

A Compilation of Rules and Regulations

January, 2015

Section A. Buildings:

1. No building, fence, wall or other structure shall be commenced and/or erected upon any Platted Residential lot or the Common areas or any part thereof, nor shall any exterior addition to, or change or alteration therein, be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted and approved in writing as to the Architectural Control Committee. Before starting any action, proper permits must be obtained from the appropriate governing bodies, including Thurston County Building, Health and Planning Departments in addition to all Washington State, P.U.D. and Federal agencies as required. Permission issued by the Architectural Control Committee shall expire after one year (365 days). If construction is not completed within the one year time frame, an extension needs to be applied for in writing stating the reason(s) why the construction is not completed. This extension needs to be received by the A.C.C. thirty (30) days before the original permit expires.
2. Owners must furnish the Architectural Control Committee with telephone numbers of the owner or contractor charged with the responsibility of the construction.
3. Storage sheds constructed on a concrete foundation, concrete slab, or greater than 120 square feet measured at the roof eaves, shall be subject to Thurston County Building Department regulations. Storage sheds are limited to one story. A site plan showing location of structure(s)/storage shed(s) shall be submitted to the Architectural Control Committee for approval. Temporary covers with a fabric or tarp top shall not be allowed.
4. Storage sheds and garages shall not be used for anything other than storage and shall not be used for living or sleeping quarters.
5. Greenhouses are allowed in Sunwood Lakes, but must adhere to the following:
 - a. No commercial usage is allowed.
 - b. Not to be used as additional storage or living space.
 - c. Covering material: Glass or fiberglass is preferred and such greenhouses will be considered permanent structures.
 - d. Walls are limited to 8 feet in height and floor area is limited to 100 square feet.
 - e. Greenhouses must be maintained in an orderly fashion and cleaned and/or repaired in a timely manner consistent with the general aesthetics of the Community.
6. Penalties for Building violations: Fines for commencing any construction without the benefit of approval issued by the Architectural Committee and fines for a violations of any of the above shall be as follows:
 - a. \$100.00 for first violation.
 - b. If work continues after member has been issued a "Stop Work Order" \$20.00 per day will be added until work is halted.
 - c. Any penalties assessed in this matter shall constitute a lien against the lot involved, pursuant to By-Laws and costs, expenses and attorney fees shall be added to the amounts assessed.
 - d. Violators may appeal a determination of the Board of Directors, within thirty (30) days of being notified of the determination in writing. The decision of the Board of Directors after the hearing on the appeal shall be final.

Section B. Land Usage

Following are the rules and regulations for Land Usage within Sunwood Lakes. This Policy is a general approach and exists to advance the purpose of restoring compliance with the Sunwood Lakes Covenants and the other Governing Documents. It is not meant to impair the Association's ability to pursue this purpose. The Board retains whatever authority it otherwise has to employ any available means or remedy in pursuit of this purpose in compliance with the Association's CC&R's, Bylaws, Association Policies and authorities set forth by the RCW.

- a. Maintaining Awareness - To lower the chance that an Owner will violate a Covenant through ignorance or inadvertence, the Board may take actions to educate or periodically remind all Owners of the responsibilities which the Covenants assign to each Owner.
- b. Identifying a Possible Violation - A possible violation of the Covenants may be identified by an Owner's written complaint, or by other reasonable, reliable means. The Board shall conduct, or cause to be conducted, a community-wide inspection to monitor compliance with Governing Documents.
- c. Monitoring Compliance - When a complaint is received, the Association, through the Board, property management staff or volunteers, may investigate the complaint. For conditions which require approval of the Board, the ARB, or another committee, the Association will check with the appropriate body to see if the modification was approved. Assuming the condition is in violation and that no modification was approved, the Association may send the violating Owner a violation letter or a Demand to Cease and Desist per Sunwood Lakes Homeowner Association Enforcement Policy and CC&R's.
- d. Written Complaint – Homeowner Mediation - A person may bring a possible violation to the Board's attention through a written complaint. The complaint must identify the property, describe the violation and include a reference to the specific Covenant, rule or regulation being violated. The Board may check to see if the condition described still exists. The Board may seek to restore compliance with the Covenants through this Policy or may encourage the parties to voluntarily participate in mediation. Each notice will be sent with a picture of the violation and will inform the homeowner what must be done to correct the violation. In addition, notices shall inform the homeowner that unpaid fines and uncorrected violations could result in assessment charges, a lien, potential legal action, and payment of legal costs and fees as permitted by Section 1(a), Article VIII; Section 1, Article XIII of the Bylaws.

If any lot owner violates the foregoing regulations or permits a violation thereof by the members or his family, his invitees or his licensees and fails to cure such violation within sixty (60) days of having been notified thereof by the Board of Directors, a Standing Committee, or an assignee of the Board of Trustees established to enforce these rules, the Board of Trustees may correct the offending condition and the cost of such correction shall be a continuing lien upon such lot until the entire sum is paid as provided for above. Such costs may include a reasonable attorney's fee, as provided for above.

1. The owner of each lot shall keep it reasonably clear of all weeds and rubbish and do all things necessary to keep the premises neat and in good order.
2. No noxious or offensive activity shall be carried on upon said lot, nor anything done or maintained there on which may become an annoyance and nuisance to the neighborhood. Three complaints from neighboring homes in any consecutive twelve (12) month period shall constitute a violation and be subject to the fine listed above. All illegal activities shall be reported to the proper Thurston County authorities.
3. Dumping of trash or debris over the bank onto the shoreline areas is prohibited. Causing or allowing the disposal of any waste material (including but not limited to processed lumber, plastics, cloth, metal, glass or any other non-natural trash or debris) onto any common area or greenbelt is prohibited.
4. Fireworks are strictly prohibited in all common areas. Clean-up on roadways is mandated by Thurston County law.
5. No hunting or use of firearms shall be permitted within Sunwood Lakes and is strictly prohibited. Discharge of firearms within the residential area of Sunwood Lakes shall be reported to the proper Thurston County authorities.
6. No trash, garbage, rubbish, refuse, or other solid waste of any kind, including particularly junk/hulk automobiles, appliances, and furniture, shall be thrown, dumped, stored, disposed of, or otherwise placed on any part of the Real Property. Garbage and similar solid waste shall be

kept in sanitary containers that are suited for that purpose. The owner or occupant of each platted residential lot shall be responsible for the disposal of solid waste at legally established solid waste disposal facilities.

7. No platted residential lot shall ever be used in a fashion, which unreasonably interferes with the other lot Owner's right to the use and the enjoyment of their respective properties, or the other lot Owner's right to the use and the enjoyment of any Common areas. The Board of Directors shall determine whether any given use of the platted residential lot unreasonably interferes with those rights, and such determination shall be conclusive.
8. Outside fires may be built only if permitted by the governing authorities of the fire district and/or Department of Natural Resources, whichever is applicable. No burning of household garbage, rubbish or toxic materials is allowed.
9. Vehicles, including but not limited to, cars, trucks, trailers, recreational vehicles and boats placed on Sunwood Lakes Lots in conjunction with a residence, garage or other outbuilding must be legally parked in a proper driveway designated for that purpose, or placed to the side or behind said structure(s) to the extent possible and consistent with the configuration of the lot or lots. Vehicles shall not be parked haphazardly on the property so as to give the appearance of a used car lot. Three or more proper complaints in any consecutive twelve (12) month period shall constitute a violation.
10. No derelict or inoperable vehicles shall be kept on any lot. Inoperable vehicles shall not be stored for removal of useable or saleable parts. Inoperable/derelict vehicles are defined as follows:
 - a. Any unlicensed vehicle
 - b. Any vehicle with a missing fender, door, hood, engine, glass, etc.
 - c. Any vehicle with missing tires or placed on blocks for more than five (5) consecutive days
 - d. Any vehicle with brush growing up to the level of the bumper or higher
 - e. Any vehicle that cannot be started when asked to do so
11. If any lot owner violates the foregoing regulations or permits a violation thereof by the members or his family, his invitees or his licensees and fails to cure such violation within 30 days of having been notified thereof by the Board of Directors or a Standing Committee established to enforce these rules, the Board of Directors may correct the offending condition and the cost of such correction shall be a continuing lien upon such lot until the entire sum is paid as provided for above. Such costs may include a reasonable attorney's fee, as provided for above.
12. Except with the permission of the Architectural Control Committee or except as may be necessary in connection with the construction of any improvement, no excavation shall be made nor shall any dirt be removed for a lot herein.
13. Any tree on Homeowners property that is requested to be removed must be documented on ACC forms. If approved, the removal will be at Homeowner's expense. Only diseased or hazard trees can be removed with ACC approval and any other tree or trees will not be removed.

Section C – Recreational Vehicles (May include, but not limited to any type of trailer, boat, camper, and motor home.)

Parked on Owners Lot and with pre-approval of the ACC Committee:

- a. The Recreational vehicle must have current vehicle tabs.
- b. Remain in a towable/drivable condition at all times.
- c. Cannot have a porch, deck, or skirting permanently attached.
- d. Must be parked on homeowner's property and not in common area or greenbelts.
- e. Must maintain the two on-site parking provisions as required in the Covenants.
- f. Must be parked on a hard/graveled surface or screened from view on homeowner's property.

If any lot owner violates the Recreational Vehicle rule, as stated above, a fine of \$50.00 shall be imposed. In addition, the Recreational Vehicle must be removed from the lot.

Section D – Animals

Following are the rules and regulations for animals within Sunwood Lakes. If two (2) or more complaints are received on any one animal it will constitute a violation. Violators will be notified that

they have 30 days to correct any violation. A fine of \$50.00 will be imposed at the end of thirty (30) days if the violation is not corrected and \$20.00 per day will be added until such time as the violation is cleared. If any lot owner violates the foregoing regulations or permits a violation thereof by the members or his family, his invitees or his licensees and fails to cure such violation within sixty (60) days of having been notified thereof by the Board of Directors, a Standing Committee, or an assignee of the Board of Directors established to enforce these rules, the Board of Directors may correct the offending condition and the cost of such correction shall be a continuing lien upon such lot until the entire sum is paid as provided for above. Such costs may include a reasonable attorney's fee, as provided for above

Domestic Pets

1. The following actions of pets, including in particular, but not limited to, dogs and cats, are violations, and their owners will be held strictly liable for the same.
 - a. Interfering with property of others, including tipping over garbage cans, digging in lawns, defecating on the property of others and common grounds.
 - b. Biting or close-range threatening of people and/or other animals that are in a place where they have a lawful right to be.
 - c. Running in packs.
 - d. Excessive noise or barking.
 - e. Causing a nuisance and offending odors from unsanitary conditions.
 - f. Any animal that is considered to be dangerous, pursuant to local and state laws, will be reported to the Thurston County Animal Control Officer.
2. All members shall be responsible for their domestic animals and their renter's domestic animals, if applicable. The animals shall be confined within the boundaries of the residences by whatever means available, such as fences, kennels, tether, etc.
3. Animals, when accompanied by any person, must be leashed and under control at all times while off their owner's property.
4. Owners walking their pet within the Common Areas of Sunwood Lakes are responsible for cleaning up pet feces.
5. Animal violations should be reported to Thurston County Animal Control.
6. Any action taken to enforce this regulation may be appealed to the Board of Directors. Appeals must be made in writing within fifteen (15) days of notice to the member.

Section E – Common Use Facilities

1. Use of the clubhouse, swimming pool, basketball court, picnic area and common areas shall be subject to the rules and regulations promulgated by the Board of Directors and posted in such areas.
2. Usage of these facilities is reserved for members in good standing, member's families, their guests and renters.

Board of Directors reserves the right to bar the usage of the common use facilities, for a period of time, to any member who violates the rules and regulations of the association.

1. If a user of the facilities receives two (2) violation notices, they will be banned from the use of the facility for up to six (6) months.

Addition to Rules and Regulations- June 2007

Section F- Trade or Business Use

No undesirable or noxious business or trade use of a residential property in Sunwood Lakes Subdivision is permitted. A business or trade use of a residential property in Sunwood Lakes Subdivision is defined as any activity undertaken for gain or profit and conducted in or about a dwelling or building accessory to a dwelling. An undesirable or noxious business or trade use of a residential property in Sunwood Lakes Subdivision is a business or trade use that is not totally confined to the interior space of the dwelling with only minuscule or no impact outside the walls of

the single-family residence. Any of the following may be considered evidence of the Rules and Regulations:

- . Vehicular traffic, either moving or parked on the street.
- . Signage
- . Employees not related to the owner being present on the property (Related employees are limited to immediate family members (mother, father, son, daughter) and must reside in the dwelling.
- . Appearance of customers at the residence.
- . Sales of retail goods to the public from the residence.
- . Storage of product or inventory inside or outside the home.
- . Storage or presence of business or trade vehicles or equipment on the residential lot.
- . Advertising showing the residence to be a business location.
- . Business telephone line to residential premises and to no other business location.
- . Emission of noise, air pollutants, waste products, excessive traffic or other effects detrimental to the environment or neighborhood beyond those normally emanating from residential use.
- . Exterior structural alteration of the residence or property in order to accommodate the business or trade use.
- . Accessory buildings not in keeping with the residential character of the premise.
- . Traffic generated by business or trade use that causes a nuisance to neighbors.

Any business found to be in violation of these rules must cease operations within Sunwood Lakes within 30 days of notice by the Sunwood Lakes Homeowner's Association. A fine of \$1,000.00 will be imposed at the end of thirty (30) days if the violation is not corrected; a fine of \$100.00 per day will be added until such time as the violation is cleared. Such fines will constitute a continuing lien against the property and subject to the rights of the Association allowed in the Rules and Regulations, Covenants and Bylaws, including reasonable attorney fees.

Swimming Pool Regulations

Membership, Guests Admittance

1. Access to the pool is contingent upon membership assessments being "PAID IN FULL."
2. A member is a property owner, and their immediate family members who reside at the same address and whose membership dues are "Paid in Full." Property must be legally recorded in the member's name and proof of ownership must on record in the Sunwood Lakes office.
3. A member is allowed two guests and must be either present while their guests are at the swimming pool.
4. Members are responsible for the actions of their guests. Any property damage caused by their guests is the responsibility of the member.
5. Landlords must provide names and addresses of their tenants before tenants can use the pool.
6. A responsible adult, 18 years or older, must accompany any child under age 13.
 - a. Any child under 13 who is being supervised by an adult not living in their residence, must have written permission from their parent stating such person has full responsibility for the child while at the pool.
7. Admission shall be refused to persons having infectious, communicable diseases, inflamed eyes, colds, nasal or ear discharge, excessive sunburn or open sores of any kind.
8. No pets except service dogs are allowed in the swimming pool area.
9. No wheeled vehicles except wheelchairs or baby strollers are allowed in the pool area.
10. Pool Attendants and the Board reserves the right to refuse pool access to any individual.

Swimming Rules

1. There are no alcoholic beverages allowed in the pool vicinity. No Smoking within the fenced pool area.
2. The pool attendant must approve recreational pool equipment.
3. No person may enter the pool area in an intoxicated condition.
4. Diving from the poolside is allowed only where water depth is six (6) feet or more.
5. The pool may not be reserved for private parties.

6. Showers are required before entering the pool. No tanning oil is allowed in the pool (it collects filth and gums up the filtering system.).
7. No running, pushing, scuffling, splashing or rough play is permitted in the pool area.
8. Glass containers of any kind are prohibited in the pool area.
9. Food and Drinks must be kept in designated area.
10. Swimming suits only in the pool. Cut-offs, gym shorts, tee shirts, or other street clothing is prohibited. Babies must wear swim diapers approved by the pool attendant.
11. Voices shall be kept at normal conversation levels. No cursing or fighting allowed.
12. Radios, tape players, etc. must be used with headphones.
13. The gates to the pool are to remain closed at all times and are not to be propped open or otherwise left unsecured.
14. Do not open the pool gates to let in unsupervised children or guests.
15. All bobby pins, hairpins and other such items that can clog the filtering system are to be removed before entering the pool. Hair ties must be worn.
16. Children unable to swim, using life preservers, kick boards, water wings, or other flotation devices, must be accompanied by an adult or responsible person.
17. The swimming pool may have to be closed or its use limited at times at the discretion of the swimming pool manager.

Deportment

1. The swimming pool manager or any attendant has the responsibility to strictly enforce the rules and has the authority to temporarily bar any member or guest from the swimming pool facility and area.
2. Parents are ultimately responsible for their children's action in the swimming pool area and facility and should instruct their children to observe all the rules, to obey instructions given by the manager/attendant.
3. Situations not specifically covered by these rules shall be handled at the pool manager/attendants discretion.
4. The swimming pool attendant has been granted discretionary power to enforce these regulations. Any person who has difficulties with the rules should contact the Beach Club Board of Directors.
5. The Board of Directors reserves the right to restrict usage of the pool for violations of these regulations.

Complaint Processing

When a complaint is received, all parties involved will be contacted by a board member. After reviewing all pertinent documents and facts, a determination will be made whether or not a violation has occurred. If a violation has occurred and is not corrected within 30 days, a fine will be imposed.

These Rules and Regulations were revised at the Board Meeting Held on January 15, 2015.

Signed  Tom Thomason, President

Signed  Anthony Taylor, Vice President

Signed  Windy Vancil, Secretary

misty wiken, treasurer for 1/15/2015 mm