

Yarrowood Homeowner's Association
Rules and Regulations

Preamble

Residents are reminded that the Yarrowood Homeowner's Association and Board of Directors are constrained by federal, state, county and city statutes as well as the Declaration and By-Laws assigned to us by our original developers. Further, this Condominium Association has multiple types of units presenting a broad range of elements that affect individual governance such as size, location within the complex, age of units and insurance considerations.

The intent of the rules of Yarrowood is to provide for the safety of residents and their personal property, to preserve their investment in Yarrowood, and to maintain an enjoyable living environment for all residents. This can only be accomplished if we all embrace courtesy and common sense in our homeowner actions. In revising these rules we have tried to make them user friendly and easily understandable. If you have questions regarding their application please contact the Property Management Company.

Pursuant to section 64.32.060 of the Washington Horizontal Property Regimes Act; Section 64.32.304 (K) Washington Condominium Act and Article 17 of the Declaration, the Board of Directors is amending the rules and regulations and hereby adopts the following rules dated _____ to replace the Yarrowood House Rules and Regulations of 1991 and amendment of 1993.

Approved by the Board Members of Yarrowood Homeowner's Association and attested to by:

_____ Lisa Muth, Presiding President

_____ April Harr, Secretary

Yarrowood Homeowner's Association Rules and Regulations

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Information Page

Resident Manager: Scott Driscoll

Phone #: 425/739-6828 (*answering machine for non-emergency messages only*)

Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday through Friday

Property Management Company: Property Concepts, Inc
Attn: Jack Taylor
5622 Ca Ave S W
Seattle, WA 98136
Phone: 206-935-7951
Fax: 206-935-7952
E-Mail: propcnpts@aol.com

After Hours Emergency Phone: 206-935-7951

After 5:00 PM your call will be forwarded to an answering service. The answering service will page the Property Manager on duty. The Property Manager on duty will return your call and provide assistance.

Other Useful Phone Numbers:

Police, Fire, Emergency Medical Services dial 9-1-1

Plumbing/Water Emergencies: Call CDC Management Services. If no response, or response isn't timely, call The Plumbing Joint at 425-453-9006. They will respond to evening and weekend emergency calls. Please contact CDC Management as soon as possible after emergency has been contained.

For non-emergency water problems (e.g. hot water heater) we recommend you let your fingers do the walking through the Yellow Pages.

Transfer Station for disposals of large refuse items: 11724 N.E. 60 Street, Kirkland
Hours of operation are 7 days a week 8:00 a.m. to 5:30 p.m. most days of year. Cost varies.

For complaints: see fines and enforcement procedures section of the rules.

Yarrowood Homeowner's Association Rules and Regulations

General Rules and Fines

Dues: Monthly dues and special assessment payments when applicable are due by the first of each month. If dues are delinquent beyond the tenth of the month a \$50.00 fine shall be assessed.

Fines: Violation of a Rule is subject to a \$25 per day fine until the violation has been corrected. Fines must be paid in conjunction with and in addition to the monthly maintenance fee on the next due date after the delivery/posting/mailing of the notice of Fines Violation Form. See Rules Violation, Fines and Enforcement Section.

Fines & Other Penalties: Penalties and fines for infractions of these rules and regulations are subject to the spirit of the Declarations and By-Laws of Yarrowood Homeowner's Association. Violators may be subject to fines or suspension of voting rights or rights to use recreation facilities or any combination thereof.

Garage Sales: Garage, moving and yard sales are permitted on the third weekend of each August, from 9:00 a.m. to 4:30 p.m. Saturday and Sunday. Residents are responsible for advertising their own sales. Sales at other times are not permitted.

Maintenance: Unit owners are responsible for certain maintenance, repair and replacements required in their unit. Failure to maintain the unit may result in the Board of Directors authorizing the required repairs and assessing the cost to the unit owner. For example, repair and maintenance of their unit including maintenance and repair of any plumbing fixtures, water heaters, fans, heating equipment, electrical fixtures. The unit owner shall replace glass in windows or exterior doors of their apartment that becomes cracked or broken. See contractor rules.

Noise: No resident will make or permit to be made any noise (musical instrument, pet, stereo, radio, television, machinery or persons) which will annoy or interfere with the rights, comforts and/or convenience of other residents. All noise shall be minimized to avoid disturbing neighbors.

Responsibility: It is the responsibility of the unit owner to advise their tenants, guests, lessees, invitees, roommates or other visitors of Yarrowood's rules and regulations. Fines levied shall be assessed against the unit owner.

Roofs: Building roofs are off limits except in the case of emergency.

Speed limit: Speed limit within Yarrowood is 5 M.P.H. as posted.

Unit Use: Units are intended for and restricted to residential uses only and for social, recreational, or other reasonable activities normally incident to such uses. This may include use as a home office not involving use by nonresident employees or regular visits by customers or clients.

Window Coverings: All window coverings, visible from outside the unit are to be uniform white to off white in color. No sign, signals or lettering shall be inscribed or exposed at any window or other part of the building.

Windsocks: Windsocks are strictly prohibited. See decks.

Yarrowood Homeowner's Association Rules and Regulations

Rules in More Detail

Antenna/ Satellite Dish Installation

1. Certain antennas and satellite dishes may be installed in limited common areas, and must conform to any local, state and federal regulations. Limited common areas include deck rails, where appropriate, or on a porch rail system. Satellite dishes may not be mounted in common areas. Common areas include, but are not confined to, roofs and exterior walls.
2. An application, containing a description of the antenna or dish and its purpose as well as proposed location, should be submitted to the Property Management Company for Board of Directors review and approval prior to installation. You may be required to take them down again if they have not been installed in the appropriate place. Any holes that result from such installation must be adequately sealed. The homeowner will be held responsible for any damage that results from inadequate installation.

Contractor Rules

1. Each unit owner shall, at their sole expense, keep the interior of their unit and its equipment, appliances, and appurtenances in good order, condition, and repair and shall do all redecorating and painting at any time necessary to maintain the good appearance and condition of their unit. Each unit owner shall be responsible for the maintenance and repair, of any plumbing fixtures, water heaters, fans, heating equipment, electrical fixtures, or appliances which are in their unit or portions thereof that serve their unit only, and shall replace any glass in the windows and in the exterior doors of their unit that becomes cracked or broken.
2. **Any work involving structural change to the common or limited common areas of a unit must have:**
 - a. **Advance written approval of the Board of Directors;**
 - b. **Easement filed by the Yarrowood Homeowner's Association Attorney at the owner's expense;**
 - c. **Appropriate permits and approvals from the City of Bellevue.**
3. Failure to follow this process may cause the Board of Directors to deny permission for the renovation and require restoration at the owner's expense.
4. See the Declarations and Covenants, Articles 6.2, 6.3, 6.4 for what are considered common areas, and Article 7 for what are considered limited common areas.
5. Contact the Property Management Company for additional information.
6. The following items are homeowner responsibilities and do not require Board of Directors approval if they require no structural change: repair or replacement of any plumbing fixtures, hot water heaters, fans, heating appliances, electrical fixtures, and kitchen appliances (see II. C. of Declarations and Covenants.) Permits, if necessary are the homeowner's responsibility; check with the City of Bellevue Building Department.
7. Homeowners/renters are responsible for clean up of any debris left behind by contractors/repair persons. If the owner/renter does not clean up debris in a reasonable amount of time the Association, at the expense of the unit owner may remove the debris.

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8. Work by contractors/repair persons is allowed from 8:00 a.m. to 6:00 p.m., except for emergency repairs that pose risk of damage to unit.
9. Parking by contracting personnel is allowed only in visitors parking or resident's assigned space.
10. Construction and maintenance vehicles are only allowed during the time construction/maintenance is occurring; no overnight parking is permitted unless approved by the Resident Manager or Board of Directors.

Decks

1. Barbecues are allowed on decks/patios. It is the responsibility of the resident to safely operate the barbecue. Barbecues must be kept clean and covered when not in use.
2. Under no circumstances should sharp objects be placed directly on the deck surface in such a manner as to cause damage.
3. Planter boxes are permitted if an air space is maintained between the planter boxes and the deck surface or deck railing. The combined weight of all planter boxes on deck surfaces and deck railings must not exceed 200 pounds.
4. Planter boxes should be the color of natural wood, terra cotta, or building/trim.
5. Residents are responsible for maintaining and cleaning their own decks including keeping drains free of debris. Moss and algae can be removed with 50/50 bleach and water solution.
6. Damage to decks because of neglect or abuse by the resident may be repaired at the owner's expense under the direction of the Association Board of Directors.
7. Decks and patios shall be kept in a neat and orderly fashion and shall not be used for storage of household items. Only deck furniture and covered barbecues may be kept on decks.
8. Windsocks are strictly prohibited.

Dumpster/Recycling

1. Refuse is to be placed in designated dumpsters. **Do NOT place any items for any reason on the ground beside or near the dumpsters.**
2. Do not dispose of mattresses, furniture or other large or bulky items in any dumpster. Such items must be taken to an appropriate disposal site (for example there is a Transfer Station at NE 60th Street and 116 Ave NE in Kirkland near Bridle Trails).
3. Christmas Trees must not be put in any dumpster. Christmas Trees can be brought to the sports court on the upper level and the landscape contractor will remove them.

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4. **Recycling bins are available and all residents are urged to use them.** Recycling helps Yarrowood to keep its garbage collection costs as low as possible. The bins have instructions for their use printed on them, e.g.: newspapers are accepted and cardboard boxes are to be broken down.

Exterior Lighting

1. Exterior Garage Door Light:

A 100-watt outdoor flood lamp is allowed. If it must be wall-mounted, the reflective cone must be aimed straight down. The fixture must be installed at the center of the wall, not more than five inches below the soffit above the garage door. If the fixture is to be ceiling-mounted, the reflective cone must be aimed straight down to illuminate the door and the paving at the garage entrance. The fixture must be installed above the center of the door on the soffit at the center of the soffit. The fixture should be screwed into a joist to remain secure.

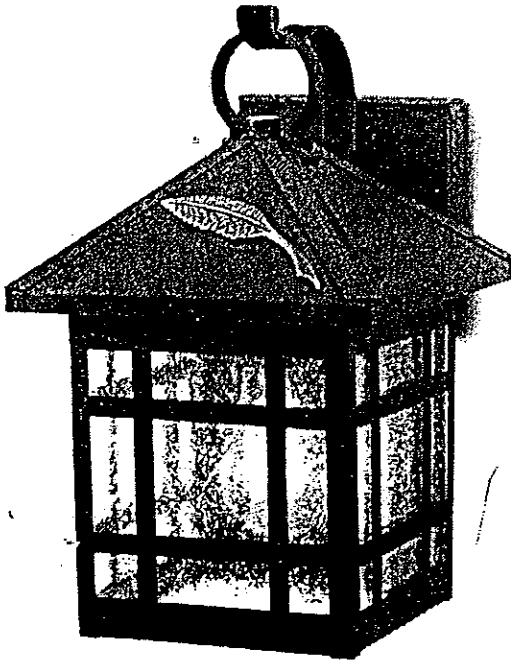
No light shall be directed to light any area more than eight feet from the garage door, so as to avoid glaring into other units or passing vehicles.

2. Exterior Porch Light:

All cost for materials and installation, as well as repairs and replacement bulbs are to be borne by the individual homeowner.

1. Maximum wattage allowed is 100 so as not to cause glare into other units.
2. Size and style of the fixture must be Board approved Carriage style lights; finish must be gold or bronze (see approved samples on next page.)
3. Light must be wall mounted only, no ceiling mounting is allowed.
4. Motion sensitive lights are allowed within the preceding parameters.

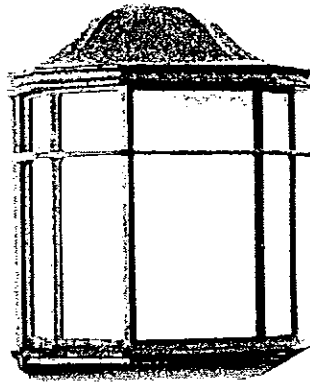
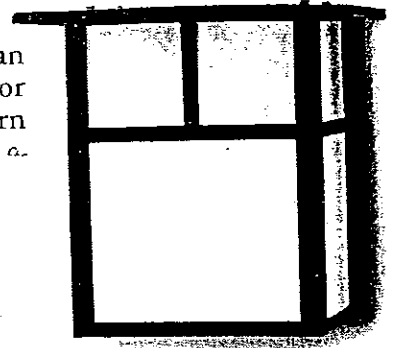
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Bob Timberlake
Exterior Lantern

*Antique bronze finish creates
a welcoming outside touch, 7
inches wide.*

Craftsman
Outdoor
Lantern



Design Classics
Outdoor Fixture

*Brownstone finish with opal
glass panes, 60-watt maximum.*

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Fire Regulations

1. When not in use, fire doors must remain closed at all times. This is very important with regard to exit stairways and the utility room in Building A. Under no circumstance are fire doors to be blocked open, e.g.: moving in/out.
2. If you notice that any fire suppression equipment has been *tampered with/obviously out of order* please immediately notify the Property Management Company.
3. For safety purposes all common area passageways must be clear of all obstructions, which would prohibit access in the event of an emergency.
4. Smoking is prohibited in all laundry rooms, clubhouse and swimming pool area.
5. In accordance with Bellevue City Ordinance ALL FIREWORKS ARE PROHIBITED AT YARROWOOD AT ALL TIMES.

Parking and Automotive Rules

1. Residents must use designated parking spaces as described in the Deed of Trust or Contract of Sale; and as specifically described in the Declaration of the Apartment Owner's Association of Yarrowood.
2. Approved vehicles are any currently licensed motor-driven vehicle designed for public use which will fit a resident's parking space, without extending beyond painted parking space lines, carport roof lines, or a totally enclosed garage area in any direction.
3. No travel trailers, motor homes or commercial trucks, boats of any kind or trailers are permitted on-site except in totally enclosed garage spaces.
4. Automotive repairs (except emergency) are not permitted on-site except in totally enclosed garage spaces. These repairs will be permitted from 8:00 a.m. to 8:00 p.m.
5. Abandoned, partially assembled or inoperative vehicles are subject to towing after one warning, or a fine of \$50.00 per day or both at the discretion of the Board of Directors.
6. **Vehicles are subject to immediate towing under the following conditions:**
 - a. Parking in marked Fire Zone will result in *immediate* towing.
 - b. Parking in a marked "NO PARKING" ZONE, such as in front of mail boxes, garbage collection zones, or EMERGENCY VEHICLE TURN, will result in *immediate* towing.
 - c. Parking in an assigned space that is designated for a unit other than yours may result in *immediate* towing.
7. **Visitor parking is intended to accommodate visitor's vehicles.** However, residents may also park in visitor parking spaces, subject to the rules above. If possible, residents should park in their assigned spaces or garages to keep these spaces available for visitors.

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8. 24-HOUR PARKING is for RESIDENT or VISITOR parking for **24 hours only**. Residents or visitors who routinely violate this parking will be subject to a \$25.00 a day fine. After three (3) written notices, vehicle will be subject to towing.
9. Excessive oil spills are to be removed by or at the expense of the parking space owner.
10. Except for egress, garage doors shall be closed at all times for aesthetic and security purposes.
11. Portable storage/moving containers are allowed for up to 72 hours only. After 72 hours, a \$25.00 per day fine will be assessed. These storage/moving containers may be placed in your own parking space or a designated visitor parking space.
12. "For Sale" signs shall not be displayed on or around any vehicle at any time on Yarrowood property.
13. Only a special designated Board Member, Property Manager or Resident Manager will be allowed to impound any vehicle.
14. Select Yarrowood residents will be allowed to park in front of their garages due to extra driveway space that allows vehicles to park without infringing on emergency vehicle access clearance. **Vehicles must parallel park in front of their units if to park otherwise would impede onto the roadway.** The following is a complete list of the units so designated:

Building	Unit
3	1 & 2
4	1 & 2
5	1 & 2
6	1
24	1 & 2
25	1 & 2
26	1 & 2
33	1 & 2
41	1 & 2
42	1 & 2
43	1 & 2

15. Washing vehicles is allowed in front of your residence, as long as no blocking occurs and the vehicle is attended. Hoses should be fitted with water saving spray nozzles.
16. Delivery trucks, vans, trailers and commercial vehicles are allowed to load/unload. All such vehicles must be attended so as to not block fire lanes. Construction and maintenance vehicles are allowed during the time these activities are going on. None of the aforementioned vehicles are allowed overnight parking, unless approved by the Resident Manager or Board of Directors.
17. All fines, fees, citations or storage costs associated with a towing incident are the responsibility of the owner of subject vehicle. The Yarrowood Homeowners Association, Board of Directors and/or the Resident Manager or Property Manager are not liable, before or after, for any direct or indirect consequences, damages or other incidental situations as a result of any towing action.

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18. The Board of Directors must approve variances to any provision of this section. Residents with special situations may submit a written request to the Management Company for review and approval by the Board of Directors. Special situations will be reviewed on a case-by-case basis.

Pet Policy

1. Small pets shall be allowed in any unit or on the common or limited common areas, by any unit owner or tenant pursuant to compliance with the very strict pet rules adopted by the Board of Directors.
2. All pets must be approved in advance by the Board of Directors through a *permit application process*. The application form is available from the Property Management Company and is also included following this section.
3. A nominal administrative fee (subject to change) will be assessed for each pet permit application. This fee is non—refundable.
4. Each pet requires its own individual application and permit.
5. The Board of Directors reserves the right to limit the number of active pet permits.
6. Cats and dogs are required to be spayed or neutered. Written documentation of the preceding is required in the application process.
7. Unit owners must approve their renter's pet permit application in addition to Board approval.
8. All pets must be carried or on a leash accompanied by a person when outdoors in the common areas. Pets are not allowed in the pool or tennis court areas or in the recreation facility.
9. Residents are required to pick-up their pet's waste immediately.
10. No pet food or pet housing is allowed out of doors.
11. Pets shall not be kept, bred or maintained for any commercial purposes on Yarrowood Property.
12. No animals, birds, or reptiles of any kind will be raised, bred, or kept in any common area.
13. No dog whose breed is noted for its viciousness or ill-temper, nor any animal of any kind that has venom or poisonous defense or capture mechanisms, or if let loose would constitute vermin will be permitted on Yarrowood Property.
14. The pet owner will compensate any person hurt or bitten by their pet, and will hold the Yarrowood Homeowner's Association, its officers and employees harmless from any claim resulting from any action of their pet(s) whatsoever.
15. Pet health and safety is the sole responsibility of the pet owner and not the responsibility of the Yarrowood Homeowner's Association, its officers or employees, other residents, visitors, contractors, landscapers, construction workers, and their vehicles, delivery trucks or any appurtenances related to it.

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16. An owner of any pet causing a nuisance or unreasonable disturbance will be requested by the Board of Directors to remedy the offensive situation, which may include debarking of dogs.
17. All complaints concerning pets must be submitted in writing to the Property Management Company and need to be substantiated by additional documentation (e.g. pictures, tape recordings, other witnesses, etc.). Non-written complaints may be investigated by the Resident Manager, but shall not be considered a formal complaint for this process.
18. Upon receipt of the substantiated complaint, the Board of Directors will apply the Rules Violation and Enforcement Procedures. The Board of Directors will forward a copy of all complaints to the pet permit holder/owner.
19. Service animals allowed under ADA Codes (e.g. Seeing Eye dogs) will be held to the same rules as all other pets on Yarrowood Homeowner's Association Property.

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PETS

1. Small pets shall be allowed in any unit or on the common or limited common areas, by any unit owner or tenant pursuant to compliance with the strict pet rules adopted by the Board of Directors.
2. All pets must be approved in advance by the Board of Directors through a **permit application process**.
3. A nominal administrative fee (currently \$25 as of 8-20-09) will be assessed for each pet permit application. This fee is non-refundable.
4. Each pet requires its own individual application and permit.
5. Upon approval of the pet permit application, the pet owner will receive a Yarrowood Pet Permit Identification Tag. The pet must wear this tag at all times. Pets found on Yarrowood property without their Yarrowood Pet Permit Identification Tag are subject to immediate removal.
6. The Board of Directors reserves the right to limit the number of active pet permits.
7. Cats and dogs are required to be spayed or neutered. Written documentation of the preceding is required in the application process.
8. Unit owners must approve their renter's pet permit application in addition to Board approval.
9. All pets (**cats included**) must be carried or on a leash accompanied by a person when outdoors on Yarrowood grounds.
10. No pet food or housing is allowed out of doors.
11. Residents are required to pick up their pets waste immediately!
12. Pets shall not be kept, bred or maintained for any commercial purposes on Yarrowood property.
13. No animals, birds or reptiles of any kind will be raised, bred or kept in any common area.
14. No dog whose breed is noted for its viciousness or ill-temper, nor any animal of any kind that has venom or poisonous defense or capture mechanisms, or if let loose would constitute vermin will be permitted on Yarrowood property.
15. The **pet owner** will compensate any person hurt or bitten by their pet, and will hold the Yarrowood Homeowner's Association, its officers and employees harmless from any claim resulting from any action of the pet(s) whatsoever.
16. Pet health and safety are the sole responsibility of the pet owner and not the responsibility of the Yarrowood Homeowner's Association, its officers or employees, other residents, visitors, contractors, landscapers, construction workers and their vehicles, delivery trucks or any appurtenances related to it.
17. An owner of any pet causing a nuisance or unreasonable disturbance will be requested by the Board of Directors to remedy the offensive situation, which may result in a request to have the animal removed from Yarrowood property.
18. All complaints concerning pets must be submitted in writing to the Property Management Company and need to be substantiated by additional documentation (e.g., pictures, tape recordings, other witnesses, etc.) Non written complaints may be investigated by the Resident Manager, but shall not be considered a formal complaint for this process.
19. Upon receipt of the third substantiated complaint, the Board of Directors will apply the Rules Violation and Enforcement, currently Part II. The Board of Directors will forward a copy of all complaints to the pet permit holder/owner.
20. Service animals allowed under Americans with Disabilities Act (ADA) Title III, 28 Code of Federal Regulations, sect. 36.104.

**YARROWOOD HOMEOWNERS ASSOCIATION
Pet Permit Application**

DATE OF APPLICATION: _____

APPLICANT:

Name _____

Address _____

Building and Unit Number _____

Day Phone _____ Evening Phone _____

OWNER OF UNIT (If other than Applicant):

Name _____

Mailing Address _____

Day Phone _____ Evening Phone _____

PET PARTICULARS:

Type (Dog/Cat/Other) _____ Breed _____

Height at Shoulder _____ Weight _____

Age _____ Pet Name _____

CERTIFICATION AND ATTACHMENTS:

It is required that all pets at Yarrowood be spayed or neutered. Please initial this line to certify that the pet named in this application has been spayed or neutered: _____

A recent picture of the pet is attached _____
This is required, and should be a duplicate, as it will be kept on file in the Property Manager's office.

A non-refundable permit application fee of \$25.00 is attached _____
Make the check payable to Yarrowood HOA.

Signature of Applicant

Signature of Unit Owner (If other than Applicant)

.....
Board of Directors / Management Company Use Only

Permission Granted _____

Date _____

Permit # _____

Permission Denied _____

Date _____

Comments: _____

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Real Estate Open House Rules

1. Open houses are allowed on Wednesdays from 10:00 a.m. to 4:00 p.m. and Sundays from noon to 6:00 p.m.
2. "A" frame signs of standard size of approximately 24 inches by 24 inches are permitted in front of units and at entranceways during the open house hours. No signs may be posted in areas visible to the outside or anywhere on the grounds except during open house hours.
3. No other forms of advertisement are allowed in Yarrowood. Realtors and owners are reminded that parking rules will be enforced and they must advise their visitors.

Recreation Facility

1. The recreation building shall be available for all unit owners and their tenants in good standing. Residents delinquent 60 days with any assessment are prohibited from using the clubhouse.
2. The Resident Manager schedules the recreation building. For scheduled reservations, the building may be occupied until midnight. At midnight the building must be vacant, no exceptions.
3. Reservations for the building must be made at least seven (7) days in advance with the Resident Manager through completion of the Yarrowood Recreation Building Reservation Application form, which is included after this section.
4. The user shall provide a complete description of the type of function sponsored to the Resident Manager.
5. The user is responsible for the actions/behavior of their guests.
6. The user must sign a hold harmless agreement holding Yarrowood Homeowner's Association harmless from all actions of anyone attending their function.
7. Noise audible from the outside of the recreation building will be considered excessive. In the event noise is audible the user's privilege for future use of the building may be suspended at the discretion of the Board of Directors. Audible noise is a violation of Yarrowood's general rules and residents have the right to call the Bellevue Police to complain.
8. The user agrees to comply with all state and local laws. Violation of any law shall result in immediate closure of the recreation building for the user's function and may result in suspension of the user's privilege for future use at the discretion of the Board of Directors.
9. User's guests must park in visitor spots **ONLY**. Users must remind their guests not to park in resident spots. If guests park in resident spots or no parking zones they may be towed without notice. Refer to parking section.
10. Barbecuing and smoking are allowed only on the recreation building deck during authorized clubhouse functions. Smoking is not allowed inside the recreation building or the pool area.

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11. Security Deposit:

- A. An advance security deposit of \$150.00 is required for each use of the recreation building. **This includes a non-refundable user fee of \$50.**
- B. The user is liable for all damages resulting from their function. If damages exceed the security deposit, the user shall pay for the additional costs. This excess will include any attorney fees and court costs if legal action is required to collect for these damages. Assessment for damages and costs shall be the sole determination and responsibility of the Board of Directors or its appointed representative.
- C. The user is responsible for the cleanup of the recreation building and the surrounding grounds. Cleanup shall be completed no later than noon of the following day.
- D. Arrangements will be made with the Resident Manager for the date and time of recreation building key return.
- E. The Resident Manager is responsible for inspecting the recreation building after clean up is completed. The date and time of this inspection shall be up to the Resident Manager.
- F. The security deposit shall be forwarded to the Property Manager by the Resident Manager for account deposit. The Resident Manager will notify the Property Management Company upon satisfactory inspection for return of the deposit. The deposit will be returned within 21 days of this notification.

Yarrowood Recreation Building Reservation Application

This is to acknowledge that: _____, has reserved Yarrowood's Recreation Building for the date of: _____ during the hours of: _____. In compliance with the section on the Recreation Facility of the Yarrowood Homeowner's Rules and Regulations, I have submitted the following:

	YES	NO
Washington State Liquor Control Board Banquet License: (Required for business use only: not for personal functions.)	<input type="checkbox"/>	<input type="checkbox"/>
Waiver:	<input type="checkbox"/>	<input type="checkbox"/>
Deposit:	<input type="checkbox"/>	<input type="checkbox"/>

As the sponsor and by affixing my signature I agree to comply with all the rules and regulations of the Recreation Facility Section of the Yarrowood Homeowner's Rules and Regulations. Further I agree to clean the Recreation Building and surrounding area by noon of the next day, in compliance with the affixed "Conditions for Return of Deposit" checklist:

Sponsor

Date

Reservation Approved: _____
Resident Manager

Date

Conditions for return of deposit checklist:	YES	NO
Entry floor swept and mopped	<input type="checkbox"/>	<input type="checkbox"/>
Carpets vacuumed	<input type="checkbox"/>	<input type="checkbox"/>
Fireplace cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen cleaned (floors, counters, and appliances)	<input type="checkbox"/>	<input type="checkbox"/>
Tables and chairs cleaned and stowed	<input type="checkbox"/>	<input type="checkbox"/>
Entry door glass panes cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Ashtrays emptied and cleaned (for outdoor use only)	<input type="checkbox"/>	<input type="checkbox"/>

Deposit Returned:

Sponsor

Resident Manager

Date

If recreation building deposit not returned, document the reasons on the back of this form.

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Rules Violations; Fines and Enforcement Procedures

1. **It is the intent of the Board that rule violations be resolved informally whenever possible.** See Rules topic for specific violation and fines as currently defined.
2. Fines for rule violations are in place to enforce the rules when informal resolution is not easily reached. This section describes the process that may be used in registering a complaint of rule violations and the process for determining subsequent fines and sanctions.
 - A. Complaints between residents for issues such as noise, deck storage or other infringements in visual or auditory 'space' should be first discussed between the two parties to attempt an informal resolution.
 - B. If informal resolution is not possible, the resident should register a formal complaint with the Resident Manager by completing the complaint form (# 1) or writing a letter specifying the date, time & location, the names of any witnesses to the incident/violation. This form must be signed and submitted to the Resident Manager.
 - C. The Resident Manager, after reviewing the complaint form and ascertaining that a violation of the rules has occurred, will complete a notice of complaint form (#2). This notice will cite the rule alleged to be violated, particulars of the violation, and give a date by which the violation must be corrected.
 - i. Notice of complaint will be delivered personally by the Resident Manager, posted on the resident's door, and if resident is a non-owner, mailed to the last known address of the owner.
 - ii. Resident Manager will keep Property Manager and the Board informed of all unresolved complaints.
 - D. If the violation has not been corrected by the specified date in the notice of complaint, the resident/owner may submit a request to the Board for an extension. The Board may extend the date by which the violation is to be corrected, if, in the Board's judgment, it is to the benefit of the Association to do so.
 - E. If the violation is not corrected by the specified date, and that date is not extended, the Property Manager shall impose a fine of \$25 per day until the violation is corrected. The Property Manager shall, in the same manner as the notice of complaint, provide notice of the fine to the respondent in a notice of violation & fine form (#3).
3. Resident/owner cited has the right to have the violation & fine reviewed by an independent hearing officer. The resident/owner cited must, within fifteen working days from posting/delivery of notice of violation & fine request this review hearing. The resident/owner cited requests a review hearing by notifying the Property Manager and the Washington Arbitration & Mediation Service in writing. The review hearing procedures, including a description of costs are included.

Yarrowood Homeowner's Association Rules and Regulations

COMPLAINT FORM (Form #1)

To: Resident Manager, on behalf of the Board of Directors of Yarrowood Condominium Association.

From: _____
(Name)

(Unit) (Phone Number)

Date: _____

Description of Incident/Violation: (Please provide as much detail as possible)

Date and Time of Incident/Violation: _____

Tenant/Owner You See as Responsible: _____ Unit # _____

Witnesses to the Incident/Violation: _____

Specific By-Law or Rule Violated: _____

Have you contacted the owner/tenant about the problem? Yes _____ No _____

If Yes, what was the result? _____

If No, why not? _____

PLEASE NOTE: The Rules and Regulations state that it is the Association's intent that residents attempt to resolve disputes informally prior to instituting formal complaints. Parties may consider mediation in an effort to resolve the problem. Mediation Procedures are found in the Association's Rules and Regulations. Please notify the Property Manager if you wish to use mediation.

Yarrowood Homeowner's Association Rules and Regulations

NOTICE OF COMPLAINT (Form #2)

Date: _____

To: _____
(Unit Owner)

(Tenant)

(Street Address)

(Unit #)

(City, State)

It has come to the attention of the Resident Manager, on behalf of the Board of Directors of Yarrowood Condominium Association, that a violation of the Governing Documents, specifically

_____, has possibly occurred.

EXPLANATION:

Date/Time of Violation: _____

Location of Violation: _____

Witnesses to Violation: _____

General Description of Incident/Violation: _____

ACTION REQUIRED:

It is the request of the Resident Manager that this violation be corrected by this date: _____.

If you dispute that a violation has occurred, you should discuss the matter with the Resident Manager prior to the date specified. Failure to correct this violation by the above date will result in the imposition of fines pursuant to the Governing Documents of the Association.

POLICY:

It is the intention of the Board that rules violations be resolved in an informal process prior to imposing fines and using the formal hearing process. You are encouraged to discuss this incident/violation with the Resident involved or the Property Manager in an effort to resolve this matter within the requested time frame.

Residents are also encouraged to resolve disputes using the mediation process, if agreed to by all parties. If you wish to use mediation please notify the Property Manager. For more information, please see the Mediation Procedures section of the Rules.

(Resident Manager Signature)

(Date)

Yarrowood Homeowner's Association
Rules and Regulations

NOTICE OF VIOLATION AND FINE (Form #3)

Date: _____

To: _____
(Unit Owner)

(Tenant)

(Street Address)

(Unit #)

(City, State)

Re: NOTICE OF COMPLAINT, dated _____.

The Notice of Complaint requested that the violation(s) be corrected by _____. That date has now passed. It is the determination of the Property Manager that this violation(s) has occurred and that the violation(s) has not been corrected. Pursuant to the Association's Rules Violations and Enforcement Procedures, the Board, by and through the Property Manager, imposes the following fine(s), assessment, and/or sanctions in accordance with the Governing Documents.

Fine/ Assessment Amount: _____.

Other Sanctions: _____.

REVIEW: You have the right to request a hearing before an impartial hearing examiner to review the violation/fine(s) assessment or sanctions. To do so you must contact Washington Arbitration & Mediation Services in writing to request a Review Hearing, and send a copy of the request to the Property Manager. The Review Hearing Procedures govern the Review Hearing process and Review Hearing Costs. The procedures are located in the Association's Rules and Regulations.

TIME DEADLINE: You must request the Review Hearing within fifteen (15) days of the posting/delivery/ mailing of the notice of Violation and Fine. Failure to request a Review Hearing within the fifteen (15) days will result in loss of the right to the Review Hearing. Please contact the Property Manager if you have questions.

DEADLINE TO PAY FINES: Fines must be paid in conjunction with and in addition to the monthly maintenance fee on the next due date after delivery/posting/ mailing of the notice of Fines Violation Form.

(Resident Manager Signature)

(Date)

Enclosures: Notice of Complaint, Enforcement Procedures, Hearing-Mediation.

Yarrowood Homeowner's Association Rules and Regulations

Review Hearing Procedures

1. A homeowner who has received notice of a fine may request an independent review of the violation and fine. Upon such a request, a Hearing Officer will conduct a Review Hearing and render a decision that affirms, reverses or modifies the fine. The Hearing Officer's decision will be final and binding and not subject to further appeal.
2. Washington Arbitration & Mediation Service, Inc. of Seattle, Washington will conduct reviews of violations and fines.
3. The homeowner shall contact Washington Arbitration and Mediation Service in writing to request a Review Hearing concerning the fine, and send a copy of the request to the Property Management Company within fifteen working days of the notice of the fine.
4. (a) For fines of \$500 or less, Washington Arbitration & Mediation Service will select a Hearing Officer from its Condominium Hearing Officer Panel and the Review Hearing will be conducted in writing. Each side will submit a written explanation of the situation to the Hearing Officer, along with any supporting documentation. The Hearing Officer has the ability to convene a telephone conference call or have an in person hearing if he/she deems it necessary.

(b) For fines over \$500, the parties will select a Hearing Officer in accordance with instructions from Washington Arbitration & Mediation Service. Unless the Hearing Officer determines otherwise, the Review Hearing will be held at Washington Arbitration & Mediations' Offices, with each side having an opportunity to present witnesses and other evidence.

(c) Under either a or b a written decision will be mailed to all parties.
5. Fees for Review Hearings will be charged in accordance with Washington Arbitration and Mediation's Fee Schedule for Condominium Review Hearings. If the Hearing Officer upholds the fine, the Hearing Officer may add the Review Hearing fees to the amount of the fine so as to reimburse the Association for such fees.
6. Washington Arbitration & Mediation Service may be contacted at: 2000 One Union Square, 600 University Street, Seattle, WA, 98101; Telephone number (206) 467-0793/ (800) 933-6348, Fax (206) 467-7810.

Mediation Procedures

1. Mediation involves a neutral third party, the mediator, working with disputing parties to help reach a settlement. The mediator does not have the authority to force a party to accept a settlement or to render a binding decision. This mediation provision is intended to apply to (a) disputes between a homeowner/resident, or a group of homeowners/residents, and the association; (b) disputes between homeowners; and (c) disputes between the homeowner and homeowner's tenant or an outside contractor whenever such a dispute could have an effect on other homeowners or the Association.

Yarrowood Homeowner's Association Rules and Regulations

2. The Board of Directors or its representative may direct that Washington Arbitration & Mediation Service provide a mediator to work to resolve a dispute of the type described in paragraph 1. Homeowners may request mediation through the Property Manager or Board of Directors. Homeowners will participate in up to 3 hours of mediation whenever the Board of Directors directs mediation.
3. Washington Arbitration & Mediation Service personnel will contact all parties to ascertain the situation and, if appropriate, attempt to resolve the dispute through an informal telephone mediation process. If that does not resolve the dispute, a formal mediation session will be scheduled. Mediations will be conducted in accordance with the Mediation Procedures of Washington Arbitration & Mediation Service, and mediators will be selected by Washington Arbitration & Mediation Service from its Condominium Mediation Panel with input from the parties.
4. Fees will be charged in accordance with Washington Arbitration & Mediation's Condominium Fee Schedule. The Association will be responsible to pay such fees, with the Association having the power to assess such mediation fees to the appropriate homeowner(s) for disputes of a type described in (b) and (c) of paragraph 1 above.
5. Washington Arbitration & Mediation Service may be contacted at 2000 One Union Square, 600 University Street, Seattle, WA, 98101. Phone (206) 467-0793, (800) 933-6348, Fax (206) 467-7810.

REVIEW HEARING AND MEDIATION FEE SCHEDULE
for
CONDOMINIUM HOMEOWNER ASSOCIATIONS

This fee schedule applies whenever a condominium unit homeowners association has adopted Washington Arbitration & Mediation Service's Review Hearing & Mediation Procedures for Condominiums as part of its Rules and Regulations or Bylaws, or when such Procedures have been included in a condominium's declaration. WAMS reserves the right to decline to accept any dispute resolution request without cause.

FEES FOR REVIEW HEARINGS

ADMINISTRATIVE SET-UP: For either written or in person hearings, \$100 per hour for discussing the review process with parties and setting up the Review Hearing.

WRITTEN HEARINGS: For hearings via written submissions only, the Hearing Officer's time will be charged at \$195 per hour.

IN PERSON HEARINGS: For in person hearings, the Hearing Officer's time will be charged at \$195 per hour, subject to a four (4) hour minimum.

FEES FOR MEDIATION SERVICES

ADMINISTRATIVE SET-UP: For in-person or telephone services, \$100 per hour for investigating the complaint, attempting to informally work out a settlement, and scheduling a mediation session, if necessary.

IN-HOUSE MEDIATORS: For mediation services by telephone only, the mediator's time will be charged at \$150 per hour, subject to a two (2) hour minimum billing.

PANEL MEDIATORS: For in-person mediation sessions, the mediator's time will be charged at \$195 per hour, subject to a four (4) hour minimum.

BILLING

Mediators, Hearing Officers and Administrators are entitled to bill for all time spent, including travel time.

The unit owners association will be required to pay a pre-hearing deposit prior to the start of the proceeding, at Washington Arbitration & Mediation Service's discretion.

This Fee Schedule is effective 1/1/00 and may be changed without prior notice.

Yarrowood Homeowner's Association

Rules and Regulations

Seasonal Decorations

1. Seasonal Decorations may be affixed only to small plants adjacent to the unit, decks, doors, windows and entrance ways of unit homes, provided such decorations do not violate insurance, fire, city, and county regulations. Decorations are not permitted on rooftops.
2. Seasonal Decorations may be put up 21 days prior to the recognized holiday and must be removed no later than 21 days post recognized holiday.
3. Christmas Trees must be disposed of at the upper level sports court. Christmas Trees must not be disposed of in dumpsters.
4. Any damage incurred to a unit by seasonal decorations shall be the sole responsibility of the Homeowner.

Storage Areas

1. Each resident or tenant shall maintain their storage area in a clean and safe manner.
2. All items placed in storage rooms by residents are the sole responsibility of the individual.
2. Residents of Yarrowood shall not use decks, patios, covered parking spaces or open garage areas as storage space. However, firewood may be stacked neatly in covered parking and open garage areas. Completely enclosed storage units are allowed in garage spaces that have a solid back wall as long as the storage unit is positioned against that wall.

Swimming Pool

1. The swimming pool will be heated from mid-May to Mid-September depending on weather conditions and maintenance status. Swimming will be permitted during that time from 10:00 a.m. to 9:00 p.m. daily. The gate automatically locks at 9:10 p.m.
2. Residents and their guests use the swimming pool at their own risk.
3. Guests must be accompanied by a resident when using the pool facilities or when in the pool area.
4. No running allowed in the pool area.
5. Breakable items and glassware are prohibited in the pool area.
6. Screaming and loud music are prohibited in the pool area.
7. Adult residents are responsible for the behavior of their children and guests.
8. No smoking is allowed in the pool area.
9. No nudity is allowed; appropriate swimming attire will always be worn.

Yarrowood Homeowner's Association Rules and Regulations

10. No barbecuing is allowed in the pool area.
11. Residents should call the Bellevue Police if any illegal activity is observed.

Child and Youth Rules (children are 12 and under, youths are 13 to 17, adults are 18 and over)

1. Please limit the size of pool toys to small inflatable and reasonably sized items. All such items are to be removed when you leave the pool area.
2. Children 12 and under *MUST* be accompanied in the pool area at all times by a responsible adult of 18 or older, pursuant to state law.
3. Youths ages 13 to 17 must have one other person present, 13 or older, in the pool area at all times, pursuant to state law. No one under 18 is allowed to swim alone, pursuant to state law.
4. Youths are limited to two guests in the pool at a time, unless accompanied by an adult resident for supervision.

Tennis Court

1. Use of the Tennis Court is permitted from 10:00 a.m. to 9:00 p.m.
2. Order of Tennis party play is determined by the reservation sign-up sheet provided.
3. A party is not to sign up for the same time more than twice in the same week.
4. If a second party requests the use of the tennis court, the first party will discontinue play after one hour.
5. Bicycles, tricycles, wagons, skate boards, roller skates and other similar toys are not permitted on the tennis court.
6. Tennis shoes shall be worn at all times while on the tennis court.
7. The tennis court gate combination lock number is 1978.