Edgeview Homeowners Association

Community Rules and Regulations

And

ACC Review Guidelines
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Edgeview HOA Division 2
Community Rules and General Procedures

This document is only in addition to and comes secondary to the rules outlined in the Edgeview Declaration. In the event of a conflict between the Conditions, Covenants, and Restrictions (CC&Rs) and this document, the CC&Rs shall control. If you cannot locate your copy of the CC&Rs, please obtain another copy at edgeviewhoa.org or contact the Managing Agent at the number below. Excerpts from the Declaration and/or reference to particular sections have been included to support normal activities; however, it is homeowner responsibility to review, understand and comply with the CC&Rs completely.

For additional reference, you may review RCW 64.38 on Homeowners’ Associations: http://app.leg.wa.gov/rcw/default.aspx?cite=64.38&full=true.

**Please note The First Amendment to The Declaration of Conditions, Covenants, and Restrictions, recorded 03/29/2011, changes the name from The Ridge at Bowman Creek Homeowners’ Association to Edgeview Homeowner’s Association. Accordingly, the original CC&Rs remain unchanged, but still apply to the community.

Important phone numbers and contact information:
Auburn Police Dept. (non-emergency)......253-288-2121
Auburn Parking Enforcement .....................253-288-2121
Auburn Code Enforcement..........................253-804-5087
Auburn Animal Control Services...............253-931-3062
Managing Agent/WPS, Inc.......................206-286-2270

www.EdgeviewHOA.org

Section 1
Definitions

1) Association –
   a. Refers to the Edgeview Division 2 Association, a not for profit corporation filed with the Washington Secretary of State.

2) Board of Directors – (For full definitions see the Bylaws Article XIV 14.1-14.4)
   a. Refers to the homeowner elected Board chosen to conduct Association business. The terms of Directors, other than that of the initial Board, shall be three years. Each year one position is up for election.

3) ACC Committee – (See Declarations Section 3.6)
   a. Refers to the Architectural Control Committee, made up of 3 to 5 residents/homeowners who are responsible for approving and monitoring any Architectural Changes requested within the neighborhood.

4) Declaration –
   a. Refers to one document in the Covenants, Conditions and Restrictions of Edgeview Division 2. This and other documents may be found at www.EdgeviewHOA.org under Forms.
5) **Common Areas** –
   a. This refers to areas that are used by all Edgeview Division 2 homeowners. These are areas that no homeowner can claim as their own. For example, the dog park and walking trails are common areas. Two of the parks located in the community belong to the City of Auburn.

Section 2

**General Rules and Regulations**

[ ] – Brackets notate a time guideline within which a violation normally must be corrected. For items requiring ACC application refer to Section 3.0.

1) **Trash, Waste Materials and Collection Cans**
   a) Trash Containers [24 Hours]
      i) Garbage cans, recycling bins, woodpiles, and any yard equipment must be kept in the garage, shed or screened from view when not in use.
      ii) Garbage cans and recycling bins may be placed on the curb the evening prior to pick up and must be put away out of sight by the following morning.
   b) Burning (Ref. Declaration 6.17) **PROHIBITED**
      i) No burning or incineration of trash, refuse or scrap of any kind is permitted within Edgeview.
      ii) City of Auburn/King or Pierce County will be notified of all violations.
   c) Waste Materials, Trash Removal (Ref. Declaration 6.17) [24 Hours]
      i) No dumping of debris, including but not limited to grass clippings and tree limbs, is permitted within Edgeview.
      ii) Christmas trees must be disposed of or recycled properly once they are taken out of the home.
      iii) Garbage, rubbish and trash shall be removed regularly and will not be allowed to accumulate.
   d) Clothes Lines **PROHIBITED**

2) **Vehicle Parking / Vehicle Storage/Repairs/Maintenance / Speeding/ Towing (Ref. Declaration 6.6) [24 Hours]**
   a) Carport Additions **PROHIBITED**
   b) Residents of Edgeview shall park their own vehicles inside their garage, in their own driveway or legally on the street. It is recognized that parking in the Edgeview neighborhood is tight, so it is important that all residents are respectful of the limited parking.
   c) Street parking is allowed except where no parking signs are posted and not at the corner (cross walk) intersections or within 20 feet on either side of the mailboxes.
      i) Vehicles shall be pulled completely into driveway and shall not block sidewalks, fire hydrants or another homeowner’s (or easement) access. All vehicles must be parked on hard surfaces or driveways. Parking on lawns and sidewalks is strictly **PROHIBITED**. This is a City of Auburn, King and Pierce County regulation.
   d) Recreational Vehicles or unattached trailers shall not be parked in residential areas (including street parking) for more than 24 hours. All parking shall follow City of Auburn ordinances (10.36.175, 10.36.191, 10.36.192, 10.36.250, 10.36.255, 10.36.260)
   e) Contractor take-home vehicles less than Class 4 (“work vehicle”) are allowed to be parked in residents’ driveways, legally on the street or in a resident’s garage. Vehicles that are Class 4 or larger (GVW of
10,000+ lbs.), shall not park in driveways nor shall they park on residential streets per City of Auburn ordinance 10.36.190 and 10.36.193.

f) Vehicles longer than 20 ft., buses, boats, campers, trucks over two tons, mobile homes, motor homes, recreational vehicles and trailers of any description, semi-tractor trailer trucks or any vehicle that is inoperable (which includes unlicensed or disabled vehicles and vehicles in a state of disrepair) shall not be parked at an Edgeview lot for more than 24 hours within any 1 week period unless they are completely within an enclosed garage.

g) If a “work vehicle” parked on the street is reported to be unsightly, in poor mechanical condition, oversized, or there are instances of illegal or unsafe parking, homeowners should make a report to the Auburn Police non-emergency line.

h) Motorcycles will be stored in the garage, or located in the home’s driveway or a nearby street location. No lawn parking is permitted for any vehicle, at any time.

i) Storing, repairing or maintaining vehicles/equipment of any type on any part of a lot except in a garage, is prohibited, unless as required for emergency repair, which shall be performed in a reasonable amount of time (within 24 hours).

   i) If a resident’s vehicle requires an emergency repair that cannot be completed inside the resident’s garage, the vehicle must be towed to a local repair facility.

   ii) Residents’ vehicles shall not be disabled and disassembled in the driveway and left overnight. This is to protect others who may drive by, or walk past, on the sidewalk and to keep a uniform neighborhood appearance.

   iii) If a resident chooses to maintain their own vehicle, this shall take place inside the garage with any and all chemicals, oil, etc., properly handled and safely/properly disposed of or recycled.

j) All streets in The Edgeview community are city streets. Any infraction noticed by homeowners should be reported to the Auburn Police Department.

   i) Common drives, sidewalks and paths shall be used for normal pedestrian traffic with no obstruction placed on them, including basketball stands or cones.

   ii) Violators may be cited and/or towed at the homeowner’s expense.

k) Temporary storage units (i.e. PODS) are to be placed in driveways only, and require ACC approval. PODs may be in place for no more than 14 days.

3) Fences (Ref. Declaration 6.3.5)

   a) No fences are allowed to extend nearer the street than the front of the house line.

   b) Homeowner fences must be kept in good repair.

   c) The adding or changing of fences requires an ACC application.

   d) No signs, decorative displays, or banners may be hung on the exterior of a homeowner’s fence.

4) Fire Pits, [24 Hours]

   a) Fire pits in the front area of any house or on common area are PROHIBITED.

   b) Fire pits in back yards up to 36” in diameter are allowed and do not need ACC Approval.

   c) Fire pits in back yards shall be placed a reasonable distance from any structures.

   d) Bonfires or large fires are strictly prohibited.

   e) Active fires in fire pits shall not be left unattended overnight and must be extinguished when not supervised.
5) **House/Unit Numbers**  
   a) Are required and must be legible from the street.  
   b) Size and color will be proportionate and congruent to the individual home and other homes in the neighborhood.

6) **In-Home Business**  
   a) No home business of any kind will be conducted without prior approval of the Board.  
   b) No materials, supplies or equipment used by a business shall be stored on any lot or within view of another lot, with the exception that commercial vehicles may be parked in the same manner that non-commercial vehicles are parked.

7) **Livestock (Ref. Declarations 6.10) PROHIBITED**  
   a) No animal, livestock or poultry of any kind shall be raised, bred or kept on any lot, except that domestic cats, dogs, birds or other household pets may be kept if they are not kept, bred or maintained for any commercial purpose.  
   b) Such pets shall not be kept in numbers or under conditions reasonably objectionable in a densely populated residential community or in violation of the reasonable rules and regulations of the Association.

8) **Pets (Ref. Declarations 6.10) [4 days]**  
   a) No resident of Edgeview shall own or possess any dog with a history of aggressive behavior.  
   b) Homeowners are responsible for their pets in all areas of the community, including but not limited to the dog park.  
   c) Fecal matter shall be removed immediately and animals shall not be left unattended, at any time, in any area of the community. Homeowners must clean up after their pets, and deposit waste in appropriate disposal containers.  
   d) The off-leash dog park requires constant supervision of all pets. The only “off-leash” area within Edgeview is the fenced dog park.  
   e) Animals must be leashed at all times when outside of the homeowner’s fenced yard. This includes after immediately leaving the dog park. Pet homeowners are responsible for actions and behaviors of their pets.  
   f) Excessive or loud barking, scratching, crying, yelping, howling or other noise that creates an unreasonable disturbance is not permitted. Continuous barking for more than 15 minutes is not allowed.

9) **Material Storage [7 days]**  
   a) Homeowners may store on their lot the materials necessary for the construction of an ACC-approved project for the duration of the project, provided the materials are kept in a neat and organized manner.  
   b) A deadline for completion of the project will be defined on the ACC application.  
   c) No other building materials or refuse may be stored on lots in Edgeview.

10) **Nuisances (Ref. Declaration 6.12) [24 Hours]**  
    a) No nuisance will be permitted to exist within any lot or any common area so as to be or become an unreasonable disturbance to any other resident.  
    b) No resident in Edgeview shall commit any acts, legal or illegal, that could put the safety and wellness of the neighborhood and its residents in harm’s way. If someone is observed committing an illegal or
dangerous act, Auburn Police should be notified immediately at 253-288-2121 or 911 if it is an emergency.

c) Please reference City of Auburn Ordinance 8.28.010 - Noise control
i) In general, neighborhood quiet hours shall be before 7:00 a.m. and after 10:00 p.m. on any day of the week except Sunday and before 9:00 a.m. and after 10:00 p.m. on Sundays.

11) Posting Notices PROHIBITED
a) Posting, placing or attaching any object or item, such as banners, posters or advertisements on mailboxes, light poles, fences or any other structure within Edgeview is prohibited.

a) Homeowners are responsible for the maintenance of all structures and grounds which are part of their lot.
   i) Maintenance will be consistent with the standards of the Common Areas.
   ii) This responsibility includes, but is not limited to, mowing the grass and parking strip, weed abatement, removal of trash and removal of mold, moss, dirt or other debris from structures and exposed concrete.

b) Building Exterior
   i) The exterior of every home and any out buildings will be maintained in an attractive manner, in harmony with the high standards of external design and cohesive aesthetic quality as determined by the Developer and at the discretion of the Board. Homeowners are responsible for maintenance and repair of their property.
   ii) Any exterior building components (i.e. paint, siding, gutters, downspouts, roof shingles, windows and doors) which are missing, broken or in a state of disrepair, must be repaired or replaced.

c) Landscaping, Hedges, Trees, Shrubs [14 days]
   i) All hedges, trees, shrubs and tree stumps must be neatly trimmed and maintained with their size maintained in proportion to the lot allowing no encroachment onto other lots. Homeowners must trim trees and shrubs sufficiently to allow unobstructed pedestrian passage on all public walkways and roads.
   ii) Any hedges, trees, shrubs, or plants that die in the front landscaping must be removed.

d) Tools and Garden Items [4 days]
   i) Tools, garden implements and equipment, including without limitation, lawn mowers, shovels and rakes, will be stored out of view from streets and sidewalks.

13) All Natural Turf Areas
a) All portions of a lot that are not improved by an impervious surface or a structure must be maintained with grass, flowerbeds or gardens.

b) No front lot grass will be removed and replaced by pea gravel, crushed rock or river rock without prior approval from the ACC. Colored rock is not allowed at any time.

c) No bare earth may be exposed in the front of a lot, except for flowerbeds, gardens or for the purpose of reseeding.

d) Vegetable gardens will be in backyards only. Small herb gardens may be allowed in pots of appropriate size.
e) All natural turf areas on a lot will be kept neatly mowed, edged and weeded during the growing season, and neatly kept at all other times. Grass will be consistent in length with natural turf lawns located in the Common Areas of Edgeview.

f) Dead plants, shrubs or trees will be removed, by the homeowner, within the time allotted or fines will be applied.

g) Artificial turf may be installed with approval from the ACC.

14) Rental Rules (Ref. Declaration 6.8)

a) The homeowner is required to provide copies of the Governing Documents (including this Rules Document) to their renter(s). Homeowners are required to have their renters acknowledge receipt and agree to comply with the Governing Documents as a requirement of the rental agreement. The homeowner shall remain responsible for any renter violation of the Association’s Governing Documents.

b) Homeowners shall provide their off-site address, telephone number and email contact information to the management company.

15) Seasonal Holiday Decorations [7 days]

a) Exterior decorations do not require approval but shall not be installed more than 45 days before the holiday and must be removed within 20 days of the date of the holiday.

b) Homeowners shall not put any decorations over their fences. Decorations shall remain in the front of the house and within the confines of the rear fence.

c) Decorations shall not intrude into public walkways or the street without prior ACC approval.

16) Signs (Ref Declaration 6.5) [4 days]

a) No signs shall be displayed to the public view on any Lot, without ACC approval, except for the following:

b) All signs shall not be more than 6 square feet (3’ x 3’) advertising the lot for sale or rent.

c) For “garage sales”, homeowners may put signs up on the evening prior to the sale and the signs must come down immediately following the completion of the garage sale.

d) 2 Real Estate Signs of the “A” board type or directional arrows are allowed on the common areas only during staffed open houses.

e) One sign per political campaign or ballot issue is allowed. The sign(s) shall not exceed 2 ½’ by 2 ½’ or 5’ square. Signs must be removed within 4 days after the primary or general election to which they apply.

f) Signs shall not be displayed over the rear fence or on the rear fence.

g) All signs shall be in the front yard and not encroach on common areas.

h) Home security signs are approved.

i) Sports / College Flags, Signs and Banners are allowed to be displayed in the front of the homeowner’s lot, in season only. These items shall follow the same size and placement requirements listed above.

17) Common Area / Parking Strip Tree Cutting PROHIBITED

a) The street trees planted in front yards are planted in accordance with a streetscape plan approved by the City of Auburn, and may not be removed without prior written City and Board approval.

b) No homeowner is allowed to remove any tree in a front yard, parking strip or common area without prior written approval from the City of Auburn and the Board.
18) **Use of Weapons (Ref. Declaration 6.24) PROHIBITED**
   
   a) No firearms of any kind, including but not limited to rifles, handguns, BB or pellet guns, paint ball guns, or “Air Soft” guns, may be discharged in Edgeview.
   
   b) No bows, slingshots or any other like weapon will be used in Edgeview.
   
   c) No hunting is permitted in Edgeview.

19) **Remote controlled Drones or other Aircraft PROHIBITED**
   
   a) Drones and other aircraft that are remote controlled are prohibited from being used except in common areas. These aircraft may be used where surrounding homeowners’ property will not be damaged and people in the general area will not be in danger of being struck by these objects.

**Section 3**

**Architectural Control Committee Review Process**

All exterior alterations or additions to property require prior written ACC approval. An application is not required in order to repaint or re-stain structures to match the original color.

1) **Homeowners must obtain ACC approval before starting any project.** Homeowners are **not** required to obtain ACC approval for changes to their **back yard** if not visible above the fence line. If there is any question, ACC approval may be requested for confirmation.

2) Once ACC approval is gained, homeowners must follow the guidelines and requirements of the approval.

3) Homeowners in continued violation of current required standards or who fail to bring the property into compliance after notice and timeline have been provided, may be subject to continuing/escalating fines or potential legal action.

4) **City of Auburn approval does not eliminate the requirement for ACC approval.**

5) ACC approval does not eliminate the requirement for City of Auburn approval.

6) **Homeowners are responsible for determining if the proposed project requires City of Auburn approval and are required to obtain any required city approvals before any work is begun.**

**Additions (ACC approval required)**

- Any additions to property, including but not limited to sunrooms, screened porches, patio enclosures, greenhouses, bay windows, room additions and garages must incorporate the same materials and color of the existing structure.

- The size of the addition will depend on the size of the lot and the size and style of the home and be commensurate with the scale of the home.

**Air Conditioning Units**

- Air conditioning units or other appliances protruding from front windows are **PROHIBITED.**

- Air conditioning units or heat pumps must be located so they are not visible from the street or sidewalk. Air conditioning units or heat pumps will be installed in back yards only.

- Air conditioning units or heat pumps with sound dampening technology are the only types allowed.

**Arbors (ACC approval required)**

- Arbors will not exceed ten (10) feet in height from the ground.

- Arbors are permitted on patios, or may be a freestanding decorative element.
Artificial Turf (ACC approval required)
- Requires a City of Auburn Level 1 Storm Permit.
- Per City of Auburn Lot cannot have more than 75% impervious surface.
- Upon completion of the project notification must be made to the ACC for a final inspection (required).

Artwork and Sculptures (ACC approval required)
- Art, sculptures or commissioned pieces in excess of 30” in height with ACC approval only

Awnings (ACC approval required)
- Retractable awnings over patios will only be permitted on the rear of the house.
- Fixed awnings over windows are **PROHIBITED**.
- Awnings must be kept in such a manner that they do not appear sun-faded, appear to have mildew or mold, and must complement the color of the house siding.

Compost Bins
- Visual and odor impact must not be a problem to neighbors.
- If the above situation exists it will result in removal of the bin.
- Bins shall be in the rear of the Lot only, or screened from view on the side of the house.
- The bin shall not be over four (4) feet high and not exceed sixteen (16) cubic feet.

Doors, Storm and Screen (ACC approval required)
- Storm or screen doors must be coordinated to match or be compatible with the entry doors behind them, the house trim or window trim.
- Consideration will depend on the design of the particular door and its relation to the design of the house.

Driveways (ACC approval required)
- Driveway additions or expansions should match the existing driveway in regard to material and finish.

Fencing (ACC approval required)
- The height, design and material and stain of any fence will conform to fencing in the Community and gates will match.
- Maximum height allowed by code is six (6) feet.
- Finished side must match existing fencing.
- No fences will extend beyond the front of the house line.

Flag holders
- A homeowner may install one flag holder attached to the house without prior ACC approval. However, all flag displays must comply with Federal Flag Display Law guides and the Washington Administrative Code.

Grills, Permanent
- Grills must be placed in the backyard only.
- Grills must be constructed in compliance with building and fire codes.

Gutters and Downspouts
- An ACC application is not required for the replacement of gutters and downspouts unless there is a change in location or color of the gutters.
- Gutters and downspouts will be compatible with exterior trim colors.
Hot Tubs / Pools
- Hot tubs or pools may not be located in a front or side yard.
- Materials will blend with the natural surroundings, or have screening installed and be color compatible to match the surrounding area.

Outbuildings (ACC approval required)
- No approval is needed for a shed that is below the top of the fence line.
- All other Sheds, greenhouses, doghouses, and any other out buildings, that are taller than the fence line, must be compatible with the style, color and composition of the main house and maintained to the same level of repair as the main house.
- Out buildings cannot exceed ten (10) feet by twelve (12) feet by 10ft. high.
- Metal sheds or buildings are PROHIBITED.

Painting (ACC approval required)
- Shall be dictated by the Developer’s color scheme. Colors may be requested from the managing agent.
- An ACC application is not required in order to repaint or re-stain structures to match the original color.

Patios (ACC approval required)
- The lot shall not have more than 75% impervious area.

Patio Cover, Unattached (ACC approval required)
- Footprint of the structure shall not exceed ten (10) feet by twelve (12) feet.
- Height is restricted to ten (10) feet.

Ponds (ACC approval required)
- Must comply with all City of Auburn, King / Pierce County regulations.

Privacy Screening (ACC approval required)
- Shall not exceed six (6) feet in height from adjacent grade (a deck surface will be considered the adjacent grade for privacy screens adjacent to a deck.)
- Appearance must be compatible with house color and existing fencing.

Recreation and Play Equipment
- Recreation and play equipment shall be in the rear yard.
- The equipment shall be compatible with the scale of the Lot, the home and all the surrounding homes and properties but in no circumstances shall structures over ten (10) feet in height be approved.
- Visual screens may be required.
- Jungle gym sets will be constructed primarily of wood and stained a natural color.
- Metal material is allowed for basketball backboard poles and trampolines.
- Tree houses are PROHIBITED.

Retaining Walls (ACC approval required)
- Walls over four (4) feet must comply with the City of Auburn Engineering Code.
- Retaining walls must also be integrated into an approved landscape plan.

Roofs (ACC approval required)
- Roofing style and color must be compatible with other homes in the neighborhood.
- A sample of any proposed roofing will be submitted with the ACC application.

Siding Replacement (ACC approval required)
- A sample of any proposed siding shall be submitted with the ACC application.
• Replacement of existing siding with identical material and color does not require an ACC application, however prior notification of work is required. All contractors must be advised of parking restrictions and times of work start and stop.

**Solar Panels (ACC approval required)**

• Installation of solar energy panels is allowed, provided:
  • The installation meets applicable health and safety requirements, and is fully permitted by local permitting agencies.
  • If used for hot water, the installation and equipment must be certified by the solar rating certification corporation or another nationally recognized certification agency.
  • If used to produce electricity, the equipment and installation must meet all applicable safety and performance standards established by the national electric code, the institute of electrical and electronics engineers, accredited testing laboratories, such as underwriters laboratories, and, where applicable, rules of the utilities and transportation commission regarding safety and reliability.
  • Homeowners should consult with their professional supplier/installer on how to meet these requirements.
  • ACC plans must conform to the following guidelines:
    • Roof-mounted solar panels may not be visible above the roof line.
    • Roof-mounted solar panels may only be attached to a roof facing a street if:
      o The solar energy panel conforms to the slope of the roof; and
      o The top edge of the solar energy panel is parallel to the roof ridge; or can only be located in the rear of the house and not visible from the street or sidewalk.
  • A solar energy panel frame, a support bracket, or any visible piping or wiring must be painted to coordinate with the roofing material.
  • Ground panels can only be located in the rear yard and cannot be higher than the fence.

**Skylights / Sun Tunnels**

• Should have a low profile with a flat or slightly curved panel.

**Trash Enclosures (ACC approval required)**

• Trash enclosures are permitted to allow the outside storage of waste for pickup, and are limited to no more than three (3) containers.
• Only covered containers are allowed in the enclosure.
• For enclosures on the side of the home, screening with landscaping or fencing is required.
• The enclosure will not be over five (5) feet high.
• Fencing for the enclosure will be consistent with the existing fencing on the lot.

**Trellises (ACC approval required)**

• Trellis scale, size and color should be compatible with the home and surrounding areas.
• The maximum overhead trellises height is ten (10) feet although in some locations, a 10 foot trellis may not be approved depending on an evaluation of the impact on surroundings, privacy, views and other details the Board deems relevant.

**Windows (ACC approval required)**

• Any proposed window frame replacement shall coordinate with existing design and color of the exterior window trim.
Section 4
ASSESSMENTS, PAYMENT & COLLECTION POLICY

Pursuant to the Edgeview HOA Declaration Article 4 and Bylaws Article 7, the Board of Directors is empowered to levy assessments and fines and to develop and implement collections policy and procedure.

Amount of General Assessments
- The amount of general assessments to be paid annually by each homeowner will be determined by the Board each year based on Association expenses and reserve contributions.

Payment of General Assessments
- A statement of general assessments owing will be mailed to each homeowner on or before January 1st, April 1st, July 1st and October 1st.
- There is a 30 day grace period and payments are due no later than the last working day of the month.
- First Class Mail will be deemed delivered if not returned to sender within 72 hours.

Delinquent Balance Charges
- A late charge of $30.00 plus a Finance Charge of 1% of the total owing will be added to any assessment account that is delinquent as of the 30th day following the 1st of the month. Payment of delinquent balance fees is secured by an automatic lien against title to the homeowner’s property, and is a personal debt obligation of the homeowner in the same manner as assessments.

NSF Checks
- When a check is returned due to insufficient funds, if the check cannot be redeposited, a $15.00 NSF fee will be charged to the homeowner’s account.
- Payment of NSF administrative fees is secured by an automatic lien against title of the homeowner’s property and is a personal debt obligation in the same manner as assessments.

Alternate Payment Plan
- Homeowners are encouraged to contact the managing agent prior to becoming delinquent.

Legal Action
- An account delinquent ninety (90) days or more may be turned over to an attorney who will pursue any and all remedies authorized under the Edgeview Governing Documents and Washington State Law to recover the delinquent assessments, interest, late charges, fines, attorney fees and costs.

Lien
- The Association may record a lien on any home with an account that is over 30 days delinquent.

Foreclosure
- Non-payment of assessments, which include but are not limited to general and special assessments, may result in foreclosure of the Association’s lien. This may further result in a Sheriff or Trustee Sale of the lot owned by the homeowner whose assessment account is delinquent.

Section 5
COMPLAINT & ENFORCEMENT PROCEDURES

General Provisions
- Each homeowner, and their guests and tenants, shall comply strictly with the Governing Documents as they may be amended from time to time. Failure to comply may result in the issuance of fines, actions to recover sums due for damages and/or injunctive relief. Homeowners are responsible for ensuring their tenants and guests comply with the Governing Documents.
• Before filing a complaint homeowners are encouraged to attempt to address the issue personally with the offender.
• Complaints must be in writing and delivered to the managing agent via e-mail, letter, or by completing and submitting the “Non-Compliance Form” which may be obtained from the managing agent or the Association website. Anonymous complaints or phone complaints will not be acted upon except in the case of emergency.
• When the managing agent observes a violation or receives a complaint suggesting there has been a violation of the Governing Documents, there will be an investigation. If a violation is found to exist, it will be administered as follows:
  o First violation: Warning Letter/Request for Compliance. This letter will set out the nature of the alleged violation, state a time period within which compliance is required to avoid imposition of fines or other enforcement actions. The notice will also offer an opportunity to be heard. Time periods for correction of specific violations may be less than 30 days.
  o Failure to correct the condition or violation set out in the Warning Letter/Request for Compliance, or failure to request a hearing shall result in a Second Notice of Violation and the imposition of fines according to the fine schedule set out below, subject to notice and opportunity to be heard.
  o For the notices described above, the managing agent will mail the written notice of the violation and/or the proposed fine to the homeowners via their current address on file.

Before a fine is assessed or other action is taken (except in the event of emergency, or where the Association will commence legal action), the homeowner will be provided notice and an opportunity to be heard as follows:
• A homeowner may request a hearing before a proposed fine is assessed. To request a hearing, after receiving a notice of violation or proposed fine, the homeowner must submit a written request for a hearing to the Association manager by U.S. Mail or personal delivery within 10 calendar days following the date the notice of violation was mailed. If no request for a hearing is received by the manager within 10 days, the homeowner will be deemed to have waived their right to request a hearing and the fine proposed in the notice will be assessed.
  o When the Board receives a written request for a hearing, the matter or matters will be heard on the date agreed to by all parties.
  o At the hearing, the affected homeowner shall have the right to present information they would like the Board to consider in evaluating the alleged violation, such as the reasons why the alleged violation has occurred. The Board may establish reasonable time limits and other reasonable rules of procedure to help ensure a prompt and orderly resolution of the issue at hand. In the absence of any further procedures, a homeowner will have at least 10 minutes to address the Board. A homeowner who will have legal counsel present must notify the Board at least a week prior to the hearing.
  o The homeowner will be provided a written decision within 10 days of the hearing.
• The foregoing shall not be deemed a waiver by the Board of any right to enforce the Governing Documents, and in the reasonable discretion of the Board the Association may take immediate enforcement action as allowed by the Governing Documents or law. In enforcing these Rules and Regulations, the Board may delegate certain administrative functions, including the determination of whether a violation has occurred and the remedy therefore, to the managing agent, and/or a committee comprised of two or more Association directors and/or the managing agent. The ACC committee shall have discretion and authority to determine ACC issues and fines as set out in the Governing Documents.
Homeowners shall be financially responsible for all fines, damages and other amounts assessed resulting from their own actions, and the actions of their tenants or guests.

Depending on the circumstances, in lieu of or in addition to imposition of a fine, the Board may give written notice of a violation, and state a reasonable period of time for correcting the violation. If the violation is not corrected within the time stated, the Association may make the correction, and any costs incurred in connection therewith may be levied on the property and homeowner following notice and opportunity to be heard as set out above.

- One or more violations of the Governing Documents and/or proposed fines may be combined and heard in one enforcement hearing, if convenient to the Board. Once a hearing is set for one or more alleged violations, additional alleged violations and fines occurring subsequent to the initial notice(s) of violations and prior to the date of the hearing may also be heard at the scheduled hearing, at the discretion of the Board, provided the homeowner is sent notice of the subsequent alleged violations and proposed fines at least 5 days prior to the date of the hearing.

- Fines assessed hereunder are due 30 days from the date notice thereof is mailed, or as otherwise specified in the notice of the fine, but shall not be due sooner than 30 days after the notice of assessment is mailed. Fines are collectible as are assessments, and failure to pay will result in collection action as set out in these Rules and Regulations, and as allowed under the Governing Documents and Washington State law.

  - In the event fines are not timely paid and legal action is necessary to collect, the homeowner may be assessed and ultimately responsible for not only the fines and associated late fees, but also attorneys’ fees and all costs of collection, including legal fees and costs actually incurred by the Association in enforcement of the Governing Documents.

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**Appendix A**

Fine Schedule

(This Fine Schedule may be revised as needed, by the Board, with 30-day notice to Owners)

1st Offense: Written Warning, with 10 day compliance, or the specific time period spelled out in the rules above.

2nd Offense: of a similar kind or continued/10 days: $25, applied to the account with late fees applicable

3rd Offense: of a similar kind or continued/10 days: $50, applied to the account with late fees applicable

4th Offense: of a similar kind or continued/10 days: $75, applied to the account with late fees applicable

Each subsequent offense continued or similar/10 days: $100

If the condition is “cured” remaining so for 180 consecutive days the homeowner will return to 1st Offense status.