

BAKERVIEW TOWNHOMES CONDOMINIUM ASSOCIATION

HOUSE RULES

(Revised 08/01/2012)

This set of House Rules supersedes all past copies. These rules apply to all owners, renters, or visitors within the Bakerview Townhomes complex.

The Association is empowered to pass, amend and revoke detailed administrative rules and regulations or "House Rules" necessary or convenient to ensure compliance with the general guidelines of Article X, *Rules & Regulations*, and the other provisions of the By-Laws.

House Rule 1: Owner Information.

Property Manager with the assistance of the association secretary shall maintain the following:

- a. Roster of owners
- b. Mortgage holders
- c. Emergency contact information
- d. Information on tenants of rental units.

House Rule 2: Conflicts and Complaints.

Conflicts between association members and complaints about perceived or alleged infractions of the House Rules **must be submitted in writing** to the Management Company who will work with the Board to resolve the situation.

House Rule 3: Signs.

No "for sale" or "for rent" signs are allowed except in designated areas, i.e. a designated area in the common grass on the left side when entering the complex facing Eliza Avenue. Absolutely NO political signs are allowed. Signs are not allowed on windows, except for small security signs. Signs that go up for one (1) day to announce an event such as an: "Open House", "Garage Sale" or "Estate Sale" will be allowed.

House Rule 4: Unoccupied Units.

If damage to a unit occurs during the interval between an owner's visits, and thereby is not reported in writing to the Management Company at the time it occurs, the association shall not be held financially responsible for the repairs.

House Rule 5: Rental Units.

The owners are required to provide the Management Company with the names, contact information and vehicle information for all renters.

Owners of rental units are required to have their renters read and sign a copy of the **House Rules**. A signed copy of the House Rules is to be given to the Management Company. It is the owner's responsibility to ensure their renters abide by the House Rules; however, payment of a fine levied due

to an infringement of the House Rules is the sole responsibility of the unit owner and will be invoiced by the Management Company as an assessment to the Unit.

House Rule 6: Parking, Driveways and Vehicles

Each condominium unit has a garage and an individual driveway parking space. These are each owner's only authorized parking space. Overflow parking is for visitors and short term (less than 48 hour) parking. Any additional unauthorized parked vehicles on the property will be subject to towing at the vehicle owner's expense. No parking on the sidewalk area is permitted.

Owners/tenants are permitted to have guests park their vehicles on the property as space permits for up to two (2) days. Parking beyond that period requires notification to and approval by the Management Company. Owners/tenants are not permitted to have guests park their vehicle(s) on the property unless they are physically staying in a unit. Violation of this rule will subject the vehicle to towing at the vehicle owner's expense.

Commercial vehicles may be parked only as long as necessary to perform services. No parking of RV's is allowed in the complex at any time.

All vehicles in non-operative condition, unlicensed, or not having current registration, shall be subject to immediate towing away. All costs incurred in the removal of such vehicles, including but not limited to towing and the storage expenses and attorney's fees, if applicable, will be charged to the owner of the vehicle involved.

No major repair work on vehicles is to be done in the complex. Minor maintenance such as changing tires, replacing filters, or headlights is authorized. Any maintenance that requires fuel, oil, or brake lines to be disconnected is prohibited. This includes oil changes or flushing radiators and engines. Owners and occupants shall clean up oil leaks in their parking spaces and prevent repeat oil leakage.

House Rule 7: Structural Modifications/Alterations, etcetera.

Any structural modification, alteration, addition or improvement to the exterior of any unit or any portion of the common area **must be submitted in writing** to the Management Company for consideration and approval by the Board. This includes, but is not limited to, the removal or addition of plants, shrubs, trees, and the addition of awnings, ornamental screens, screen doors, sunshades, or walls of any nature. Window coverings, visible from the exterior, must be approved by the Board if any colors other than shades of neutral are to be used. The Board reserves the right to dismantle/remove any unauthorized external fixtures at the owner's expense.

Inside air conditioning portable units are allowed within the units, since they only require an open window and do not protrude in the outside areas. Air conditioning units that protrude into the outside areas, such as "window boxes", are not allowed.

House Rule 8: Religious and Holiday Decorations.

Religious & Holiday decorations may only be displayed a maximum of one month prior to the celebrated day and must be removed within 15 days after the celebrated day.

House Rule 9: Fireworks and Firearms.

Fireworks of any kind are prohibited on the property at ALL times. Discharge of firearms is NOT allowed in the Bellingham City Limits.

House Rule 10: Antennas and Satellite Dishes.

No antennas shall be permitted on the exterior of any building. If an owner wishes to install a satellite dish, the details of its location must be discussed with the Management Company and approved by the Board.

House Rule 11: Pets.

All dogs must be on a leash while in the common area (anywhere outside the unit and on the property). Owners are required to pick up all dog droppings immediately and clean up after such animal, not permitting deposits of fecal matter, urinary residue, or food stuff from or for such animal to remain anywhere within the common or limited common elements. The owner is responsible for disposing of the waste material in a safe and sanitary fashion and is liable for any property damage the animal might cause. All animals shall be registered and inoculated as required by law.

Urine from dogs may burn and damage grass, plants and shrubs. Therefore, dog owners are requested to ensure their pets urinate in an appropriate location.

If the Management Company receives a written complaint signed by an owner concerning an animal, the Board may fine the owner for the infraction in accordance with the attached fee schedule or may require the removal of any animal which it finds is or has become an unreasonable source of annoyance or a hazard to the association. The Board may exercise this authority for specific animals even though other animals, who are not a nuisance and do not pose a hazard to the association, are permitted to remain.

House Rule 12: Noise.

Audible sounds or amplifying equipment that infringes on the acoustic space of neighboring units, i.e. noise or music coming from a particular unit that can be heard outside the unit or from within another unit, and which interferes with the quiet enjoyment of the living quarters of a tenant is prohibited. QUIET TIME is from 10:00 p.m. in the evening to 8:00 a.m. in the morning.

House Rule 13: Common Areas.

Common areas must be kept neat, safe and clean. The following need to be observed:

- A. Items placed in the common area cannot block the pathways.
- B. Common areas may accommodate flower pots as long as they don't interfere with wheel-chairs or emergency equipment.
- C. Decks and Porches: Doormats and ornaments are allowed at the entrance of each unit, but laundry, rugs, and clothing may not be hung over the railings in the front or the back of any unit.

Decks and porches will not be used as storage areas. No trash or trash containers will be left on any deck/porch. All furniture on deck areas should be appropriate patio type furniture.

- D. Balls of any kind are not to be thrown against any part of the buildings in the complex.
- E. Portable basketball goals are not allowed to be set up in the complex.
- F. Paint ball guns, pellet guns, sling shots, bows and arrows, or other items such as these will not be used inside the complex.

House Rule 14: Barbecue Grills.

Gas or propane grills with lids are allowed. Hibachis or charcoal/wood burning grills are not allowed.

House Rule 15: Late/Unpaid Dues and Assessments.

All monthly dues payments and assessments are due and payable on the 1st day of each month. Late payments will result in a Late Fee Penalty of \$25.00 after the 15th day of the month. After 30 days an interest charge of 12% per annum will be assessed on any outstanding balance. Legal action will be taken by the Association's attorney if dues and assessments remain unpaid, including filing of a LIEN against the non-compliant unit owner.

House Rule 16: Fines.

After the Management Company receives a written complaint form from an owner, the Board and the Management Company will then address the complaint.

If the complaint is deemed not to be a violation of any existing House Rules, but should be considered a violation of a person's quiet enjoyment, the Management Company will send a letter to the alleged offender requesting immediate correction of the issue(s); and, a copy of the Board-Agent/Manager's letter will be sent to the unit owner registering the complaint.

If the complaint is deemed not to be a violation of the House Rules and not deemed to be an actionable complaint, the Management Company will send a letter to the owner registering the complaint explaining why the registered complaint is not an actionable item.

If the complaint is deemed actionable after the alleged offender has received the letter from the Management Company, the alleged offender will have 10-days to respond in writing to the complaint. After receipt of a written response from the offender, the Board with the advice of the Management Company will determine if a member meeting with both parties is necessary to resolve the complaint.

If it is deemed after the receipt of the written response from the alleged offender the registered complaint should stand, the offender and the person registering the complaint will be sent a letter by the Management Company explaining the decision of the Board with a copy of the fines schedule.

If it is deemed after a meeting with both parties that the registered complaint should stand, a letter by the Agent/Manager will be sent to the offender and the person registering the complaint explaining the decision of the Board with a copy of the fine schedule.

All levied fines will be paid to Bakerview Townhomes Condominium Association within 30 days or Late Fees of \$25.00/month will be assessed until the fine is paid-in-full.

1) First Offense	Written Warning
2) Second Repeat Offense	\$ 100.00
3) Third Repeat Offense	\$ 150.00
4) Fourth Repeat Offense	\$ 200.00
5) Additional Repeat Offense	\$ 500.00

BAKerview TOWNHOMES CONDOMINIUM ASSOCIATION

Exterior Change Request Form

The Rules and Regulations require that Owners receive prior written approval for additions or changes that affect the exterior appearance of the complex or the structure of the Buildings. Please fill out this form and send it with any supporting information (brochures, plans, ect.) to:

**Best Real Estate Management, LLC.
1006 Harris Ave. Suite #220
Bellingham, WA 98225**

Date	
Unit	
Name	
Phone Number	
E-mail	
Project Description	

For Board Use Only

Decision of Board	
Letter Sent (date)	

ADOPTED by the Board 10-26-2011.