

RULES AND REGULATIONS
at
NEWCOURT CONDOMINIUM

Revised and Restated April 2007
Effective: April 2007

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PREAMBLE

The following Rules and Regulations hereby amend, replace and supersede all prior Rules and Regulations of the Association, including but not limited to those set forth in Schedule A to the Bylaws, recorded under King County Recording No.7812180332.

NEWCOURT CONDOMINIUM DOES NOT DISCRIMINATE ACCORDING TO RACE, SEX, AGE, FAMILIAL STATUS, DISABILITY OR SEXUAL ORIENTATION.

THESE RULES AND REGULATIONS APPLY TO ALL HOMEOWNERS, RESIDENTS, AND GUESTS AND MUST BE COMPLIED WITH BY ALL.

It should be remembered that the Rules and Regulations do not replace the Newcourt condominium Declarations or By-laws, which the Board of Directors uses as its primary governing document. Both documents are in force. In case of conflict between the wordings of these documents, the Declarations and Bi-Laws will control then these Rules and Regulations.

In establishing and maintaining the Rules and Regulations, or Standards, the Board shall make every effort to ensure that they do not affect the unit owner's right to the enjoyment of reasonable and unrestricted use of their property or privileges of ownership.

The Rules and Regulations and Standards may be modified, repealed or amended at any time by a resolution of the Board of Directors when deemed necessary in the best interests of unit owners/residents and the community.

PENALTY FOR RULES VIOLATIONS:

All rules apply to unit owners, residents, and guests. A unit owner may be fined for violation of any of these Rules. The penalties shall be assessed against the unit and the unit owners, and shall be collectible in the same manner as dues assessments. All remedies that apply to the collection of delinquent assessments shall also apply to the collection of these fines. In cases of repeat or extreme violation of some Rules, the Board is enabled to begin eviction procedures for tenants living in rental units. Homeowners whether living on or off site are subject to fines as indicated in penalty section as follows.

CAUSE FOR ACTION:

Action will be taken by the Board regarding any violation if any of the following occur:

A) The Board of Directors (or a member of the Board) directly encounters the violation.

B) The Association's agent or resident maintenance person directly encounters the violation.

C) Two written complaints about a violation have been received by the Board from unit owners (on behalf of themselves or their tenants) within a six (6) month period.

ACTION:

Unless otherwise specified in these Rules, an action will consist of a written warning to the owner with seven (7) days to comply prior to any fine. However, in the case of any blatant violations, as reasonably determined by the Board, the warning letter step will be excluded. (Blatant example: Consuming alcoholic beverages in the pool area) When a fine is implemented, the unit owner being fined will be notified and their homeowner association dues account will immediately reflect the fine. In cases where eviction seems the only possible solution to ongoing or extreme violations, a letter will be issued to the unit owner and eviction procedures initiated against their tenant. (See sections XIV and XV for more clarification on Notification, Fine Schedules, and Eviction Procedures.)

PENALTY:

A fine shall be \$50.00 for the first violation, \$75.00 for a second violation, and \$100.00 for each subsequent violation of the same rule by the same resident. For example, should a resident violate the Noise Rule, a written notification of violation with seven days to comply is issued. If rules are not complied with after written warning a "first offense" fine (\$50) will be issued. If rules are still not complied with seven days from the first fine, a "second offense" fine (\$75) is issued. A "third offense" fine (\$100) is incurred if there is STILL no compliance within an additional seven days, and that amount is fined again each seven days the resident continues to violate the same regulation. In the case of a tenant, the unit owner will receive the fine. Each seven (7) day period which the violation continues to exist without correction, will at the Board's discretion, be assessed as a separate violation. Homeowners will be liable for any property damage repair costs incurred due to these Rule violations.

DUE PROCESS PROCEDURE:

To establish an orderly procedure for the membership of the association to allow for an appeal of a violation when a complaint has been registered, the Board of Directors will follow the due process procedures listed as follows: The purpose of the due process is to review evidence of the violation and to consider appropriate action in an orderly and concise fashion.

A) If any owner feels that any notification of any rules violation has been issued in error, the person has the right to be heard before a panel of his peers. This panel will consist of three persons, one of whom will be a Board Member, and the other two may be Board Members and/or homeowners, and each panel member shall not be a party to the

complaint. The hearing arranged by the Board of Directors will consist of the panel members, the party bringing the complaint (must be an owner), the party requesting the hearing who must also be an owner, and any other owner(s) that have an interest. The initial complaint must be in writing, however the Board will conduct the hearing and act as an impartial investigator. The owner bringing the complaint must be present or submit written testimony at the hearing and the alleged violator shall be given an opportunity to respond, but the owner bringing the complaint need not present the complaint or otherwise prosecute it.

B) The hearing will be an informal meeting with a panel member acting as chair. Both sides will present evidence, witnesses and testimony regarding the validity or non-validity of the complaint. The party bringing the complaint must do so in writing and have all of the necessary documentation to present their complaint. Minutes of the meeting will be kept by the panel or person designated by the panel and submitted to the Board. A copy will be given to each participant for his or her records.

C) To obtain a hearing, the owner questioning the Notification of Rules Violation must notify the managing agent or company for the Association in writing, within seven (7) days of the notice indicating that a rules violation action has been effected. The written notice shall include all of the documentation that will be reviewed at the hearing.

D) The agent for the Association will respond to the hearing request within fifteen (15) days after receipt of the written request. If either party desires to reschedule the hearing, the other party must be notified at least ten (10) days prior to the scheduled date of hearing.

E) If a hearing is requested and the party fails to appear, the panel will base their findings on the information available at the meeting.

F) All parties will be notified in writing within ten (10) days after hearing of the decision. The decision will be entered into the Association Board minutes. Either party has a right to appeal the panel decision by repeating the due process procedure. However, the Board of Directors may decline the right to an appeal hearing if it feels that there is no pertinent new information to be considered.

G) These Rules are in addition to any restrictions, conditions and covenants contained in the Declaration. In the event that any provisions herein conflict with the Declaration, the Declaration shall govern. The Board of Directors at its discretion may amend these Rules from time to time as the needs of the community evolve.

H) In special circumstances, the Board may grant an exception to any Rule upon submission of a written request to the Board. The Board will review the request and either grant or deny the exception. The Board's decision is final and may not be appealed.

I. PARKING & VEHICLES

GENERAL PARKING POLICY:

Each unit shall have assigned parking spaces according to the number allowed for the unit as recorded in their deed. Unit owners, upon acquiring their unit, should contact the office and make arrangements to fill out the necessary emergency contact information, register their vehicle (s) and request parking stickers. You are to use your assigned parking first before using a visitor spot. There is no back-in parking anywhere in the complex overnight due to exhaust fumes entering into the lower units. Back-in parking is allowed during the hours of 9:00 A.M. to 5:00 P.M. for loading purposes only. It is the responsibility of the unit owner/resident to advise their guests of these parking regulations. At no time shall any vehicle be parked in such a manner as to take up two parking spaces, unless they are the owners deeded spaces. At no time shall any vehicle be parked in another units designated space.

1. Visitor Parking:

It is the owner/occupant's responsibility to inform visitors about parking at Newcourt Condominiums. Guest parking shall be limited to designated visitor spaces only. At no time shall a visitor park in an assigned parking space unless they have permission of the owner. All visitor spaces are to be shared on a first come first served basis. No unit may use more than one visitor parking space on a regular basis.

Guests with recreational vehicles, campers, etc. are allowed to park on the premises for a maximum of 72 hours, provided they do not constitute a hazard or unsightly appearance. This authorization shall include only those vehicles that can "safely occupy one parking space." Furthermore, this authorization does not include any vehicle, which is too large for safe parking in a single guest parking space. A motor home or any vehicle that extends beyond the parking space into the street, over the sidewalks, or into planted areas is deemed to be too large for safe parking. It is also noted that no vehicle can take up two or more visitor parking spaces.

1.2 Resident Parking:

A) Each unit owner shall advise the Association of the type and license number of his/her vehicle (via the "Newcourt Resident Information Form") and any changes in vehicles shall be promptly reported to the Association. In the case of new vehicle purchase, you will be issued a new parking sticker.

B) Park only in your assigned numbered parking space, not another owner's numbered space. Parking in another owner's space without permission is cause for immediate

towing by that owner, at the risk and expense of the person illegally parked. A parking space designated for the disabled or management parking is not to be used as a parking space by anyone else. No vehicle shall be parked in such a way as to take up two parking spaces, unless they are the owners deeded spaces.

C) Any vehicle fluid spills are a violation. All motorcycles must have some sort of pad placed under the kickstand to prevent damage to the asphalt. This could be a block of wood or a piece of metal. The cost of repairs to the asphalt due to Rule violations shall be assessed as liquidated damages and added to the homeowner's monthly assessment for reimbursement to the Association.

D) All visitors spots must be vacated within seventy two(72) hours unless there is prior approval of two (2) Board members. The Board will notify the grounds person of the decision.

1.3 General Parking:

Mechanically inoperative vehicles, (Engine or transmission failure) as determined by the Board, will NOT be allowed to remain parked on the property lot any longer than forty-eight (48) hours. The Board shall have the right to remove any vehicle from the premises that is deemed to be a nuisance, no license plates or having expired tabs, illegally parked, or which constitutes a hazard. No vehicles of any kind are allowed to be stored within the complex regardless of whether you have another vehicle you drive. Any vehicle that shows signs of not being driven on a regular basis will be given a warning. A SINGLE 48-hour warning notice will be given prior to towing of mechanically inoperative vehicles.

1.4 Right to Tow:

The Association may remove any vehicle (including trailers, boats, and motorcycles), improperly parked or stored on the property, which do not comply with the Parking & Vehicles section. All costs of such removal will be charged to the owner of the vehicle.

1.5 Maintenance of Vehicles:

No major car repairs will be permitted on site. Brake jobs, radiator replacement, engine overhauls and such are considered "major" and will not be permitted on the property. Only minor maintenance repairs that can be completed within one day, such as oil changes, belt and hose changes, tire rotation, and headlight adjustments, will be permitted. Vehicle owners are responsible for the clean up and damage caused to the asphalt from leaking vehicle fluids. The use of oil/drip pans is permitted only during minor repairs and NOT for permanent use.

1.6 No Parking Zones:

There is NO PARKING along any YELLOW CURBS, or in fire lanes. Vehicles will be towed immediately at owner's risk and expense without any prior warnings.

1.7 Speed Limit:

The posted speed limit in the complex is 5 MPH and must be obeyed at all times. The lives of the children depend upon it.

II. PETS:

General information:

These guidelines have been established to promote a healthy environment for all of the residents at Newcourt Condominiums.

When walking dogs do not allow them to urinate near your neighbors units or where children play. Always pick up excrement after your pet immediately and dispose of it properly in a tied plastic bag in the dumpster.

Dogs are not allowed to run free in any location on the property. The leash law was established for this reason. No animals may be tethered in any way or left unattended on balconies, patios or anywhere on the property. No animals are allowed in the Tot Lot, Laundry room, Sports Court, etc. (with the exception of genuine service animals.) No food for any animal may be left out on balconies, patios or anywhere on the grounds. Birdseed feeders must be designed with rodent proof baffles as well as receptacles that prevent falling seed. The State of Washington as well as pest control companies suggests these precautions to help prevent rodent and other pest infestation.

All pet owners are responsible for ensuring that pets do not urinate or defecate directly onto balconies or anywhere near a neighbor's patio. This act is in violation of current health codes as well as house rules, and is grounds for penalties.

2.1 Licensing, etc:

All pets (Dogs and Cats) must be vaccinated and kept in accordance with the City and County laws and regulations regarding pet ownership. Contact the Lynnwood Animal Control Department or the County Health Department for more information. These telephone numbers are located in your local telephone book. Pet owners are required to license their pets and provide a photocopy of current license and shot verification in addition to filling out the pet information sheet, which you can obtain from the office. You must also provide a recent picture for identification purposes. It is advised that you obtain an electronic tag for your pet in case they accidentally get away. This includes

cats. They are no exception. Such collar tags must be on all pets regardless, otherwise Animal Control will be called to remedy the situation.

2.2 City, County, and State Law :

All owners of household pets are subject to the current CITY OF LYNNWOOD ANIMAL CONTROL regulations and the county health department guidelines, and must comply with all city, county, and state pet laws and regulations. These laws and regulations can be obtained from the appropriate department by calling the number listed in your local telephone book.

2.3 Weight Limit and number of pets allowed:

The weight limit of mature pets shall not exceed 40 pounds as defined by the American Kennel Association. The number of pets per unit shall not exceed two. You must comply with article 2.1 above and furnish proof of compliance with a petition to the Board for any exception to be considered.

III. PROPERTY APPEARANCE

3.1 Door Entry Areas:

All front entry areas shall be kept clean and unobstructed by residents in accordance with Lynnwood Fire Codes. Toys, bikes, skateboards, strollers, etc. shall not be kept in or around door entry areas. This is an emergency exit. Your safety and the safety of your family is important.

3.2 Patios/Balconies:

A) All patios/balconies shall be kept clean and swept by residents. Any damage to the structure caused by neglect or improper housekeeping will be charged to the unit owner.

B) Patios/balconies are allowed only the following items:

- Outdoor Furniture – Only furniture that is specifically designed for outdoor use will be allowed. It must be kept in working order.
- Only Propane barbecues, with a visible fire extinguisher in working order, are allowed for use within the community as mandated in the ban on charcoal grills dated November 3, 2005. Failure to provide a visible fire extinguisher is cause for a \$100 fine. No exceptions will be allowed. Grill flare ups are a hazard. All grills should be pulled away from the building and sidewalk while in use.
- Potted plants must have a provision for “adequate” retention of any water runoff.

- Litter boxes with protective under laying material to contain debris.
- Bicycles may be stored on balconies or patios only.

3.3 Windows & Window Coverings:

A) All interior window coverings shall be white in color and unsoiled when viewed from the outside of the building.

B) Window coverings shall be products designed and manufactured specifically for the purpose of covering windows. No sheets, cardboard or other materials may be used to cover windows.

C) Window coverings shall be adequately maintained and in working order. They may not have any broken or cut out slats that can be discerned from the exterior of the window.

D) All units must have window screens properly installed and maintained in good condition.

E) Any broken window or door in a unit shall be replaced at the unit owner's expense within five (5) days.

3.4 Limited Common Area/Common Area:

A) No storage of any material shall be allowed on or around the common or limited common areas. Bicycles may be stored on balconies or patios only. At no time shall any household items infringe upon the common area. Such infringements are cause for a notice, a fine, or clean up by management and charged back to the unit owner or resident.

B) Nothing is to be stored or erected in the shrub beds next to patios.

C) Littering is prohibited any place on the grounds and is subject to fines.

D) Children shall not play in the dumpster enclosures, parking lot, Laundry Room, near buildings or any area that may be hazardous to their health and well-being or injurious to the property. Parents are responsible for the actions and safety of their children, in addition to any damage they may cause. Child safe areas are the Tot Lot and the Sports Court.

E) No bicycles, skates, skateboards, roller-blades, etc. are allowed to be used or ridden on any sidewalks, in the Laundry Room, or around the Pool. No wheeled vehicles, skates or roller-blades, etc. are allowed to be used on landscaped areas. Bicycles, wheeled vehicles,

skates and roller-blades may be used in the Sports Court, provided there is no one who wishes to play tennis at that time.

F) Fireworks are prohibited any place on the property. Failure to comply will mean an automatic fine of \$100.00. There will be no exceptions or warnings.

G) No alteration of any sort is allowed to a common area without prior written Board approval, including satellite dishes, cable, etc.

H) Homeowners may submit a request to the Board in writing to have trees pruned for the purpose of allowing more light into the unit. Upon the Board's approval such work will be done solely by the Association's landscaping company.

IV. SIGNS:

One real estate "for sale" sign no larger than 24" X 24" (inches) is allowed to be displayed in one unit window. Open house signboards are allowed on the common area only during the time of the scheduled open house.

Safety stickers, such as child and pet safety stickers, and alarm monitoring system signs no larger than 10" X 10" (inches) may be displayed in the corner of a window or door.

Advertise on the bulletin boards. Notices pertaining to Condo information may be placed in the kiosk at the front entrance of the property.

V. USE OF UNIT:

5.1 Common Area Penetrations and Modifications:

In addition to the restrictions contained in the Declaration for Newcourt Condominium, nothing will be permitted or installed in any condominium which protrudes into, through, or affects the common area or limited common area without the prior written approval of the Board of Directors.. Any unauthorized penetrations into the common or limited common area will be removed and repaired at the owner's expense. The homeowner will be held responsible for any costs associated with dry rot, insect infestation or any other damage done to the common or limited common area (s) as a result of any penetrations. The Board, at its sole discretion, may require a recorded maintenance covenant for any alteration.

5.2 Illegal and Offensive Activity:

A) No illegal use shall be made of the property. Regarding rental units; if a tenant is convicted in a court of law of any unlawful activity committed while residing in their rented or leased unit involving drugs, violence or any felony, the owner of the unit will be fined. Such a fine will be subject to a fine schedule independent from the general schedule dispensing with any written warning and beginning with an increased amount.

B) No activity shall be conducted upon the property that shall unreasonably interfere with the use and peaceful enjoyment of the common areas and limited common areas or any condominium unit. "Offensive activity" is any activity that is deemed by the Board to be disruptive to the well-being and peacefulness of all Newcourt residents. This includes, but is not limited to:

- Excessive drunkenness or consuming alcoholic beverages in public.
- Loud or obscene behavior or language.
- Severe altercations within a unit or with other residents.
- Activities producing strong or prolonged offensive odors.
- Any loud disturbing noise such as playing musical instruments, radios, stereos, computer games, surround sound and televisions, etc. (See Section XI, Noise)
- Violation of "Quiet Hours" as indicated under the noise heading. See Section XI Noise rules.

C) If law enforcement must respond to a disturbance of any kind at Newcourt, and the disturbance is substantiated, the owner of the unit involved will be fined .

5.3 Damage from Unit Owner Negligence:

Any damage to common areas, limited common areas, or to other units caused by negligence or willful acts of a unit owner/resident will be repaired at the expense of the unit owner.

VI. GARBAGE POLICIES:

A) Trash and waste materials shall be placed inside the dumpsters and recycling bins only. There are three dumpsters on the property. Please use one that isn't full. Any garbage or debris that falls on the ground while placing trash inside the dumpster shall immediately be picked up and disposed of by the person causing the spill. All wet garbage, baby diapers or kitty litter must first be placed in a tied plastic bag before being placed inside the dumpster. Do not empty wastebaskets, or garbage cans directly into the dumpster. Only place bagged garbage in the dumpster.

Please do not send small children to empty the garbage because it is difficult for them to reach the dumpster.

B) All boxes and bulky materials must be broken down regardless of size before depositing into the recycle dumpster. This means that all boxes regardless of size must be broken down. The recycle dumpster is small and we need your cooperation. Do not place any large items such as furniture, mattresses, etc. in or along side of the dumpsters. Arrange to have these items picked up and hauled away from the property. The Board is authorized to levy a fine for improper garbage/refuse disposal. Empty or full cartons/containers are not to be placed on the ground outside of the dumpster.

D) Shopping carts are not allowed on the property nor to be placed behind dumpsters. Removing a cart from the store is a criminal offense.

VII. LAUNDRY FACILITIES

THE LAUNDRY FACILITY IS PROVIDED FOR YOUR CONVENIENCE.

Your clothes will get cleaner if the washer isn't overloaded and your clothes will dry better when the lint filter is cleaned after each load of clothes. Be considerate of the next user by cleaning up after yourself. The laundry room is not an area for discarded items you no longer want such as clothes, electronic equipment, magazines and toys. Take them to a thrift store or recycling center. Whatever you leave will be tossed in the trash. Do not wash or dry any throw rug or bath mat where the backing is coming off. These items will clog the washing machine pump and can be a fire hazard in the dryer. The same applies to down pillows and comforters. These items should be taken to a laundry facility where they can be adequately washed. Please check the pockets of all you clothes for items like paper receipts, bubble gum and crayons. These items can damage your clothes as well as the clothes of the next person using the machine. Please see laundry instructions under, XVII GENERAL INFORMATION for more help. Failure to be considerate could mean a possible increase in the charges to use the washers and dryers to compensate for the additional cost of cleaning up the facility. Please do your part to keep the laundry room clean. Clean the lint filter after your clothes are dry and pick up your used fabric softener sheets.

7.1 Eligibility for Use:

Any person using the facilities must be a resident of Newcourt Condominium. No minor children under ten (10) are allowed in the Laundry room without their parents.

NO ANIMALS ARE ALLOWED IN THE LAUNDRY ROOM. (except genuine service animals)

7.2 Charges for Damages:

Any expenses incurred by the Association resulting from damage of the facilities will be charged back to the liable unit owner.

7.3 Illegal Activity Prohibited:

Any resident using the facilities including their guests shall conduct no illegal or offensive activity. This includes drinking, smoking, graffiti, vandalism, drugs, and profanity, etc.

VIII. RENTAL UNITS & CHANGE OF OWNERSHIP

General information and guidelines

All unit owners who rent out their units shall: (1) provide their tenant with a copy of the by-laws and Rules and Regulations, (2) include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide by these documents, (3) notify the Board of Directors and or the Condominium Management Company in writing that the unit is tenant-occupied and have the new tenant completely fill out the emergency information form indicating the complete names of each family member including children and pets. (4) Adherence to the pet policy if they apply as outlined in Section II (5) provide the Management Company and/or the Board of directors the name of any agent retained by the unit owner to manage their unit. (6) Each tenants vehicle must be registered and the parking sticker be clearly displayed in the rear window.

8.1 Notification of New Resident:

The unit owner must give notice to the Association or the Condominium Management Company if any persons other than the owners occupy the unit via the "Tenant/Resident Information Form".

8.2 Move in Fee:

A) There is a move-in fee charged to the owner of a unit any time a new tenant moves into their unit. This fee applies to any owner moving into their unit as well. These fees cover administrative expenses to change the Association records, the wear and tear on the buildings and asphalt, as well as the extra garbage generated by moving in and out of a unit and the dumping of household items along side the dumpsters which is against the Rules and Regulations. (The garbage policies as stated above in Section VI must be adhered to).

B) The amount of the move-in fee is \$65.00. If the fee is paid and the corresponding resident information form is completed within thirty (30) days of the date that the resident moves in. If not paid within thirty (30) days from the move-in, the fee will be increased

to \$100.00. Owners are responsible for the move-in fee and should include it in that month's assessment payment to the Association.

8.3 Resident Screening:

All owners are requested to screen all of their tenants using a reputable, commercial screening service. The Board further requests that Newcourt Management Company be notified that the screening has taken place.

IX. POOL RULES

Before entering the pool or spa you are required to read and understand the current rules as outlined by the Health Department. "Anyone who refuses to obey the pool and spa rules is subject to removal from the area."

Please note that the same Eligibility, Charges for Damages, and Illegal Activity rules apply to the Pool and the Laundry Facilities in Section VII.

NO LIFEGUARD ON DUTY

SWIM AT YOUR OWN RISK

POOL AND SPA HOURS:

9:00 A.M. - 9:30 P.M. Monday through Thursday and Sunday.

9:00 A.M. to 10:00 P.M. Friday and Saturday only

Entry and exit is through the gate only. Keep the gate closed at all times to prevent unauthorized access by children. The fence and gate are not to be climbed on or otherwise abused. It is your responsibility to watch and monitor your own children. Under no circumstance shall a parent assume any adult in the pool area is watching their child/children unless a definite agreement has been made. Under no circumstance will any under age child be allowed in the pool area unsupervised per the pool/spa rules posted or written.

Infants in diapers are allowed in the pool only if they are wearing a Health Department approved garment, which is tight fitting rubber pants. All others will be asked to leave for the health and well being of the other swimmers.

NO CHILDREN UNDER TEN MAY USE THE SPA.

NO FOOD OR DRINK IS ALLOWED IN THE POOL/SPA AREA.

NO ALCOHOLIC BEVERAGES IN THE POOL/SPA AREA.

NO SMOKING WITHIN THE POOL AREA.

NO DIVING JUMPING OR RUNNING.

ALL PERSONS UNDER 18 IN THE POOL AREA MUST BE ACCOMPANIED BY AN ADULT.

A resident must accompany all guests. Three (3) guests are allowed at a time in the Pool/Spa area providing the total number does not exceed the allowed occupancy. Special arrangements for activities like pool parties must be submitted in writing to the Board of Directors two weeks prior to your event.

No running, dangerous play, or offensive activity is allowed in the pool area.

No swimming is allowed without appropriate swimming attire: Jeans, cut-offs, shorts, tank tops, shoes, etc. are examples of inappropriate attire.

No inner tubes, air mattresses or similar floating devices as they can be dangerous near the pool edge. Only approved float rings and floating devices for small children are allowed if used safely. Styrofoam devices are not allowed because they can break up and damage the filter system.

X. SPORT COURT AND TOT LOT RULES:

NO ANIMALS ARE ALLOWED IN THE SPORT COURT OR TOT LOT (except genuine service animals)

A) Enter and use facilities at your own risk.

B) CHILDREN UNDER 10 MUST BE SUPERVISED.

C) All entry to the court is to be through the gate. No climbing over the fencing.

D) Sport Court and Tot Lot hours are from 9:00 A.M. until 9:30 P.M. No loud noise, whether in the form of shouting, ball playing or music shall be allowed in any form for the well being of the resident (s) tenant (s) living in the area near these facilities.

E) Children may use skateboards, roller skates, and roller blades, etc. on the Sport Court provided they do not damage the Court surface.

F) A tennis game shall have priority and all others must leave the Court to allow the game to proceed. Basketball and other organized sport activities will be allowed to finish before a tennis game begins.

G) NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED IN THE SPORT COURT OR TOT LOT.

H) The tot lot is designed for the young children of our community.

I) Throwing, kicking, etc. of bark, rocks or any groundcover is not allowed in the Sport Court or Tot Lot. Failure to comply will mean the offending person(s) will have to clean up the mess and be restricted from using these facilities for up to sixty (60) days with no exception. Any damage as a result of these actions will be charged to the unit owner at the prevailing rate.

THE TENNIS COURT AND TOT LOT ARE FOR THE BENEFIT AND ENJOYMENT OF ALL RESIDENTS.

XI. NOISE:

A) No activity shall be conducted upon the property that may cause a disturbance in the common or shared common areas. This includes any noise producing activity such as the playing of musical instruments, radios, stereos, televisions, honking of car horns, loud engines, etc.

B) Special attention shall be given to noise control between the quiet hours of 10:00 p.m. and 8:00 a.m. Volume of radios, TV sets, stereo sets, and musical instruments shall be kept at a reasonable level at all times. Operation of noisy appliances shall be avoided after 10:00 p.m. and before 8:00 a.m.

C) Quiet hours are from:
10:00 p.m. to 8:00 a.m. Sunday through Thursday
Midnight to 9:00 a.m. Friday and Saturday

D) Vehicles that cause excessive noise due to a damaged exhaust system must be repaired or they may not be parked any place on the property.

E) Vehicles may not be left running for more than 5 minutes, may not screech their tires, and may not excessively "rev" their engines at any time.

F) Noise must be audible from outside the unit to be a valid noise complaint. A courtesy letter will be sent from property management regarding an initial noise complaint. Follow up letters requiring a fine will be sent only when noise complaints are verified by one or more neighbors and/or accompanied by a copy of police response report(s).

G) There shall be no restrictions as to the hours of operation of fans, air purifiers, humidifiers, etc., however, such items must be in good working order so as not to exceed the amount of noise created by similar items in good working order. It will be necessary for two Board members, or one Board member and the grounds person, to witness complaints regarding these items. Board members will request admission to the unit bringing the complaint and/or to the unit receiving the complaint.

XII. COLD WEATHER PRECAUTIONS

The following Cold Weather Precautions are recommendations for your safety and the well being of your neighbors:

EACH WINTER, NEWCOURT CAN EXPERIENCE FROZEN PIPES AND WATER DAMAGE. THIS IS EASILY AVOIDABLE WITH SOME SIMPLE PRECAUTIONS.

A) Keep the power to your unit on with the heat up to at least 55 degrees.

B) Open the doors where the plumbing is located.

C) When in doubt let your faucets drip warm water - not cold or hot, but warm.

D) If you will be gone for an extended period of time over the winter period, you may wish to call the on-site grounds person and provide the name and number of the person to contact while you are absent. Also you may contact the Lynnwood Police Crime Prevention Department and request that they send someone out to monitor your home by checking your windows and doors while you are away.

E) If you are going to be gone, shut off the power to the hot water tank.

F) Each building has its own water shut-off valve located in front of the units and marked with the letter "W." Each shut-off controls four units. If you do experience a broken pipe, it's important to shut the water off immediately. If you have a problem doing this, you may call 911 and explain the emergency.

G) Unit-owners: If you live off-site, please ensure that your tenants are taking all necessary precautions.

H) DO NOT USE YOUR FIREPLACE to heat your home. It was not built as a wood-burning fireplace. You may burn one (1) Presto Log type product at a time only. Don't leave the house with a fire burning and please do not leave small children unattended when you do have a fire in the fireplace. Let the fire burn out completely before closing the damper. All embers must be cold to the touch. The instructions from the manufacturer of the fireplaces state that the "fireplaces are to be considered for decorative purposes only." Do not use the fireplace to heat your unit. Glass doors must be left open while using the fireplace and **INSERTS MAY NEVER BE INSTALLED**. Chimney flues will be inspected and cleaned every other year by the Association.

I) Regarding baseboard heaters, please remember to clean and inspect your heaters every year. The accumulated dust can pose a fire hazard. Keep furniture at least 12 inches away as recommended by the fire department.

XIII. GENERAL INFORMATION:

13.1 Heat and Smoke Detectors:

Smoke detectors are the owner's responsibility and if so equipped, the battery must be changed once a year. All units must have an operating smoke detector (smoke detector is the detector with the red light). Heat detectors are on the "Master Alarm System," and are directly connected with the Fire Department as required by Lynnwood City Ordinance. Please do not tamper with the heat detectors. If you think yours is malfunctioning, please let the on-site maintenance person know at (425) 745-6870.

13.2 External Faucet Covers:

Once the Resident Manager installs the external faucet covers, do not remove them or turn on the external faucets. Failure to comply may mean the pipe will freeze and burst--causing water to flood the unit where the hose bib is located.

13.3 Board Meetings:

The first fifteen (15) minutes of each meeting are available for homeowner or tenant input. Contact the Property Manager or a member of the Board of Directors for information about the time, date, and place of the next Board meeting. The Board meets every second Wednesday of the month at 7:00 p.m. There is no meeting in the month of December.

XIV. NOTIFICATION, FEE AND FINE SCHEDULE:

A) Unless specified otherwise in these rules, notification of violations occurs as follows:

- Written notification of violation with seven (7) days to comply will be issued.
- If rules are not complied with within seven (7) days after written warning, a fine will be issued according to the schedule below.
- If rules are not complied with within seven (7) days from the first fine, a second fine will be issued as a "Second Offense" (see fines below).
- A "Third Offense" fine is incurred if there is STILL no compliance within an additional seven (7) days, and that amount is fined again each seven (7) day until the rules violation is addressed.

B) Move-In Fee is \$65.00. After thirty-one (31) days, the move-in fee is \$100.00. The unit owner is responsible for the move-in fee, and for informing the Association about a move-in.

C) Rules Violations:

First Offense - \$50.00

Second Offense - \$75.00

Third Offense - \$100.00

Continuing Offense - \$100.00 and possible eviction of non-owner residents.

It is the responsibility of owners to ensure their tenants understand and comply with Newcourts' rules. (Article 21 of Declarations as amended by third amendment.)

XV. EVICTION PROCEDURES:

As outlined in this document concerning rental units, repeat or extreme violation of certain rules may lead to eviction procedures being initiated against a renter resident.

Please review the Third Amendment to the Newcourt Declarations for specific information on how this is enforced.

Please review all Rules and Regulations and any corrected and revised Rules and Regulations you were sent and add them to your current copy. Ignorance is no excuse not to follow the rules. If you have any concerns, leave a message at the office phone number or in the box outside the door.

XVI GENERAL INFORMATION:

Property in the development known as Newcourt Condominiums is classified as "Common Areas and Limited Common Areas.

The sports court, tot lot and swimming pool/spa are the COMMON AREAS. All residents of the community share use of these areas. This also includes but is not limited to the laundry facilities within the guidelines specified in these Rules and Regulations.

The streets, curbs; sidewalks, lawns and yard areas, trees and shrubs, exterior lighting and parking areas also comprise the COMMON AREAS. Your Association (NCA), along with your Management Agent, is responsible for the operational management and oversight of maintenance and improvement of these areas, which are for the EXCLUSIVE use of the individual residents/unit owners and/or their guests.

The LIMITED COMMON AREAS, per Rules and Regulations and Bylaws, include balconies, patios, and entryways. YOU AS A UNIT OWNER OR YOUR TENANT HAVE THE RESPONSIBILITY FOR THE UPKEEP OF THESE AREAS.

LAUNDRY INFORMATION:

The commercial machines work a lot like standard home washers and dryers. Some of the fundamentals when using are machines are:

- Sort your laundry by color and fabric

- Follow care directions on clothing labels

- Choose the right cycle and water temperature before starting the machine

- Don't "overload" the machine

- Make sure soap & bleach are fully dissolved.

- Add fabric softener on the rinse cycle

- Our machines have a "time remaining display" that reaches 00 minutes when the clothes are done

- Dry on "normal" for most kinds of wash (except delicates)

Now, for more details:

Sorting: Separate light and dark things. It also helps to keep heavy clothes like sweats and jeans separate from lightweight synthetics. Very delicate things, like stockings and underwear, should be washed separately. The same with red-colored articles of clothing - they tend to run. You'll notice there's a special setting on your washer for delicates; use it to avoid your machine becoming jammed, unbalanced, or damaging your fine washables.

Loading: Your clothes should be completely covered with water and no higher than the top of the agitator vanes. There is no benefit to overloading a washer. An overloaded washer is one where the clothes don't rotate from top to bottom but just sit there and wiggle.

Too big a load means your clothes don't get clean and you risk the possibility of damaging the machine or your clothes. This creates an inconvenience for your fellow residents. Heavy things like towels and sweats can cause a machine to go off balance. In such a case, just lift the lid, redistribute your clothes, and then continue washing. The same goes for dryers. One wash load equals one dryer load.

REFERENCE GUIDE FOR BASIC MACHINE SETTINGS

<u>Type of Clothing</u>	<u>Cycle</u>	<u>Water Temp</u>	<u>Dryer Setting</u>
Whites	Regular	Hot	Normal
Colors	Regular	Warm/Cold	Normal
Permanent Pres	Perm. Press	Cold	Permanent Press
Delicates	Delicates	Cold	Delicates
Wool	Delicates	Cold	Tumble-No Heat

Cycles: Pick the right wash cycle and water temperature following the "care instructions" label that's sewn into most pants, shirts, and sweaters. Because your management has chosen commercial grade washers and dryers for your laundry room, you have three options each for wash cycle and water temperature. The touchpad on your washer displays the cycle clearly. The "Normal" cycles plus "Hot" or "Warm" water is a good choice for soiled and heavier clothing or non-delicate whites. The "Normal" cycles plus "Cold" water is best for dark clothes that are quite soiled but also might "run" - a situation that arises when dye in one piece of clothing discolors another while in the wash.

The "Permanent Press" cycle and "Warm" and "Cold" are a good choice for pants, skirts, shirts, and 100% cotton clothing that are specially treated against wrinkling. Finally, "Delicates" are usually best washed at the "Warm" or "Cold" setting. Heavy towels and sweats should be washed on the "Normal" setting, with warm or cold water. The touchpad display on your washer makes it easy to select for fabric type and wash water temperature. And don't forget to distribute the load evenly!

Starting the Washer: Whichever selection you decide is right for you, press down firmly (but not too hard) on the panel area of your washing machine until you hear a "beep" and a small red light goes on beside your selection(s). Choosing your wash cycle and temperature in this way will help ensure your clothes get cleaner and look better. Also, remember to close the lid, your washer won't start unless you do. Add the coins - the display will count down for you.

Detergents and Fabric Softeners: Remember to use the volume-per-load recommended on the soap bottle or box (Liquids dissolve easier than powder, so if you use the latter, let the machine fill with water for a while.) Make sure the detergent goes into the machine and not on the agitator or back of the lid. This creates a hard dried concentration of soap. Wipe up any spills you may create as a courtesy to the next user.

Use soap in moderate amounts and you lessen the chemical volume in the wastewater generated by laundry use. You also diminish the chances of a drain clogging and putting one or more machines out of action. And just a word about fabric softener; it's very effective but it can stain and discolor fabric if not handled properly. Add on the rinse cycle (The L.E.D.) display on your washer will tell you when).

Add bleach to the washer only when it's completely full.

Drying: Dryer touchpad settings are easy to understand. "Normal" means hot and is the best all around setting for drying large loads, "Permanent Press" means moderate, and "Delicates" means low." Fluff" is excellent for delicate fabrics and fine washables. Just as on your Speed Queen washing machine, you have fabric and temperature options that allow you the best possible results for all your different kinds of clothes. And don't forget to press the "Start" button whenever you open the dryer door and wish to restart the machine.