

MAPLE RIDGE HIGHLANDS HOA RULES AND REGULATIONS



Following are the Rules and Regulations adopted by the Board of Directors (hereinafter referred to as the “BOD”) of the Maple Ridge Highlands Homeowners’ Association (hereinafter referred to as the “Association”) pursuant to the authority granted to the BOD in Article 12.2 of the Declaration and Covenants, Conditions, Restrictions and Reservations for Maple Ridge Highlands, (hereinafter referred to as “Declaration”). These Rules do not replace the requirements of the Declaration, the Bylaws, nor any other governing documents, but merely supplements those requirements.

We are living in an attractive community in close association with our fellow residents and common courtesy dictates that our actions not infringe on the rights of other residents. These rules are designed to ensure that each of us achieves the maximum enjoyment and investment of our homes. Each member of our community, whether a Homeowner, tenant or guest, must abide by the standards of our community and comply strictly with all governing documents, including but not limited to, the Declaration, Bylaws and these Rules and Regulations to promote the harmony and cooperative purposes of our community. Each homeowner is ultimately responsible for insuring the compliance of their family members, guests and tenants and other occupants of the Homeowner while they are within the Maple Ridge Highlands community.

The contents of this document are not intended to replace or supersede the contents of any of the recorded governing documents of the Association (such as the Declaration and Amendments to the Declarations and Bylaws) or federal, state or local laws. To the extent any provision within these Rules is found to be in conflict with the recorded governing documents of the Association, or federal or state or local laws, the Rules shall be subordinate.

VIOLATIONS

If a Homeowner is found to be in violation of any of these rules or the requirements of the Declaration, the Property Manager or BOD will notify the Homeowner in writing of the infraction. The one warning notice will include an appropriate deadline to comply and also the amount of the fine should the Homeowner refuse to comply.

Fines and assessments for violations of these Rules will be levied in accordance with the following schedule. The BOD reserves the right to accelerate the compliance schedule in the event a violation a health or fire hazard:

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Fine Structure

First infraction of a Rule Violation	\$100
Second infraction of a recurring Violation of the same Rule	\$150
Third & Subsequent infractions of a recurring Violation of the same Rule ...	\$200

The number of infractions is for the same rule violation that occurs within a running 365-day period, beginning with the date of the first infraction. In addition to the above fine structure the BOD may also add a \$10 per day penalty until the violation is rectified.

In addition to the fine structure outlined in this document the BOD also has the right to hire a third party at the homeowner's expense to rectify a violation. This may include but is not limited to hiring landscapers to address landscape violations, contractors to remove structures that have not been approved by the ACC or handymen to remove holiday lighting.

Fines and assessments are due and payable to the Association or Property Management Company within 15 days from the date of the written notice of Levy. Fines not paid within the 15 day period will be considered "past due" and a late fee of \$25 will be assessed. The BOD reserves the right to impose a lien against a Homeowner's property for unpaid fines and may do so after an assessment has remained unpaid for a period of 90 days.

Prior to the assessment of the first infraction fine, the Homeowner shall be provided with the opportunity to address the BOD in a due process hearing to present the issue. The Homeowner in violation shall receive written notice from the Property Manager or BOD describing the Rule violation that has been committed and the corresponding fine that the Association intends to assess. The notice shall be deemed delivered 48 hours after being deposited in a US Mail collection box with proper postage to be handled first class. The notice shall be mailed to the last address of record for the Homeowner. The notice shall indicate the time and venue for the offending Homeowner to appear before the BOD and shall allow at least ten days from the date of the notice to the date of the due process hearing. The Homeowner has the right to request the hearing be an Executive Session of the BOD. If the Homeowner is unable to attend, they have the option of delivering a written statement to the Property Manager or BOD for review by the BOD at the appointed time and venue. The written statement must be received in the Property Manager's office or the Secretary's home at least 48 hours (2 business days) prior to the scheduled due process hearing. At the end of the hearing the BOD shall, by a majority vote, determine the Association's final decision on the issue.

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ARTICLE 1. COMPLAINT PROCEDURE AND ENFORCEMENT

- 1.1 The BOD has the authority to enforce the rules. Please notify the Property Manager or BOD in writing if there is a problem. The BOD may delegate to the Property Manager the authority to take rules enforcement action consistent with these Rules and the Declaration.
- 1.2 Homeowners are responsible for the conduct of all members of their household and for the conduct of their tenants and guests. In addition, each Homeowner is individually financially responsible for any damage done to the Association's property or other home owner's property by any member of their household, their tenants or their guests. The Homeowner may be penalized for violation of the Rules and Regulations.
- 1.3 Enforcement of the provisions of the Declaration, Bylaws and the Rules and Regulations shall be done in accordance with the Assessment Collection section of the Declaration.

ARTICLE 2. DELINQUENCIES

- 2.1 "Assessment" means all sums chargeable by the Association against a Homeowner, including, without limitation, regular and special assessments, fines imposed by the Association, interest and late charges on any delinquent account, costs of collection, including reasonable attorney's fees and related legal fees or costs to lien incurred by the Association in connection with the collection of a delinquent owner's account, costs and attorney's fees incurred by the Association in connection with the enforcement of the Governing Documents, and all other sums payable by an owner to the Association as provided in the Governing Documents.

ARTICLE 3. GENERAL CONDUCT AND PROHIBITIONS

- 3.1 Quiet hours are from 10:00p.m. to 8:00a.m. Sunday through Thursday, and 12:00a.m. to 8:00a.m. Friday and Saturday. Please take extra care to keep the noise level down during these periods.
- 3.2 No rubbish or debris of any kind shall be dumped, placed, or permitted to accumulate in any portion of the community except in appropriate containers. Rubbish and recycling containers may be placed at the curb the night prior to pickup and must be returned to a place on the homeowner's property not viewable from the street on the evening of the pickup date.

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- 3.3 The Maple Valley Fire Department only allows fireworks on the 4th of July. Homeowner's may not use fireworks on their property or common areas at any other times.
- 3.4 Garage sales may only be conducted on Friday, Saturday or Sunday or on holidays from 9:00a.m. to 6:00p.m. Any signs advertising a garage sale may not be posted for more than one day prior to the initial date of the sale and must be removed immediately after the garage sale ends.
- 3.5 Sidewalks are considered common property and as such should not be blocked except by trash and recycle containers on pickup day. This includes basketball hoops which should be placed on the driveway or lawn, and place adjacent to house when not in use.
- 3.6 During a project such as landscaping, mulching or building of fences, sheds or other additions, the Homeowner should work diligently to complete the project in a reasonable time frame. The BOD will have discretion on what constitutes reasonable.

ARTICLE 4. VEHICLES/PARKING

- 4.1 Maximum speed within the community is set by the local authorities at 25MPH.
- 4.2 All Homeowner vehicles, visible to the public, must be in operable condition and be in reasonable exterior condition.
- 4.3 No major or minor vehicle repairs shall be done outside of the Homeowner's garage. Used engine fluids must be put into proper containers for recycling. The cleanup and/or recycling of any fluids or spillage are the responsibility of the Homeowner.
- 4.4 To prevent sidewalk concrete damage, cars parked along the street will be parked such that tires are not on any portion of the sidewalk.
- 4.5 Vehicles parked on streets may only be parked on the sides adjacent to sidewalks to ensure adequate clearance for emergency vehicle access.
- 4.6 Boats, campers, RV's, utility trailers and other such vehicles may not be parked on driveways or streets for longer than 72 hours. Pursuant to the Covenants (12.6.2 (a)), commercial vehicles are not allowed to be parked on driveways or streets. The term "commercial vehicle" shall be defined as any vehicle used for business related purposes whether so labeled or not, that meets any of the following criteria: a) Gross Vehicle Weight Rating over 10,000 pounds, b) dual rear wheels on a single axle, c) multiple rear axles, or d) the vehicle has motorized exterior accessories that can extend or can be extended from the vehicle beyond or above the perimeter of the vehicle's body.
- 4.7 PODs, storage containers, dumpsters and other items typically used in moving are allowed on your property for a maximum of two weeks and

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must be parked in your driveway. No containers are to be parked on the street or lawn areas.

ARTICLE 5. PETS

- 5.1 Pet owners are responsible for their pets. Pet owners must take all care required to ensure that their pets do not cause a disturbance by creating a nuisance, making excessive noise, threatening individuals or other animals, or assaulting individuals or other animals.
- 5.2 Dogs must be on a leash or in the arms of their caretaker at all times when outside of their home in an unfenced environment.
- 5.3 Homeowners with pets are jointly and individually responsible for any damages that their pet may cause to common areas and facilities or the property of another Homeowner. Damage caused by a pet to the property of another Homeowner is a matter strictly between the pet owner and the Homeowner whose property is damaged. The cost to repair damage caused by a pet to a common or limited common element will be assessed back to the Homeowner having custody of the pet.
- 5.4 All residents must comply with the Washington State and King County pet laws. All animal complaints shall be in writing and a letter submitted to the Property Manager or BOD. In the event of property damage or personal attack to a resident, tenant, guest or anyone on the premises you must file a Police Report and Animal Control Report. In addition, you are required to cooperate with and provide requested documentation to the BOD.
- 5.5 Pet owners shall immediately clean up and remove defecation or waste created by their pet. Please be considerate of other Homeowner's yards when walking your pet and refrain from allowing your pet to urinate or defecate in someone else's yard.

ARTICLE 6. EXTERIOR CONDITION RULES

- 6.1 Homeowners are required to request approval for and estimate a completion schedule for all exterior architectural modifications, permanent exterior structures and major landscaping modifications via the Architectural Control Committee (ACC), including but not limited to: covered patios, decks, outdoor lighting (even motion sensors) water features, play structures, permanent sports equipment, fences, placement of exterior air conditioning units and sheds.
- 6.2 Any proposed sheds should appear to be a planned extension of the house. To this end, the ACC will review Applications for general conformance with the following criteria. For sheds predating the effective date of these rules, the Homeowner shall submit Application to the ACC

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- describing the methodology they propose to revise their current structure as well as a proposed time frame.
- Roof slope should generally approximate that of the house.
 - Size of sheds should be under 120 square feet, although final size will be evaluated relative its impact on the adjacent neighbors and the neighborhood as a whole.
 - Roofing should be similar color and material as the house.
 - Siding should be horizontal lap siding to simulate the house material.
 - Body color of the shed and trim color of the shed should match that of the house.
 - Door should be similar to the rear door of the house or side door to garage.
- 6.3 Any addition of patios or concrete or any other impervious material must be reviewed by the ACC and must not exceed the ratio criteria pursuant to the plat.
- 6.4 Homeowners are responsible at their sole expense to paint, stain or apply other decorative finishes to the exterior of their home to maintain the quality of the Community Standards. Paint and/or stain must be uniform in color and without significant fading, cracking or peeling. Roofs must be kept free of moss. If the Homeowner wishes to change color scheme or materials from that of the original, the change must be approved by the ACC.
- 6.5 Homeowners are responsible for staining their fences with the pre-approved stain color (currently Sherwin Williams Exterior Alkyd Semi-Transparent (A14T5) color Spice Chest (3513)) within 45 days from the completion of the fence. Thereafter the stain should be reapplied when needed to maintain the Community Standards. During initial home construction Homeowners are responsible to stain all sides of the fence except where there is a side shared by an existing occupying neighbor. Once the home is occupied it will then be the responsibility of the homeowner sharing the fence to maintain the stain on his/her side.
- 6.6 Homeowners are responsible to maintain all landscaping on their property. Pursuant to the Covenants, backyard landscaping must be complete within 120 days unless an extension is requested and granted from the ACC. All yards must be mowed, trimmed, fertilized, and weeded on a regular basis. Front yard maintenance is mandatory and fines will be assessed if it is found that your front yard is not in keeping with Community Standards.
- 6.7 Yard art other than typical landscaping items and containers and seasonal decorations are not allowed in a Homeowner's front yard.
- 6.8 Political signs are limited to two (2) per lot and must be removed within seven (7) days of the election.

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- 6.9 Holiday decorations and/or lighting may not be displayed prior to Thanksgiving weekend and must be removed no later than January 31st.
- 6.10 Sidewalks and other portions of the common areas and facilities designed for access shall be used exclusively for normal ingress and egress and must not be obstructed unless permitted by the BOD or by the Rules and Regulations. Basketball hoops when in use should be placed on the driveway or yard, and when not in use be placed adjacent to the house.
- 6.11 Aluminum foil, newspaper, bed sheets, blankets and items of the like may not be used as window treatments.

ARTICLE 7. RENTALS

- 7.1 Homeowners renting or leasing their home must provide their tenants with a copy of the Rules and Regulations and Declaration. Owners and tenants will be notified of a tenant's failure to comply with the Rules and Regulations and the Homeowner will be held financially responsible for violations of the Rules by tenants and their guests and for obtaining compliance with the Rules.
- 7.2 Homeowners will provide the names and contact information of their tenants as well as the Homeowner's current and/or future contact information to the Property Manager and BOD.

ARTICLE 8. COMMUNITY PARKS

- 8.1 Community park hours are from 8:00a.m. to 10:00p.m. daily.

ARTICLE 9. SLOPED TRACKS IN COMMON AREAS

- 9.1 No Homeowner shall remove or cause to be removed any vegetation from the sloped area. This includes prohibiting the use of defoliant.
- 9.2 No Homeowner may alter the grade of any slope.
- 9.3 Homeowners may not alter the grade of their property such that water is directed over the slopes.
- 9.4 No Homeowner shall be permitted to introduce additional vegetation on the slopes except at the direction of the BOD.
- 9.5 No Homeowners, members of their household, tenants or guests shall be permitted to walk on the slopes unless previously authorized by the BOD for maintenance purposes (such as staining or repairing of fences). Should a Homeowner's child be found to be in violation of this rule, the fine will be imposed on the Homeowner.