

Timberlane Homes Association Inc.

Rules & Regulations

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Timberlane Homes Association Inc.



Timberlane Homes Association volunteer Board of Directors holds regular meetings every month. On the 2nd Thursday of the month, the board considers actions requiring a vote to move forward. Owners are invited and encouraged to attend and depending on the schedule and, issues involved, the agenda may set aside time for homeowners to voice concerns and ask questions. On the 4th Thursday, the Board Workshop is a less formal discussion of ongoing projects where homeowner participation and input is also encouraged and welcomed.

Audit & Nomination, Architectural Control & Policy Compliance, Maintenance & Pool and Publicity & Recreation committee volunteers bring their ideas, talents and energy to accomplishing the goals set by the Board and meet once a month. All meetings and events are posted along with useful information and updates on the Timberlane website, <http://timberlanehoa.org> which includes links to the Timberlane Homes Association Inc. Facebook page, and to <http://timberlanehomeowners.forumotion.net>, the community discussion forum.

Timberlane Home Association also publishes a quarterly newsletter, “The Timberlane Voice” with news of neighborhood activities, events, and recent Board and committee project progress reports. Members are encouraged to contribute feedback and ideas for articles to the Publicity & Recreation Committee. Items will not be printed in the newsletter without verification, but names can be withheld from print upon request. Delivery is by USPS or digitally to your e-mail and is available for download from the website.

In these online and mailed resources it is easy to find a variety of volunteer opportunities that could suit both the time you have available and interests. Volunteer participation, while hard work at times, is crucial to preserving and improving the value of our homes and the vitality of our neighborhood. Making a difference can be very rewarding.

Volunteering for the Board

Timberlane is run by at least five and no more than nine volunteer Directors elected to three-year terms at the annual meeting. Board members select eligible persons to board positions that become vacant between annual meetings. In making this determination, the Board considers the following: attendance at two board meetings and one workshop within a four-month period, serving on a committee for two consecutive months and an interview with the Board at a board meeting. To volunteer for the Board, contact Audit & Nomination committee co-chairs or make your interest known at a meeting.

Getting in Touch

Timberlane Homes Association’s day-to-day operations are professionally managed by Windermere Property Management South LLC.

Contact Information

WPM South LLC
15215 SE 272nd St #204
Kent WA 98042

timberlanehoa@wpmsouth.com
Office (253) 277-2557
Fax (253) 638-0437

The best way to get in touch with a board member is via e-mail. The Director’s e-mail list can be found on the web site (www.timberlanehoa.org) and on the last page of the newsletter and can change without notice.

Timberlane Homes Association Inc.

Rules & Regulations

Chapter 1 – Purpose & Authority of the Rules & Regulations

The Board of Directors of Timberlane Homes Association is made up of five to nine elected or appointed volunteer members who have a vested interest in the value of the Timberlane community. The board is empowered to govern the affairs of the Association pursuant to Article VI of the Articles of Incorporation, Article XI, and Section 1 of the Covenants, Conditions & Restrictions and Article VIII of the By-laws. The Board reserves the right to amend, revise and add to the Rules and Regulations from time to time as is in the best interest of Timberlane Homes and its residents.

The Rules and Regulations are an official document adopted by the board and are meant for supplement Timberlane's Governing Documents. The Rules and Regulations specifically address the fees/fines assigned for violations of the Governing Documents (as voted on by the Board). These Rules & Regulations are not amendments to the Governing Documents and are not required to be filed with King County.

Notice of any revision will be distributed to all of the Homeowners electronically, via email or website, and in writing via the quarterly newsletter, thirty (30) days before they become enforceable. It is the responsibility of the homeowner/member to notify any tenants, property residents, guests or invitees of these rules and regulations, as the homeowner will be liable for all remedies to any violation.

Chapter 2 – Enforcement, Fines & Due Process

The Washington R.C.W.'s provides that a homeowner's association can levy reasonable fines according to an established schedule adopted by the board of directors and furnished to the owners, for violations of the Association's Governing Documents. The Board appreciates your cooperation in complying with the Governing Documents and requests your prompt attention to any violation notices. The following process and procedure will be followed with respect to the imposition and collection of fines for violations of Timberlane's Governing Documents:

1. Investigation/Notice of Violation: Once a possible violation has been reported to, or otherwise becomes known to, the Board, and is presented in writing, a notice of investigation detailing the potential violation will be sent or delivered to the homeowner involved explaining the potential violation, the consequences of noncompliance.
2. Schedule of Fines:
 - a. First Violation Notice: After a verification visit has determined that a violation exists and resolution has not been met, a first violation notice will be sent with 15 days to bring the matter into compliance.

With respect to abandoned vehicles, vehicles in an extreme state of disrepair, and vehicles illegally parked on Timberlane property, common areas, or greenbelts, there is a 2-day grace period, after which time, the vehicle will be towed. (*See CC&R Art. X, Sec. 4, Abandoned Vehicles*).

Only one notice will be given per vehicle. Future occurrences of illegal parking, with respect to the same vehicle, will result in the offending vehicle being towed immediately without any prior notice to the owner.

For other violations, the resident will be given 15 days to bring the matter into compliance, unless the violation involves an emergency timeline or circumstances, in which case notice may require the homeowner to cease action immediately or promptly take certain actions in order to comply.

- b. Second Violation Notice: If the violation has not been resolved after the first notification, a second violation notice will be sent including a \$25 fine. The resident will be given another 15 days to bring the matter into compliance.
 - c. Third Violation Notice: An additional fine of \$50.00 will be imposed and an additional 15 days will be given to comply.
After the third notice, an additional \$100.00 fine will be assessed for each additional 10 days of noncompliance.
 - d. Subsequent Violations of this nature within a 12-month period will result in the Board's authority to assess an immediate \$100 fine.
3. Legal Action: If there is no resolution to the issue after due process has been given, the Board has the authority to seek legal counsel to obtain legal compliance via all available options; All attorneys' fees and costs shall be awarded to the prevailing party and shall be recoverable from the losing party in any action, lawsuit or other proceeding involving the enforcement of the CC&Rs, Bylaws, and/or these Rules.
 4. Enforced Compliance: When resolving a complaint results in expense to the Association, the offending homeowner will be billed all costs associated with resolution of the violation, including labor, plus a 20% administrative fee. The labor cost will be not less than the per hour rate charged by a temporary labor service for all hours worked at a project site, be it hired out or donated to the Association by a volunteer. Additional fines and legal expenses will continue to accrue and be assessed against the violating owner while the violation is being corrected by the Association.
 5. Fines for Altering Greenbelt/Common Property: The cutting or trimming of any common area tree by a homeowner or their tenant will result in a \$500.00 fine per trunk. Such cutting or felling will be considered an act of vandalism and be reported to the police. Further legal action will be considered on a case by case basis.

Chapter 3 – Opportunity to be Heard

Any resident/homeowner found to be in violation of the Association's governing documents has the right to request an appeal and offer a defense to the violations and/or imposition of fines. The request for appeal must be received by the Homeowners Association no later than (15) calendar days following the mailing of the first notification of violation that includes a fine. Failure to submit an appeal request within this time frame will constitute a waiver of the homeowner's appeal rights and the respondent will be deemed to have admitted the facts contained in the violation notice.

1. The homeowner's request for an appeal must be in writing and sent to Timberlane Homes Association *c/o Windermere Property Management South LLC, Attn: Community Association Manager, 15215 SE 272nd St. Suite 204, Kent WA 98042* within 15 days of the date of the first notification of violation that includes a fine. E-mail appeals will be accepted and should be sent to *timberlanehoa@wpmsouth.com*.

The request must include the homeowner's name, address, phone number and the reason for the appeal. This will then be forwarded to the ACPC committee co-chairs for review.

2. If a resident wishes to appeal in person to the ACPC committee or to the Board, he or she may arrange to be heard at the next regular meeting of the committee or Board with seven days prior notice. The resident may speak to the board at the next regular meeting without prior notice, but will be subject to the time limits specified in the meeting agenda and must still submit the appeal in writing at the conclusion of the meeting.
3. If the Board determines that the homeowner's appeal was inadequate to justify removal or waiver of the fines, the fines will remain on the homeowners account and where applicable, will continue to accrue additional fines and interest. A written response explaining the Board's decision will be mailed to the

resident. The response may include a proposed bill for the amount/scope of work to be performed to bring the property into compliance. If the Board decides to take remedial action and the homeowner refuses to pay, their account may be subject to lien and/or collection.

Chapter 4 –Homeowners Assessment & Collection

The Timberlane governing documents require every lot owner, by accepting deed to their property, to be bound by the requirements of the governing documents including paying dues (maintenance assessments) and approved special assessments to maintain, repair, replace or improve community property as required.

The Collection Process consists of:

1. *Monthly* homeowner dues are due the first day of each month and are required to be paid no later than the *last day* of each month to avoid a late fee and interest fee penalties (*CCR Article VII, Sections 8 & 9*).

A late fee of \$10.00 will be assessed on the first day of the month after a payment is due. (Example: A late fee will be assessed on February 1st for an assessment due January 1st.)

Delinquent assessment balances shall bear interest from the first day of the month after a payment is due until paid in full at an annual rate of eight percent (8%).

2. At thirty (30) days past-due, a notice will be issued to the delinquent homeowner clearly marked “DELINQUENT NOTICE”. The notice shall detail the dues, interest, late fees, and other charges owed by the delinquent homeowner and shall give a new total owed to the Association.

Any member delinquent for a period of thirty (30) days or more loses their right to vote, use the pool, or rent the clubhouse. These rights shall remain suspended until all payments are brought current and all defaults remedied. (*CCRs Article VI, Sec. 1 – e, By-Law Article III, Sec. 1, subsection (e)*)

3. At sixty (60) days delinquent, a second notice will be issued clearly marked “DELINQUENT NOTICE”. The notice shall detail the dues, interest, late fees, and other charges owed by the delinquent homeowner and shall give a new total owed to the Association.

4. At ninety (90) days delinquent, a third and final notice will be issued clearly marked “FINAL DELINQUENT NOTICE”. This notice will remind the delinquent owner of the two (2) prior letters and advise the delinquent owner that the his/her account has been turned over to the Association’s legal counsel or collections agency which may result in the filing of a lien against the owner’s lot. This letter will also remind the owner that all costs incurred by the Association for the collection of the account, on top of the assessments owing and the interest accruing, will be the responsibility of the delinquent owner.

Chapter 5 – Architectural Control & Policy Compliance:

1. Association approval is required for:

- a. Modification or any alteration to your exterior building structure that would require a building permit.
- b. Installation or modification of fences and/or retaining walls adjacent to association property.
- c. Installing accessory structures and outdoor storage if large enough to require a building permit. (Note: The words “structure” and “building” in CCR Article X Sec 1 is interpreted to mean residential buildings as is stated in Article X Sec 3.)

All plans, specifications and plot plans are to be submitted to:

In Writing: WPM South
15215 SE 272nd St.
Kent, WA 98042

Or Via Email:
TimberlaneHOA@wpmsouth.com

If the Association fails to approve or disapprove an ACPC application, within 30 days after receipt,

approval will not be required, and the request will be deemed compliant with the requirements of this chapter.

2. Antenna / Satellite Dishes shall not be erected/installed upon or so as to intrude onto any association property (greenbelt, common area, or easement).
3. Basketball hoops may not be permanently installed in any association property (greenbelt, common area, or easement).

Chapter 6 – Maintenance of Structures and Landscaping

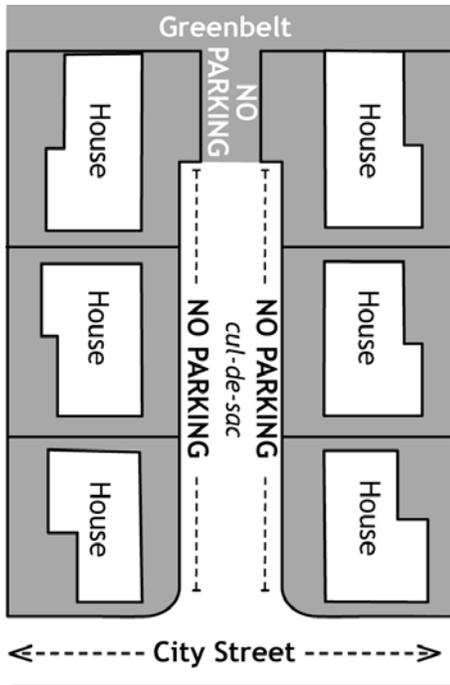
1. All structures and/or improvements upon a lot shall at all times be maintained in good condition and repair.
2. No trailer, outbuilding or temporary structure placed on the property shall at any time be used as a residence, temporarily or permanently. (*CCR Article X, Sec. 5*)
3. All trees, hedges, shrubs, plants, flowers and lawns shall be maintained so as not to be offensive to a reasonable person.
4. No noxious or offensive activity, when its presence offends the reasonable sensibilities of the occupants of the neighborhood, shall be carried out upon any lot, nor shall anything be done or maintained on the property which may be an annoyance or nuisance to the neighborhood or detract from its value. (*CCRs Article VIII, Sec.2*)
5. It is the obligation of all residents to remove graffiti on their lots as soon as possible. (*CCRs Article VIII, Sec.2*) Note: Local law enforcement has requested that all graffiti is reported and photographed prior to removal.

Chapter 7 – Common Property

1. No motorized vehicles, nor jumps or ramps of any kind are to be allowed in any of the greenbelts, easements, or common areas.
2. No lot or tract (Greenbelt) shall be used as a dump for trash or rubbish of any kind. Disposal of yard waste, fallen branches, rocks and other landscaping debris removal from a homeowner's property is the sole responsibility of the homeowner. Those responsible for dumping such waste in greenbelts will be subject to fines/charges for removal of such debris. (Article X, Section 4)
3. Clubhouse requests are to be granted at the discretion of the Publicity & Recreation Committee.
 - a. No club or organization may install any permanent fixtures to the clubhouse.
 - b. Hours on the clubhouse will be limited to 10 p.m. on Sunday night through Thursday night, and 12 a.m. on Friday night and Saturday night.
 - c. Any activity offered to the public utilizing our facilities are to be offered to Timberlane residents first, and then outside people may be invited if space is available.

Chapter 8 – Vehicle Parking and Storage

1. No vehicle in excess of 6,000 pounds gross weight, including but not limited to boats, campers, motor homes, trucks (other than common "pickups") and trailers — whether operable or not — of any kind shall be parked, stored, maintained or repaired on any lot or cul-de-sac. (*CCR Article X, Section 4, ¶ 1*)
2. No *vehicle in an extreme state of disrepair* shall be permitted upon the property. No abandoned or disabled vehicle shall be stored upon the property for more than forty-eight (48) hours. (*CCR Article X, Section 4, ¶ 3*)



3. Commercial vehicles will be permitted so long as they do not include dump trucks, garbage trucks or any vehicle with a height greater than 15 feet, with a maximum load capacity of more than 5 tons, or with a length greater than that of the driveway.

4. Vehicles may be parked only on paved or gravel surfaces on your own property. Additional parking is available on city streets (cul-de-sacs are not a city street).

5. Parking in greenbelts, common areas, and cul-de-sacs is forbidden and subject to towing at homeowner's expense and/or fine (See, Chapter 2, Section II above). Homeowners are responsible for their guests or tenants observing this policy. (See diagram)

Chapter 9 – Garbage, Trash:

1. No lot shall be used or maintained as a dumping ground for rubbish.

2. Trash, garbage and other waste shall be kept only in sanitary rodent-resistant containers with snug-fitting lids or sanitation-department-approved containers. All equipment for the storage or disposal of such material shall be kept in a clean and sanitary condition.

3. No trash, refuse piles, vehicles, vehicle parts, underbrush, or compost piles shall be allowed to group, accumulate, or remain on any lot when its presence offends the reasonable sensibilities of the occupants of the neighborhood or becomes a health or fire hazard.

piles shall be allowed to group, accumulate, or remain on any lot when its presence offends the reasonable sensibilities of the occupants of the neighborhood or becomes a health or fire hazard.

Chapter 10 – Animal Control:

It is the responsibility of each homeowner to ensure their pet does not run free within Timberlane.

1. Consistent with *King County & City of Covington* ordinances, within Timberlane Homes Association all pets must be leashed while not on the owner's property. Unleashed pets may be reported to King County Animal Control and their owners may be subject to fines and additional enforcement.

2. No pets are allowed within the fenced-in playground area where small children play, with the exception of service animals.

3. Animals may not be bred for commercial purposes nor kept in numbers or under conditions reasonably objectionable in a residential community.

4. No poultry, livestock or non-domesticated animals are allowed within the Timberlane community.

(CC&R Article X, Sec. 9)

Chapter 11 – Signs:

Signs posted on Timberlane Association grounds must be brought to the Board for approval on a case-by-case basis and must be posted for no more than seven days.



Additional Information

Discrimination: The Timberlane Homes Association and Board of Directors prohibit discrimination with respect to any person or persons within the community based on any qualities such as race, color, creed, religion, national origin, gender, handicap, family status, sexual orientation, or persons with disabilities.

Neighborhood Disputes: Disputes among neighbors are not the concern of the Board, unless the Timberlane Homes Association community is involved. Please respect your neighbors.

Law Violation: No violation of any applicable law or ordinance of the city, county, state or federal government will be tolerated. No acts or demeanor shall be permitted which would place the Association and/or its residents in violation of any law or ordinance.

Specific To Division 5: In Division 5 there is a 5-foot easement parallel to the rear lot line in which it is the homeowner's obligation to maintain and protect all trees except those which are so damaged as to require their safe removal by the owner. (*CCR supplement # 6674236*)

A seasonal stream that passes through tracts P and B D in Division 5 is one of the City of Covington's Storm water Management Facilities. In addition to being violations of Association Rules & Regulations (Chapter 7, #2), activities that disturb Storm water Facilities, including damming or dumping, are prohibited and are violations of Covington Municipal Code, State water quality regulations and Federal Clean Water Standards. Violators could be liable for substantial civil penalties.

