

ADMINISTRATIVE RULES AND REGULATIONS
For
COLONIAL FOREST CONDOMINIUM OWNER'S ASSOCIATION

The following Administrative Rules and Regulations, previously adopted by Declarant acting for The Board of Directors, are herewith re-adopted by The Board of Directors of the Colonial Forest Condominium Owners Association pursuant to Article 10.4.1 of the Declaration, recorded in King County under file number 7806190622, with certain amendments and additions. These Rules and Regulations, as well as any future additions and charges adopted by The Board of Directors shall, in accordance with said Declaration, be binding upon all owners, occupants, and all other persons claiming an interest in any unit or common area of Colonial Forest Condominium and shall be enforceable as provided in Article 16 of said Declaration and as set forth in Rule 10 of these Administrative Rules and Regulations.

RULES AND REGULATIONS

RULE 1 – PETS (Declaration Article 11:11)

- a. Pets shall not exceed twenty-five (25) pounds maximum weight. Exception can be made for documented service animals.
- b. Cats may be allowed to roam freely in Colonial Forest common and limited common areas provided they do not disturb other residents or damage common property. If two (2) or more complaints are received concerning any cat these privileges shall be revoked and the cat shall be subject to the leash requirement of paragraph d. below.
- c. Dogs shall be kept on a leash and shall be accompanied by its owner or owner's representative whenever the pet is in Colonial Forest common or limited common areas.
- d. Pet defecation in common or limited common areas of Colonial Forest shall be immediately picked up by the pet owner or representative. When walking a pet, the person shall carry a device for picking up any defecation and a bag for placing it in.
- e. All pet owners shall be responsible for the conduct of their pets. Pets shall not unreasonably disturb other residents (i.e. such as continuing excessive barking, damaging or destroying of property or otherwise becoming a nuisance). The Board of Directors may at anytime require the removal of any pet which, in their sole judgment, is unreasonably disturbing other residents or preventing their quiet enjoyment and use of their property. The Board of Directors may exercise this right for any specific pet even though other similar pets are allowed to remain.

- f. Pets brought into Colonial Forest by visitors or guests shall be subject to rules above and each resident shall be responsible and held accountable for pets brought into Colonial Forest by his/her guests and visitors.
- g. Pets shall be fed inside units or closed garages. Food of any kind in common areas or limited common areas outside your unit, if meant to feed animals or birds, is prohibited.

Enforcement of these rules shall be set forth in Rule 10 of these Rules and Regulations.

RULE 2 – SIGNS (Declaration Article 11.10)

- a. Signs, notices, advertisements, and posters, shall not be displayed in or on Colonial Forest common or limited common areas or from any unit window, door, patio, porch, or railings, except as may be authorized in writing by The Board of Directors.

Enforcement of this rule shall be set forth in Rule 10 of these Rules and Regulations.

RULE 3 – NOISE

- a. Residents are responsible to control noise generated by but not limited to musical instruments, amplifiers, radios, television, stereo equipment, tools, door slamming that may disturb other residents. King County Ordinance 3139 and all other applicable laws, ordinances, and regulations pertaining to noise shall be strictly adhered to, with permissible levels of noise diminishing after 8 p.m., and particularly after 10 p.m., and remaining at a diminished level until 7 a.m. weekdays and 9 a.m. weekends and holidays.

Enforcement of this rule shall be set forth in Rule 10 of these Rules and Regulations.

RULE 4 – DECK AND PATIO MATERIALS

- a. Residents shall not hang, store, dry, or shake any rugs, garments, or other such items from porches, rails, windows or doors of any unit.
- b. Exception is made for planters securely tied to the rail. Hanging baskets may be utilized on the side and rear decks and patios of a unit providing that:
 - No more than four hanging baskets can be placed on a side.
 - That the baskets are kept neat and clean in appearance.
 - That they are removed immediately if the plants die.

Enforcement of these rules shall be set forth in Rule 10 of these Rules and Regulations.

RULE 5 – GARBAGE

- a. Residents shall store all garbage and trash in units and garages, placing it in appropriate containers, and placing it outside the evening before garbage pick-up days. Empty garbage containers shall be picked up and placed inside units or garages on the same day that the garbage has been collected. Residents shall be responsible to ensure garbage does not blow away or tip over and if any does to immediately pick up such loose garbage.

Enforcement of this rule shall be as set forth in Rule 10 of these Rules and Regulations.

RULE 6 – USE OF PROPERTY

- a. No illegal use shall be made of any unit or common or limited common area in Colonial Forest.
- b. Garage sales and estate sales are allowed with two weeks prior notification to The Board of Directors.

Enforcement of this rule shall be as set forth in Rule 10 of these Rules and Regulations.

RULE 7 – ADMISSION TO PROPERTY

- a. All persons operating a motor vehicle within the confines of Colonial Forest shall operate that vehicle in a safe and reasonable manner and at a speed consistent with weather and traffic conditions. Maximum speed is 15 MPH.
- b. Guests and visitors shall be subject to the same rules and regulations as residents and it shall be the responsibility of each resident to ensure that their visitors and guests observe such rules and regulations.

Enforcement of this rule shall be as set forth in Rule 10 of these Rules and Regulations

RULE 8 – PARKING (Declaration Article 11.3)

- a. Exterior parking is solely reserved for the use of operational land transportation vehicles commonly used for daily transportation. Boats, trailers, mobile homes, and other recreational vehicles shall not be kept within the confines of Colonial Forest except that, for a period of approximately 24 hours preceding

or following travel. Residents may temporarily park motor homes or campers as close to their units as legally possible for the purpose of loading or unloading such vehicles, providing these vehicles do not obstruct or block exclusive use parking of other residents. Permission is required from The Board of Directors for parking of such vehicles for periods longer than 24 hours.

- b. Parking in, behind and one space adjacent to space behind is restricted to the exclusive use of persons occupying that unit and / or their visitors. All other parking areas, whether adjacent to buildings, in parking areas, or along streets that are not assigned to exclusive use of a resident, may be utilized by all residents, guests, visitors and workmen on first come-first served basis.
- c. The Board of Directors may, in its sole discretion, require the removal from Colonial Forest of any inoperative vehicle such as: flat tires, expired licenses, or damaged beyond drivability, parked in common or limited common or exclusive use areas, or of any other vehicles or item improperly utilizing a parking space. A warning letter and parking citation on the car with a one-week timeframe to respond to the violation will be issued before action is taken. If a vehicle is inoperative and resolution cannot be reached within a one-week timeframe then the owner must garage it or store it offsite.
- d. Certain areas near intersections, gates, fireplugs and other potential hazard areas have been identified by curb markings with yellow paint as "NO PARKING" areas and shall not be utilized by any resident, guest, visitor or workman. This rule relates to access of emergency vehicles, and as such at the discretion of The Board of Directors the vehicle can be towed without prior notice at the owner's expenses.

Enforcement of this rule shall be as set forth above and in Rule 10 of these Rules and Regulations.

RULE 9 – EXTERIOR APPEARANCE (Declaration Article 11.8 & 11.13)

- a. Residents shall not change the exterior appearance of any common or limited common facility or area, window, door, overhead door, paint, siding, window hanging, deck, stairs or other such items that effect the outward uniform appearance of the building/unit without first obtaining the express written permission of The Board of Directors prior to the change.
- b. Window drapes and panels are to show to the outside of the unit white or off-white color as drapes can be lined with white or off white so as not to restrict the interior taste in color and pattern of the homeowner. That, in the sole opinion of The Board of Directors, the hanging does not detract from the general appearance of the building and are maintained in good condition as to the outside appearance.

- c. Aluminum, faux wood, wood, fabric, cellular, bamboo, or rice paper window blinds are allowed as long as it is a neutral shade and does not detract from the general appearance of the building and are maintained in good condition.
- d. Screen/Storm doors may be installed by residents on any exterior passage door providing they are:
 - Emco 200 Series 32-36 inch Traditional or Crossbuck style or Emco 75 series 32-36 inch storm door.
 - White color with black trim of the type generally in use in Colonial Forest.
- e. Personal items may not be stored in common areas or limited common areas. Objects that detract from the outside appearance of each unit and common and limited common areas are prohibited. Items appropriate to store or keep seasonally out on patios and decks include but are not limited to grills / deck furniture / plants and planters and similar items.
- f. Units are limited to one grill per unit on a deck or patio.
- g. Personal gardens and decorations in the limited and common areas are allowed if maintained regularly by resident. Signs for personal gardens are required. A written request to the grounds keeping supervisor is required.

Enforcement of this rule shall be as set forth in Rule 10 of these Rules and Regulations.

RULE 10 – ENFORCEMENT

Each owner, occupant, visitor, guest, and any other person having an interest in Colonial Forest must recognize, that a communal environment such as Colonial Forest with many residents sharing common structures, areas, and facilities and within sight and sound of many more persons, there has to be a delicate balance between the rights of an individual to act in any given manner and the rights of other residents to the quiet enjoyment of their property.

Accordingly, The Board of Directors has established the following table of enforcement actions based upon the nature of the rules violation and the number of such violations or the continuance thereof. The process is for the rule violator to be notified with a warning letter to rectify the violation without penalty and if violation does not cease, the violator will get a final letter with penalties until the violation ceases. The penalties will be as follows:

- a. For the first violation or notice of infraction of any rule, a formal written warning will be issued advising the person of the violation or infraction.
- b. For subsequent violations of the rule, a fine or other penalty will be assessed and imposed as follows:

- 1) The second and third violations are fined \$100.00 each month.
 - 2) Consequent violations until resolution are fined \$250 each month.
 - 3) For those violations continuing on any ongoing basis the fines shall be assessed for each month that the violation continues beyond the correction date stated in the second notice.
 - 4) If the violation ceases for a period of twelve months, the violation is considered to be resolved. Subsequent same violation in the future will restart the process as a first violation.
 - 5) If it appears that violations continue despite assessed fines, the offending party will be called before The Board of Directors for determination of subsequent action, including, if necessary, legal action. Should the offending party refuse to appear before The Board of Directors on the appointed date or should fail to send an authorized representative, The Board of Directors will proceed to make a determination without further consideration.
- c. For certain rules violations, the nature of the violation may be such that it may not be possible to immediately resolve the problem with a resolution. The violator may request to meet with The Board of Directors to arrive at an amicable solution. Should this not be possible, or should the individual or their representative refuse to meet with The Board of Directors, then The Board of Directors may proceed to make a determination without further consideration. The Board of Directors may collect from the individual any costs incurred by The Board of Directors in resolving or attempting to resolve violations hereunder.
- d. For certain rules violations, The Board of Directors may need to take immediate action to resolve or rectify the problem in a timely manner, including the removal of the offending activity or item, notification of appropriate authorities, towing away improperly parked vehicles or the levying of additional fines. The homeowner will be responsible for any costs incurred by The Board of Directors in resolving or attempting to resolve violations.
1. Declaration Articles noted in paragraph titles above shall be enforced in the same manner as The Administrative Rules and Regulations to which they apply.
 2. By Laws 7.2 and 7.3.1 and Declaration Articles 10.4.4 and 11.1, dealing with use of and entry into units, common areas, and limited common areas shall be enforceable as set forth.

3. Declaration Article 11.5 concerning obstruction of walks and drives shall be enforceable.
4. Declaration Articles 11.6 and 11.7 dealing with the responsibilities of residents to keep units and limited common areas clean and in good repair shall be enforceable.
5. Declaration Article 11.9., which requires that nothing shall be done which has an adverse effect on insurance rates shall be enforceable.
6. Declaration Article 11.9 dealing with activities of an offensive or noxious nature shall be enforceable.
7. Declaration Articles 12.12, 12.14, 12.17 and 12.18 dealing with late or non-payment of assessments or charges shall be enforceable as follows:
 - e. Any monthly dues or special assessment or other charges levied by The Association that are not paid within 30 days of the due date shall be assessed interest at a rate of 12% per year for each month unpaid past the first month. If any monthly or special assessment or other charge is not paid within three (3) months of the due date, The Board of Directors shall place a lien against the applicable unit in the amount of such unpaid assessment or charge and any attendant cost, and may proceed with a collection action. In addition, The Board of Directors may elect to sever utility services to that unit pending receipt of such assessments or charges.
 - f. If fines are not paid within three (3) months of the original assessment date, The Board of Directors shall proceed with a collection action.

These Administrative Rules and Regulations as amended and revised are hereby adopted by The Board of Directors of Colonial Forest Condominium Owners Association in a regular meeting of The Board of Directors on July 30th, 2011 pursuant to applicable By-Laws and Declaration Articles.

Attested to: Original signed by:

The Board of Directors President: Jolene McKee

The Board of Directors Secretary: Marilyn Kelleigh