain on any Residence in any manner which could be construed as being stored, neglected, abandoned or otherwise not in active use.

Satellite Dishes, Cable, and Outdoor Speakers

Under the Telecommunications Act of 1996, HOAs must allow satellite dishes less than one meter (39") in diameter. See the existing policy at <https://pointesouthmountain.nabrnetwork.com/files/535/dyn1003/Satallite%20Dish%20Requirements%202020.pdf>.



Additional wiring and/or boxes necessary for telephone and/or internet service must be painted to match the exterior building color and firmly attached.

Radio, television and other receivers, transmitters and antennae which are Visible From Neighboring Property are prohibited.

No outside speakers or amplifiers shall be permitted except with the prior approval of the Architectural Control Committee. All speakers, amplifiers, radios, and other means of emitting sound, whether located inside or outside of a Residence, shall be subject to regulation by the Board as to noise levels and time of use.

Screens, Canopies, Awnings, and Misters

Roll-up sunscreen curtains are permitted, with ACC approval, in neutral mesh to match the desert Navajo White (Dunn-Edwards) color of the house and constructed without a valance. Curtains should be rolled up to hide under the fascia when not in use. Sunscreen material and frames must color-match existing ones on the building. Canopies may be approved for 2nd floor single family or garden home balconies if using approved awning colors. New and replacement awnings require prior approval and must be an approved color. The homeowner is responsible for cost and upkeep for garden and single-family homes. Courthouse awnings are maintained by the HOA.

Misters also require ACC approval and may be allowed around patio fascia of single family and garden homes when painted to match fascia color or done in copper that will oxidize to a verdigris finish.

Security and Lighting Equipment

Courthouse owners may not install or attach any lights, fixtures, wires, hooks, etc., to the exterior of any building, which are maintained by the HOA.

Low voltage exterior lighting is recommended for all homes. Exterior house lights should be in Spanish/Mediterranean theme, as per the original Gosnell design, and should meet UL specifications. Lights can also be modified for additional security with timers or automated light sensors. Motion detector security floodlights should be installed on the back and sides of the dwelling only – no front yards. They should be installed under eaves, existing balconies or under patio fascia. Wiring or conduit should be under the fascia and not visible from the street. **All exterior lighting requires ACC approval except porch lights and other customary, indirect non-colored lighting.**

Security doors attached to the existing door frame are permitted, with ACC approval, and should be of welded construction, and backed with an expanded metal screen. Door patterns should be in keeping with the Mediterranean theme of PSMRA.

Property Maintenance

Homeowners are responsible for the appearance and maintenance of their residence and the property they own, especially the landscaping. The only exception is the exterior maintenance of the courthomes (structure only) which is the responsibility of the Association and paid for using funds from the courthome budget. The Association is also responsible for the appearance and maintenance of the Common Areas.

If a homeowner will be away from home for more than a few days, he/she should provide emergency contact information to the management company. It is also prudent to provide that same information to a trusted neighbor. During an extended absence, the homeowner must provide for the maintenance of the residence and the property they own, especially the landscaping.



ISSUES

WE ALL HAVE 'EM, I'LL FIX 'EM

GENERAL HOUSEHOLD MAINTENANCE

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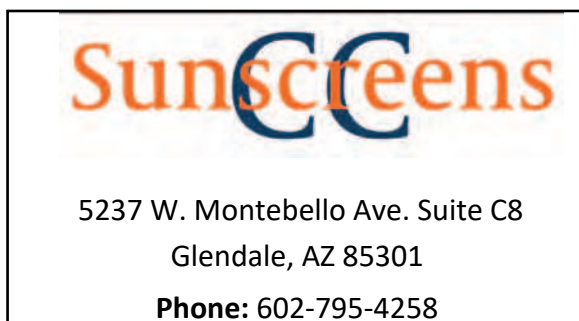
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Who is Responsible for What?

Description	Homeowner	HOA
Courthomes		
Backyard landscaping	X	
Front yard unenclosed landscaping		X
Roof maintenance, leaks		X
Exterior painting (exterior walls, outside fence, carport)		X
Pergola, balcony, awnings, deck, fence, gate repairs, skylights		X
A/C unit, windows, window screens	X	
Plumbing, inside residence	X	
Plumbing, common area		X

Single Family Homes / Garden Homes		
Backyard landscaping	X	
Front yard landscaping	X	
Roof maintenance, leaks	X	
Exterior painting (exterior walls, outside fence)	X	
Pergola, balcony, awnings, deck, fence, gate repairs, skylights	X	
A/C unit, windows, window screens	X	
Plumbing, inside residence	X	
Plumbing, common area		X

Fences, Gates, and Walls

Golf course fences on single-family homes are black wrought iron with or without verdigris finish as specified by the builder. Fences require ACC approval. Fences in the older Gosnell homes are black. Capistrano courthome fences are black. Courthome fences are also black wrought iron.

To maintain safety of small children or pets, homeowners may request to modify a rear fence by adding: wrought iron stubs 1" to 1 ½" by 5' high which can be installed between existing gate or fence rails and painted to match the existing fence, or 12" high ½" square mesh painted to match the color of the rear yard fence.

All gates will be black as defined by the HB&As or the color painted by the original builder. No solid gates are allowed; must be constructed of iron, with black finish or the color of other gates provided by the original builder and may, but are not required to have, simple scrolls or designs in a Mediterranean style.

Courthome owners may request approval of a gate installation to access the rear of the property if not provided by the builder. Double gates are not permitted. Front entry gates must be pre-approved by the ACC, and in the Mediterranean style. Gates are not to exceed 6' in height and are to be black to meet HB&As or the color of other gates in homes by the same builder.

Exterior block party walls can be up to 6' in height, with stucco finish and painted in the color that matches existing residence walls. Exceptions will be considered individually through request to the ACC. Changes in walls must be pre-approved. Stucco privacy walls or lattice walls with plants must be installed around Jacuzzis or pool equipment and painted the color of the house.

Landscaping Guidelines

Each new application for landscape changes is individually reviewed for adherence to basic minimum requirements, aesthetic appearance, and water use. The ACC continues to expect the

minimum requirements for trees, palms, and bougainvillea as outlined in Section 3.7 of the HB&As. Minimum requirements should be selected from the recommended plant list and may be chosen at the homeowner's discretion.

Individual landscaping shall be in keeping with the overall lush Mediterranean look of PSMRA. Homeowners are encouraged to select low-water trees, shrubs, ground coverings, and vines when installing new landscaping or retrofitting existing landscaping. The



recommended plant/tree list as well as ACC request forms are available on the Brown Community Website <https://pointesouthmountain.nabrnnetwork.com/files/535/dyn1003/ACC-Application%20Revised%20Jan%2016%202020%20Combined-01.16.2020.pdf>. Consultation with or employment of a certified landscape designer is strongly recommended.

Each homeowner shall install a water efficient irrigation system (buried under ground), utilizing drips and bubblers as appropriate. The irrigation control system should be accessible, and constant runoff from landscaping will be subject to a fine.

No deciduous trees shall be permitted without the prior written approval of the ACC. Landscaping shall be regularly maintained. If any shrub, tree, palm, vines, or ground covering perishes, it shall be replaced immediately with identical item of equal or greater size. Shrubs, trees, palms, and ground coverings shall be trimmed, lawns shall be mowed, and weeds must be removed.

No owner shall allow any condition that shall induce, breed or harbor plant disease, noxious insects, standing water or weeds. Homeowners with out-of-state permanent residences shall make prior arrangements to maintain their yards.

How to Apply for ACC Approval

Please visit the Brown Community Management website at <https://pointesouthmountain.nabrnetwork.com/files/535/dyn1003/ACC-Application%20Revised%20Jan%2016%202020%20Combined-01.16.2020.pdf> to fill out the request form.

Water Metering

Single-family homes have individual city meters and are billed for water usage by the City of Phoenix. Garden and courthomes share Association lines and are billed by the Association. Most garden homes and some courthomes have sub-meters, so that their individual water usage will determine the amount of their water bill. Residences without individual meters or submeters are billed an equal portion of the community's water and sewer usage. To lower their monthly water fees, residences without sub-meters may have an approved sub-meter installed and maintained at their own expense to measure their total water usage. After installation, the resident must notify the management company to begin reading their meter and provide a separate water/sewer bill monthly, along with a small fee to read the meter.

General Association Rules

Every community is governed by rules established for the betterment of the residents. Inevitably, there will be instances when a homeowner violates one or more rules — intentionally or unintentionally. In such cases, the homeowner will receive a notice from the management company explaining the violation, the proposed remedy, and a timeline for correction. If the homeowner feels that the notice was issued in error, he/she may appeal the case to the Board — either in writing to the community manager and/or by appearing before the Board in Executive Session.

If the violation is not corrected in a timely manner, the Board may impose a fine for every day of non-compliance.

In some severe cases , the Board may contract for work to correct the violation and bill the homeowner for the work performed.

Leasing/Renting

You may lease your residence but only in its entirety — it may not be subdivided. The lease must be for a term of at least six (6) months per Section 3.1 of our HB&As and a Tenant form must be submitted to Brown Management (<https://pointesouthmountain.nabrnetwork.com/files/535/TENANT%20-%20owner%20registration%20form%2004.09.2020.pdf>). Note that Arizona State Law also requires that you register the leased property with the Maricopa County Assessor (ARS 33-1902). The owner of a leased residence is responsible for the conduct of their tenants and guests -- both in the residence and throughout the community. It is important that the owner inform their tenants of the rules and responsibilities of all residents.

Signage/Flags

No advertising, billboards, or displays of any kind are permitted within the PSMRA community. For Sale, For Rent, or For Lease signs are permitted if they are commercially made and do not exceed 18" x 24" in size.

Solicitation/Sales

Door-to-door solicitation, along with the distribution or posting of leaflets, handbills, brochures and all other forms and manner of solicitation is prohibited.

Garage Sales

Garage and/or Estate sales are **not** permitted within the PSMRA community at any time.

Parking Policy

The following is only a general overview of the parking policy, please visit the website to see the entire policy: <https://pointesouthmountain.nabrnetwork.com/files/535/dyn1005/PSM%20Parking%20and%20Enforcement%20Policy%20CURRENT.pdf>

Residents may not park vehicles overnight on any street except in marked locations on Hazel/Siesta, 51st Street, and Winston Drive.

Commercial/recreational vehicles i.e., any vehicle that is being used for commercial purposes and/or a vehicle with commercial signage, trucks (except pickups), buses, recreational vehicles, trailers, boats, dune buggies, campers, and the like may not be parked anywhere on PSMRA property where visible from neighboring property. Pickup trucks with toppers or shells no more than 12" higher than the cab are permitted.

Mobile mini-storage units or any type of roll off storage containers are not to be placed anywhere without first having obtained written authorization from the Management Company. Prior to obtaining authorization, any owner or resident must furnish the Association with an Additional Insured Endorsement from their homeowner's insurance company, which names the Association as an additional insured.

Red or Tow-Away Zones: Red curbs or gutters, and/or "No Parking" signs signify areas that are not to be used for any type of vehicle parking at any time, unless permission is specifically stated on the sign. If a section of roadway is posted as a tow-away area, in accordance with the City of Phoenix Ordinance, vehicles parked in the area are subject to immediate towing or disabling.

Vehicle Storage: Any vehicle remaining on common area property for longer than 7 days, without moving, is considered stored and subject to penalty. Longer periods will be considered by request to the Management Company. Vehicle covers are only permitted in carports and private driveways. The cover must be in good condition and an appropriate fit for the vehicle.

Parking Enforcement Map



Trash/Recycle

Trash Rules

Please place trash bags, tied securely, inside your trash bin and snap the lid on tight. **Mark your bin with your address or lot number.**

Trash bins MUST be a durable plastic trash bin. This will reduce spillage and protect our local wildlife and pets from accessing the trash.

Place trash out for pick-up in a trash bin at the corner of your driveway Monday after 6:00pm or Tuesday before 5:00am.

For the second weekly trash pickup, place trash out for pick-up in a trash bin at the corner of your driveway Thursday after 6:00pm or Friday before 5:00am.

Recycle Rules

All recyclables must be in a container and NOT bagged. Place recycling out for pick-up in a trash bin at the corner of your driveway Tuesday after 6:00pm or Wednesday before 5:00am.

ALL TRASH/RECYCLING BINS must be returned from the street to its residence by 6:00pm the day of pickup.

Pets

We are a pet-friendly community! To keep our community safe, clean, and friendly, we remind all residents that they must comply with the following:

- All pets are prohibited from being unleashed outside your property at any time, and should be kept on a leash no more than six feet in length while on walks
- Maricopa County has a leash law that is applicable throughout PSMRA
- Do not allow your pet to enter a neighbor's property

- Always carry a plastic bag or paper towel to clean up after your pet or use one of the pet waste centers located at (see map below):
 - 48th Street and Winston (2)
 - Hazel and 48th Street
 - Euclid Pool
 - Euclid and 48th Street
- Pets may not make excessive noise



What's Nearby

Arizona Grand Resort and Spa

There is something for everyone at the Arizona Grand, which borders our Pointe South Mountain community. Residents here enjoy a rich history with the resort, which at one time was part of the Pointe South Mountain residential complex. Today, residents can enjoy discounted memberships to the Arizona Grand, which offers a unique hotel experience, casual and fine dining, a 20,000 sq.-ft. athletic club, and a full-service spa. The Grand's 7-acre Oasis boasts a giant wave pool, a 25-person hot tub, the Valley's only side-by-side active river, and two water slides. Many residents also take advantage of the Grand's par-71 golf course with its dramatic elevation changes and breathtaking mountain vistas. For more information, visit <https://www.arizonagrandresort.com/>.



South Mountain Park



Dobbins Lookout

Residents here at Pointe South Mountain are neighbors to South Mountain Park, one of the largest urban parks in North America. Designated as a Phoenix Point of Pride, the park offers 58 miles of and mountain biking for all ability levels, many of which were constructed in the early 1930s. Trails are accessible from several park entrances/ parking lots. Residents here enjoy the nearby Pima Canyon entrance, and many also make the short drive to visit Dobbins Lookout, which offers north-facing views of the city from the

highest accessible point in the park (2,330 feet). A stone ramada at the top offers shady seating, and a small observation platform from panoramic views. Many hikers search out the hundreds of petroglyphs throughout the park. For more information about park hours, trailheads, and hiking tours, visit <https://www.visitphoenix.com/things-to-do/outdoors/biking-hiking/south-mountain-park-and-preserve/>.

Rustler's Rooste

Rustler's Rooste was established in 1971. The legend goes that the original site, atop a butte in the foothills of South Mountain, was a hideout for cattle rustlers. Today, it is Arizona's Legendary Cowboy Steakhouse. It is located 15 minutes from downtown Phoenix and



Tempe, 20 minutes from Scottsdale, and 10 minutes from the airport.

Rustler's Rooste is a 2-story building with a Saloon on the top level. Stroll over the indoor waterfall and take the slide into the dining room (for the faint of heart, there is a staircase). Both areas are bordered on the north side by large plate glass windows that provide an unparalleled view of the city lights.

Be a Good Neighbor

- Try to be noise-conscious and aware of the time of day
- Garage doors should be kept closed for both appearance and security

Homeowners and residents have the responsibility to stay current on PSMRA Rules and Regulations, which can be found on the community website: (<https://pointesouthmountain.nabrnetwork.com/myhoaresources.php>).

Resident Resources

NON-EMERGENCY CRIMESTOP	602-262-6151
Phoenix Police (South Mtn Precinct 400)	602-495-5004
Brown Community Management	480-539-1396
Abandoned Vehicles	602-262-6151
Animals: Barking Dogs	602-262-6466
Dead Animal	602-262-6791
Stray Animal.....	602-506-7387
Drug Enforcement.....	602-275-5886
Garbage.....	602-262-7261
Illegal Dumping	602-262-7251
Water in Street.....	602-262-6251
Cox Communication.....	623-594-1000
Salt River Project.....	602-236-8888
US Post Office 51st & Ahwatukee	800-275-8777