

SAMMAMISH BLUFFS CONDOMINIUM

OWNER & TENANT HANDBOOK

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1) INTRODUCTION:

Welcome to Sammamish Bluffs Condominiums. The condominium is managed by a unit owners' association called Sammamish Bluffs Condominium Association ("Association"). The Association is a Washington non-profit corporation. The Association acts in all instances by and through its Board of Directors, except for those matters reserved for a vote or approval of the unit owners by the Governing Documents or by applicable law.

This handbook was designed to make your residence more enjoyable and to promote the intent and purposes of the Association's Governing Documents. This handbook contains useful information about Sammamish Bluffs Condominiums, the Association, the surrounding area, and services related to your condominium unit or the community generally. This handbook also contains the **House Rules**, which all residents are required to observe and follow. If you have any questions about this handbook or **House Rules**, or anything else related to living at Sammamish Bluffs, please call or email to the Resident Manager. The Resident Manager's unit number is F102. The Resident Manager can be reached by telephone at 425-747-6100 or via email at sammamishbluffs@yahoo.com. You can also find the numbers and addresses in the "**Important Telephone Numbers**" section of this handbook.

2) ABOUT SAMMAMISH BLUFFS:

Sammamish Bluffs Condominiums consists of 162 units divided among eight, three-story, buildings. The Condominiums have an attractive cabana, pool and jacuzzi complex, a tennis court, and a children's play area. The Association has a Resident Manager who is responsible for the day-to-day maintenance of the complex. Sammamish Bluffs is managed by a property management company, Property Concepts, Inc. If you are a new owner and would like items of interest such as copies of the Association financial reports, budgets, minutes of the Board meetings, or other Association records, please contact Property Concepts at 206-310-8875 or you can view them on the Association's website at sammamishbluffshoa.org.

Through assessments paid by unit owners, the Association pays for water, sewer, garbage service, and basic cable television. Your unit's electricity, phone service, extended cable television and internet are the responsibility of the resident.

Please read these rules carefully and abide by them because the Board will strictly enforce these rules to effectuate the rights and obligations of the Association's members and residents to promote the purpose and intent of the Association's Governing Documents.

3) COMMUNITY SERVICES:

Sammamish Bluffs is located in an area which is not only blessed with natural beauty, but also with convenient access to transportation and community services. Some of these are briefly reviewed below:

SCHOOL DISTRICT: ISSAQUAH SCHOOL DISTRICT NO: 411

BUS SERVICE: West Lake Sammamish is served by one bus numbered **271**. There is a bus stop at each entrance for service going to Issaquah and on the other side of the road for service going toward Seattle.

SHOPPING: There are numerous convenient shopping centers, theaters, and restaurants located in Issaquah, Bellevue, The Highlands and Snoqualmie.

4) IMPORTANT TELEPHONE NUMBERS:

Resident Manager	(Unit F102)	425-747-6100
Property Concepts	(Len Gonzales)	206-935-7951
5622 California Ave. SW, Seattle, 98136		
Police Dept, Fire, Emergency, Medic		911
Issaquah Police (Non- emergency)		425-837-3200
Electric or Natural Gas Service	(Puget Sound Energy)	1-888-225-5773
Water and Sewer Dept. (Issaquah)	Administration	425-837-3050
Cable TV (Comcast)	Administration	1-800-266-2278
Bus Service	(No. 271)	206-296-0100
Elementary School	Sunset Elementary School	425-837-5600
Middle Schools	Issaquah Middle School	425-837-6800
	Pine Lake Middle School	425-557-5700
High Schools	Issaquah High School	425-557-6000
Community College	Bellevue Community College	425-895-8608
Hospital	Overlake Memorial Hospital	425-688-5777
	Swedish Issaquah Campus	425-409-0189
Newspaper	Seattle Times	1-888-624-7323

5) HOUSE RULES:

5.1 ENFORCEMENT/DUE PROCESS:

The Board of Directors has the authority under the Washington Condominium Act (WCA) of 1990 to use monetary fines to compel and enforce timely and consistent compliance with the Association's Governing Documents. Three separate actions are required for violation fines to be levied: First, the rules and fine schedule must be furnished to the owner. Owners are required to promptly provide all rules to the tenants or other residents of their unit. Second, there must be a written notice to the offending owner or resident of the infraction. Third the offending owner or resident must have the opportunity to request a hearing to contest the fine. Collectively, these three steps comprise **DUE PROCESS**.

5.2 RESPONSIBILITY FOR DAMAGES:

Owners and residents, including, but not limited to, tenants will be held personally liable for all damages resulting from their actions and those of their families, pets, or visitors. The term, visitors, is interpreted by the Board to include an Owner's or resident's guests or invitees.

Any violation of the Declaration or the Rules and Regulations should be reported in writing to the Resident Manager or the Property Management Company. Any noise, vandalism, or violence complaints should be reported to the appropriate authority first and then to the Association if you believe there has been a violation of the Governing Documents. The Board will levy fines for violations according to the following schedule, unless otherwise stated:

First Offense:	written letter is sent.
Second Offense;	\$25.00 fine
Third Offense:	\$100.00 fine
Fourth Offense:	\$500.00 fine

After the Association has issued a written violation notice and the deadline for compliance has expired, each day the violation continues shall be deemed a separate offense.

5.3 COMPLIANCE PROCEDURE:

When you observe a violation of the Governing Documents, please adhere to the following guidelines, keeping in mind that the problem should be resolved at the lowest level possible:

- 1) Contact the offending party or the Resident Manager and explain the problem.
- 2) Depending on the nature of the problem, solicit the help of a local agency such as the Police, Fire, or Health Department, Property Management Company or the Resident Manager.
- 3) Send a written complaint to the Board of Directors in care of the Association's property management company.

- 4) The Board of Directors shall then decide what action to take, including, but not limited to, whether to issue a violation notice or levy fines for such violation.
- 5) The decision of the Board of Director's as to any violation of the Governing Documents is final and all available enforcement procedures will be used. This includes legal action for damages and injunctive relief.

5.4 APPROPRIATE COMPLAINT/SUGGESTION BEHAVIOR:

Pursuant to Section 9.10 of the Declaration, "no noxious or offensive activity shall be carried on in any apartment or common areas and facilities, nor shall anything be done therein which may be or become an annoyance or nuisance to other apartment owners or residents, or which would be in violation of any laws."

The complaint procedure is intended to apply to prevent the occurrence of any behavior which interpreted by the Board of Directors as harassment or intimidation of any resident, property owner, property employee, contractor, sub-contractor, property management employee, or Board member by any owner, resident or guest at Sammamish Bluffs.

In the event that behavior of this sort comes to the attention of the Board, the Board will request that it immediately cease by written notice to the offending party. If the offensive behavior continues, an immediate \$250 fine will result for each subsequent occurrence, subject to the Association's due process procedures. Any fines left unpaid for more than 90 days will result in the filing of a real property lien to ensure collection.

5.5. PARKING RULES:

5.5.1 As per Section 9.3 of the Declaration, all parking spaces are restricted to the parking of operative vehicles only. If, after the Board has required the removal of any inoperative vehicle, the same is not removed, the non-operative vehicle is subject to immediate tow. This includes expired license tabs.

5.5.2 Parking of automobiles shall be limited to passenger cars, pickup trucks, vans, motorcycles and other similar passenger vehicles. Pickup trucks with campers, step vans, R.V's, flatbed or dump trucks, trailers, boats, or any other non-passenger related vehicles shall not be allowed to park on the complex. Any motorcycle parked in an assigned space which also has an automobile parked in that space must not cause the automobile to extend into the general driveway.

Pursuant to Section 9.3 of the Declaration, all parking spaces are restricted to the parking of operative automobiles only. The Board of Directors or its designated agents may require the removal of any inoperative or unsightly vehicle and any other equipment or item improperly stored in the parking

spaces, upon not less than twenty-four hours written notice (which notice may be posted on the offending vehicle, equipment or parking space). This includes the removal of vehicles with expired tabs. If the offending vehicle, equipment, or item is not removed, the Board may cause its removal at the risk and expense of the owner thereof.

The due process procedures shall not apply with respect to removal of vehicles or other equipment or items from parking spaces in accordance with these rules. However, the due process procedures will apply with respect to any fines levied for violations of the governing documents. Nothing herein shall be construed to limit the Association's right and authority to immediately remove any vehicle in the case of emergencies or which pose a reasonably imminent threat of damage to persons or property, or which are determined to be in violation of Section 5.5.6 of these Rules.

5.5.3 Only residents or owners of 1 or 2 bedroom units may rent one additional parking space from the Association, depending upon availability.

5.5.4 A limited number of additional rental parking spaces are available on a "waiting list" basis. Regardless of whether an owner or resident is paying the rent on an additional parking space, when the owner or resident moves (i.e., when occupancy of a unit changes), the rental of the Association's space shall automatically and immediately terminate, and the parking space may be rented by the Association to the next resident on the "waiting list." Owners or residents who wish to rent an additional parking space from the Association must pay the first and last month rent for the parking space prior to commencing use of the parking space. The rental fee is \$35 per month.

5.5.5 Any vehicle, owned by a resident, parking in a visitor parking space or a parking space not assigned to that unit is subject to removal by the Board at the vehicle owner's expense.

5.5.6 Vehicles are subject to immediate removal by towing if you park in a fire lane, or near a fire hydrant, in front of a dumpster, on landscaped common areas, the common area driveways, or in any other designated "**NO PARKING**" areas.

5.5.7 Only the Resident Manager, Property Management Company or a Board member (in the absence of the Resident Manager) may initiate towing from the Common Areas. To request the Association to initiate towing: (a) You must contact the Resident Manager or the Association's Property Management Company; (b) You must identify yourself by giving your name, unit number and phone number; and (c) You must identify the vehicle alleged to be in violation of these Rules or Declaration by license number, make, model, color, and the parking space number of where the violation occurred.

5.5.8 The speed limit everywhere on the premises is **10 mph**.

5.5.9 No vehicles may be dismantled or rebuilt on the premises. Oil changes and minor repairs can be made by Residents in their assigned space provided that all parking spaces shall be kept free of oil and grease. All tools must be kept within the assigned parking space, and all debris removed when work is completed.

5.5.10 Visitors may use unassigned visitor parking spaces for a maximum of 7 days in any 30-day period. The resident, owner, and visitor shall be jointly and severally responsible for making sure the space in which the visitor is parking is marked **'VISITOR'**. A resident who has a visitor or guest staying in the complex more than three (3) consecutive days in the same parking space is required to notify the Resident Manager. No jumping from one "VISITOR" parking space to another after the 7-day maximum is allowed. Once a visitor has reached the 7-day maximum allowed in a 30-day period, the visitor must park off site.

5.5.11 The Association has issued Parking Permits/Hang tags to each unit. Owners and residents of units, and their visiting guests, shall be required to follow the following rules and guidelines in displaying the parking permits/hang tags:

Display of Parking Stickers/Hang Tags: The parking sticker/hang tag must be placed on the **inside of the rear window** of a resident's vehicle. This will help the Resident Manager when monitoring the parking lot at night. Please ask your guests and others visiting your unit overnight to hang the visitor parking sticker/hang tag on their **overhead mirror** or place it on the **front dash** of their vehicle. With respect to "visitor" parking spaces or rented unassigned parking spaces, if any vehicle is found without the hang tag/parking sticker, or such parking sticker/hang tag is not visible, or placed in the incorrect location in the vehicle, or is absent or missing, the vehicle will be given 24-hours' notice to comply, or it will be towed. All vehicles parked in spaces rented from the Association must have stickers displayed. All overnight visitors parking in a "visitor" parking space must display a "visitor" parking sticker/hang tag. If you change vehicles, you must purchase a new parking sticker/hang tag to replace the old sticker/tag for **\$10**. If you use a rental car during a car repair, contact your Resident Manager to report your use of the temporary rental car. Depending on the duration of your use of the temporary rental car, no new parking sticker may be needed – Please contact the Resident Manager. If you misplace a visitor parking sticker/hang tag, you can purchase a replacement for **\$20**. Please do not try to abuse the system by possessing more than one visitor parking sticker/hang tag or you could be fined, or the offending vehicle may be towed in accordance with these Rules. Replacement parking sticker/hang tags may be purchased through the Association's Resident Manager.

5.12 Parking is for residents and their guests only. Guests' vehicles may not be parked on site if guests are not visiting.

5.5.13 VIOLATION OF ANY OF THE ABOVE RULES MAY RESULT IN TOWING AT THE VEHICLE OWNER'S RISK AND EXPENSE AND POSSIBLE FINES. IF YOUR CAR IS TOWED, CONTACT MAC TOWING – TELEPHONE NUMBER 425-392-5707.

5.5.14 FOR THE SAFFETY OF CHILDREN AND ALL RESIDENTS OF THE CONDOMINIUM, PLEASE LOOK FIRST BEFORE BACKING OUT AND OBSERVE THE SPEED SIGN IN THE PARKING LOT.

5.6 PET RULES:

5.6.1 No more than 2 pets per unit are allowed. This includes dogs, cats, or other household pets.

5.6.2 Guests are prohibited from bringing pets on the premises while visiting residents.

5.6.3 All pets must be leashed at all times when in the common areas or limited common areas. Pets may not be left unattended by a resident in the common or limited common areas, including, but not limited to, on the decks, patios or hallways.

5.6.4 Pets may be relieved only on barked areas around the complex and in the area behind the tennis court. Pet owners are responsible for the immediate and proper disposal of their pet's droppings anywhere on the condominium property.

5.6.5 Pet food may not be left in the common area or limited common areas.

5.6.6 Pursuant to Section 9.9. of the Declaration, the Board of Directors may require the removal of any animal which the Board, in the exercise of its reasonable discretion, finds disturbing other residents unreasonably. The Board may exercise this authority for specific animals even though other animals are permitted to remain. Therefore, the Board may require the removal of any animal whose behavior disturbs other residents or is not following the House Rules, based upon complaints received in writing, after notice of the violation and a hearing in accordance with the Association's due process procedures.

5.6.7 All animals are subject to King County Animal Control Regulations and must be registered in accordance with King County Laws.

5.6.8 "Pet Sitting" is allowed but all pet rules and regulations in the Governing Documents must be observed and followed. As a courtesy, please inform the Resident Manager if you are "pet sitting" and for how long. However, nothing herein shall be construed as permitting more than 2 pets in any Unit at any time.

5.6.9 Cat litter must be contained and sealed or tied in a plastic bag or other leak proof container before putting it in the common dumpster. Pet waste thrown unbagged in the dumpster creates a bad odor, is unsanitary, and may result in additional cleaning to the dumpster and surrounding area.

5.6.10 Residents must keep their pets under their control at all times while on common area property and shall not allow their pets to roam free.

5.7 POOL & JACUZZI HOURS:

Summer Hours:

Sunday thru Thursday:

All Swim: 9:00 AM - 9:00 PM

Lap Swim only: 9:00 PM - 10:00 PM

Friday and Saturday:

All Swim: 9:00 AM - 10:00 PM

Lap Swim only: 10:00 PM - 11:00 PM

Winter Hours: (Closed)

5.7.1 The pool area is for the exclusive use of the Sammamish Bluffs Condominium residents, their family and guests.

5.7.2 No person with a communicable disease may use the pool or jacuzzi.

5.7.3 All persons must have a cleansing shower before entering the pool or jacuzzi.

5.7.4 All persons using the pool do so at their own risk. The Sammamish Bluffs Condominium Association is not responsible for accidents and/or injuries related to use of the pool or while in the pool area. Swimming is inherently dangerous and involves the risk of physical injury, bodily injury, and death. People who are unable to swim should not use the pool or should be supervised at all times when in the vicinity of the pool. **PLEASE NOTE WE DO NOT HAVE A LIFEGUARD.**

5.7.5 Adult supervision by a person over 18 years of age is mandatory for any person using the pool that is under 14 years of age.

5.7.6 RESIDENTS ARE REQUIRED TO BE PHYSICALLY PRESENT WITH AND TO SUPERVISE GUESTS WHEN THEY ARE USING THE POOL OR IN THE POOL AREA.

5.7.7 Bathers aged 14-18 must not use the pool alone. When the pool is used by persons 14-18 years of age at least two people, 14 years of age or older, must be at the pool facility at all times the pool is in use.

5.7.8 If a person cannot swim or is under the age of 7 years old then the parent or an adult who can swim must be in the pool with them. **NO PERSON WEARING A DISPOSABLE DIAPER IS ALLOWED IN THE POOL AT ANY TIME! (SWIM DIAPERS ARE ALLOWED).** Diapers must be changed in the restroom.

5.7.9 No one under the age of 7 is allowed in the jacuzzi. **FOUR** persons are allowed to use the jacuzzi at one time and at half-hour intervals. Use of the jacuzzi with alcohol or medication in your bloodstream or while pregnant may be dangerous and, according to Health Department Regulations, should be avoided. Please consult with your doctor if you are pregnant or expecting to become pregnant prior to using the pool or if you are on medications.

5.7.10 Swimmers are to wear appropriate swim wear or trunks while in the pool. Street clothes, jeans, or cutoffs are not permitted. Swimmers are to have hair secured in a bun close to their head or wear a

swim cap in the pool. Hair, band aids, chewing gum, hair pins, and other foreign objects clog the drain and filter system.

5.7.11 Appropriate conduct, courtesy, and consideration of those in the immediate area of the pool is expected of all pool users. Residents are responsible for the conduct of their guests. **GUESTS MUST BE ACCOMPANIED BY A RESIDENT WHEN USING THE FACILITIES.**

5.7.12 Anyone putting debris in the pool will be charged the cost of draining, cleaning, refilling, and chemicals required to bring the pool back to Health Department Code, as well as being restricted from further use of the pool.

5.7.13 Breaking of any pool rule may result in a temporary, season, or permanent suspension from the pool area, as determined appropriate by the Board, after notice of the violation and opportunity to be heard in accordance with the Due Process procedures.

5.7.14 Anyone opening a pool gate for someone who either has a non-working key or does not have a key, other than their family or guests, will be subject to suspension from the pool area.

5.7.15 No towels, clothing of any kind are permitted to be hung on the Association's fencing.

5.7.16 Maximum 4 persons in the jacuzzi.

NOT ALLOWED IN THE POOL AREA:

- 1). **NO RUNNING, SCREAMING, OR HORSEPLAY** (action that is a potential danger to oneself or to others).
- 2). **NO GLASS CONTAINERS, FOOD OR ALCOHOLIC BEVERAGES IN POOL AREA.**
- 3). **NO SMOKING IN THE POOL AREA**
- 4). **NO LOUD RADIOS OR MUSIC.**
- 5). **TOYS NOT MADE FOR POOL USE ARE NOT ALLOWED IN POOL AREA.**
- 6). **NO PETS IN THE POOL AREA.**
- 7). **USE OF INFLATABLE FLOATATION DEVICES ARE PROHIBITED EXCEPT FOR NOODLES, WATER**

WINGS, FLOATATION ARM-BANDS, LIFE VESTS, AND OTHER PERSONAL FLOATATION DEVICES USED FOR PURPOSES OF SAFETY FOR NEW SWIMMERS, PEOPLE WHO CANNOT SWIM, OR WITH DISABILITIES. THIS RULE SHALL NOT BE CONSIDERED TO LIMIT THE USE OF PERSONAL FLOATATION DEVICES THAT ARE REASONABLY NECESSARY FOR SAFETY PURPOSES. NOTWITHSTANDING THE FOREGOING, ONE KICKBOARD IS PERMITTED TO BE USED PER SWIMMER.

8). **NO DRINKS ARE ALLOWED IN THE POOL ITSELF.**

5.8 MISCELLANEOUS HOUSE RULES:

5.8.1 Units may be used as a single-family residences only.

5.8.2 Section **9.5.2** of the Declaration states:

“Each apartment owner shall have the right to substitute new finished surfaces for the finished surfaces then existing on the ceilings, floors and walls, provided that hard surface flooring **MAY NOT** be installed without the prior written approval of the Board of Directors.” (emphasis added). Failure to obtain written approval may result in Board action requiring removal of any of the hard-surface flooring. Affected unit owners may also enforce the Declaration to require the removal of any hard-surface flooring not approved by the Board.

5.8.3 Nothing may be done in the interior of any unit which would:

- a). interfere with, or damage, heating pipes, apparatus or other central service or utility installations;
- b). affect the structural integrity of the buildings; or
- c). Unreasonably interfere with or detract from other residents’ use and enjoyment of the common areas, limited common areas, or their units.

5.8.4 Modifications to a Unit are not permitted which are visible from outside the unit. The primary window coverings, either blinds or drapes, must be white or off-white coloring. Any secondary coverings must have white or off-white backings visible from the outside. Damaged blinds or window coverings are not allowed to be displayed or used and must be replaced or repaired by the unit owner.

5.8.5 Items which constitute a fire hazard, or which adversely affect fire or liability insurance coverage, may not be kept in any unit, common area or limited common area.

5.8.6 Offensive activity cannot be carried on in any unit or common area. Anything which constitutes an annoyance or nuisance to other residents, or which violates any law will not be permitted.

- 5.8.7** Common areas, including limited common areas, may not be reconstructed, rebuilt, altered, removed, or replaced without the express prior written approval of the Board of Directors.
- 5.8.8** The Board does not permit Owners to add or plant any shrubs, trees, flowers or other landscaping on the common areas, including, but not limited to, around their units.
- 5.8.9** Owners have repeatedly been advised to replace their water heaters and check plumbing in their units. Given the age of the buildings and the quality of the originally installed equipment, owners are advised to routinely check or replace their water heater, sink and toilet feed line, washing machine, and dishwasher hoses. The cost of replacing these parts is minimal compared to the cost and inconvenience when they fail.
- 5.8.10** The Declaration makes it each owner's responsibility to repair or replace plumbing fixtures inside their units.
- 5.8.11** 'NO SMOKING' is allowed within 25 feet of the entryways of buildings.
- 5.8.12** Quiet hours are from **10PM TO 7AM**. This is the time in which appliances that may disturb others are not to be used. Also, this includes loud music, using TVs at high volumes, or other loud noises, such as loud conversations on decks.
- 5.8.13** The dumpsters are for normal household garbage only. Any clean paper or cardboard boxes should be broken down and placed in the large recycling dumpster or in any of the blue recycle bins. All other cardboard boxes should be broken down and placed in the garbage dumpsters. Any large amounts of garbage and/or objects, such as old appliances, mattresses, furniture, televisions, or electronics, must be removed from the premises and disposed of at the resident's expense.
- 5.8.14** Make sure to put all garbage into the dumpster and not beside or in front of the dumpster.
- 5.8.15** Cat litter must be contained and sealed or tied in plastic before putting it in the dumpster.

RESIDENTS MUST DISPOSE OF ANY FURNITURE, MATTRESSES, AND OTHER OBJECTS THAT ARE NOT ALLOWED IN DUMPSTER AT THE RESIDENT'S OWN EXPENSE. YOU WILL BE FINED IF CAUGHT DUMPING IN VIOLATION OF THESE RULES.

5.9 TENNIS COURT RULES:

- 5.9.1** There is a one-hour courtesy limit for use of the tennis court.

5.9.2 The court is to be used for tennis only. There is not to be any bicycle riding, roller skating, or skateboarding on the tennis court.

5.9.3 Ball playing is permitted using a cork or tennis ball, or basketball.

5.9.4 The tennis court is intended for the private use of residents and their guests only. Guests must be accompanied by a resident at all times.

5.9.5 Tennis shoes (or sneakers) must be worn at all times. Black soled shoes not allowed.

5.9.6 **KEEP THE GATE CLOSED.**

5.10 BALL PLAYING RULES:

The tennis court may be used for playing ball as provided in Section 5.9 above. Use of the tennis court is on a first come first-served basis.

5.11 STORAGE RULES:

Unit owner shall be responsible for care and maintenance of the patio or deck area. Decks and/or patios must be kept neat and uncluttered.

THE FOLLOWING ITEMS ARE ALLOWED ON DECKS AND PATIOS:

- a). bicycles
- b). wood – one cubic yard at any one time.
- c). plants
- d). patio furniture
- e). Gas or propane BBQ grill (charcoal or wood burning BBQ grills are strictly prohibited).

THE FOLLOWING ITEMS ARE NOT ALLOWED ON DECKS AND PATIOS:

- a). Rugs and linens may not be dusted or hung from windows or decks.
- b). Clothes, towels, etc. are not to be hung from balconies or railings.
- c). No splitting of wood on the concrete base of any balconies or decks.

- d). No painting, screening, or modification of any kind, temporary or permanent, shall be made to balconies, decks, patios or limited common areas without written approval of the Board.
- e). No trash or garbage is allowed on the deck or balcony areas.
- f). No bird feeders are allowed, except hummingbird feeders, on decks. These attract rodents and the seeds dropping cause weeds to grow in bark area.
- g). No cat litter boxes are allowed on decks.
- h). Objects are not allowed to sit on the rail without being secured.
- i). When putting mesh or suitable covering on the sides of the railing as protection for children and pets, it must be only black in color.

The storage areas on the bottom floors under the stairs are to be used for bicycle storage only.

IN NO EVENT ARE THE HALLWAYS OR LANDINGS TO BE USED FOR STORAGE OF ANY KIND (including shoes). ALL ITEMS SHOULD BE PLACED INSIDE YOUR UNIT OR STORED OFF SITE.

5.12 PLANTS AND POTS:

The Board has determined that in order to maintain and regulate the architectural uniformity at Sammamish Bluffs and maintenance of common areas that no Owner shall place, plant or maintain any plants, flowers, shrubs, trees, or other landscaping on the common areas. Maximum two potted flowering plants are allowed at the front entrance on the concrete pathway with a maximum of 12 inches in diameter subject to strict compliance with these Rules and the Declaration.

5.13 CABANA RULES:

5.13.1 The Sammamish Bluffs Homeowners' Association rents out the cabana at a fee of **\$50** and requires a damage cleaning deposit of **\$100**. The deposit will be returned if there is no damage to the cabana or property and/or no cleanup is necessary after you return the key. The cabana deposit and rental fee should be made payable to Sammamish Bluffs Homeowners' Association.

5.13.2 An "Authorization to use" form is to be filled out when you reserve the cabana. Contact the Resident Manager for details.

5.13.3 A walk-through will be conducted with you and the Resident Manager when you receive the cabana key and when the cabana key is returned (i.e., before and after your rental of the cabana).

5.13.4 It is your responsibility of the registered user of the cabana to make sure all House Rules are followed by your guests. If your guests break the rules, they may be asked to leave the premises

and your privilege to use the cabana in the future may be revoked and fines may be imposed as well.

5.13.5 As a registered user of the cabana, you will be responsible for the cleaning of the cabana and any damage done to the cabana or any improvements or betterments therein, during the time you used the cabana.

5.13.6 Double check to make sure the cabana is locked, and all windows are tightly closed before you leave. You are responsible for any damage or theft to the cabana, including during cleanup time, until the key is returned to the Resident Manager. You will be billed for any damage or theft.

5.13.7 No Business/Money making functions are allowed in the cabana. The cabana is solely for social functions and gatherings consistent with single-family use of the units. Examples of permitted social functions and gatherings include anniversaries, birthdays, reunions, graduation celebrations and the like.

5.13.8 Hours for use of the cabana are until 10:00 PM on weekdays and until 11:00 PM on Friday and Saturday.

5.13.9 The cabana cannot be rented on holidays due to Resident Manager not being available on holidays.

5.13.10 Rental of the cabana is limited exclusively to use of the cabana.

5.14 SIGNS

Signs, signals, advertisements, notices, or any other type of lettering or signaling equipment are prohibited from being displayed or posted in or on any window or the exterior of any unit, building, or common area. Without limiting the foregoing, commercial signs advertising a business, service, or product are expressly prohibited. "Open House" signs are permitted as long as they are put up and taken down on the same day and someone is available in the unit to show the unit (or a lockbox is in place for showing the unit). No Owner or resident of any Unit, or anyone on their behalf, shall post anything on the community bulletin board. The community bulletin board is for use by the Association's Board and its designated managing agents only.

6) OTHER INFORMATION

6.1 INSURANCE

Please refer to the Declaration regarding any insurance issue.

6.2 SECURITY

You are strongly encouraged to have a deadbolt lock on your door and to use it at all times. Do not leave your windows or patio doors unlocked. Make sure you lock your car door when parked and keep valuables from remaining in your car. Security is everyone's business. Help your neighbors. If you see something suspicious happening, call the police and your neighbors will do the same for you. Exterior doors should not be blocked open. If left open it encourages critters and birds as well as easier access by intruders.

6.3 CABLE TELEVISION

Each unit at Sammamish Bluffs is provided with basic cable TV service and should have an associated cable box. Residents should contact Comcast to arrange for initial and extended service and cable control and/or internet service if desired or required for such extended or additional services. No satellite dish or antennae shall be placed or maintained upon any of the common areas, or limited common areas, except upon the Board's prior written approval. Such approval shall not be exercised in a manner that (1) unreasonably delays or prevents installation, maintenance or use of the satellite dish or antennae; (2) unreasonably increases the costs; or (3) prevents an acceptable quality signal.

6.4 SMOKE DETECTORS – HOUSE RULE

There are smoke detectors on each stairwell landing and in each unit. If your smoke detector sounds, please take immediate precautionary action, including use of personal fire extinguishers, or in the absence of one, there is one in each hallway or calling the fire department if necessary, and evacuating the building if required.

State law requires units to be equipped with a smoke detector. If a unit is non-owner occupied, the smoke detector must be tested when a tenant or non-owner occupant moves into a unit. Also, unit owners are required to give instructions to the tenant or any non-owner occupant of their unit regarding testing and operation of the smoke detector.

7) UNIT OWNER MAINTENANCE – HOUSE RULE:

Please see the Declaration regarding an Owner's maintenance and repair responsibilities, including, but not limited to, Section 9.5 on the topic of Maintenance of Interiors of Apartments.

In the case of fire, criminal activity, or other similar incident, you should first contact the appropriate local authority, governmental entity, or service provider (e.g., the Fire Department, Police, Medics, Puget Sound Energy, Water Department etc.), then contact The Property Management Co. if the incident involves damage to any part of the Condominium or a violation of the Governing Documents.

The Property Management Co. has an answering service for incidents that arise between the hours of 5:00 p.m. and 8:00 a.m. on weekdays and on weekends and will dispatch an employee or appropriate

vendors the next business day or sooner depending on availability and the nature of the incident. Otherwise, report the problem to The Property Management Co. during normal business hours 8:00 AM to 5:00 PM Monday to Friday.

The Resident Manager and the Property Management Co. do not have a master set of mailbox keys, pool keys, or apartment unit keys. If you lose any of these keys, the cost of replacing the lock or re-keying is your responsibility. **Replacement pool keys are \$25 per key and can be purchased from the Resident Manager.** Mailbox keys may only be obtained from the post office.

8) RENTAL UNITS – HOUSE RULE:

Per the Declaration 12.14, a unit may not be rented for any period less than thirty days (30).

Landlords or their agents are required to register their renters with the on-site Resident Manager prior to the renter moving in. This registration of your tenant includes filling out the form provided by the Resident Manager, signed by your tenant acknowledging receipt of and willingness to abide by the Governing Documents, and registering the tenant's car(s) for make model and license plate number. All Owners, whether or not their unit is rented or occupied by the Owner, must complete and return to the Association's Resident Manager or Management Company the registration form attached hereto, prior to any change in occupancy, and shall at all times, be responsible for making sure the information on the registration form is accurate and up to date.

A fee of **\$25** will be charged for registration of tenants to defray the cost of keeping separate tenant records, producing copies of documents, administration costs, and to offset the cost of off-site mailings. The penalty for failure to register a tenant is **\$10.00** per month of non-registered tenancy, which will be imposed in accordance with the Association's Due Process Procedures.

Also, there will be a move-in fee of **\$100** to offset the additional wear and tear to the Condominium resulting from move-in (not including damage to the Condominium), additional trash disposal costs, and other costs and expenses associated with the process of a new resident moving into the Condominium. This move-in fee also covers the resident moving out, if applicable. Please contact the Property Management Co. for more details or with questions concerning coordinating a new resident moving into your unit.

Definition of a rental unit: Unless the name of at least one person living in the unit is on the deed for the unit, then the unit is considered to be a rental unit. A person occupying a rental unit is a "tenant."

Non-resident owners relinquish their privileges of the complex to their renters. This includes use of the pool, tennis court, and garbage dumpsters.

You are encouraged and required to make sure your renters or any non-owner occupants of your unit have a current copy of the House Rules, since you, as the owner, will be responsible for any fines which may result from violations of the House Rules. It is the owner's responsibility to see that the tenant and other non-owner occupants of the owner's unit are made aware of the House Rules, the unit's parking stall(s) number(s), how to contact the landlord/owner for rent payment, and how to get utilities turned on.

REGISTRATION FORM IS LOCATED ON THE LAST PAGE OF THE HANDBOOK. MUST BE COMPLETED AND TURNED INTO THE RESIDENT MANAGER OR MANAGEMENT COMPANY PRIOR TO A CHANGE IN OCCUPANCY OF ANY UNIT.

9) MONTHLY DUES:

Owners are required to pay their monthly dues (i.e., monthly assessments for common expenses) accrued interest, past-due late fees, violation fines, and other charges authorized by the Governing Documents (collectively "Assessments") by the first day of each month. Any account that has a past-due Assessment balance after the tenth day of the month will be assessed a **\$25** late fee in addition to interest as provided in the Declaration for unpaid assessments and other charges. Please make your check payable to SBHOA and mail your payment to Property Concepts at 5622 California Ave. SE, Seattle, 98136. You can also set up ACH payment or pay by Credit/debit card whichever you prefer.

10) VOLUNTEERING:

There are opportunities available for owners who would like to volunteer in the management of the Association, specifically as a member of the Association's Board of Directors. The Association holds its Annual General Meeting the first Monday in October each year, at which time Directors are elected to the Board. Each Director serves a two-year term. Vacancies during the year are filled by vote of the remaining Directors.

Pursuant to Section 6.5 of the Bylaws, "regular meetings of the Board of Directors may be held without notice at the condominium or such other place or places within the City of Issaquah, Washington, as the Board of Directors, may from time to time designate." Consistent with Section 6.5 of the Bylaws, the Board will meet on a quarterly basis, which meetings shall take place not less than once every 100 days, in a calendar year.

11) ADDITIONAL COPIES:

A Copy of these House Rules are available on the Association's website. If you would like the Association to produce a hard copy of these House Rules, please make a request to the Association's Resident Manager or Property Management Company. A charge of 25 cents per page will be charged, plus mailing costs.

12) MAILING ADDRESSES:

BUILDING A	4737 W. Lk. Sammamish Pkwy. SE Issaquah, WA 98027
BUILDING B	4727 W. Lk. Sammamish Pkwy. SE Issaquah, WA 98027
BUILDING C	4717 W. Lk. Sammamish Pkwy. SE Issaquah, WA 98027
BUILDING D	4707 W. Lk. Sammamish Pkwy. SE Issaquah, WA 98027
BUILDING E	4647 W. Lk. Sammamish PKWY. SE Issaquah, WA 98027
BUILDING F	4641 W. Lk. Sammamish Pkwy. SE Issaquah, WA 98027
BUILDING G	4635 w. Lk. Sammamish Pkwy. SE Issaquah, WA 98027
BUILDING H	4629 W. Lk. Sammamish Pkwy. SE, Issaquah, WA 98027

Sammamish Bluffs Condominium

OWNER / RESIDENT INFORMATION & EMERGENCY CONTACTS

DATE: _____

OWNER INFORMATION

OWNER NAME: _____ UNIT # _____

ADDRESS (if off-site): _____

(H) PHONE: _____

(W) PHONE: _____

(C) PHONE: _____

E-MAIL: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____

(H) PHONE: _____

(W) PHONE: _____

(C) PHONE: _____

E-MAIL: _____

RENTAL INFORMATION

TENANT/RESIDENT NAME(S): _____

(H) PHONE: _____

(W) PHONE: _____

EMERGENCY CONTACT: _____

(H) PHONE: _____

(W) PHONE: _____

VEHICLE INFORMATION

NUMBER OF VEHICLES ON-SITE: _____

TYPE: _____

LICENSE #: _____

TYPE: _____

LICENSE #: _____

TYPE: _____

LICENSE #: _____

PET INFORMATION

TYPE: _____

SIZE (LBS): _____

TYPE: _____

SIZE (LBS): _____

ADDITIONAL COMMENTS: (if disabled, elderly tenants, or any special circumstances)
