
■ **Renton Ridge** ■

*Rules &
Regulations
Handbook*

May 2003

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Important Phone Numbers

Renton Ridge
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Renton, WA 98056

Brook Linquist, President	Phone Number: 425-228-6303 BrookL@amazon.com
Celeste Hoyt, Vice-President	425-235-1596 Choyt59@msn.com
Charlotte Fellers, Secretary	Phone Number: 425-917-2156 c.fellers@att.net
Michael Daniels, Property Manager	Phone Number: 562-1200 ext. 125

Property Management Company

Condominium Management, Inc.
PO Box 3080
Bellevue, WA 98009-3080

Phone	(425) 562-1200 ext. 125
Fax	(425) 957-0425
E-mail	mdaniels@uminc.net
Web Page	www.condominium-management.com
Office Hours	Monday - Friday 8:00 a.m. - 4:00 p.m.
After Hours	Non-emergencies - 562-1200 ext. 125 for messages. Emergencies - 236-4663 - answering service.

Renton Ridge

RULES AND REGULATIONS

Revised

SCOPE

- ❑ All Owners, tenants, guests and pets are subject to the **Renton Ridge** Rules and Regulations, hereinafter referred to as Rules and Regulations. It is the responsibility of the Owner(s) to notify tenants and guests of these rules, and the Board of Directors shall hold the Owner responsible for actions of the residents/guests in violation of these Rules and Regulations.
- ❑ These Rules and Regulations apply to all owners, residents, tenants and guests, and must be complied with by all.
- ❑ If there is any conflict between these Rules and Regulations and the original "Declarations, Covenants, Conditions and Restrictions" for **Renton Ridge**, these Rules and Regulations shall take precedence.
- ❑ The following Rules are for the purpose of promoting harmonious living at **Renton Ridge**.
- ❑ All homeowners of **Renton Ridge** have an investment in the entire condominium complex. In order to protect that investment and to promote the welfare of all owners and occupants by the maintenance of a safe, attractive, and pleasant residential living area, the Board of Directors of the Homeowner's Association have adopted the following Rules and Regulations under the authority and provisions of the Bylaws of the Association for **Renton Ridge**.
- ❑ Some of these rules and regulations are taken from the Declaration and Bylaws while others are not. These rules and regulations are meant to clarify and supplement the Declaration, bylaws, and Articles of Incorporation of **Renton Ridge** and are not to be construed to supersede or replace any part of those documents. It is the legal responsibility of all owners and individuals occupying a unit who are not the legal owner (hereinafter occupants) to know and abide by the provisions of the Declaration, Bylaws, and these Rules and Regulations.
- ❑ The Board of Directors and/or the Managing Agent will work to enforce these Rules and Regulations, but the participation and cooperation of every owner and occupant is essential to our success in maintaining a desirable residential area.

I. EXTERIOR APPEARANCE AND COMMON AREA

The common areas are the land, the foundations and main support walls, landings, stairs outside units, landscaped areas, walks & driveways, unassigned parking spaces, pool, cabana, and Jacuzzi.

Limited common areas are areas outside the units but reserved for the exclusive use of designated units (i.e.: decks, patios, assigned parking spaces, storage areas, windows, and carports.)

1. Interior and Exterior Changes

- a. The Board must approve all alterations to the exterior of any unit. A complete description of the proposed change is to be submitted to the Board. The Board has 30 days to decide and respond.
- b. Any unapproved alterations are subject to a \$50.00 fine, and the Board may require the property to be returned to its original condition at the expense of the unit Owner.
- c. Interior changes that will affect other homeowners or the structural integrity of a unit, such as installation of Pergo or a similar type of flooring must be approved by the Architectural Review Board, a board appointed by the Board of Directors, or by the Board of Directors. This will ensure that all homeowners are able to protect their investment at Renton Ridge Condominiums.

2. Landscaping

- a. Unit resident must tend all flowers planted by resident. Any dead plants must be removed.
- b. No flower boxes may be hung in any common areas.
- c. The Board must approve major shrubs and trees.
- d. No trees or other flora shall be cut down or removed from the premises at any time without permission from the Board of Directors.

3. Storing of Items

- a. All entrance areas and stairwells must be kept clear. Storage of personal items shall not be allowed in or under stairwells. Additional storage on or off-site is available.
- b. Storage of gasoline or other hazardous inflammable materials on patios, decks, storage units or garages is prohibited.
- c. No household furniture, i.e. Sofas, futons, or mattresses shall be stored on patio/deck.
- d. Recreation equipment, toys, and other personal property shall not be left in common areas when not in use.
- e. Items on front and rear patios and decks may consist of flower boxes, barbecues, benches, firewood, patio furniture and bicycles.
- f. Storage of garbage, garbage bags, ladders, hoses and household or vehicle cleaning supplies under, on or about the stairwells is prohibited. Garbage should be immediately disposed of properly.
- g. No boats, i.e., canoes, rowboats, rafts or kayaks shall be stored on patio/decks.

4. Signs

- a. No signs, notices or advertisements shall be inscribed or displayed in any way on or at any window, unit entrance door, or any portion of any building exposed to public view, nor installed on or at any exterior position. For Sale and For Lease signs may be posted on the Homeowner Association's designated sign at the entrance to the property.

5. TV Antennas

- a. No owner, resident, or lessee shall install anything, whether wiring, electrical, or telephone installations, air conditioning units, television satellite dishes, etc., which intrudes into or affects the appearance of the common area except as authorized by the Board of Directors.

II. PARKING

1. Operable Vehicles

- a. All parking spaces are restricted for parking of operable motorized vehicles only. Inoperable vehicles are not permitted in the parking area for more than 7 days. If a vehicle remains onsite for longer than 7 days, the vehicle will be towed at the Owner's expense. The police define inoperable as:
- b. Any vehicle which is improperly licensed or without current tabs.
- c. Any vehicle which is not highway operable due to a physical condition, i.e. broken down motor, flat tire, broken lights, broken glass, etc.

2. Assigned Parking

- a. Please park in authorized spaces only.
- b. Each unit has one assigned parking space. Guests must park in the visitor parking.
- c. Each individual parking space is numbered. Homeowners and renters will only park in the space(s) designated for the specific unit. All homeowners, renters, and visitors should make certain they park only in their designated parking spaces. Vehicles parked in unauthorized areas or in another unit's assigned space may be towed at the owner's expense without notice.
- d. Vehicles parked in numbered parking, without the express permission of the owner of the assigned space, will be towed at the vehicle owner's expense on the authority of that resident and the approval of ANY member of the Board of Directors, the Security agent, or a representative from the Property Management company without notice.

3. Visitor/Guest Parking

- a. Residents are responsible for seeing that their visitors do not park in spaces assigned to other residents.
- b. The designated "Guest" spaces are for guest parking only and may be used by "bona fide" guest(s) for up to 48 hours or a maximum of two overnights. They are not to be used by residents as additional spaces. Residents parking in the Guest spaces will be cause for vehicles to be towed at the Owner's expense. Residents who are found to be abusive of this rule will be fined according to the fine structure outlined in Section XII of these Rules and Regulations. Guest passes for guests may be obtained from the Property Manager or from the Board of Directors.
- c. Cars parked in violation of these rules will receive a written warning followed by towing at owner's expense.

4. Vehicle Repairs

- a. No major repair or overhauling of vehicles is permitted on the premises. Except for emergencies, work performed shall be limited to items that will allow the vehicle to move under its own power within 24 hours.

5. Excessive Vehicle Fluids

- a. Excessive vehicle fluid and oil spills must be removed by, or at the expense of, the resident. All vehicle oil and fluid leaks must be repaired immediately by applying a solution of water and laundry detergent. DO NOT use

kitty litter as this imbeds into the coating and causes greater deterioration.

6. Recreational Vehicles

- a. Due to limited parking, recreational vehicles, i.e., motor homes, boats, and trailers of any kind, may not be parked on the property.

7. Speed Limit

- a. The Speed Limit on the premises is 5 miles per hour.

8. Illegally parked Vehicles

- a. Illegally parked vehicles or vehicles constituting a hazard or nuisance may be towed without notice. This includes vehicles parked in reserved stalls of others.
- b. Cars must be parked within the white lines of the parking space and no double parking is allowed.
- c. Vehicles without mufflers and vehicles with loud mufflers are not permitted on the premises.
- d. Parking stalls will be rented as follows:
 1. Up to one additional stall for all one-bedroom or two-bedroom units.
 2. Up to two additional stalls for all three-bedroom units.

9. Removal of vehicles

Vehicles in the following situations will be towed at the vehicle owner's expenses:

- a. Parked so that it obstructs or encroaches a marked Fire Lane, driveway, other access, other parking space, or in handicapped spaces (unless the car displays a handicapped sticker).
- b. Parked 6 inches or more over sidewalks.

Lock all vehicles. The Condominium Association accepts no responsibility for any vehicle or its contents.

III. PETS

Domestic animals, such as dogs, cats, and birds (herein referred to as "pets") may be kept in the units subject to the rules and regulations adopted by the Board which follow.

1. Homeowners responsible for pets

- a. Any damage caused by a pet shall be the responsibility of the pet's owner.

2. Licensed

- a. All dogs and cats must be properly immunized and owners have the responsibility to have their pets licensed.

3. Leash & Roaming Rules

- a. Pet(s) shall be on a leash. Any cats/dogs in common areas must have a collar and license.
- b. Pets are not allowed in pool area.

4. Clean up of animal waste

- a. Pets are not permitted to defecate or urinate on our lawns or gardens. Without exception, pet owners shall

immediately “pooper-scoop” any accidental deposits from their dog. Pets are not allowed in pool area or playground area. Playground area is not to be used for “pooper” area.

- b. The designated pet run is the grassy area behind the satellite dishes at the west end of the property. No other areas shall be used as a “pet run” since pet defecation on grassy areas contaminates and damages landscaped areas.

5. Noisy Pets

- a. Pet owners shall control pet noise so as not to disturb other residents. In keeping with the City of Renton Noise Ordinance, quiet hours will be enforced after 10 p.m. including noisy pets.

6. Pet Problems

- a. If pets are not on a leash or their waste is not picked up immediately from the common grounds, the owner will be given a written or verbal warning. The second offense is a \$25.00 fine. The third offense and any additional offense thereafter will be assigned a \$50.00 fine. Fines are payable to the Association.

7. Miscellaneous Pet Issues

- a. No poisonous, dangerous animals or reptiles of any kind shall be raised, bred or kept in any unit or the common areas.
- b. Visiting pets are subject to the same house rules as residents. The resident will be the responsible party for any damages that may be caused by the visiting pet.
- c. Pet houses are not permitted on patios or balconies.
- d. Pet owners must provide a name, address and phone number of an “emergency contact person” to assume immediate custody of the pet in case of serious illness or death of the pet owner. If no emergency contact exists, or if contact does not assume immediate custody of pet, the Board will arrange to have the pet removed by local animal shelter personnel.

IV. GARBAGE

- 1. Residents shall not deposit garbage or trash in any common area except in the disposal installations provided for such purposes in the service areas.
- 2. The dumpsters are for household trash only. Do not place old furniture or mattresses into the dumpster or dumpster areas. It is the homeowner’s responsibility to properly dispose of these items. Any items left in dumpster areas will be removed at the unit owner’s expense.
- 3. The Garbage Company will not pick up items left outside the dumpster. All garbage and trash must be placed inside the dumpsters.
- 4. All paint and hazardous materials are to be disposed of properly at a transfer station at the owner's expense and not put into the dumpsters.
- 5. Christmas trees should not be placed in the dumpster. A special pickup will be arranged after the holidays.
- 6. Vehicles parked in front of the dumpster will be towed without notice.
- 7. Recycling bins have been provided for the homeowner’s convenience. Please separate the items going into the bins and deposit accordingly.
- 8. No household garbage should be placed in the recycling bins.

V. NOISE / OFFENSIVE ACTIVITY

- 1. Use of musical instruments, radios, televisions, home or car stereos, should not be audible in someone else’s condominium. If they are, they are too loud.

2. Special attention shall be given to noise control before 8:00 a.m. and after 10:00 p.m. when the operation of noisy tools, appliances, etc. will not be allowed.
3. Please refrain from using vehicle horns. This includes all guests.
4. Offenders will receive a \$50 fine on the first offense and a \$100 fine for each offense thereafter.

VI. LEASE, SUBLEASE OR RENTAL

1. Rentals/Lease

- a. Owners are required to notify the Management Company of change of rental status and supply the name, address, phone and length of lease. If new tenants have a car, the license number and make and model of the car must be reported to the Management Company.
- b. Owners leasing a unit must provide their tenant with a copy of the Rules and Regulations of the Association.
- c. Owners shall be financially responsible for any damage to the property caused by their tenant(s).
- d. Serious or repeated violations of the Rules and Regulations by a tenant shall constitute grounds for eviction. If an owner fails to evict the tenant, the Board of Directors may evict the tenant at the owner's expense.

VII. CABANA

1. Cabana

- a. Recreational facilities are for the use of residents and their guests only.
- b. Failure to respect (a) will result in loss of use of Cabana facilities.

2. Reservations

- a. Reservations to use the Cabana may be made by calling the Management Company and arranging a \$100 deposit before the reservation becomes valid.
- b. Upon reserving the Cabana, the homeowner reserving becomes responsible for cleaning, locking and securing the facility after the function is complete.

3. Responsibilities/Guests

- a. Owners will be responsible for all actions of their guests, children and tenants.

4. Times Open

- a. The cabana usage is 24 hours. Access to the cabana facilities is by passkey. Misuse of the cabana will be charged to the homeowner for the total cost of repairs.

5. Rules

- a. No pets are allowed in the cabana or pool area.
- b. No smoking is allowed in the cabana.
- c. The privilege of using common areas will be revoked for failure to pay HOA dues for 30 days or more, or for unpaid charges due to destruction of common property or HOA property.
- d. Turn off all lights and appliances upon leaving and make sure all doors are closed and locked.

6. Pool

- a. All who enter the pool area do so at their own risk. No lifeguard is provided.
- b. Children under the age of 12 are not allowed in the Jacuzzi, in keeping with state law.
- c. Entry to the pool area is by passkey. It is the responsibility of each resident to close and lock the gate behind them when entering or leaving the pool or spa area. Failure to do so will result in a loss of use of the pool area for the summer season.
- d. Hanging off the entry gate to the pool area is not allowed.
- e. Residents will be allowed no more than two visitors per unit in the pool area at a given time, unless the cabana and/or pool has been booked for a private party. Failure to comply with this rule will result in a loss of pool and spa privileges for the season. Pool visitors must have visitor tags in their possession to use the pool.
- f. No running, diving, splashing or horseplay is allowed.
- g. Not allowed in the pool area:
 - a.1. Glass containers
 - b.1. Food
 - c.1. Animals
- h. All swimmers must wear swimwear (no cut-offs or t-shirts; both damage the filters in the pool and spa).
- i. Pool users should show courtesy and consideration to other swimmers.
- j. Pool hours are 9 a.m. to 9 p.m.
- k. The spa is open 24 hours; however, quiet hours are enforced after 10 p.m.
- l. Water wings and other infant floating devices to ensure the safety of infants and small children are allowed in the pool. No other pool toys are allowed including snakes, balls of any kind, etc.

7. Weight Room

- a. Use of the weight room is at your own risk. No attendant is on duty.

VIII. GENERAL RULES

- a. Activities by Owners, residents, guests, pets and children that may cause damage to the landscaping or any common area, shall be prohibited. Any damage shall be the financial responsibility of the Owner.
- b. Owners/tenants are responsible at all times for the reasonable conduct of their family members and guests.
- c. Littering is not permitted anywhere on the grounds, especially coals and cigarette butts.
- d. Minor complaints, concerns or suggestions may be made to the Board at the monthly meeting
- e. Significant communications or complaints should be made in writing to the property Management Company to ensure prompt and responsible action.
- f. Any act that constitutes breaking the laws of the United States of America, the State of Washington, or the City of Renton should be reported immediately to the Renton Police Department or King County Sheriff's Office. Then, the property management company should be notified.
- g. Gasoline and other hazardous or flammable materials shall not be stored on the premises.

IX. CHILDREN AT PLAY

- a. Children must not be left unattended. Extra care should be exercised after dark to ensure the safety of all residents, but especially children.

- b. Supervision of minors is strongly recommended for their safety. Unsupervised children are not the responsibility of the Homeowners' Association, the Property Manager, or the Board of Directors. Supervision of children is the responsibility of their parents or guardians.

X. SECURITY AND SAFETY

- a. All residents shall promote to the fullest extent possible the security of the complex, its buildings, common areas and surrounding grounds, by observance of the Rules and Regulations and the exercise of common sense.
- b. All residents shall report all incidents of theft, vandalism and breaches of peace to the police and the management company immediately.
- c. If you have an emergency situation that threatens the safety of your unit or the building and must have attention immediately, call 9-1-1 first, then notify the management company.

XI. MONTHLY DUES, PARKING RENTAL, AND STORAGE RENTAL POLICY (The term "Assessment" is used for these items in the Renton Ridge Declarations)

- a. Home Owner's dues are due the first day of the month. Any payments received after the 15th of the month will be assessed a \$25.00 late fee.
- b. At 15 days delinquent, a reminder notice will be sent.
- c. At 30 days delinquent, and every month thereafter, a 1 percent per month (12 percent per annum) service charge will be assessed on any unpaid balance. Access to common areas will be revoked. (See Declarations, 10.4.1-f)
- d. At 60 days delinquent, a 10-day notice of intent to pursue legal action will be sent.
- e. At 90 days delinquent, foreclosure and/or suit against the individual owner (Article 5.6, Bylaws) will be commenced.
- f. All expenses incurred by the Association or the Board of Directors, including all legal costs, fees of collection agencies, and fees to release a lien, will be specially assessed to the unit whose owner is delinquent and further are subject to all provisions of this section.
- g. The Board of Directors reserves the right to waive these procedures when an owner, prior to any delinquency, notifies the Board of Directors/Managing Agent that a special hardship circumstance exists. The notice must be in writing and must include the owner's plans to bring the account current. All requests for special consideration will be kept confidential.

XII. FINE STRUCTURE

- a. Owners and occupants in violation of the provisions of the Declaration or amendments thereto, the Bylaws, or Rules and Regulations adopted by the Board of Directors shall be subject to the following procedures to enforce compliance:
- b. Fines for infractions to the rules and regulations:
- c. The schedules of fines for rules violations are as follows:
 - i. First violation: written warning specifying time to come into compliance.
 - ii. Second violation, written notification of \$50.00 fine, plus costs, specifying time to come into compliance.
 - iii. Third violation, written notification of \$100.00 fine, plus costs, and date of sanction hearing.
 - iv. \$100.00 fine for each subsequent violation thereafter.

- d. All fines will be added to Homeowners Association dues and payable the first month following the violation.
- e. If the violation has not been corrected within seven (7) days, a second violation may be assessed; these violations are effective immediately.
- f. All expenses incurred by the Association or the Board of Directors, including all legal and collection costs, will be specifically assessed to the unit whose owner or occupant is in violation

These Rules and Regulations are an enhancement of the Renton Ridge Declarations. In the case of a conflict, the Rules and Regulations shall prevail.