

Claridge Park HOA Rules & Regulations

Appendix

Purpose and Definition	Page 1
Section 1 – Fine Schedule for CC&R violations	Page 2
Section 2 – Appeal Process	Page 3
Section 3 – Examples of Violations and Application of Fines	Page 3
Section 4 – Clarification of CC&R's	Page 4
Section 5 – Top 9 Ways to Stay Off the Inspection List	Page 5
Section 6 – Additional HOA Information	Page 6

Purpose & Definition

The purpose of this document is to provide a set of guidelines referred to as "Rules and Regulations" that will be used to clarify areas of ambiguity in our CC&R's, address areas that are not specifically addressed by our CC&R's and to establish a schedule for fines for violations of the CC&R's and Rules and Regulations.

Washington State RCW's Chapter 64.38 allows the Association and/or Board of Directors to establish "Rules and Regulations", and these articles also allow for the establishment of fines and penalties for infractions.

Per these articles and for the purpose of more effective governance of our community the following is set forth:

Section 1 – Fine schedule for CC&R violations

The following schedule for CC&R violations is established:

First notice.

Notice of violation letter - No fine. 48 hours to 30 days (time will vary depending on nature of violation and will be noted in the individual letter) to rectify the violation or appeal the notice. If the notice is not appealed within 48 hours, the following schedule will apply.

Second notice.

Reminder of violation letter – No fine. 48 hours to 30 days (again, time will vary depending on nature of violation and will be noted in the individual letter) to remedy or fine will be imposed.

Third notice.

Continued violation notice and \$50.00 fine/assessment within 48 hours to 15 days (time will vary depending on nature of violation and will be noted in the individual letter) to remedy or *additional* fine will be imposed.

Fourth thru Sixth notices.

Continued violation notice issued each 30-day period homeowner remains in violation, and doubling of the fine with each notice up to \$400.00.

Note: Any fine amount over \$50.00 may be recorded against the property as a continuing lien. In addition to the assessed fine amount(s), the homeowner is responsible for all costs associated with said lien, and is subject to the provisions of the CC&R's.

Continued violation beyond sixth notice.

For each additional month an additional \$100.00 will accrue until the violation has been corrected and the fine paid in full.

Repeated Violations

If the same violation occurs within a 12-month period of time from the most recent notice of the original violation, this new violation will be treated in accordance with the above policy to be determined by the actual number of previous notices sent and fines will be assessed where applicable.

Appeal Process

If a homeowner feels that the violation is not legitimate, or feels that clarification of the violation is necessary, they must submit an appeal in writing to J and M Management within 48 hours after the notice of violation.

If the ruling on the appeal is in favor of the homeowner, then a notice of resolution will be issued to the homeowner.

If the ruling on the appeal is not in favor of the homeowner, they are subject to aforementioned fine schedule. The time will begin to accrue again from the point at which it was suspended, upon official notice to the homeowner of the board's decision.

When an appeal is presented the appeal will be taken to a representative from the Board within 14-days after receiving the appeal by J and M Management. A ruling will be rendered at this time unless extenuating circumstances cause a delay, and the homeowner will be notified in writing of the outcome.

The ruling of the board is binding. However, the homeowner may choose to pursue relief at their own expense.

Appeals should be in writing and mailed to:

J and M Management,
17404 Meridian E, Suite F – PMB 171,
Puyallup WA 98375

Section 3 – Examples of violations and application of fine schedule

The following are examples of violations and how the process is applied:

Scenario 2 – Homeowner erects a structure or other such modification to their property in violation of the ACC's or without proper approval (Section 3.2: Construction Approval).

1. Violation notice is sent to the homeowner.
2. If the violation is not rectified or appeal received within 48 hours the second notice will be issued with 48 hours to 15 days to rectify.
3. If the violation is not rectified then the third notice will be issued and the fine process begins per the schedule above.

Scenario 3 – Homeowner has a refuse bin in sight after garbage day. (Section 4.6 Garbage and Trash).

1. Violation notice is sent to the homeowner.
2. If the violation is not rectified or appeal received within 48 hours the second notice will be issued with 48 hours to rectify.
3. If the violation is not rectified, then the third notice will be issued and the fine process begins per the schedule above.

Section 4 – Clarification of CC&R's

1. Commercial Parking (To be used with CC&R Section 4.4: Vehicles). *A commercial vehicle is defined as those vehicles that are equipped with such items as tool boxes, racks that are loaded with spools, landscaping implements, ladders, or any other equipment or supplies that are needed to conduct business and therefore give the vehicle the appearance of a commercial vehicle.*
2. Recreation Vehicle (RV) and Utility Trailer Parking (To be used with CC&R Section 4.4: Vehicles). RV's & Trailers will be allowed to be un-screened from view for a period of 24 hours prior to and 24 hours following a trip for the purpose of load and unload only. RV Parking longer than 24 hours should have prior approval by the Board before un-screening of RV.
3. Landscaping Compliance (To be used with CC&R Section 4.3: Maintenance of Structures and Landscaping). Landscaping on the lot shall be maintained so as not to be detrimental to the neighborhood as a whole. This will include but won't be limited to: lawns manicured and tidy, lawns and flower beds weed free at all times and collecting of leaves once every two weeks during the Fall.
4. Exterior Paint Maintenance (To be used with CC&R's Section 4.3: Maintenance of Structures and Landscaping). House and trim paint should be in newer condition. Any faded, moldy, peeling or sparse paint is required to be refreshed or entirely repainted (if necessary) by first sending in an ACC Request Form. Please note if it will be the same color or provide paint swatches with ACC Request Form upon submittal. NOTE: Exterior paint changes MUST have ACC Approval prior to painting.
5. Approved Stain Colors / Approved Shingle Manufacturers and Color

The following fence stain Manufacturer and Color is allowed as per the specifications established above:

Brand Name	Color
Behr Stain	Cedar Natural Tone

Style	Color
Cedar Shingles	Cedar Natural Tone
Composition	Black, Grey & Sandstone as submitted to the ACC

6. Exterior Modifications (To be used with CC&R's Section 3.2: Construction Approval). Exterior modifications to the front of the home including but not limited to fencing, landscaping changes or removals, driveway extensions, etc., must have ACC Approval prior to performing the work. Rear yard modifications are not necessary unless drainage will be impacted in any way. You can find the ACC Request Form on our website or by contacting our Property Management Company directly. Please note: The ACC has 30 days after such plans and

specifications have been received for review. Please plan accordingly with your timeframe to ensure the work is not completed prior to a decision being delivered.

Section 5 – Top 9 Sure Fire Ways to Stay OFF the Drive-Through Inspection List

1. Maintain a Healthy Lawn: A suitable lawn is comprised of healthy grass – not weeds or moss, and manicured and tidy.
2. Maintain All Plantings and Flower Beds: Planting beds contain living trees, shrubs, and/or flowers – not weeds or wayward grass. Keep shrubs and trees neatly pruned if they require it, and be sure to remove and replace dead or diseased plantings (tree removals/replacements MUST have ACC Approval prior to removing).
3. Park All Tires in the Driveway/Street and keep RV's & Trailers out of Site: RV's can park up to 2 weeks per calendar year (7 days at a time) unscreened if prior approval is granted by the ACC. Vehicles parking in the driveway or street should keep all 4 tires on the aggregate surface at all times.
4. Keep Toys, Tools and Misc. Items Screened from View: Decorate items and hoses (during Summer months) are ok to be placed in the front yard. Any additional items that are not being utilized at the moment must be screened from view and housed within a garage or rear yard. If it can be seen from the street, it will be considered a violation.
5. Keep Refuse Bins Screened from View: With the exception of garbage day, all refuse bins should be screened from view by being placed behind a fence/house or screened in your garage.
6. Exterior Changes? Not Without ACC Approval! Some exterior modifications require approval prior to beginning the project. Please ask if you aren't sure if you are required to submit an ACC Request Form for your project.
7. Maintain Your Home and Fence in Sound and Aesthetically Pleasing Appearance: Peeling paint, leaning fences or dirty exterior surfaces must be taken care of to be in compliance. If something is broken – fix it! Tending to small repairs can help you stay off the Inspection List.
8. Don't Ignore HOA Correspondence: Staying informed of items in the HOA can help you stay "in the know"! The HOA is great about sending out changes and notifying residents about items which need attention, so please open those letters and read those newsletters!
9. When in Doubt – ASK! No one is perfect and we don't expect you to be. We don't want to assess fines – we only want your attention towards maintaining expected appearance standards to keep our property values high. If you have questions, please reach out immediately! We will answer any questions you may have.

Section 6 – Additional HOA Information

Claridge Park Website: www.ClaridgeParkHOA.com

Property Management Company: J&M Management / www.JandMManagement.com

Dues Information: Our Annual Assessment is due on or before February 15th of each calendar year. The Annual Assessment can be paid in two equal installments due February 15th and July 1st of each calendar year without a prior arrangement. Invoices will be sent by January 15th. If you do not receive one, please contact our Property Management Company.

Garbage Day: Tuesday