



The Windsong Homeowners Association

Rules and Regulations

January 2010

Windsong Homeowner's Association Rules and Regulations

1. LIVING IN A HOMEOWNER ASSOCIATION

1.1. THE WINDSONG HOMEOWNER ASSOCIATION

The Windsong HOA is an association of individual homeowners living and acting as a group, in accordance with the Declaration and Bylaws as they are duly recorded or may be lawfully amended from time to time. In this neighborhood, and for each Lot, there are personal and economic interests shared by 68 households.

The Declaration is the instrument by which all the property is submitted to the provisions of "The Homeowner's Association Act (The HOA Act)", a statute of the State of Washington (RCW 64.38). The Bylaws have been adopted for the purpose of administering and managing the Association. The Windsong HOA has been incorporated as a non-profit corporation.

To further detail, emphasize and provide a clear understanding of how we wish to live at Windsong, the Board of Directors as duly elected or appointed representatives of the Association's members, have adopted various policies, rules, and regulations. In addition to this document, all owners should read and understand the Declaration and Bylaws, as they govern many matters not mentioned here.

The Board of Directors may, from time to time, add to, delete, or amend these policies, rules and regulations, and will inform owners as changes are made.

1.2. PROPERTY MANAGEMENT AGENT

Property Management contact information is available on our website at:

<http://www.windsonghoa.org/>

1.3. COMMUNICATION AND RULES OF ENFORCEMENT

The Board of Directors usually meets once a quarter, and will most likely meet more often in the start-up phase. A newsletter will be sent to the Owners on a quarterly basis.

The Annual General Meeting of the Association is held the spring. All homeowners are and expected to attend.

All communication regarding the condition, operation, repair, and maintenance of common areas, and any concerns regarding these policies, rules and regulations, including suggested changes, should be directed in writing to the Property Management Company.

Owners who observe objectionable behavior or rule violations should speak promptly with the responsible owner, if feasible. Every effort should be made to resolve the issue or reach an understanding at this time. In addition, concerns can be expressed in a letter to the Property

Windsong Homeowner's Association Rules and Regulations

Management Company or the President of the Homeowners Association. Should the issue remain unresolved, it will be taken to the Board for a decision.

Once a violation notice has been issued, the owner involved may provide testimony to the Board. Once that has taken place, the Board's decision is final. Each case shall be enforced on its individual merits, and any previous enforcement of the same or similar violations shall not be binding upon the Board in its decisions.

Owners are responsible for the actions of their residents and guests.

1.4. DELINQUENCIES

Annual assessments which are not paid in full as of the fifteenth day of January are levied a late charge in the amount of \$15.00 per month of continued delinquency to cover administrative fees, and interest at the rate of 12% per annum in keeping with Article V.10 of the Declaration. A homeowner who is more than one-month delinquent will receive a written "Second Notice" and a request for immediate payment. After two months of delinquency, a written "10-day Demand Letter" is sent. If not paid in full within 10 days, the account will be turned over to attorneys for collection. The homeowner will be liable for the payment of attorney fees, collection costs, lien filing and turnover fees.

1.5. RESERVES

The cost of major items in the common area, such as eventual entry sign replacement, will be paid for out of 1) reserve funds developed by allocating a portion of the monthly dues, and 2) special assessments to the extent that the reserve funds are not adequate. The Board of Directors reviews the estimated cost and timing of major items annually.

1.6. INSURANCE

The Association buys insurance to protect the Association, common areas, contractors, employees and directors in matters pertaining to Association business.

1.7. MARKETING GUIDELINES

The Windsong Board of Directors is aware that marketing of property requires cooperation of the Seller, Real Estate Agent, and Property Management Company. With that in mind, the Board has established the following guidelines:

1.7.1. RESPONSIBILITIES OF THE SELLER:

Notify Property Manager that the Lot is for sale.

Make arrangements with the agent for access to the home, such as a key box by the front door.

Windsong Homeowner's Association Rules and Regulations

Insure that only one professional sign of not more than five square feet in size, advertising the Lot for sale, is posted on the Lot. No signs of any kind are permitted in the common areas.

1.7.2. RESPONSIBILITIES OF THE AGENT:

Agent to have showing access to common areas as well as the unit.

Broker's Open – Notify the Property Manager of date and time.

A licensed agent must escort individuals (not agents) attending an open house.

Signs may not be posted in the common area except the standard-size A-frame "Open House" signs are permitted only during the hours of the Open House. One professional "For Sale" sign is permitted on the Lot. Please see 1.7.1 above.

2. COMMON AREAS

2.1. LANDSCAPING IN COMMON AREAS

The landscaping of the common areas is handled by a commercial landscaping service, contracted by the Board of Directors. Their duties include maintenance of the automatic sprinkler system.

Homeowners are asked to direct comments, questions, requests, and critiques involving the landscaping service crew to the Property Management Company, the Landscape Chairperson, or other member of the Board of Directors. Interrupting the landscaping crew curtails the amount of time that can be devoted to landscape care being performed according to contract specifications.

2.2. PARKING

In the interest of architectural uniformity and an uncluttered look to the community, cars outside garages may not be covered, and every effort should be made to park all vehicles inside the garages. Storage of vehicles is allowed in garages only. Additionally:

Parking on streets and in driveways is restricted to a maximum of seventy-two (72) hours.

Street parking, not to exceed 72 hours, is permitted only in areas without "No Parking" signs.

Boats, RV's, trailers, commercial vehicles, and the like may not be parked outside of garages.

Vehicles must not block other driveways, nor have wheels up on the sidewalk.

From the Declaration of Covenants, Conditions & Restrictions (CC&Rs):

Article IX 1. (m),

"All boats, boat trailers, travel trailers, motorized and non-motorized campers and other such recreational vehicles shall be stored within a garage or off-site. No car (whether operative or

Windsong Homeowner's Association Rules and Regulations

inoperative), boat, boat trailer, motorized or non-motorized camper or other recreational vehicle shall be parked outside of a garage or stored on any Lot or in the street right-of-way for more than 72 consecutive hours.

Note: The Rules are adopted by the Board and are based on the CC&Rs. The CC&Rs are what every owner agreed to be legally bound by when they accepted their deed – and they can only be amended as laid out in the CC&Rs.

Other Parking Related:

Parking in front of the mail boxes is strictly prohibited. It is the responsibility of the home owners within the Windsong community to keep all mailboxes clear of obstructions, including trash/recycle containers, for the safe and timely delivery of mail.

As a general rule of thumb the United States Postal Service requires at least twenty five (25) feet of clearance on each side of every mailbox to accommodate the size of the postal vehicle for clear approach to the mail box and safe departure to the street.

The City of Renton has passed a new ordinance, which limits parking next to curbside mailboxes. In accordance with Ordinance No. 5084 of the City of Renton, it is now a Civil Infraction to park in front of a mailbox.

2.3. UTILITIES

The cost of clearing a sewer line from a unit to the sewer main is the homeowner's responsibility and expense. Stoppages or breaks caused by activity in the common areas, such as construction work, or tree root growth, is the responsibility of the Association.

Exterior light fixtures attached to the home are the homeowner's responsibility and for safety reasons owners are required to maintain them in good working order at all times.

2.4. UNSIGHTLY CONDITIONS

No unsightly condition is permitted in public or owner view from any common area, any building, or its lot. Unsightly conditions include, but are not limited to the following:

Clothing hanging outside for drying.

Litter, trash, junk discarded debris.

Broken or damaged furniture, plants, equipment, trucks, autos, trailers, boats, RV's, or other such items not specifically authorized by the Board of Directors.

Office furniture or lawn furniture stacked on front porches.

Garbage Cans or Recycle Containers.

Windsong Homeowner's Association Rules and Regulations

Radio and TV antennas, loose wiring easily visible from the street, or Satellite dishes on the side of the house facing the street.

Inappropriate window dressing and covering visible from the exterior, including draperies, under draperies, blinds, shades, etc..

Commercially used property of any kind.

2.5. OFFENSIVE ACTIVITY

Noxious, offensive, or annoying activities, noise, or odor, is not permitted in the buildings or common areas.

Children using common areas must be supervised.

Trash and refuse should be placed on the driveway for pickup only on the designated day of collection, and removed to the garage as soon as possible after collection (the same day). Residents absent on collection day should arrange with neighbors for container placement and storage.

2.6. SIGNS

No signs of any kind are permitted within Windsong except as specified for selling or renting homes.

2.7. PETS

Domestic household pets, such as dogs, cats, and birds are permitted. No commercial activity in buying, selling, breeding, or boarding any species is allowed.

Activity of animals inside or outside the residence must not be a disturbance to residents of other Lots. Any complaint of such a disturbance may require the Board to ask for prompt removal of the animal(s). The behavior of any one specific animal may be cause for removal, even though other animals are permitted to remain.

Dog excrement must be immediately scooped up, bagged and disposed of at your residence, to prevent damage to lawns or unsightliness inside and outside of the Windsong complex.

No enclosures or fences may be installed without the written permission of the Board of Directors.

3. LOTS

3.1. RESIDENTIAL USE

The Lots shall be used for single-family residential purposes only. Legally operating a business or conducting commercial activity must be "invisible" and "silent" to all other residents.

3.2. LEASING/RENTING

Windsong Homeowner's Association Rules and Regulations

Insure that only one professional sign of not more than five square feet in size, advertising the Lot for rent, is posted on the Lot. No signs of any kind are permitted in the common areas.

Once leased or rented by the owner to a second party, the owner shall cause a new **Owner/Occupant Resident Information Sheet** at the end of this document to be completed and mailed or faxed to the Managing Agent.

Since Owners are responsible to the Association for any failure of the lessee or renter to conform to the rules, regulations, bylaws, and Declaration of the Windsong HOA, please take the time to familiarize your residents with these Rules & Regulations.

3.3. OTHER MAINTENANCE/IMPROVEMENTS

Owners have the right and duty to repair and maintain their Lots and improvements to ensure an appealing appearance – without imposing a financial burden on the Association for repairs caused by negligence or inattentiveness.

All improvements visible from the street or adjoining properties require prior approval of the Architectural Control Committee (ACC). Please refer to the Architectural Guidelines, which are an Exhibit of your Declaration for the necessary forms and instructions. Note: It is the Owner's responsibility to follow all applicable federal, state and local building codes.

For example, no heating, ventilating or air-conditioning or similarly units, which are visible from the street or adjoining properties, may be installed without the written approval of the Board of Directors.

3.4. EXTERIOR HOLIDAY DECORATIONS

Exterior seasonal or holiday decorations during the winter holiday season will be allowed beginning each year on the day after Thanksgiving, and continuing until January 15th. This includes any decorations visible from the outside.

For all other holidays, exterior decorations visible from the outside will be allowed 15 days prior to the holiday and must be removed within 15 days after the holiday. The holidays allowed for the above are as follows:

1. January 1st (New Years Day)
2. Easter
3. July 4 (Independence Day)
4. Halloween
5. Thanksgiving

Decorations not removed by the prescribed date will result in a warning letter and possible fines as outlined in the Fine Structure For All Infractions section of the Windsong HOA Rules and Regulations.

Windsong Homeowner's Association Rules and Regulations

3.5. FINE SCHEDULE AND PROCEDURE FOR APPEALING ALL INFRACTIONS

All persons against whom a complaint has been made will receive a written warning notice.

All homeowners have the right to appeal a written notice of violation. To exercise this right, such appeals must be in writing and mailed to the Property Management Company identified in Section 1.2 of this document within ten calendar days of receipt of the first written notice of violation.

If an appeal is reviewed and approved by the HOA Board, no fees will be imposed.

If an appeal is rejected, a letter will be sent to the Homeowner explaining the reason(s) for the rejection. Corrective action will be expected within ten calendar days of the date of the rejection letter or fines will be imposed under enforcement procedures. No fines are imposed during the appeal process.

The following previously approved Fine Schedule applies to any infraction that is not resolved after the notice period documented in the letter sent to the homeowner. This fine schedule will be implemented until all infraction(s) are cleared up to the satisfaction of the Board.

1-30 days = \$5 per day

31-60 days = \$10 per day

61-90 days = \$20 per day

91 days and later = lien filed

Please note that once a lien is filed it will not be removed until all the fine dues have been paid in full.

Windsong Homeowner's Association Rules and Regulations

WINDSONG PLAT HOMEOWNER ASSOCIATION

OWNER/OCCUPANT RESIDENT INFORMATION SHEET

OWNERS - PLEASE COMPLETE ALL INFORMATION ON THIS PAGE

WHEN COMPLETED, RETURN TO:

PROTOCOL PROPERTY MANAGEMENT
12320 NE 8th St., Suite 101
Bellevue, WA 98005-3116
Attn: HOA Dept.

Date _____ Email address: _____

Owner's Name: _____

Address in Association: _____

Home Address (if different from above): _____

Home Phone #: _____ Work Phone #: _____

Is the property vacant or rented?: _____

In case of emergency, contact: _____ Phone #: _____

Homeowners' Insurance Provider & Policy # (your policy for contents) _____

Vehicle(s) on Premises:

Make: _____ Color: _____ License: _____

Make: _____ Color: _____ License: _____

Pet(s): No: ___ Yes: ___ How Many: _____

Description(s): _____

Signature: _____ Date: _____

RENTER'S INFORMATION TO BE COMPLETED BY RENTER AND/OR OWNER

Resident Name(s): _____

If related to owner, what relation? _____ Email address: _____

Home Phone #: _____ Work Phone #: _____

In case of emergency, contact: _____ Phone: _____

Vehicle(s) on Premises:

Make: _____ Color: _____ License: _____

Make: _____ Color: _____ License: _____

Renter's Insurance Provider and Policy #: _____

Pet(s): Yes: ___ No: ___ Number and Description(s): _____

Signature: _____ Date: _____