

NAUTICA SOUNDVIEW CONDOMINIUMS

HOUSE RULES

DATED

June 4, 2019

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NAUTICA SOUNDVIEW CONDOMINIUM OWNERS ASSOCIATION – HOUSE RULES

Section 1. Introduction

- 1.1 The following rules and regulations are officially cited as the "Nautica Soundview Condominiums House Rules, version **"06042019"** herein referred to as the "House Rules."
- 1.2 These rules become effective **July 4, 2019**.
- 1.3 The revised House Rules supersede all previously published House Rules, but do not supersede any rules or regulations stated in the Declaration of the Nautica Soundview Condominiums Owners Association. The House Rules are intended to supplement the Declarations and Bylaws, and do not necessarily repeat all rules contained within those documents.
- 1.4 These Rules implicitly include all rules posted in the Common Areas.
- 1.5 These Rules shall be construed in accordance with and governed by the laws of the State of Washington, specifically the Condominium Act, RCW 64.34.
- 1.6 The Board of Directors reserves the right to amend these Rules and to add or remove other rules from time to time as may be deemed necessary for the safety, care, and cleanliness of the premises; and for securing the safety, comfort, and convenience of the occupants thereof. **Owners will be notified of and provided with revisions of the House Rules.**

Section 2. Homeowner/Resident Responsibilities

- 2.1 Assessments: The Association monthly assessment is due on the 1st of each month and is late on the 10th of the month. A fee of \$25 will be imposed for each billing period a payment is late. For owners who sign up for automatic deduction (ACH), the assessment is withdrawn on the 10th of each month.
- 2.2 Guests/Visitors: Owners and residents are responsible for ensuring their guests and visitors follow the House Rules. Fines for rule violations will be charged to the Owner of the unit.
- 2.3 Noise Control: (See Declaration 10.7 and 10.10.) Owners and residents need to ensure that the noise that emanates from their unit does not become an annoyance or nuisance for their neighbors.
- 2.3.1 **QUIET HOURS*** have been established as being:

Sunday through Thursday, 10:00 p.m. to 7:00 a.m.

Friday and Saturday, 12:00 midnight to 8:00 a.m.

*Noise from appliances should be timed to avoid disturbing neighbors; this includes but is not limited to washers and dryers, dishwashers, vacuums, etc. Discretion is to be used when operating radios, televisions, stereos, and when entertaining guests so as not to disturb others.

- 2.3.2 Hard-surface Flooring: The Nautica Soundview buildings were constructed in accordance with the 1997 Uniform Building Codes, and the sound transmission standards were met by installing carpet across 80% of the unit's floor space. For that reason, the Board of Directors must approve the installation of any hard-surface flooring, including the replacement of the original flooring (example would be replacing the vinyl in the bathrooms with tile). The requirements for installing hard-surface flooring are found in the **"Resolution of the Board of Directors Regarding Hard-surface Flooring Policy."** Floors that are installed without the approval of the Board are subject to the enforcement actions outlined in Section 18.2.1 of the Declaration, which may include removal of the flooring.
- 2.4 Maintenance:
 - 2.4.1 Inside the Unit: Each Owner is responsible for reporting maintenance problems in their unit whenever the private property of other units or of the Common or Limited Common Areas may have been adversely affected. Reports should be made to the manager of the Property Management Company contracted by the Association.
 - a. Water Heater Replacement: In order to prevent costly damage to units and common areas, owners are required to replace water heaters at least every ten years per the "Resolution of the Board of Directors Adopting the Water Heater Maintenance and Replacement Policy" approved at a meeting of the Board on August 7, 2018.

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b. Remodeling:

- b1. The removal of walls that may be structural requires the approval of the Board, see Declaration 23.2.
- b2. Association dumpsters may not be used for unit remodeling debris.
- b3. Debris may not be stored on unit decks or patios.
- b4. Remodeling work needs to observe the Quiet Hour rule.
- b5. Contractors must be licensed and bonded per state law.
- b6. Remodeling work may not be conducted in the common areas or use Association power sources without the permission of the Board.
- b7. The unit owner is responsible for any damage to the Common Elements, including carpet tears, scratches to the walls, broken light fixtures, etc.

2.4.2 Outside the Unit:

- a. Each resident can help the overall appearance of the property by reporting building maintenance issues such as burned out light bulbs, over-flowing trash cans, safety or trip hazards, garage doors or elevators that are not functioning, pet accidents, empty pet waste bag station, etc.
- b. Building water shut-off must be coordinated with the Community Manager at least 48 hours in advance, unless there is an emergency such as a broken pipe.

Report maintenance issues to:

Port Gardner Property Management

Community Manager Tom Gish, Jr.

425-339-1160 ext. 223 (9 a.m. to 4:00 p.m.)

tgish@portgardnermgmt.com

For emergencies after office hours call: 425-329-6210

2.5 Safety and Security

2.5.1 Emergency Access: Residents should leave a key to their unit with an emergency contact and provide the contact's phone number to the Community Manager.

2.5.2 HOA Information Sheet: The Association is required to maintain a register of the names and addresses of the Owners. Owners are responsible for keeping their contact information up to date with the Association, and for providing leasing information to the Association. Periodically, the Community Manager will send out a form to collect this information. It is important to return the forms in the requested time frame. Failure to notify the Association of changes in occupancy may be subject to fines.

2.5.3 It is the responsibility of each owner or resident to ensure that all doors remain closed and locked after entering or exiting the building. Doors may be propped open while moving in or out if the door is monitored and properly secured afterwards. Emergency exit alley doors should not be used as routine exits. A compliance violation may be issued to anyone observed propping doors open and leaving them unattended, or to anyone who fails to properly secure a door.

2.5.4 Keys and Garage Remotes: The security of garage door openers and door keys are the responsibility of each owner or resident. They should not be left in vehicles. Lost or stolen keys and remotes shall be reported to the Community Manager. Owners are responsible for providing keys and remotes to their tenants. Owners may purchase additional keys or remotes from the Community Manager. Garage remotes will only be issued for the door that is associated with the assigned parking stall, except by approval of the Board.

Keys and Remotes:

Front Door Key: \$15

Fitness or Storage Room Key: \$ 7

Garage Door Remote: \$40

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- 2.5.5 Surveillance cameras are located throughout the property. Upon request, photos of thefts or incidents that are captured on the cameras may be provided to the investigating police officer.
- 2.5.6 Trespassers found in the building are to be reported to the police by calling 911. Police and/or a Board member shall escort the person off the property and give them a “trespass” warning.
- 2.5.7 Vehicle or property thefts are to be reported to the police by calling 911. The Community Manager shall also be notified.
- 2.5.8 Suspicious behavior: Security is everyone's responsibility. Report suspicious activity to the police by calling 911. Examples: Anyone who is tampering with the doors, the entry unit dialing system, or rolling under the garage doors, etc. Also report to our Community Manager.
- 2.5.9 Real estate or contractor lock boxes with building keys shall not be affixed to the exterior of the building fences, or in other unsecured locations outside the building that may jeopardize the security of the building residents without the permission of the Board.

Section 3. Unit Leasing and Sales

- 3.1 Timesharing of Units, as defined in RCW 64.36, is prohibited.
- 3.2 Any lease or rental agreement of a Unit (except to immediate family members):
 - 3.2.1 Shall be in writing.
 - 3.2.2 Shall be executed for a minimum term of six months (see Declaration 10.3) New and renewed leases shall be submitted to the Community Manager, prior to commencing tenancy. (See Declaration 10.3.)
 - 3.2.3 Shall provide that its terms are subject in all respects to the provisions of the House Rules; and that failure by the tenant to comply with the terms of the House Rules shall be a default under the lease or rental agreement.
- 3.3 Move-in fee: All new residents (owners and renters) are subject to a move-in fee of \$250. For tenants, that may be payable either through the Owner when delivering copies of the new lease/rental agreement to the Community Manager, or directly from the tenant within 48 hours of when the tenancy commences. If necessary, the fee may be charged to the Owner's account.
- 3.4 Homeowner policies may not cover all incidents caused by tenants, so owners should require their tenants to carry renter's insurance.
- 3.5 If any lease under this section does not contain the foregoing provisions, such provisions shall nevertheless be deemed to be part of the lease and binding upon the Owner and the tenant by reason of their being stated in the Declaration and these House Rules.
- 3.6 These provisions apply to leases of the Residential and Commercial Units as well as Live/ Work Units.
- 3.7 The Owner or their Agent shall provide a current copy of the House Rules to the Tenant.
- 3.8 Copies of all leases and rental agreements shall be delivered to the Association through the Property Management Company before tenancy commences.
- 3.9 The Board may require the eviction of a Tenant who repeatedly violates these documents, at the expense of the Owner.
- 3.11 Rental of a unit does not constitute a waiver or relinquishment of the Owner's responsibility as specified in the Governing Documents, including ensuring tenants meet the “Use” restrictions.
- 3.12 The Owner shall be held responsible for any damage to Common Areas, Limited Common Areas, and property of other Owners caused by the tenant.
- 3.13 The Owner shall be held responsible for any fines imposed due to violation by the tenant of the House Rules.
- 3.14 Selling a Unit
 - 3.14.1 Real Estate Lock Box Procedure: When an owner lists their unit for sale, the current process for lock boxes is allowed as follows:
 - a. Intent to place a lock box must be reported to Property Management, prior to listing the

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unit. Lock boxes are not allowed on the exterior of the building or on any common element.

- b. The unit door hardware (lever) may be temporarily modified to a knob in order to accommodate the lock box, but it must be changed back when the use of the lock box is finished.
- c. Access to the building will be allowed by way of the callboxes. The listing agent's last name and phone number may be added to the callbox.

3.14.2 Realtors may not post flyers on unit doors or knock on unit doors. Care will be taken to ensure that Open House sandwich boards do not block entrances or exits, and do not become a trip hazard.

3.15 Moving Instructions

Moving large furniture items, boxes, and appliances shall be conducted through the alley garage doors in order to protect the lobby glass doors and to keep the lobby free of clutter. See Exhibit A, Moving Instructions.

Section 4. Use Restrictions

4.1 Residential Units

The Residential Units (not including the Live/Work Units which are subject to the use restrictions set forth in the Declaration, Section 10.1.3) are intended for and restricted to use as single-family residences only, on an ownership, rental, or lease basis, and for social, recreational, or other reasonable activities normally incident to such use, **including use as a home office not involving use by non-resident employees or visits by customers, clients, or the public.**

4.2 Live/Work Units

4.2.1 The Live/Work Units are intended for and restricted to use as live-work space. The Commercial use prohibitions set forth in Section 10.1.1 of the Declaration shall apply to the Live/Work Units, as well as the applicable City of Everett zoning code.

4.2.2 Furthermore, those Units are restricted to (a) use as single-family residences on an ownership, rental, or lease basis, and for social, recreational, or other reasonable activities normally incident to such use and (b) administrative and office uses.

4.3 Commercial Units

4.3.1 The Commercial Units are subject to the use restrictions set forth in Section 10.1.1 of the Declaration. Additionally, the City of Everett imposes certain zoning restrictions on the use of the Commercial Units.

4.3.2 No business or service in a Commercial Unit shall be open or available to the public between the hours of 10:00 p.m. and 6:00 a.m. This is a City of Everett restriction.

Section 5. Common and Limited Common Areas – Appearance, Use, and Control

Definition: "Common Elements" means the portion of the Condominium other than the Units. The term includes the Limited Common Elements. "Limited Common Element" means a portion of the Common Elements allocated for the exclusive use of one or more but fewer than all of the Units.

5.1 Common Elements – General Guidelines

5.1.1 Nautica Soundview is a non-smoking property. The act of smoking in all forms (cigarettes, cigars, marijuana, electronic cigarettes, etc.) is prohibited in the common and limited common elements. Smoking is permitted within Units as long as the smoke does not seep through doorways, windows, and/or vents causing a nuisance for neighboring Units.

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- 5.1.2 Smoking is not permitted within 25 feet of the building entrances. All residents, guests, contractors, and all other authorized users shall comply with the provisions of RCW 70.160 when approaching the premises via public sidewalk.
 - 5.1.3 The Owner is ultimately responsible for any damage to the Common Elements and/or Limited Common Element caused by any tenant, guest, animal, contractor, or any other authorized user.
 - 5.1.4 All residents, guests, contractors, and any other authorized users, are responsible for maintaining the integrity of the Common Elements. This includes, but is not limited to, the upkeep and cleanliness of the Common Elements, and the prevention of damage and abuse to the Common Elements.
 - 5.1.5 Residents who observe maintenance problems with the Common Elements and/or Limited Common Elements shall promptly report the concern to the Community Manager so an investigation can commence to determine any necessary repairs.
 - 5.1.6 Common Elements may not be altered by residents without the prior written permission of the Board. This includes, but is not limited to hallway walls, fencing, lighting, courtyards, siding and flooring. This includes removing condominium furniture, appliances, and equipment, or adding or discarding furniture, appliances, or equipment.
 - 5.1.7 The exterior of a unit, including doors, windows and masonry of a unit and balconies, patios, or terraces, are Common Elements or Limited Common Elements and not the owner's property and are therefore subject to Association rules.
 - a. Alterations to the Unit entry doors are not permitted, except for replacing the lockset keyway.
 - b. Occupants must apply to the Board to add or change hardware on the door, if it is different from the ADA lever-style handle and round deadbolt lock that were originally delivered, see the Resolution Regarding Unit Exterior Door Hardware.
 - c. Repainting the interior Unit side of entry doors is permitted without Board approval. Repainting of the corridor side of entry doors by owners or occupants is not permitted.
 - 5.1.8 Drones may not be operated in the Common Element spaces including the garages and roofs.
- 5.2 Courtyards, Plants, Flower Beds
- 5.2.1 Any modifications to plants, trees, planters, fencing and any part therein, require prior approval of the Board.
 - 5.2.2 Any damage by resident or tenant's pet must be fixed and reported to the Community Manager.
 - 5.2.3 No littering of items including cigarette butts.
- 5.3 Lobbies
- 5.3.1 Residents may not allow entrance to the building to non-residents or unknown persons.
 - 5.3.2 The process of moving in and moving out shall be performed through the P-2 garage to protect the integrity of the lobby entrances. This includes delivery of large items, such as water heaters and other appliances.
- 5.4 Elevators, Stairwells, Hallways
- 5.4.1 Residents must take care to not damage these areas. Carpet damage caused by dragging items in such a way as to cause scoring or indentations will be charged back to the offending party.
 - 5.4.2 Residents must report all damage of concern.
 - 5.4.3 No littering.
 - 5.4.4 No smoking.
 - 5.4.5 The hallways shall be kept clear of all personal items such as shoes, carts, furniture, statues, vases, bicycles, strollers, walkers, etc.
 - a. Small doormats (approximately 18"x24") are permitted. Doormats shall not extend into the hallway in such a way as to cause a potential trip hazard and must be in good repair. The resident is responsible for vacuuming under their doormat. The Board reserves the right to request the removal of any doormat.
 - b. A single wreath is allowed as door decoration as long as the hanging device does not harm the door. Wreaths with a holiday theme may be put up **30 days** prior to the holiday and need to be taken down within **15 days** following the holiday (i.e., New Year's, Valentine's Day, Easter, Independence Day, Labor Day, Halloween, Thanksgiving, and Christmas.) The Board reserves the right to request the removal of any door decorations.

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5.4.6 Carpet Stains. Animal urine, vomit, or feces must be cleaned up immediately. The resident pet owner is responsible for removing carpet stains regardless of the nature or cause. Failure to properly remove stains may result in a fine and an assessment for the damages.

5.4.6 Emergency Evacuation Elevator Procedure. See Exhibit B.

5.5 Garages

5.5.1 The speed limit in all parking garage areas is **10 MPH** whether posted or not.

5.5.2 Parking within the Condominium is prohibited except in designated parking spaces.

5.5.3 All Units are allocated specific parking spaces; vehicles shall not be parked in a space designated to another Unit without the written permission of the Owner.

5.5.4 Trading or leasing of spaces. See 10.2 of the Declaration.

5.5.5 Motor vehicles must be parked in a manner so as not to obstruct any normal use of other parking spaces or common areas; a parked vehicle blocking another vehicle from entry or exit is subject to immediate towing.

5.5.6 Parking spaces may only be used for the parking of operable passenger cars and motorcycles by Owners or Authorized Users of the Condominium

5.5.7 Recreational vehicles, boats, trailers, campers, or oversize trucks are prohibited.

5.5.8 Commercial vehicles that serve primary transportation of a resident may be parked in that resident's assigned space provided they comply with all other parking guidelines.

5.5.9 Commercial vehicles may be parked during the day when engaged in commercial endeavors specific to the maintenance or repair of areas within the Condominium. Commercial vehicles that are not parked within a designated stall may be towed unless the Board has provided authorization.

5.5.10 Visitors are prohibited from parking within the Condominium, except under following guidelines:

a. When it is for day use only (carpooling, commercial use as in 5.5.8 above).

b. When guest is parked in the allocated space of the resident being visited.

c. When it has been authorized by the Board to facilitate Condominium maintenance.

5.5.11 All vehicles parked on Nautica Soundview Association premises must be currently licensed and operational. No inoperative vehicle may remain in any parking space or other Common Element for more than 72 hours. This includes unlicensed or improperly licensed vehicles or any vehicle with expired tabs. Physical features that would imply inoperability, such as a flat tire, will make the vehicle subject to fines and towing.

5.5.13 Washing vehicles in the parking garages is prohibited.

5.5.14 Parking spaces must be kept **clean** and free of oil and grease, using a drip pan if required. The Board may assess a fine and a damage assessment for cleaning oil stains on the concrete.

5.5.15 Parking spaces are not to be used for storage and will be subject to fines and/or removal of the stored items.

5.5.16 Towing

a. The board reserves the right to tow any unauthorized vehicle from Common areas.

b. Any vehicle parked on Nautica Soundview Association property that is not in compliance with these parking provisions may be towed without warning at the Owner's expense and may incur fines.

c. Homeowners have the right to tow any unauthorized vehicles from their own parking space. Any dispute arising from a vehicle having been towed from a reserved spot shall be resolved between the owner of the vehicle and the owner of the reserved spot.

5.5.17 Bicycles in racks must be operational and shall be registered with the Association. The Association is not responsible for the damage or theft of bikes stored in the garage rack.

5.5.18 Vehicles will not be used for sleeping.

5.6 Garbage and Recycling

5.6.1 Recyclable items must be removed from plastic bags or other containers and be properly separated and placed into the appropriately marked bins.

5.6.2 Cardboard boxes *must* be broken down and flattened before placing in the recycle bin.

5.6.3 All trash must be placed inside the dumpsters.

5.6.4 Large or excessively heavy items, including but not limited to Christmas trees, furniture, appliances, and construction debris may not be disposed of in garbage bins or on Association property. The Association is charged for large or unauthorized items that are improperly placed in the garbage

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receptacles, and the Board reserves the right to issue fines to any resident who improperly disposes of items. The Board may review surveillance cameras to determine culpable persons.

5.6.5 Disposing of “Hazardous Materials” is prohibited. Oil-based paint and household hazardous waste materials may be taken to the drop off site at 3434 McDougall Avenue. Latex paint must be dried out before disposing of it in the trash.

5.6.6 Abandonment of furniture, books, lamps, vacuum cleaners, electronics, TVs, or fitness equipment in the dumpster area is not permitted. **‘NO DUMPING’** signs are clearly posted and any resident who abandons items in the garbage area may be assessed with the cost of disposing of the items.

5.7 Decks/Fencing/Balconies/Patios:

Declaration 10.14.1 “Each Owner shall be responsible for regular cleaning of the Limited Common Element deck or porch allocated to the Owner’s Unit. The Association, however, shall be responsible for repair and replacement of the decks or porches.” 16.6.3 “Any Common Expense associated with the operation, maintenance, repair, or replacement of a Limited Common Element that is allocated to one or more Units shall be paid by the Owner(s) of or assessed against the Unit(s) to which that Limited Access Element is allocated.”

5.7.1 The use of gas and charcoal grills is strictly prohibited. Electric grills are permitted.

5.7.2 Activity on exterior decks must not cause a disturbance for surrounding neighbors. See Declaration 10.7 Intrusive Activity.

5.7.3 Residents shall not cause for any items or other foreign objects to be blown, swept, tossed, thrown, or launched in any other manner, from one deck to another, or to a public sidewalk or roadway, or to a neighboring building.

5.7.4 Residents are responsible for cleaning their patios and decks.

a. Decks and railings are to be kept clean.

b. No trash is to be stored on decks/patios. Pet litter boxes and trays are not permitted on the decks and patios, and pets will not be allowed to relieve themselves on the decks or patios.

5.7.5 Coating and repairing of decks and patios is the responsibility of the Association, however, the cost of the repairs may be assessed to the Owner in accordance with Section 16.6.3 of the Declaration.

5.7.6 No owner or renter may use his or her deck or patio as an additional storage area to include storage containers such as coolers, tubs, buckets, etc. **There is an exception for bicycles.**

5.7.7 Temporary decorations with holiday themes are allowed on decks and patios, but may not be put up more than 15 days prior to the holiday and shall be removed within 15 days following the holiday. The Board reserves the right to request the removal of any decorations that it deems are unsafe, hazardous, unsightly, or that block neighboring views.

5.7.8 Planters must have drip tray and be elevated. Outdoor patio furniture is allowed and is defined as tables and chairs. **Due to weight-loading concerns on balconies, large pots (more than 10 lbs.) shall be limited to no more than two to every 6 feet of deck length.** Potting soil and tarps may not be stored on the decks. No bi-fold screens or umbrellas are allowed on the upper balconies. The Board reserves the right to request the removal of any item it deems to be unsightly or unsafe.

5.7.9 No fastening of items to building or fencing for hanging or storage purposes, including stickers, staples, screws, or bolts into the ceiling, walls, or railings. See Board for approval of questionable items. (Bird deflectors may be approved by the Board on a case by case basis.)

5.8 Storage Units

5.8.1 The storage areas may only be used to store ordinary household items of the Owner or occupants of the Unit.

5.8.2 Per the Declaration, Section 10.11, hazardous substances may not be stored in storage units.

5.8.3 Storage of any household chemical or liquid that may spill, leak, or seep, or that may create any noxious odor, fume, or gas, by mixture or not, are prohibited from being placed within storage units, whether classified as hazardous or not.

5.8.4 Storage of ordinary household items is limited to the area of the storage area allocated to each Unit, and any items left outside these areas may be removed without cause or notice.

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- 5.8.5 Leasing of storage units shall be in accordance with Section 8 of the Declaration, which requires written notification be provided to the Board. Sale or transfer of storage between Units requires Board approval, and a legal amendment per the Declaration, Section 8.3.
- 5.8.6 All storage units are assigned. Empty storage units may not be occupied by anyone except the assigned owner or their tenant without the permission of the Board. Unauthorized locks will be cut-off and the contents removed.
- 5.9. Roof-top Deck/Patio
- 5.9.1 Residents shall not cause for any items or other foreign objects to be blown, swept, tossed, thrown or launched in any manner, from the rooftop to another deck, public sidewalk, roadway, uncovered roofing or to any neighboring building.
- 5.9.2 The roof-top deck is a **NO SMOKING** area.
- 5.9.3 Residents may not leave personal items, including chairs, on the roof-top deck. The Association reserves the right to confiscate or dispose of furniture that was not appropriated with the permission of the Board.
- 5.10 Fitness Center
- 5.10.1 Proper attire is to be worn at all times including shorts/pants, shoes, and shirt.
- 5.10.2 Minors (under 18) are prohibited from being in the fitness center unless supervised by an adult.
- 5.10.3 Weight machines and cardio equipment are not to be moved.
- 5.10.4 All weights, mats, and accessories are to be returned to the area in which they were found, and at no time may they be removed from the Fitness Center.
- 5.10.5 The user must sanitize all equipment after each use.
- 5.10.6 Lights, heaters, fans, and TV must be shut-off after each use.
- 5.10.7 Doors, windows, and sliding door must be locked after each use.
- 5.10.8 Broken and/or defective equipment shall be reported to the Community Manager immediately; and properly marked “do not use,” whether observer is at fault or not, to prevent injury to others.
- 5.10.9 Contact the Association Board before donating fitness equipment. Non-professional equipment is not covered by our service agreement and may not be authorized for insurance reasons.

Section 6. Animals

Declaration 10.6 “Domesticated animals, birds or small reptiles (herein referred to as “pets”), may be kept in the Units, subject to rules and regulations adopted by the Board. Pets will not be allowed on the Common Elements unless they are on a leash and are being walked to or from the Unit to a public road. Each owner shall pick up any waste matter left by a pet. The Board may at any time require the removal of any pet, which it finds is disturbing other Owners unreasonably, and may exercise this authority for specific pets even though other pets are permitted to remain. The Board may adopt additional rules and regulations governing the keeping of pets, and the size, number, nature, conduct and impact of pets.”

6.1 Pets and Service Animals

- 6.1.1 The number of pets shall be limited to **TWO per unit**, except for small caged animals such as birds and fish. Units having more than two pets at the time this rule is published may be ‘grandfathered-in’ upon written request of the Board.
- 6.1.2 The weight of a pet shall be limited to **25 pounds** or less. The Board may request proof of weight.
- 6.1.3 Whenever they are outside of the Unit, pets and service animals shall be restrained by a leash not to exceed **eight** feet in length, and under the physical control of a responsible person, or be in a carrier.
- 6.1.4 Pets are not allowed in the Fitness Center or on the roof deck, except for the service animal of a disabled resident.
- 6.1.5 Each owner shall “promptly” pick up any waste matter left by their cat or dog. This includes mopping up urine in the elevators, lobbies, or other Common Areas, and cleaning stains on the carpet.
- 6.1.6 Digging in flowerbeds and planters by pets is not allowed, and the owner shall immediately fill any holes and fix any damage that may occur as a result of their pet’s actions.
- 6.1.7 Breeding of pets is not allowed.

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- 6.1.8 Sheltering of stray pets is not allowed.
- 6.1.9 Pet-sitting as a business is not allowed.
- 6.1.10 All cats and dogs shall be licensed with the City as required by Municipal code, and barking shall be controlled so as not to cause a nuisance.

6.2. Wild Animals

- 6.2.1. Feeding or sheltering wild animals is prohibited. This includes but is not limited to:
 - a. Birds such as seagulls, pigeons, and crows.
 - b. Squirrels and other rodents.
 - c. Feral cats.
 - d. Any other wild animal that the Board deems to be a nuisance.
- 6.2.2 Interfering with the efforts of the Association to control pest, including pigeons, by removing or disturbing traps is prohibited.

Section 7. Fees and Fines

7.1 Fees

Assessment Late Payment	\$ 25
Move-In	\$250
Remote Control	\$ 40
Front Door Key	\$ 15
Fitness or Storage Room Key	\$ 7

7.2 Fine Schedule: **See the Enforcement and Fine Policy adopted by the Board on June 4, 2019.**

- Fines may be levied for violations of the governing documents as follows:
 - First notice of violation – Warning letter (this may include an assessment if there were damages that resulted in a cost to the Association).
 - Second notice of violation - \$100 (plus any additional costs associated with property damage.)
 - Third notice of violation - \$150 (plus any additional costs associated with property damage.)
 - Subsequent violations - \$200 (plus any additional costs associated with property damage.)
 - Continuing Violations - \$5 per day or \$25 a week. This is for ongoing conditions that are not resolved within the requested time period, such as inoperable vehicles, signs in windows, etc.

Section 8. Compliance and Due Process Hearings: **See Enforcement and Fine Policy Resolution.**

- 8.1 Authority: The Condominium Act, RCW 64.34.304, and Section 13.6.11 of the Declaration grant the Association with the authority to levy reasonable fines in accordance with a previously established schedule adopted by the Board of Directors and furnished to the Owners regarding the commission of violations of the governing documents.
- 8.2 Rule violations can be generated as a result of:
 - a. Property tours conducted by the Board or their agent;
 - b. Complaints from owners or residents;
 - c. Activity captured on surveillance cameras.
- 8.3 Due Process: Owners are entitled to a due process hearing. The recipient of a violation has the right to appear personally or by representative to give testimony, or testimony may be submitted in writing or both. Hearings will generally be held in private or may be public at the Owner's request. If a hearing occurs, owners will be notified by letter as to the decision of the Board.
- 8.3 Violation complaints shall be reported in writing to the Community Manager.

Section 9.0 Emergencies

- 1. Report fire or other life-threatening emergencies to 911. The fire department has keys to the building.
- 2. If a person is stuck inside an inoperable elevator, follow the emergency procedures posted on the bulletin board and attached herein as Exhibit B.

Approved by the Board of Directors at a meeting on June 4, 2019.

Katherine Greenwood

Exhibit A

MOVING INSTRUCTIONS

- Moves are to be conducted through alley garage doors. Staging boxes and furniture items in the lobby or moving items through the lobbies on carts and dollies is not permitted.
- Garage doors can be held open by placing an item in front of the electric eye. **DO NOT SHUT OFF POWER SWITCH OR DOORS WILL CONTINUE TO OPERATE ON BATTERY BACK-UP UNTIL THE BATTERY DIES.** Safety cones are available for check out from the Association. Place cones inside when not in use and contact the Board when finished using the cones.
- A resident will need to open the garage door from the inside by pushing the green “OPEN” button. Place cones in front of the electric eye panels on either side of the doors before the door starts to close. Do not attempt to move under the doors without propping them open.
- All doors need to be monitored when open. The security of the building is your responsibility.
- Garage door openings are 7 Ft. 8 inches. Check vehicle height before entering.
- Check moving van height before entering the alley to ensure powerlines will not be in the way.
- P2 stairwell doors and elevators are locked. Open with the lobby front door key.
- **DO NOT HOLD OR PROP OPEN ELEVATOR DOORS.** The elevators can get stuck and require service. If off-hours, service costs \$948 per hour. This cost may be charged back to the owner.
- Do not discard unwanted items by placing them next to the dumpsters. The Association’s garbage service is for normal household bagged garbage only. Large items placed inside the dumpster will be logged by the garbage service and the Association will be charged. Items left next to the dumpsters will have to be removed at a cost to the Association. Removal costs (contractor plus dump fees) will be assessed against the unit owner’s account. The area is posted with a NO DUMPING warning sign, and the House Rules also address this matter.
- Observe recycle rules and flatten cardboard boxes before placing them in recycle bin.
- There has been a history of carpet damage caused by dragging items. Be careful not to damage carpet, paint, light fixtures, or other components.
- Trailers, pods, and other moving items may not be stored in parking stalls or in the alley.
- Please report accidents or safety issues.

Exhibit B

Elevator Emergency Evacuation Procedures

- I. Requirement: Elevator emergency procedures are required by the State of Washington, Department of Labor & Industries in compliance with American Standard Safety Code for Elevators and Escalators ASME A17, 1-8.6.11.5.
- II. Responsibility: The Board of Directors for the Nautica Soundview Condominium Owner's Association shall prepare and maintain the procedure on behalf of the owners.
- III. Procedure:
 - A. In the event that an elevator becomes stalled with passengers inside it, do not attempt a rescue yourself. While the elevator is equipped with an emergency escape exit, this exit should remain locked at all times and used only during an emergency by trained personnel.
 - B. Please follow these instructions carefully:
 - 1. Establish and maintain communication either with the passengers inside the elevator by using the elevators phone or intercom, or simply by calling through the doors. Reassure the passengers that steps are being taken to remove them from the elevator and encourage them to remain calm.
 - 2. Find out if anyone is hurt or ill. If so, arrange for medical assistance or call 911.
 - 3. Find out how many people are in the elevator.
 - 4. Ask passengers to stand clear of the door.
 - 5. Ask them not to smoke in the elevator.
 - 6. Find out whether the regular elevator lighting or emergency lighting is operating. This will help determine the degree of power failure.
 - 7. Contact your local Thyssenkrupp Elevator office at 425-702-1200 and inform them of the situation.
 - 8. Stand-by for instructions or until they arrive onsite.

NAUTICA SOUNDVIEW CONDOMINIUM OWNERS ASSOCIATION – HOUSE RULES

EXHIBIT C

POLICY RESOLUTIONS

Available on the Association’s website at www.nauticasoundview.com

- I. Resolution of the Board of Directors Regarding Hard-surface Flooring Policy, April 16, 2017
- II. Resolution of the Board of Directors to Transfer Management Agreement, January 27, 2018
- III. Resolution to Submit Schedule C Amendment to Owners for Consent by Mail, August 23, 2018
- IV. Resolution to Submit Qualifications Amendment to Owners for Consent by Mail, August 23, 2018
- V. Resolution of the Board of Directors Adopting the Hot Water Heater Maintenance and Replacement Policy, approved on August 7, 2018.
- VI. Resolution of the Board of Directors Regarding Disability Accommodations for Large Animals, approved on August 7, 2018.
- VII. Resolution of the Board of Directors Regarding Unit Exterior Door Hardware, approved on August 7, 2018.
- VIII. Resolution of the Board of Directors Regarding Reserve Fund Withdrawals, approved on August 7, 2018.
- XI. Resolution of the Board of Directors Adopting a Collection Policy for Delinquent Assessments, approved June 4, 2019.
- X. Resolution of the Board of Directors Adopting an Enforcement and Fine Policy, June 4, 2019, with an effective date of July 4, 2019.

DECLARATION AND BYLAW AMENDMENTS

Articles of Incorporation - Amended 10/13/2009 to delete and replace sections 8 and 9 having to do with liability of Directors.

Bylaws – Amended 9/9/2016 to add term limits for Directors.
Amended 11/1/2018 to add qualifications for Directors.

Declaration –
Amendment 1 6/23/2006 Replaces the original Schedule B
Amendment 2 12/21/2007 Replaces the previous Schedule B with a new one.
Amendment 3 4/09/2008 Amended Schedule C to add 6 additional parking spaces
Amendment 4 10/15/2009 Amended or deleted and replaced Sections 10.14.2.3, 10.14.2.4, 12.1.6, 12.4.7, 13.6.4, 19.3, and 28.
Amendment 5 11/1/2018 Schedule C
Amendment 6 11/1/2018 Section 15.1 All Directors must be owners.