



*Welcome to  
Colonia Encantada  
~ Scottsdale, Arizona*

*Realtor Information*

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## Welcome Realtors

We welcome all Realtors to our community and hope you have a pleasant experience, whether representing a buyer or seller. You will find our community to be a Scottsdale gem with its Spanish architecture, lush landscaping and many amenities. The information included here is intended to help you become familiar with our community and the policies affecting your role in sales and leasing in Colonia Encantada. The same documents can be found at our website: [www.coloniaencantada.net](http://www.coloniaencantada.net).

~ Board of Directors

Colonia Encantada Homeowners Association

## Colonia Encantada History

Colonia Encantada is Spanish for Enchanted Colony or Village. The community was built in three phases from 1979 to 1981 by Geoffrey H. Edmunds & Associates, Inc. of Scottsdale, a well known and respected builder. He has been given many awards for the excellence of his work and established a reputation for building the most exclusive, best designed and most successful projects in Scottsdale. Colonia Encantada fits perfectly into this category.

Seventy-nine (79) townhouses are in Colonia Encantada, nineteen (19) of which are located on the Palm Course of the McCormick Ranch Golf Course. There are five different floor plans: two single level (Casa Viejo, Casa Baja) and 3 two-level (Casa Santiago, Casa Redondo, Casa Rica). Recreational facilities include an eighty (80) person capacity clubhouse with fireplace, kitchen, exercise room, restrooms, showers, 2 lighted tennis courts, 2 swimming pools (1 heated), a whirlpool spa, covered ramada with tables, chairs and gas barbecue grill. There is also an enclosed dog park within the community.

There is a five (5) member Board of Directors, elected by the homeowners at the Annual Meeting each March. The Board employs a professional Property Manager for the day-to-day management of Association business. The gatehouse is staffed on a twenty-four (24/7) hour basis.

# Colonia Encantada Homeowners Association

Please take a moment to visit our web site at:  
***[www.coloniaencantada.net](http://www.coloniaencantada.net)***

This web site contains community information, such as:

Rules and Regulations  
Governing Documents  
Newsletters  
Board Meeting Minutes  
Realtor Information

## Mission Statement

The Board of Directors is committed, through thoughtful stewardship, to build harmony, respect the Associations' governing documents and laws of Arizona, and to provide guidance that continues to enhance and enrich our community.

## Property Manager

**Heywood Realty & Investment Inc.**  
**Larry Heywood, CPM**

42 South Hamilton Place, Suite 101  
Gilbert, AZ 85233  
Ph. 480.820.1519 Fax: 480.820.1722

[larry@heywoodrealty.com](mailto:larry@heywoodrealty.com)

Contact the Property Manager, Larry Heywood, for

Current HOA Monthly Assessment  
Possible Special Assessment

**COLONIA ENCANTADA  
OPEN HOUSE AND FOR SALE OR LEASE SIGNS  
INFORMATION REALTORS & SELLERS NEED TO KNOW**

One SIGN for Sale or Lease is allowed per property. One rider per property.

SIGNS must be professionally printed. No handmade signs of any sort. Signs are to be industry standards, not to exceed 18" x 24". Any printed RIDER may not exceed 6" x 24". FOR SALE BY OWNER signs are also to be professionally printed.

No SIGN is to be attached to a common wall, pony wall, perimeter wall (i.e. McCormick Parkway), courtyard gate or any part of McCormick Ranch Golf Course common areas.

HOLDER Rental and Installation. A SIGN shall be installed only in the HOA approved HOLDER which is rented from the HOA. The HOA \$50 rental fee includes installation and removal. Any installation, other than HOA, that results in damaged electrical or irrigation lines will be the sole responsibility of the Homeowner. The sign HOLDER shall be placed parallel to the street, in front of the house and located as closely as possible to the Villa that is for sale or lease.

HOLDER Removal. Upon a completed sale or an executed lease, HOLDERS plus sign and rider shall be removed. The HOA will remove SIGNS and HOLDERS upon close of escrow or an executed lease. Leased properties cannot display a sign or holder during the terms and conditions of an executed lease.

OPEN HOUSE SIGN. One OPEN HOUSE SIGN (industry standard) is permitted in front of the Villa being held open. No OPEN HOUSE signs may be placed on the north side of McCormick Parkway or in the adjacent common areas. Upon request, the gate staff will put out a Colonia Encantada Open House sign in front of the community. No other signs are permitted.

OPEN HOUSE HOURS. No Open Houses are allowed prior to 8 A.M. or after 6 P.M.

Non-escorted Open House Hours: 1 – 4 P.M. Daily

No pedestrian traffic or bicycles are permitted to access the community for security purposes.

Escorted Open House Hours: 8:00 A.M. – 1:00 P.M. and 5:00 – 6:00 P.M.

During these hours, the agent must meet the prospect at the gate, take them to the destination Villa, then return the prospect back to the gate. All attendees shall have a particular Villa destination to view.

**AGENT REGISTRATION.** Agents who are showing property in Colonia Encantada are required to fill out a Realtor Registration. This form is available at the gate and held on file for future reference. An Agent should present their company business card or photo identification to complete the form. Agents are to accompany any potential buyer(s) for a showing.

**AGENT ACCESS for FOR SALE OR FOR LEASE Property.** Agents should arrange access to a Villa via the listing agent or homeowner. Agents shall pick up the key from the gate and return the key to the gate at completion of showing. Homeowners shall provide a key to be used for this purpose. Gatehouse staff will record pick up and drop off of the keys. Lockboxes are not permitted for Agent access to Villas.

**REALTOR TOURS.** The agent or homeowner shall provide written notice to the gate 24 hours in advance of any special Realtor or home tour. Date and times are to be included. Specialty tours should not be substituted or used as regular Open House hours.

**FOR SALE or LEASE APPLICATION.** Upon sale or lease, the agent or seller must complete a sale and/or lease application form and submit it to the HOA for approval no less than 2 weeks prior to close of escrow. It is the responsibility of the agent(s) to provide this information to the Board for timely approval. Conditions of Sale may be included as part of a sale or lease application. Forms are available at the gate or may be requested from the Property Manager, Larry Heywood (480.820.1519 or [Larry@heywoodrealty.com](mailto:Larry@heywoodrealty.com)).

**MLS INFORMATION.** All pertinent HOA data should be listed in MLS including lease minimums/lease guidelines, and all fees associated with either a lease or sale. Current fees and transfer requirements may be obtained from the manager, Larry Heywood (480.820.1519 or [Larry@heywoodrealty.com](mailto:Larry@heywoodrealty.com)).

**ADDITIONAL LEASING LIMITATIONS/RESTRICTIONS.** For the purpose of attempting to protect and enhance property values and to encourage Owner Occupancy, no purchaser can lease his or her unit for the first twelve (12) months from the time of recording. The Board can consider hardship exemptions unless the unit was never intended to be occupied by the purchaser, was never in fact occupied by the purchaser and/or the unit is being purchased for speculative purposes. The minimum length of a lease is 6 months.

**CLOSE OF ESCROW.** A SOLD SIGN may be placed on property in lieu of one rider for a period of 5 days prior to close of escrow.

**NEW OWNERS.** Upon close of escrow, new owners are required to stop by the gate and complete new homeowner forms. Verification of ownership (photo ID) is required for the issuance of permanent car identification stickers. Homeowners are required to abide by the Rules and Regulations of the HOA. Any questions should be directed to the Property Manager, Larry Heywood (480.820.1519 or [Larry@heywoodrealty.com](mailto:Larry@heywoodrealty.com)).

**TENANTS.** Tenants are required to provide a photo ID when entering the community for the first time. Temporary car identification tags will be issued by the gate staff. All tenants are required to abide by the Rules and Regulations of the HOA. It is the Lessor's responsibility to provide you that information. Any questions should be directed to the Property Manager, Larry Heywood (480.820.1519 or [Larry@heywoodrealty.com](mailto:Larry@heywoodrealty.com)).

**COLONIA ENCANTADA  
PROPERTY TRANSFER INFORMATION FOR REALTORS  
FOR SALE OR LEASE**

Whether you are listing a Colonia Encantada property for sale (or for lease) or are representing a prospective buyer (or tenant) for a home in our community, you need to be aware of, and comply fully with, our CC&R requirements governing property transfers here.

The CC&Rs of Colonia Encantada specify that *“No sale, transfer, conveyance, lease or sublease (hereinafter collectively “transfer”) of any Lot shall be made without securing the prior written approval of the Board [of Directors]. The Board shall be given notice, in writing, of any intended transfer on a form prescribed by the Board, which application shall be completed by the present Owner or Occupant and the proposed Owner or Occupant. The Board shall have fifteen (15) days after receiving such notice .....to approve or disapprove same.”*

Your failure, inadvertent or otherwise, to assure that your client – seller or buyer (landlord or tenant) – provides **complete** requisite documentation to the Board by **not later than 15 days prior to** the scheduled close of escrow (or lease commencement date) will result in the delay of such event. Such delays can be avoided by taking the following actions, as appropriate:

1. Within 48 hours after a sale or lease listing is signed by the home owner, the **Listing Agent** shall notify the Colonia Encantada Property Manager (see contact info below), via e-mail, of such listing action.
2. Within 48 hours after a purchase contract (or lease agreement) is signed by both parties, the **Listing Agent and the Buyer’s (Tenant’s) Agent shall each** notify the Property Manager that such action has occurred. Both agents will further advise the Manager of the scheduled date for Close of Escrow (or Lease commencement) and, for sales only, of the contact information for the responsible Escrow Officer.
3. Concurrent with the foregoing step, both agents should request of the Property Manager a copy of our “Application for Consent to Sale” or “Application for Consent to Lease,” as the case may be. These application packets contain complete instructions regarding the information and supporting documentation required.
4. Finally, both agents should work cooperatively to assure that the completed application, and all supporting documents, are returned to the Property Manager **at least 15 days before the scheduled COE (or lease commencement) date**. The Manager will then acquire the necessary approval from the Board of Directors.

Thank you for your cooperation.

PROPERTY MANAGER: Larry Heywood, (480) 820-1519, [larry@heywoodrealty.com](mailto:larry@heywoodrealty.com)

## Living In Colonia Encantada

Any exterior architectural or landscape changes require written documentation for review and approval by their respective committees.

Please do not remove any tree without prior approval from the Landscape Committee.

Seasonal owners are requested to notify the property manager of both arrival and departure dates.

Pet owners are required to be considerate of all owners when exercising their dogs. There is a limit of no more than two domestic pets per household.

Trash bins are not to be placed curbside earlier than 6 p.m. the day **before** pickup. Black bins out Sunday. Pink bins out Wednesday. They are to be returned out of view by 6:00 p.m. the day of pickup.

Contractor hours on Monday–Friday are 7 a.m.–5 p.m. Saturday hours are 8 a.m.–4 p.m. Contractor or service work is not permitted on Sundays, except for emergencies.

The speed limit on our roads is 15 mph.

Please notify the gatehouse if you are expecting visitors that may not be on your “no need to call list.”

Residents’ vehicles are not permitted to park on the street or guest lots overnight. Only guest parking is permitted in those designated areas. Please be sure to call the gatehouse to alert them and avoid a potential violation.

Windshield decals are required on each car.

Hours for using pools, spa and tennis courts are 7 a.m. – 10 p.m. There is no lifeguard on duty.

**Please be aware that moving vans or other service providers are not allowed entry on Sundays, with the exception of an emergency.**



# Colonia Encantada Map

