



Policy Memorandum

Of

***Shadow Rock Ranch Property
Owners Association, Inc.***

**Trailer, Recreational Vehicle, and Camper
Policy**

Policy Memorandum 7-07

1 July 2008

Version 1.0

Shadow Rock Ranch Property Owners Association
Yavapai County, State of Arizona

Record of Change

Version#	Publication Date of Change	Authority for Change

Trailer, Recreational Vehicle, and Camper Policy

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Table of Contents

1.0 GENERAL.....	1
2.0 POLICY.....	1
3.0 RESPONSIBILITIES.....	2
3.1 GENERAL	2
3.2 OWNER GUIDELINES	3
4.0 ENFORCEMENT OF ADMINISTRATIVE POLICY.....	4
4.1 SPECIFIC ADMINISTRATIVE ACTIONS	4
4.2 SPECIFIC LEGAL ACTIONS	5
5.0 REFERENCES.....	5

Trailers, RV's, and Campers At Shadow Rock Ranch

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Administrative Notes

Note #1. References to gender are intended to be gender non-specific.

Note #2. The Board Secretary is the office of record for the Association policies, Board minutes, posting of material to the website, election materials, certification of officers, and Association legal documents.

Note #3. The Treasurer is the office of record for the Association's tax filing, property liens & foreclosures, incorporation fee payments & collections, resident agent & annual reports to the State of Arizona, and all other budget and financial matters.

Note #4. The SRRPOA and its BoD management body may be referred to as the **Association** and terms used interchangeably.

Trailers, RV's, and Campers

1.0 GENERAL

a. This document prescribes policy pertaining to the use or trailers, recreational vehicles (RVs), and campers within the boundaries of Shadow Rock Ranch. For the purposes of this policy, "camper" means a truck with shell over the bed affording shelter to occupants from inclement weather or the natural outdoor environment, towed camping facility, or enclosed accommodation residing in the bed of a truck. A "recreational vehicle" is any type of vehicle that is motorized or towed that affords shelter to the occupants from inclement weather or the natural outdoor environment.

b. A dwelling unit built prior to June 15, 1976, on a permanent chassis, capable of being transported in one (1) or more sections and designed to be used with or without a permanent foundation as a dwelling and placed within applicable zoning use districts when connected to on-site utilities including an adequate sanitary sewage disposal system approved, installed and operational. The term "Mobile Home" does not include recreational vehicles, travel trailers, manufactured homes, multi-sectional manufactured homes or factory built buildings. Mobile Homes can no longer be installed in Yavapai County except in Mobile Home Parks.

2.0 POLICY

a. Trailer's, R.V.'s, or campers containing living or sleeping quarters may not be placed upon the premises as a permanent or semi-permanent residence without

23 a specific permit from the County of Yavapai. Planning and Zoning Ordinances apply to
24 placement and use of all Travel Trailers and RVs. Owners should refer to the County
25 Ordinances for specific rules regarding a proposed use. No Travel Trailer or RV can be
26 placed under any circumstances without a Building Permit and Septic Permit being on
27 file with the County.

28 b. Occupancy of temporary housing, including travel trailers, recreational
29 vehicles, park models and single-wide manufactured homes during the construction of a
30 permanent dwelling is allowed during the twenty-four (24) month period after the
31 issuance of a building permit (and the building permit remains valid). A permit must be
32 obtained prior to occupancy of the temporary housing. One (1) extension of time for use
33 of a recreational vehicle, travel trailer, park model or single-wide manufactured home as
34 temporary housing may be granted at the discretion of the Yavapai County
35 Development Services Director for a period not to exceed twelve (12) months. Further
36 extensions will require a **Use Permit**.

37 **3.0 RESPONSIBILITIES**

38 **3.1 General**

39 The provisions of this policy shall be deemed minimum requirements
40 designed to govern the division and use of land in order to: secure safety from fire,
41 panic and other dangers; provide adequate light and air; prevent overcrowding of land
42 and avoid undue concentration of population in certain areas; facilitate adequate
43 provision of transportation, water, sewerage, schools, parks and other public
44 requirements; maintain and promote stable values of land and structures. These

45 provisions shall govern whenever they are more stringent than any other statute,
46 ordinance, legal covenant, agreement or contract, but shall not abrogate any other such
47 requirement which is more stringent or restrictive than these provisions.

48 **3.2 Owner Guidelines**

49 a. A property owner may park or store any number of personally owned
50 (and for personal use) travel trailers, motor homes, recreational vehicles, boats, boat
51 trailers, utility trailers, or other similar items designed for personal non-commercial uses
52 outside on residential property where a primary residential use has been established. No
53 more than one (1) travel trailer, motor home or recreational vehicle, boat, trailer, etc.
54 which is owned by a party other than the present owner or tenant of the property shall be
55 stored. No travel trailers, motor homes or recreational vehicles on residentially zoned
56 parcels or lots shall be used or made suitable for use for long-term occupancy without a
57 Temporary Dwelling Permit or Use Permit. Evidence of an intention for long-term
58 occupancy shall include at least three (3) of the following:

- 59 1. Being hooked up to power.
- 60 2. Being hooked up to water.
- 61 3. Being hooked up to sewer or septic facilities.
- 62 4. Being raised or leveled by means of jacks or blocks.
- 63 5. Having a mailbox.
- 64 6. Having any attached or adjacent structure or improvement that
65 enhances the onsite livability and/or decreases the mobility of the vehicle.
- 66 7. Removal of wheels or axles or hitches on a vehicle normally
67 fitted with wheels and axles and/or hitches.

68 b. Temporary use of a travel trailer, motor home or recreational vehicle as
69 an occasional overflow guest room for non-paying or non-reimbursing relatives or
70 guests is authorized as outlined provided such interim use does not exceed ninety (90)
71 days of continuous duration or a total of ninety (90) days in a year or one (1) twelve (12)
72 month period. Temporary use of recreational vehicles shall be only authorized upon
73 satisfaction of the following performance criteria:

74 1. Subject property is occupied by a permitted primary residential
75 structure.

76 2. The Environmental Unit shall be furnished with information to
77 determine that the septic or sanitary facilities are adequate to accommodate additional
78 effluent from the temporary recreational vehicle (RV) unit installation.

79 3. Verification by the Land Use Specialist that the foregoing criteria
80 have been addressed prior to authorizing occupancy of the unit.

81 c. All boats, trailers, motor homes, travel trailers, recreational vehicles
82 shall be kept in reasonable repair and operable and neatly arranged.

83 **4.0 ENFORCEMENT OF ADMINISTRATIVE POLICY**

84 **4.1 Specific Administrative Actions**

85 Individuals found in violation of this policy may be subject to the following
86 administrative procedures by the BoDs:

87 1. Censorship by the Association.

88 2. Removal of Association voting privileges.

89 3. Fines imposed by the Association.

90 4. Removal from Office, position, or assigned responsibility as decided by
91 the BoDs.

92 5. Removal of Association benefits and privileges.

93 6. The County of Yavapai has determined that each day's continuance of
94 a zoning violation shall be deemed a separate offense. The maximum penalty for each
95 offense shall be:

96 a. Seven hundred fifty dollars (\$750.00) for an individual; or

97 b. Ten thousand dollars (\$10,000.00) for any enterprise
98 corporation, association, labor union or other legal entity.

99 **4.2 Specific Legal Actions**

100 Individuals found in violation of this policy are subject to the following legal
101 or criminal procedures by the BoDs:

102 1. Referral of conduct to the Association attorney for criminal investigation

103 2. Referral to law enforcement for criminal investigation.

104 3. Filing of charges by the BoDs on behalf of the Association with the
105 State's Attorney General.

106 4. The maximum penalty for each offense shall be a Class 2
107 misdemeanor as established by the A.R.S.

108 **5.0 References**

109 Yavapai County, "Planning and Zoning Ordinance", Chapter 4, Use Districts,
110 Sections 400 and 410.

111

Shadow Rock Ranch Property Owners Association
Yavapai County, State of Arizona

112

113 **Date:** 1 July 2008

114 **Authorized By**

115

116 SRRPOA BoDs

117

118 **Approved for Implementation By**

119

120

A handwritten signature in black ink, appearing to read "Joanne McClure". The signature is written in a cursive style with a large, looping initial "J".

121 Joanne McClure

122 President

123 Board of Directors

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