

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 changes 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 Condominiums and shall be enforceable as provided in Article 16 of said Declaration and as set forth in Rule 12 of these Administrative Rules and Regulations.

The degree to which residents respect each other's rights will ultimately shape the quality of life at Colonial Forest. These Rules and Regulations clarify and expand upon the policies and procedures defined in the Covenants, Conditions and Restrictions (CC&Rs) and By-Laws for Colonial Forest. In this regard, it is incumbent upon the Board of Directors to invoke all measures necessary to enforce these rules and regulations.

The Rules and Regulations have been adopted by the Board of Directors of Colonial Forest Condominiums in accordance with the Declaration (CC&Rs) and By-Laws to: 1) protect the architectural integrity and harmony of the community; 2) promote the safety and welfare of residents; 3) ensure the quiet enjoyment of the community; 4) protect the interest of all parties; 5) enhance and maintain property values; 6) provide order and consistency; 7) ensure proper behavior; and 8) minimize problems and maintain an acceptable quality of life for all residents.

## RULES AND REGULATIONS

Enforcement of these rules is set forth in Rule 12 of these Rules and Regulations.

### RULE 1 - 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.

RULE 2 - EXTERIOR APPEARANCE (Declaration Article 11.6, 11.7, 11.8 & 11.13)

- a. Residents shall not change the exterior appearance of any building/unit or paved area in the complex without obtaining expressed written permission from the Board of Directors prior to the change or the resident will be required to return it back to its original condition at the resident's expense per the Declaration (CC&Rs).
- b. Window dressings shall be white or off white on the outward-facing side in order to maintain a consistent appearance throughout the complex. Drapes can be lined with white or off white so that it does not restrict the interior taste in color and pattern of the homeowner. All window dressings shall be maintained in good condition and have a neat appearance from the outside.
- c. Aluminum, faux wood, wood, fabric, cellular, bamboo, or rice paper window blinds are allowed as long as they are a neutral shade and do not detract from the general appearance of the building and are maintained in good condition.
- d. Storm doors may be installed by residents on any exterior passage door providing they are one of the approved doors. See approved list on *colonialforest.net* or call Targa.
- e. Personal items may not be stored in limited common or common areas. At any time, the Board of Directors may request the removal of any object(s) that detracts from the general appearance of limited common or common areas.
- f. Personal gardens and decorations in the limited common and common areas are allowed if maintained regularly by the resident. Solar yard lights are acceptable but must be neatly installed and kept in working order. Residents who want to maintain their own gardens are required to request a "Resident Garden" sign from the grounds keepers for display in the garden. Residents are required to keep the Resident Garden neat in appearance, free of weeds, and separated from the building foundation. If not properly maintained, the Board of Directors has the authority to revoke privileges at any time and on-site staff will resume maintaining that area.
- g. Decks, porches and stairs shall be maintained by the homeowner. This includes the white 6" fascia board (trim piece) immediately below the deck. The approved grey paint code is available on *colonialforest.net* under "Information Owners Should Know / Deck Paint Formula."
- h. Outside lamps attached to buildings and garages shall be kept clean and painted by the homeowner. The color must be the same color (white or black) as the railing color of the building. If replacement is necessary, examples of approved styles are available at *colonialforest.net*. Light bulbs for outside lamps will be replaced by the Association. Report burned out light bulbs via a maintenance request or send an email request via *colonialforest.net*.
- i. All iron railings will be maintained by the homeowner. Railings must be kept free of rust and painted with the same color (white or black) as the entire building.
- j. Lattice must be clean and in good condition. The approved style for replacement lattice is the small square pattern. It can be wood but the preferred replacement is plastic as it wears better and requires less maintenance. Lattice replacements are the responsibility of the resident.

- k. All outside doors and windows (including storm doors) must be maintained in good condition. Owners are responsible to keep exterior doors rust free and painted whenever necessary. Storm doors must be in good condition, e.g., no missing or torn screens. Any broken or damaged windows in units or garage doors must be replaced.
- l. For replacement information regarding outside lamps, storm doors, porch/deck boards, lattice, railings, windows, individual unit fencing/gates, and protective plexiglass for decks/porches, go to [colonialforest.net/Replacement Items Approved For Owner Purchase](http://colonialforest.net/Replacement%20Items%20Approved%20For%20Owner%20Purchase). If an owner performs a thorough search and finds that a certain approved replacement item is no longer available, contact the Board of Directors regarding any alternatives prior to purchasing and installing a replacement item.
- m. Air conditioners that have an exhaust duct hose that vents from inside the unit through an outside window via a frame or window kit are acceptable. Any air conditioner that is designed to be placed in, or hangs from an exterior window, or in any other way is placed outside of the building unit is prohibited.

#### RULE 3 – DECKS AND PATIOS (Declaration Article 11.8 & 11.9)

- a. Residents shall not hang, store, or dry any rugs, garments, or other such items from porches, rails, windows or doors of any unit.
- b. Exception is made for planters securely fastened to the rail. Hanging baskets may be utilized on the side and rear decks and patios of a unit providing the baskets are kept neat and clean in appearance. Plants must be removed immediately if the plant(s) die or if artificial plants fade.
- c. Round planters more than 18” in diameter and/or rectangular planters longer than 24” are limited to four per deck side or porch. Wooden “whiskey barrel” type planters are prohibited on decks and porches.
- d. Decks, porches and patios should not be used as storage areas; however, boxes specifically designed for patio/deck storage are approved as long as they are of reasonable size and blend in with the surrounding color scheme.
- e. Only furniture specifically for outdoor deck and/or patio use is allowed. Other approved items are deck/patio appropriate decorations, plants, etc.
- f. Units are limited to one grill per deck or patio. Open flame cooking or heating devices such as charcoal/wood-burning grills, woks, broilers, chimeras and fire rings are classified as a fire hazard per Colonial Forest’s insurance provider and are therefore prohibited for use on wood-surfaced decks and porches. Gas grills designed for connection to a unit's natural gas line, or to a liquid propane gas tank, or electric grills designed for outdoor use are permitted, but must be kept away from flammable materials and from vinyl siding as it will cause damage from the heat when in use.

- g. All seed type bird feeders are prohibited on Colonial Forest grounds. Hummingbird feeders are acceptable but must be maintained.
- h. All buildings are pressure washed on periodic basis. When the building is scheduled to be pressure washed, all small items stored on decks, porches and patios must be removed, and large items such as tables and chairs moved away from walls.
- i. Residents who want to attach a protective barrier on their deck for child or pet safety are required to use clear plexiglass. The plexiglass may extend from the deck flooring to the top of the railing but not beyond. Mesh or other types of barriers are prohibited.

#### RULE 4 - SIGNS, BANNERS AND FLAGS (Declaration Article 11.10)

- a. Signs, notices, advertisements, posters, etc., shall not be displayed in or on Colonial Forest common or limited common areas or from any unit window, door, patio, porch, or railing, except as may be authorized in writing by the Board of Directors.
- b. On the day of an event, such as an open house, a garage or estate sale, or a personal event like a birthday or a baby shower, homeowners and realtors can use signs and balloons to advertise the event. All such materials must then be removed by the end of the day of the event. To ensure the gates are open the day of the event, notify the Board or Targa one week in advance.
- c. Banners, flags, posters, signs, etc., in support of a particular sporting event are allowed to be displayed the day of the event but must be removed by the end of the same day.
- d. Flying an American flag from porches or decks is allowed but the flag must be kept in good condition and replaced when it becomes weathered.

#### RULE 5 - GARBAGE

- a. Residents shall store all garbage and trash in covered containers as approved by collection agencies, and must be stored in units and garages except on garbage pickup days. Appropriate containers are permitted to be placed outside the evening before garbage pickup days. Empty garbage containers shall be picked up and placed inside units or garages on the same day that the garbage has been collected.
- b. Residents are responsible to ensure garbage is secured so that it will not blow away or tip over. Do not overfill garbage cans as this attracts birds and animals. Any garbage that cannot fit in the can with lid secure must be bagged in strong, durable garbage bags such that birds and animals cannot easily tear them open. Overflow bags, if necessary, must be put out the day of garbage pickup. It is the owner/authorized resident's responsibility to immediately pick up any uncollected loose garbage or debris.

## RULE 6 - USE OF PROPERTY AND SAFETY

- a. Holiday decorations may be displayed as long as they do not damage or disfigure any building, limited common or common area. Holiday decorations may be displayed up to one month prior to a given holiday and should be taken down one week after the holiday. An exception is made for the timeframe beginning after Thanksgiving Day. These wintertime holiday decorations may be displayed beginning the weekend after Thanksgiving Day and should be taken down by the weekend after New Year's Day.
- b. Illegal activities are not allowed on Colonial Forest property which includes all individual buildings and units, limited common and common areas.
- c. Charcoal burners and other open-flame cooking and heating devices, as described in 3.f, are expressly forbidden within enclosed unit and garage areas.
- d. Fireworks are strictly prohibited within Colonial Forest property. They are illegal in the City of Federal Way. Colonial Forest is within the city limits and must abide by the law.
- e. Owners and their visitors are accountable to comply with the Association's Rules and Regulations regarding noise, safety, etc., and are financially responsible for any damage to common areas or personal property. Therefore, the Association is not responsible to monitor owners or visitors to ensure that any activities take place safely. It is recommended that children playing on Colonial Forest sidewalks or traffic areas wear helmets and be monitored and/or supervised.
- f. Owners/residents, their guests, or anyone hired by them, who cause pollutants such as paint, construction materials, or any oil or chemical based products to be washed down the storm drains are subject to fines by the City of Federal Way for violating Federal Way Revised Code, Title 16, Surface Water Management. The city can make unannounced inspections of the Colonial Forest property at any time and may cite and/or fine an individual found to be at fault.

For the safety of all residents, smoke and carbon monoxide detectors are recommended for all units. Residents are responsible for keeping the detectors operable at all times.

## RULE 7 - PETS (Declaration Article 11:11)

- a. Dogs permitted on Colonial Forest grounds shall not exceed 20" high at the top of the shoulders when full grown. Measuring from the ground to the top of the shoulders (withers) is the standard way of determining a dog's height.
- b. Dogs are required to be on a leash and shall be accompanied by their owner or their owner's representative whenever the pet is in Colonial Forest common or limited common areas. The leash must be held at all times by a person capable of controlling the dog.
- c. Cats are allowed to be off leash in Colonial Forest common and limited common areas provided they do not disturb other residents or damage residents' private or common and limited common area 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 b. above.

- d. All pet defecation in common or limited common areas of Colonial Forest shall be picked up immediately by the pet owner or representative.
- e. All pet owners shall be responsible for the conduct of their pets. This includes but is not limited to:
  - 1. Continuous barking for long periods of times, especially during quiet hours.
  - 2. Damaging personal property of others or of the Association's.
  - 3. Threatening behavior to other residents or their pets.
  - 4. Otherwise preventing residents from enjoying the peaceful use of their property or Colonial Forest common or limited common areas.

Pet violations will be strictly enforced according to the procedure detailed in Rule 12. If written warnings and fines do not resolve an issue, the Board will require an owner to permanently remove the pet from the premises.

- f. Pets brought into Colonial Forest by visitors or guests shall be subject to rules a-e 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 or seed of any kind in common areas or limited common areas outside of units, if meant to feed animals or birds, is prohibited.

To comply with Federal Way City Ordinance Chapter 9.09.010(2), it is recommended that all cats and dogs be licensed with the City of Federal Way and have proof of current rabies vaccination.

#### RULE 8 - NOISE (Declaration Article 11.12)

- a. Residents are responsible to control noise that may disturb other residents, e.g., televisions, radios, stereo equipment, musical instruments, amplifiers, door slamming, pets, children, and social gatherings. Per Federal Way Code, Chapter 7.10.020 Public Disturbance Noise, a violation is, "The creation of frequent, repetitive or continuous sounds which emanate from any building, structure, apartment or condominium, which unreasonably disturbs or interferes with the peace and comfort of owners or possessors of real property . . ." Permissible levels of noise should diminish between the hours of 10:00 p.m. and 7:00 a.m. on weekdays, and 10:00 p.m. and 9:00 a.m. on weekends.

#### RULE 9 - PARKING (Declaration Article 11.3 & 11.5)

- a. Exterior parking is solely reserved for the use of operational motor vehicles with current license tabs and commonly used for daily transportation. This applies to owners, residents and guests. Vehicles not frequently driven are not allowed to park on the street or in additional unassigned parking spaces as they are limited and provided for the use of visitors, service vehicles, etc.

- b. Boats, trailers, mobile homes, and other recreational vehicles may be kept within the confines of Colonial Forest for 24 hours preceding or following travel in order to load or unload such vehicles. Permission is required from the Board of Directors for parking of such vehicles for periods longer than 24 hours. Recreational vehicles may not obstruct or block exclusive-use parking of other residents.
- c. Each unit includes a garage as part of the unit. In addition to parking in the garage, the driveway immediately in front of each garage is for owner only exclusive use. For most units, there is one extra allotted parking space adjacent to the driveway parking space directly in front of the garage and is designated for the exclusive use of the owner. Any other parking needs of the owner or their guests will be on the street or other designated parking areas on a first come first serve basis.
  - 1. Owners and anyone residing with the owner shall park in the areas that are exclusive to their unit as described in 9.c.
  - 2. All other parking areas, e.g., adjacent to buildings, or any area along street curbing that is not painted yellow, may be utilized by guests, visitors, and workmen on a first-come-first served basis. These areas may also be used by owners and residents, but only when they have fully utilized all exclusive parking, as described in 9.c, with their unit.
- d. The Board of Directors, at its sole discretion, and in compliance with RCW 46.55, may require the removal of any vehicle, whether owned by a resident or visitor, for conditions such as: flat tires, expired licenses, damage beyond drivability, improperly parked in a restricted area, parked in the entrance/exit lanes to owner parking areas in a way which restricts safe entrance or exit of owners to their assigned parking, or utilization of a parking space for long-term storage. Vehicles in violation will receive a warning letter and parking citation placed on the vehicle in violation. Owners will have a one-week timeframe to respond to the violation before further action is taken. If a vehicle is inoperative and resolution cannot be reached within a one-week timeframe after receipt of violation letter, the owner must garage the cited vehicle or store it offsite. Failure to respond to any parking citations as detailed above will result in the vehicle being removed from the Colonial Forest property with towing charges assessed to the registered owner.

In emergency situations such as blocking access to a fire hydrant, obstructing traffic, etc., if immediate efforts to locate the owner are unsuccessful, the vehicle can be towed without warning.

- e. Any motor vehicle, whether owned by a resident or guest, that leaks fluid(s) onto Association maintained pavement and/or thoroughfares is prohibited. Owners must store vehicles leaking fluid(s) in the owner's garage or off site until the vehicle is repaired and can validate that it is no longer leaking fluid(s). Any damage to pavement areas caused by fluid leaks must be restored to the original condition as stated in Rule 2.a.

Note: It is illegal in the State of Washington to wash pollutants such as oil and fluids into storm drains and those found to be in violation can be independently cited and fined by the City of Federal Way.

- f. Certain areas near intersections, gates, fire hydrants and other potential hazard areas are 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.

#### RULE 10 - WHO CAN RESIDE IN OWNER'S UNIT IN OWNER'S CONTINUED ABSENCE

- a. Colonial Forest buildings and units shall be used for single family residential purposes only, on an owner-occupied basis. However, the rules allow directly related parties to reside in lieu of the owner. "Related parties" means a person who has been certified in a written document filed by the unit owner with the Association to be the spouse, parent, legal parent-in-law, sibling, legal sibling-in-law, parent's sibling, or direct lineal descendant or ancestor of the owner.
- b. Notwithstanding the foregoing to the contrary, a person who is the settlor and trustee of a living trust that owns an apartment shall be deemed to be the owner of the apartment for all purposes under the declaration.
- c. Any Colonial Forest owner not residing in the complex and allowing a related party as defined in 10.a above to live in his/her unit on an on-going basis is required to complete a contact form for emergency situations that lists the following:
  - Name and contact information of all residing persons
  - Relationship to owner

#### RULE 11 - INFORMATION REQUIRED FROM ALL HOMEOWNERS

*Note: This confidential information will be kept by the Homeowner's Association for contact purposes only. We respect your privacy and this information will not be shared with anyone.*

- a. New homeowners are required to complete the *Colonial Forest Homeowner Information* form immediately as part of the process of moving in. Homeowners living either on-site or off-site must annually complete an updated form with their most current information. Prior to the annual update, if any information on the form changes, owners can provide that information in writing via email to Targa or *colonialforest.net*.
- b. The following information will be provided by homeowners via the *Colonial Forest Homeowner Information* form:

##### HOMEOWNER INFORMATION

Homeowner name  
Building number  
Unit number  
Homeowner address  
Homeowner phone number  
Homeowner cell phone number



Homeowner email address  
Name of any occupants if non-owner occupied  
Relationship of all occupants to owner  
Occupant phone number  
Occupant email address  
Make, model and license numbers of all vehicles on premises

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name  
Home phone  
Cell number  
Email address  
Relationship

RULE 12 - ENFORCEMENT (Declaration Article 16)

Each owner, occupant, visitor, guest, and any other person having an interest in Colonial Forest must recognize that a condominium community environment such as Colonial Forest, with many residents sharing common structures, areas, and facilities, and within sight and sound of many more persons, must maintain a 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 letter with penalties applied until the violation ceases. Owners who receive a warning letter can discuss the issue with the Board of Directors by contacting Targa with a request to be put on the agenda prior to the official start of the next monthly Board meeting.

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 same rule, a fine or other penalty will be assessed and imposed as follows:
  1. The second and third violations of the same rule are fined \$100.00 each month.
  2. The fine for repeat violations of the same rule is \$250.00 each month until resolution.
  3. If the violation ceases for a period of twelve months, the violation is considered to be resolved. Subsequently, the same violation in the future will restart the process as a first violation.

4. If it appears that violations continue despite assessed fines, the offending party will be notified by the Board of Directors for determination of subsequent action, including, if necessary, legal action.
  5. 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 10% 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.
- c. For certain rules violations, the nature of the violation may be such that it may not be possible to immediately resolve the problem. The violator may request to meet with the Board of Directors to arrive at an amicable solution. Should the individual or their representative not request a meeting with the Board of Directors for the purpose of arriving at a mutually agreed upon resolution, 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 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 improperly parked vehicles off the premises, 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.

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 September 21, 2015, pursuant to applicable By-Laws and Declaration Articles (aka CC&Rs).

These rules and regulations supersede all previous rules and regulations. A copy has been mailed to all Colonial Forest owners on record at the time of publication and will be available at *colonialforest.net*.

ORIGINAL SIGNED BY:

\_\_\_\_\_  
Jolene McKee, Board of Directors President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marie Alba, Board of Directors Secretary

\_\_\_\_\_  
Date