

Camlyn
Condominium Owners Association

Rules & Regulations

Adopted _____, 2019.

Table of Contents

ADOPTED 1

PROPERTY MANAGEMENT COMPANY..... 3

RULES AND REGULATIONS PURPOSE..... 4

I. EXTERIOR APPEARANCE AND COMMON AREA 4

 1. Exterior Change 4

 2. Landscaping 4

 3. Storing of Items 5

 4. Signs 5

 5. TV Antennas & Satellite Dishes 5

 6. Miscellaneous 6

II. VEHICLES AND PARKING 6

 1. General 6

III. PETS 8

 1. General 8

 2. Clean Up of Animal Waste 8

IV. GARBAGE/RECYCLING 8

V. NOISE/OFFENSIVE ACTIVITY 9

VI. SALE/MOVING 9

VII. LEASE OR RENTAL 9

VIII. MISCELLANEOUS 10

IX. PLAYGROUND AREA 10

X. SECURITY AND SAFETY 11

XI. ENFORCEMENT PROCEDURES 11

 1. Authority 11

 2. Informal Dispute Resolution Preferred 11

 3. Complaints 11

 4. Service of Complaint 12

 5. Notice of Respondent’s Rights and Hearing 12

 6. Default 12

 7. Hearing Procedure 12

 8. Assurance of Voluntary Compliance 12

 9. Decision and Order 12

 10. Judicial Enforcement 13

XII. FINE SCHEDULE 13

XIII. CONDOMINIUM HOA COMMUNICATION PROCESS 14

 1. Homeowners Assessments 14

 2. Emergencies 14

Camlyn Condominiums Rules and Regulations

3.Grievances 14

LIST OF FORMS..... 14

CAMLYN HOA Resident Information & Emergency Form 15

Renters Signature of Receipt for House Rules 16

ARCHITECTURAL CONTROL COMMITTEE (“ACC”) REQUEST FORM 17

NOTICE OF WARNING, INFRACTION AND/OR FINE 18

NOTICE OF RIGHTS AND HEARING BEFORE ASSOCIATION BOARD 19

Important Phone Numbers:

Camlyn Condominiums

1009 – 112th St, SE., Everett. WA 98208

Property Management Company

Gold Brick Property Management

15117 Main Street B106
Mill Creek, WA 98012

Phone	(425) 438-3474
E-mail	info@goldbrickpm.com
Web Page	http://www.goldbrickpm.com
Office Hours	Monday - Friday 9:00 am - 5:00 pm
After Hours	(425) 438-3474 and follow instructions

RULES AND REGULATIONS

PURPOSE

- All Owners, tenants, guests and pets are subject to the Camlyn Condominium Owners Association Rules and Regulations, hereinafter referred to as the Rules. It is the responsibility of the Owners to notify their tenants and guests of these Rules and Owners shall be responsible for actions of their tenants and guests who violate the Association's governing documents.
- The Board of Directors ("Board") and/or the Managing Agent will work to enforce these Rules, but the participation and cooperation of every owner and occupant is essential to our success in maintaining a desirable residential area.
- Many residents are new to condominium/communal living and all that this implies. Note that living in such shared environments requires cooperation, compromises and that it relinquishes some individual freedoms one might have experienced in a single-family home.

I. EXTERIOR APPEARANCE AND COMMON ELEMENTS

Common Elements include all portions of the property other than the units, including but not limited to the land, the foundations and main support walls, landscaped areas, walks, playground and sports court.

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

1. Exterior Changes

- a. Owners may not change the appearance of the common elements, limited common elements or the exterior appearance of a unit without the prior written authorization of the Board. This includes, but is not limited to modifying decks, screen doors, lighting fixtures, fences and structures. Requests for alterations must be submitted in writing to the Management Agent for review and approval by the Board. Any requests that are approved must be done at the expense of the unit Owner.
- b. If an owner or the owner's authorized agent, tenant, guest, contractor, or invitee damages common or limited common elements as a result of violating the Association's governing documents and/or misconduct, the owner shall be assessed for the costs of all associated repairs.
- c. Any unauthorized alterations to the common elements, limited common elements or exterior of the units may be required to be returned to the original condition at the expense of the unit owner if the Board so determines.

2. Landscaping

- a. Owners may not plant flowers, bushes, trees or other foliage in the common elements, as some plants are inconsistent with the landscaping plans and require additional upkeep and care.
- b. All living and artificial plants must be maintained in a clean and attractive manner. Any dead plants or damaged artificial plants must be removed.
- c. Owners may not prune, cut, remove, add or modify existing foliage or landscaping without prior

Camlyn Condominiums Rules and Regulations

written consent from the Board. Owner will be assessed for the cost of repairing or replacing any foliage which is altered by owners without obtaining prior written approval of the Board.

- d. All landscaping and common elements shall be maintained and repaired by the Association.

3. Storing of Items

- a. It is the responsibility of each owner to keep their patios and entryways clean and free from unsightly debris. Areas visible to the outside must be kept neat and free from clutter, laundry, garbage, broken furniture, dead plants, empty boxes, firewood, shoes or other unsightly objects. Residents shall not hang or dust garments, rugs, etc. from the rails, windows, or the facades of the buildings. Bicycles, toys, etc., must not be left on the lawns, sidewalks, driveways, parking spaces, roadways, walkways, or patios.
- b. Access to common walks, sidewalks, driveways and roads shall not be blocked in any way.
- c. Items on patios and decks may consist of flowerpots, planters or flower boxes, barbecues, benches, and patio furniture. Potted flowers on decks and patios must be contained within a planter that has a water catch basin in order to avoid damage to the decks/patios. All flower boxes on deck railings must be secured to the railing to prevent injuries and must have receptacles under them to prevent water from over flowing. No bicycles, scooters, buggies, laundry, toys, weightlifting equipment, firewood, refrigerators, freezers etc. will be permitted.
- d. Garbage should be immediately disposed of properly.

4. Signs

- a. Except as otherwise provided herein, 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 without written approval by the Board.
- b. A "For Sale" sign is allowed in one window not to exceed 2 ft x 2 ft.
- c. Realtors may display one (1) professionally made sign advertising sales and/or "Open House" at the entrance to Camlyn and one (1) additional professionally made directional sign near the unit having the "Open House" for a period of time not to exceed 8 hours. All realtor signs must be removed from Camlyn property at the end of the stipulated time period or will be disposed of.
- d. Security warning signs not to exceed 1 ft x 1 ft may be displayed from units.

5. TV Antennas & Satellite Dishes

- a. An Owner may install, use and maintain, at Owner's sole cost and expense, an antenna, satellite dish of one meter or less in diameter or other device for the transmission or reception of television or radio signals, or any other similar device (Satellite Dish) on the limited common elements over which the Owner has exclusive use, subject to the following rules and regulations, without prior Board authorization:

Satellite Dishes must be screened from view from the street and common elements when the screening would not unreasonably delay or prevent installation, maintenance; impact use of the Satellite Dish; unreasonably increase the cost of installation, maintenance or use of Satellite Dish, or preclude reception of an acceptable quality

signal.

- b. Prior written authorization from the Board must be obtained before installing a Satellite Dish if the installation will result in penetration or alteration of common elements (siding, roof, etc.). Prior to granting authorization, the Board must be provided with a description of the Satellite Dish, location of the proposed installation and a detailed description of the proposed alteration/penetration to the common elements. As a condition of approving a modification to the common elements, the Board can require an owner to sign a License, Covenant and Hold Harmless Agreement and/or regulate the type, scope and nature of the proposed alteration

6. Miscellaneous

- a. No bird feeders are allowed in any common or limited common element. Bird feeders attract rodents.
- b. Interior window blinds must be “white”, may be horizontal “Venetian” blinds or vertical blinds and may be hung by themselves without draperies.
- c. No security systems shall be installed within or mounted to the limited common elements, common elements, or exterior of any building without prior written approval from the Board.
- d. Barbecues must be at least 24 inches away from the siding when in use. Grills may not be used in front entryways.
- e. No owner, resident, or lessee shall modify or install wiring, electrical, air conditioning units or other items which intrude into or affect the common elements without prior authorization of the Board.

II. VEHICLES AND PARKING

Parking on the property is limited to operable passenger vehicles including automobiles, light trucks and passenger vans (under 10,000 gross vehicle weight), and motorcycles. All residents’ vehicles must be registered with the Management Company. Unit owners are responsible for notifying the Management Company within 72 hours of the change of any information regarding registered vehicles.

1. General

- a. The Board may require the removal of any improperly parked vehicle and if it is not removed may cause its removal at the risk and expense of the Owner thereof.
- b. Except where a resident is renting a parking space from another owner as provided in Declaration Section 7.3.1, each unit is entitled to have up to two registered vehicles (plus one motorcycle if sharing a space with another registered vehicle as provided herein) for the use of the owner and/or residents of their unit. Registering more than two vehicles (plus one motorcycle as specifically authorized herein) will result in an automatic fine of \$500.00 for each party involved.
- c. All covered parking is assigned to specific units as limited common elements. No parking in covered carports except by or with permission of the owner of the unit assigned the space.
- d. Parking of residents’ vehicles is limited to their unit’s assigned covered space, garage (if owned/rented by resident) plus *one* additional uncovered space on a first come, first serve basis.

Camlyn Condominiums Rules and Regulations

Residents may not park both registered vehicles in unassigned parking spaces. Not more than one vehicle from each unit may be parked in an uncovered parking space at any time.

- e. Two wheeled vehicles, e.g., motorcycles, are subject to the same rules as automobiles. Do not park on the walkways or sidewalks.
- f. Motorcycles (maximum of one) may be parked in the center of the assigned parking space or horizontally at the front of the parking space in front of an automobile. If parked in front of an automobile this cannot cause the automobile to extend outside the assigned parking space.
- g. All motor vehicle operators operating a motor vehicle on the property must hold a valid drivers license.
- h. Unregistered vehicles may only be parked at the property for up to 48 consecutive hours and on not more than six calendar days in any calendar month. Residents are responsible for seeing that their visitors adhere to the parking policy.
- i. Inoperable vehicles are prohibited. The board may request any inoperable vehicle to be removed from the property and if it is not removed, the board shall cause it to be removed at the risk and expense of the Owner thereof. Inoperable vehicles include:
 - i. Any vehicle which is improperly licensed or without current tabs.
 - ii. Any vehicle which is not highway operable due to a physical condition, i.e. broken down motor, flat tire, broken lights, broken glass, etc.
- j. Vehicles may not be left in uncovered parking spaces for more than 72 consecutive hours without prior written approval of the board. The board may declare any vehicle parked in an uncovered parking space and not moved over a period of 72 hours to be inoperable and/or improperly stored and the board may demand its removal and if it is not removed, the board shall cause it to be towed at the owner's expense and risk.
- k. Excessive vehicle noise from damaged mufflers, etc., is not allowed. Honking of horns is prohibited except to warn of imminent danger.
- l. Only minor auto repair work, which can be completed within 1 day, shall be conducted on condominium grounds and only during times other than quiet hours.
- m. Owners are responsible for keeping the area in front of their homes clean. Excessive oil or other drips are prohibited. Failure to properly clean up oil and other drips will result in the Association doing it at the owner's expense.
- n. Recreational vehicles, i.e., motor homes, boats, trailers of any kind, are not allowed to be stored on the premises.
- o. Vehicles in the following situations may be towed at the vehicle owner's expenses without notice:
 - i. Parked so that it obstructs a marked Fire Lane, driveway, other access, or other parking space.
 - ii. Parked so as to cause congestion or other hazardous driving conditions.
 - iii. Parked in a condition as to cause damage to people or property.
 - iv. Parking improperly as to take up a second space by parking over the lines.
- p. Only the Management Company or Board authorized persons can have a vehicle towed after 48-hours notice is posted on the vehicle.

Camlyn Condominiums Rules and Regulations

- q. Parked vehicles cannot extend into the sidewalk or roadway.

All vehicles on the premises are parked at the owner's risk.

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

III. PETS

1. General

Owners may keep domestic household pets such as cats and dogs. Livestock, poultry, rabbits and other animals are prohibited.

- a. All pet owners are financially responsible for any damages caused by their pets to the common elements, including but not limited to, grass, bark and shrubs.
- b. Pet owners will be held financially liable for the cost of ridding the unit or building of fleas if it is determined that his/her pet is the cause of the problem.
- c. All dogs and cats must be properly immunized and owners have the responsibility to have their pets licensed.
- d. Pets are not to be left alone or unattended while outdoors. Dogs are not allowed on any common elements or grounds unless they are on a leash, carried, caged and under the control of the owner.
- e. Pets shall not be tethered outdoors in the limited common or common elements.
- f. Visiting pets are subject to the resident being the responsible party for any damage that may be caused by the visiting pet.

2. Cleanup of animal waste

- a. Pet owners are responsible for cleaning up the excrement of their pets from common elements, limited common elements and units immediately. (Poop and Scoop). If a resident pet owner is not compliant, the pet waste will be removed at the owner's expense.
- b. Disposing of solid cat litter must be placed in a plastic trash bag and securely tied.
- c. Pets may not make frequent, repetitive or continuous noise that disturbs or interferes with the peace and comfort of the other residents.
- d. The Board may at any time require the removal of any animal that it finds is disturbing other owners unreasonably, in the Board's determination, and may exercise this authority for specific animals even though other animals are permitted to remain.

IV. GARBAGE/RECYCLING

- a. All garbage and trash must first be secured in a garbage bag and then placed in the proper disposal receptacles designated for refuse collection.

Camlyn Condominiums Rules and Regulations

- b. No garbage or trash shall be placed elsewhere on any common or limited common elements, including but not limited to, the area immediately surrounding the waste receptacles.
- c. All boxes must be broken down and put in proper receptacle.
- d. No extra-large items, including but not limited to mattresses, carpeting, furniture, plumbing fixtures, baseboard heaters, Christmas trees, etc., are to be left for garbage pickup. These items are to be taken to a dumpsite by the unit owner or resident. Christmas tree needles must be cleaned up immediately
- e. No TV's, monitors, chemicals, oil, antifreeze, etc. are to be put in dumpsters at any time. These items are to be taken by unit owner or resident to a Hazardous Waste site. A list of prohibited items is also listed on the front of the dumpster.

V. NOISE / OFFENSIVE ACTIVITY

- a. No occupant shall make any noise or offensive activity that will annoy or interfere with the right, comfort and convenience of other residents. Moving in and out of a unit, hanging of pictures on walls, running of washing machines, dryers, dishwashers, garbage disposals, vacuums, and barbecue grills will be prohibited between the hours of 10 p.m. and 8 a.m. Music and television in all units must be played at a moderate level and must not be audible outside of the unit.
- b. Vehicle noise shall be kept to a minimum.
- c. Racing of motorcycle or other engines is not permitted.

VI. SALE / MOVING

- a. Immediately upon sale of a unit, the buyer shall notify the Board of Directors that the property has been sold.
- b. As required by Washington State law, a Resale Certificate with all required Association documents will be completed for the review of the buyer, paid for by the seller.
- c. A move in fee of **\$200.00** is charged when new residents move into a unit.

VII. LEASE OR RENTAL

- a. Owners will keep the Managing Agent informed of their current address to insure timely delivery of notices and announcements. If an owner fails to provide notice of an offsite address, the unit address will be the address used for providing notice.
- b. Owners leasing a unit must provide their tenant with a copy of the Declaration, Bylaws and the Rules of the Association. The lease must provide that it is subject to the terms of the Association's Declaration, Bylaws and the Rules and that a default by the tenant in complying with the Association's governing documents is a default under the lease or rental agreement. A signed copy of the lease and a completed resident information form with all vehicle license plate numbers must be provided to the management within 10 business days of the start of any tenancy. Failure to comply will result in an automatic fine of \$250.00.

Camlyn Condominiums Rules and Regulations

- c. If a unit is leased or rented, the renter must agree to abide by the provisions of the governing documents.
- d. Any owner who rents or leases their unit retains, full responsibility for use, maintenance, and care of the unit and its limited common area.
- e. Owners shall be financially responsible for any damage to the property caused by their tenant's misconduct.
- f. It is recommended that owners screen all prospective tenants as to their ability to live in this condominium in a quiet, peaceful, and non-corruptive manner, and in strict compliance with the governing documents.

VIII. MISCELLANEOUS

- a. All communications regarding the condition and operation of Camlyn Condominium Association and any concerns regarding the Rules shall be directed to the Managing Agent.
- b. Owners shall be financially responsible for uninsured losses resulting from violation of the governing documents and/or their misconduct or the misconduct of occupants of their unit.
- c. Littering is not permitted anywhere on the grounds, especially hot coals and cigarette butts.
- d. Streets and parking areas are to be used for ingress and egress only. Bicycles, scooters and skateboards may not be ridden on lawns or landscaped areas.
- e. Owners are required to replace their water heaters in accordance with the manufacturer's guidelines/prior to the expiration of the estimated life expectancy, or sooner if the water heater leaks or it is determined that it is likely to leak. Owners who fail to do so will be responsible for any uninsured losses resulting therefrom, including but not limited to damage within the amount of the Association's insurance deductible.

IX. PLAYGROUND AREA

- a. The playground equipment may only be used by children who reside at the property and non-resident children while accompanied by a current resident.
- b. Gates must remain closed at all times.
- c. No bicycles, skateboards, or scooters are allowed in the enclosed playground area.
- d. Playground area may not be used after dark.
- e. All playground equipment may only be used for its intended purpose and must comply with any posted rules.
- f. Owners are responsible for any damage to the playground equipment resulting from their misconduct or the misconduct of their tenants or their guests.
- g. Smoking and alcohol consumption is prohibited within 25 feet of the playground.

- h. Use at your own risk – the Association will not be held liable for accident or injury while using the playground equipment.

X. SECURITY AND SAFETY

- a. The speed limit within the complex is 5 MPH.
- b. Activities, which could cause injury to self or others or damage to common elements or other units, are prohibited. The cost of repairing any such damage resulting from misconduct shall be the financial responsibility of the party causing such damage and the owner.
- c. All residents shall promote to the fullest extent possible the security of the residences, common elements and surrounding grounds.
- d. All residents shall report all incidents of theft, vandalism and breaches of peace to the police and the Management Agent immediately.
- e. If you have an emergency situation that threatens the safety of your residence and must have attention immediately, call 9-1-1 first, and then notify the Management Agent.

XI. ENFORCEMENT PROCEDURES

1. Authority - The Board is authorized and empowered to investigate, hear and determine all complaints concerning violations by any owner, tenant or occupant of the Declaration, Bylaws, rules, regulations or enforcement procedures ("Governing Documents") or of any decision of the Board made as provided in the Governing Documents.

2. Informal Dispute Resolution Preferred - It is the intent of the Association that an informal process be encouraged prior to the initiation of a formal complaint against an owner, tenant or other occupant of a unit. To that end, any owner, tenant, occupant or employee or agent of the Association has the authority to request that an owner, tenant or occupant of any unit cease or correct any act or perform any omission which appears to be in violation of the Governing Documents or of any decision of the Board made as provided in the Governing Documents. The informal request should be made, either verbally or in writing, prior to initiation of the formal complaint process. Nothing in this paragraph should be construed as a requirement or condition to making a complaint.

3. Complaints - If the dispute or violation is not resolved informally then a complaint may be filed by any owner, tenant or occupant, including a member of the Board individually, or the Association (referred to as the "complainant"). The complaint shall be in writing and shall contain a statement of the problem necessitating the complaint setting out in simple and concise language the acts or omissions with which the alleged violator (referred to as the "respondent") is charged. The complaint should identify the specific provisions of the Governing Documents or decision of the Board which the respondent is alleged to have violated. The complaint shall state as many of the specifics as are available regarding time, date, location, nature of violation, persons involved, etc. The complaint should also state the efforts, if any, which were made to resolve the matter informally. The NOTICE OF WARNING, INFRACTION AND/OR FINE form, attached hereto, may serve as the complaint.

4. Service of Complaint - Within ten (10) days of receipt of the complaint, the Association shall cause the NOTICE OF WARNING, INFRACTION AND/OR FINE form or similar notice to be served upon the respondent, at the respondent's address of record, if an owner, and at the unit address if a non-owner occupant. Service of the NOTICE OF WARNING, INFRACTION AND/OR FINE or similar notice shall be by leaving same with the respondent personally, by leaving same with a person of suitable age and discretion at the respondent's residence or by first class mail.

5. Notice of Respondent's Rights and Hearing - If an appeal hearing has been requested, the Association shall, at least fifteen (15) days prior to any such hearing date, serve upon the respondent and complainant a Notice of Rights and Hearing, which shall be in substantially the form attached hereto but may contain additional information as the Board may deem to be appropriate from time to time.

6. Default - Failure of one party to appear at a scheduled hearing, where that party prior to the hearing has failed to show good cause why the hearing should be rescheduled, does not preclude the Board from proceeding with the hearing, receiving evidence from and hearing arguments by the other party and making a decision in the matter. Upon failure of the complainant to appear, the Board may, in its discretion, drop the matter.

7. Hearing Procedure

- a. Conduct of Hearing** - The hearing shall be heard by the Board sitting as a Hearing Board. The respondent shall appear in person or by a duly authorized representative. The President, or in his or her absence the Vice President, shall preside over the conduct of the hearing and shall make any necessary evidentiary rulings. The hearing shall be informal. At the beginning of the hearing the President shall explain the rules and procedures by which the hearing is to be conducted.
- b. Order of Proceedings** - The order of proceedings shall be as follows:
 - (i) Each party to the proceeding is entitled to make an opening statement.
 - (ii) Each party is entitled to produce evidence, witnesses and testimony. The other parties are entitled to cross-examine any witnesses and the opposing party.
 - (iii) Each party is entitled to make a closing statement.
 - (iv) Any member of the Board may question any party or witness. The Board members may, on their own motion, call additional witnesses or secure tangible evidence.
- c. Rules of Evidence** - Any relevant evidence which is not privileged is admissible regardless of whether the evidence is hearsay or otherwise inadmissible in a court of law.

8. Assurance of Voluntary Compliance - The Board in its discretion, in lieu of or in addition to calling the hearing, may accept a written Assurance of Voluntary Compliance from any respondent. Giving an Assurance does not constitute an admission that a violation has taken place. The Assurance may include a stipulation for payment by respondent to the complainant and/or the Association. From time to time, a person who has made an Assurance of Voluntary Compliance shall provide all information the Board reasonably requests to determine whether the respondent is following the Assurance. The Board is not precluded from further action by its acceptance of an Assurance of Voluntary Compliance if the respondent violates the terms of that Assurance.

9. Decision and Order

- a.** As soon as possible, but in no case more than ten (10) days after the close of the hearing, the

Camlyn Condominiums Rules and Regulations

Board shall meet in executive session to deliberate and reach a decision. The decision of the Board shall be in writing and, if a violation is found, shall state the violation(s) found.

- b. Upon a decision that a violation has occurred, the Board may order that the respondent shall do or refrain from doing any act necessary to cause the respondent to comply with the provisions of the Governing Documents and/or any decision of the Board. The order of the Board shall become effective ten (10) days after it is served on the respondent in the manner provided above, unless the Board otherwise provides in its order.
- c. The Board may provide in its order for the imposition of a reasonable fine not to exceed the maximum amounts set from time to time by resolution of the Board. The fine may include a daily fine if the respondent does not comply with the order of the Board, including the payment of the fine, within the allotted time. Any fine or charge so imposed by the Board shall be the personal obligation of the person against whom it is imposed, shall constitute a lien upon the unit owned or occupied by that person, and may be collected in the manner provided in the Declaration in same manner as for assessments.
- d. The decision of the Board shall be served on each party to the matter forthwith in the manner provided above. A copy of the decision and order shall be included in the books of the Association.

10. Judicial Enforcement - Failure to comply with a decision of the Hearing Board following notice of a violation and an opportunity for a hearing, shall be grounds for an action by the Association to recover sums due for damages, which shall include any fines levied by the Hearing Board and any costs incurred by the Association in connection with the proceedings before the Hearing Board, or for injunctive relief, or both, maintainable by the Association. In any action brought as provided in this Section, the prevailing party shall be entitled to recover as part of its judgment a reasonable sum for attorney fees reasonably incurred in connection with the action, in addition to its expenses and taxable costs.

XII. FINE SCHEDULE

The Board will enforce the following fine schedule for violations of the Association's Governing Documents.

1st violation: Warning and/or up to \$50.00 fine, unless otherwise provided in specific Rule.

2nd violation of the same provision: Fine up to \$100.00, at the Board's discretion, unless otherwise provided in specific Rule.

3rd violations of the same provision: Fine up to \$200.00, at the Board's discretion, unless otherwise provided in specific Rule.

Continuing Violations. Each and every day a violation continues shall be considered as a separate violation and will be subject to an additional fine of \$10.00 per day, at the Board's discretion, beginning ten (10) days after the owner is notified of the fine until the violation is corrected.

Fines are assessments as defined in Declaration Section 1.8.3 and subject to interest, late fees, and the Association's collection remedies.

XIII. CONDOMINIUM HOA COMMUNICATION PROCESS

1. Homeowners Assessments

- a. Statements for homeowner dues sent by the Management Company are a courtesy provided by the Board through the Property Manager. If it is not received, it is not a valid reason for assessments not being paid on time. All homeowners know what their monthly assessments are and they should be mailed in a timely manner to the address provided below.

Online at doorloop.com or by mail to:
Camlyn Condominium Owner Association
In care of Gold Brick Property Management
PO Box 60638
Phoenix, AZ 85082-0638

In the first (1st) day of each month and must be received by the management company in their office no later than the 15th day of that calendar month. Thereafter, payments shall be deemed delinquent and will automatically be assessed an additional \$25.00 late fee per month.

2 Emergencies

- a. If you have an emergency that requires the need of police, fire or medical assistance, call 9-1-1. If the emergency involves your unit or building call the appropriate authority, and then report the incident to the Management Company

3. Grievances

- a. If you are disturbed by the actions of other residents, you may wish to make a personal contact with the offending party to make them aware of the situation. Most times a friendly reminder resolves the situation. If the grievance is not rectified after talking with the other party, you may submit a formal complaint to the Property Management Group for action. It is not appropriate to disturb Board Members at their home for these issues.

XIV. FORMS

- 1. CAMLYN HOA Resident Information & Emergency Form**
- 2. Renters Signature of Receipt for House Rules**
- 3. ARCHITECTURLA CONTROL COMMITTEE (“ACC”) REQUEST FORM**
- 4. NOTICE OF WARNING, INFRACTION AND/OR FINE**
- 5. NOTICE OF RIGHTS AND HEARING BEFORE ASSOCIATION BOAR**

It is the responsibility of the home owner and renters to keep their Resident and Emergency Information up to date.

CAMLYN HOA Resident Information & Emergency Form

Address: 1009 – 112TH St SE, Everett, WA 98208 Date: Unit #:

Owner Information if Off-Site only

Name _____ Work Phone _____ Home Phone _____

Name _____ Work Phone _____ Home Phone _____

Address (if off-site owner) _____ E-mail: _____

Owner Unit Insurance Carrier (HO-6, Walls-In coverage): _____

Resident / Vehicle / Pet Information: ****REQUIRED****

(List ALL Vehicles and Pets “on site”)

Name _____ Work Phone _____ Home Phone _____ E-mail: _____

Name _____ Work Phone _____ Home Phone _____ E-mail: _____

Name _____ Work Phone _____ Home Phone _____ E-mail: _____

Vehicle Make / Model / Year _____ License Plate _____

Vehicle Make / Model / Year _____ License Plate _____

Pets # _____ Type _____ Color _____ Weight _____ License # _____

Complete only if children are living on site:

• Child’s name _____ Age _____	Child’s name _____ Age _____
• Child’s name _____ Age _____	Child’s name _____ Age _____
• Child’s name _____ Age _____	Child’s name _____ Age _____

Resident Emergency Contact:

Name _____ Phone _____ Relationship _____

<i>Permission to Publish Name & Home Phone Number in the Association’s Roster</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please return to Gold Brick Property Management 15117 Main Street B106, Mill Creek, WA 98012

SECTION 2

Renters Signature of Receipt for House Rules

I (We) hereby state that I (We) have received a copy of Camlyn Condominium Association's House Rules. I (We) also affirm that these House Rules have been reviewed by me (us) and that I (we) agree to abide by said House Rules.

Homeowner's/Resident Printed Name _____

Homeowner's/Resident Signature _____

To be signed by each living adult in the unit

Camlyn Condominiums Rules and Regulations

NOTICE OF WARNING, INFRACTION AND/OR FINE

TO: _____, respondent

UNIT: _____

This is to notify the respondent that the Association has received a complaint against the respondent concerning violation of the Governing Documents of the Association as follows (state with specificity the nature of the violation and the pertinent rule, regulation, etc.):

Check one or more of the following, as applicable:

- This is your Notice of Warning. You have _____ days to either correct the infraction and/or remove the violating condition. If you fail to do so, then the Association will proceed with formal enforcement.
- The respondent has previously been sent a Notice of Warning concerning the above stated infraction but has failed to correct the situation.
- The respondent is assessed a fine of \$_____ under the authority of the most recent resolution of the Board for fines to be imposed in the case of infractions. The fine is is not a continuing fine. (A continuing fine is one that can be imposed in the above stated amount for each and every day, month or other specified time period that the infraction which is the subject of this Notice continues.)
- Imposition of the above fine is suspended for _____ days (no less than five (5) days). If the infraction is corrected within that time, then the fine will be rescinded.
- The Board has set this matter for a hearing. See accompanying Notice of Rights and Hearing Before Board. At the hearing, the Board will decide the validity of the infraction(s) and fine(s) to be imposed, if any.

Right to Appeal If this is other than a Notice of Warning, you have the right to appeal the action taken above to the Association's Board. In such case, imposition of any fine imposed will be suspended pending determination of the appeal by the Board. If you wish to appeal, you must deliver written notice of the same to the Association's Secretary or the Association's Manager within fifteen (15) days after service or delivery of this Notice to the respondent. The request for appeal will not be deemed to have been delivered until actual receipt by the Association's Secretary or the Association's Manager.

Signed: _____ Date: _____
Title: _____

Camlyn Condominiums Rules and Regulations

NOTICE OF RIGHTS AND HEARING BEFORE ASSOCIATION BOARD

RESPONDENT: _____

COMPLAINANT: _____

Please be notified that a hearing will be conducted before the Camlyn Condominium Owners Association Board of Directors at _____ O' clock ____m. on _____ day, _____, 20__ upon the charges made by complainant in the complaint attached to this Notice. In the event that you are not present at the hearing a decision may be made against you.

You have the right to be present at the hearing and to be represented by counsel at your own expense. You are entitled to present any relevant witnesses or other evidence and will be given full opportunity to cross-examine any witnesses presented by the other party.

If any of the parties can show good cause as to why they cannot attend the hearing on the above date, they must submit a written request to the Board at least forty-eight (48) hours prior to the scheduled hearing date.

Failure to appear or to obtain an order rescheduling the hearing will constitute a "default" as per the attached enforcement procedures and the Board may proceed with the hearing.

The respondent may admit to the complaint in whole or in part. In that event, the Board may hold a hearing as to any mitigating circumstances or to determine the appropriate penalty or may make a determination to waive the hearing and simply impose a penalty, if any.

DATED: _____

Secretary or Association Manager