

**CRYSTAL FIRS HOMEOWNERS ASSOCIATION
COMMUNITY RULES AND REGULATIONS (CR&R)
FINAL**

- 1. Governing Documents.** Each homeowner and resident shall follow the Association governing documents. Each homeowner and resident shall have copies of and read our CC&R, Bylaws, ACC Guidelines with Project Approval Form and CR&R (governing documents). These documents are designed to maintain and increase our property value, enhance public safety, foster neighborhood harmony and create a community we can all be proud to live in.
- 2. Annual Assessments.** By purchasing a home in Crystal Firs each owner agrees to pay an annual assessment each year. The current annual Assessment charges are \$400 per year paid semi-annually on January 1st and July 1st.
- 3. Annual Meeting.** Our annual meeting to approve our budget, discuss important community issues and elect directors shall be held in the fourth quarter of the fiscal year.
- 4. Architectural Control Committee (ACC).** The Architectural Control Committee (ACC), working under the authority of the Homeowner Association Board of Directors, has been created for the sole purpose of maintaining the quality and value of the entire property of Crystal Firs. The ACC shall have the authority to determine and establish construction and color which it determines to be in the best interest of providing for the attractive development of the community. Prior approval by the ACC is required before beginning any re-landscaping, construction, alteration, addition, refurbishing, painting or changing of the visual appearance of your lot. If you proceed without ACC approval you are at risk of being fined by the HOA and having to modify what you have done to comply with HOA community guidelines at your own expense. The ACC project form with guidelines is available by contacting the Board of Directors via email at the following email address: HOACRYSTALFIRS@GMAIL.COM.
- 5. Leasing and Renting.** All Owners are required to thoroughly screen all potential tenants. Owners must have a 1 year minimum Rental/Lease Agreement with Tenant. Owners are required to provide tenant with a copy of the Community Rules and Regulations at the time of lease signing. Homeowner is required to have renter sign "Tenant Acknowledgement of Receipt of Rules and Regulations" form, which is to be obtained from and returned to the Crystal Firs HOA. Owners shall provide their own off-site contact information to the Crystal Firs HOA within this document. Renters are required to observe all regulations outlined in our governing documents regardless of move in date. The Homeowner will be notified of tenant's failure to comply with the Rules and will be held financially responsible for any fines assessed for violations of the Rules by their tenants or their tenant's guests. Owners will also be held financially responsible for costs incurred for any damage caused by tenants or their guests to any area of the common area of the community. If an Owner fails to evict a tenant who is in continuing violation of the Rules, the Board of Directors may take appropriate action to do so and charge the Owner for the expenses incurred.

- 6. Lot Appearance.** Each lot must be regularly maintained in a reasonably neat and tidy condition. This is to enhance and maintain each homes “curb appeal”.
- a. Regular Watering, Mowing and Weeding of front, side and rear yards (if visible from the street), flower beds, lawns and all visible sidewalk boarder areas is required.
 - b. Homes, fences, wood decks, front porch landings and steps must be regularly maintained/stained, painted and preserved, with ACC approval.
 - c. Trash bins, recycling and yard waste bins must be in good condition and concealed from sight from the street and front doors of homes except for trash pickup. All trash must be placed inside a properly sized bin. If you find your growing family needs a larger bin please obtain one. Trash bins must be removed by 9AM the morning after trash collection.
 - d. Garden Tools, materials and equipment must be concealed from sight from the street and front doors of homes.
 - e. Holiday lights and decorations are allowed 2 weeks before and 1 week after each holiday. The exception to this will be from one week prior to Thanksgiving through January 31st, when lights and decorations are permitted.
 - f. Flood lights/colored lights. Colored landscape lights and overhead “flood lights” are not permitted.
 - g. Yard Signs. For Sale/For Rent, Garage/Yard Sale and Security signs are allowed. 2 political signs no larger than 2 feet square are permitted 4 weeks before an election and must be removed within 1 week after. For Sale /Rent/Garage Sale sign(s) must be removed in a reasonable time if they are no longer being used.
 - h. Yard Ornaments, statuary and fountains are not permitted unless they are approved by the ACC.
 - i. Flags. 1 or 2 Flags displayed in good taste are permitted provided they are in good condition, not tattered or torn. Flags must be no larger than 3’ x5’ and displayed in a manner that is not obstructive to your neighbor. If a complaint is logged the Board will investigate and if appropriate request the removal of the display. No other banners or flags are permitted.
 - j. Sporting Equipment. No basketball hoops or any other noise nuisance causing sporting equipment is permitted at any time without ACC Approval.
- 7. Parking and Vehicle Use.** Our community streets are smaller than normal. All residents and guests must drive with extreme care to avoid injury to our residents and damage to vehicles and property. You must park on your property and in your garage. Homeowners are responsible for their guests as they enter and leave the neighborhood. Please inform visiting friends, relatives and tenants of our parking restrictions.
- a. Partial Sidewalk Parking is prohibited and is a violation of The City of Maple Valley parking laws.
 - b. Common Area Parking. Fire Lane and Easement Driveway parking is prohibited.

- c. Garage and /or driveway parking places must be utilized at a minimum for each lot. Each house has 4 to 6 parking places for each lot, you must use them.
 - d. Street Parking. We want to reduce parking on our streets as much as possible. Street parking on our narrow streets makes it extremely difficult when backing out of driveways. Street parking also reduces safe visibility and restricts Fire Department emergency vehicle access. At no time should a street parked vehicle block another homeowner or prevent a homeowner from safely moving in or out of their driveway.
 - e. 24 hour limit. Parking of trailer, boats, motor homes, recreational vehicles, or any disabled vehicles on the premises (other than within an enclosed garage) for more than Twenty-Four (24) hours is expressly prohibited. Violators may be subject to towing and public impound at the expense and risk of the owner.
 - f. Vehicle Noise must be kept to a minimum with no prolonged idling or racing of engines. Music systems should not be audible/blasting outside of the vehicle while in the neighborhood.
 - g. Vehicle repairs made in the street or driveway are not allowed. Vehicle repairs must be conducted entirely inside your garage. Repairing vehicles as a business is not allowed on your lot.
- 8. Pets.** All pets regardless of species, breed or emotional disposition must be on a leash and attached to a responsible pet owner at all times when out in the neighborhood. Any excrement deposited by your pet must be cleaned up promptly. Damage to persons, property or other pets is the financial responsibility of the owner of the pet that caused the damage.
- a. Continual barking is not allowed.
 - b. Unattended Pets. Pets must not be left unattended for extended periods of time in your house or yard.
- 9. Fireworks.** Use of Fireworks within Crystal Firs Community must be in compliance with The City of Maple Valley codes.
- 10. Home Based Business.** A home based business that creates a nuisance for neighbors is not allowed.
- 11. CC&R and CR&R Enforcement.** The Board uses the services of our property management company to help facilitate the enforcement process for our CC&R as well as our CR&R governing documents. The process is as follows:
- a. Monthly inspections of each individual lot will be performed. Issues of noncompliance will be documented, photographed and provided to the Board.

- b. The Board reviews the issues of noncompliance and authorizes our management company to send out letters requesting compliance.
- c. Our Property Management Company sends out the observation and noncompliance letters stating any issues and what needs to be done to correct it. A copy of the Articles and Section number of the CC&R's and or Community Rules and Regulations that relates to the issues is included with the letter so property owners can understand the request for compliance. Owners shall have Ten (10) days to comply.
- d. A Homeowner has a right to request a hearing with the Board of Directors whenever an observation of noncompliance letter is received. The request must be in writing within ten (10) days and sent to our property management company to an HOA Board member or via Email to HOACRYSTALFIRS@GMAIL.COM. The Property Manager will notify the Board so a hearing can be scheduled. The Property Manager or Board member will notify the Homeowner of the date, time and place the hearing will be held within five (5) business days of receipt of the request for hearing. The Property Management Company does not have the authority to remove or waive a letter or fine. All requests to remove or waive a fine must be made to the Board and resolved through the hearing process.

12. Fine Policy. The purpose of our Fine Policy is not to generate money for the Association but rather to create the incentive for Homeowners to comply with our Covenants, Conditions and Restrictions (CC&R) and /or Community Rules and Regulations (CR&R). This policy will apply to observations of CC&R or CR&R noncompliance issues as a result of monthly drive-through inspections or noncompliance issues brought to the Boards attention. The sequence of notices sent will be based on a 12 month time frame from when the observation occurs within a given Article and Section of the CC&R or CR&R governing documents.

- a. **Application of Fines -First Notice.** A written notice of noncompliance will be sent to the homeowners with ten days specified for the CC&R or CR&R violation to be corrected. Homeowners shall have ten (10) days to resolve the observation of noncompliance or request a hearing to discuss the observation. The notice will specify the items on the property that require corrective action by the owner. The provision of the governing documents that the condition(s) is in violation will be noted. If corrective action is taken and the issues is resolved or if a timeline and corrective action agreement is reached through the hearing process no fine will be applied to the homeowner account. A request for hearing must be submitted in writing to the Property Manager, an HOA Board Member or to the HOACRYSTALFIRS@GMAIL.COM email alias. Once received and processed (Within Five (5) business days) written notification will be sent informing the Homeowner of the date, time and location of the hearing.
- b. **Second Notice.** If the issue(s) of noncompliance is not corrected within ten (10) days or within the corrective action timeline agreement reached through the hearing process a Second Notice of Noncompliance will be sent to the Homeowner with a new timeframe specified for correction. A \$25.00 fine as well as the additional costs for clerical production and postage to send the second and all subsequent Notice of Noncompliance letters will be applied to the

homeowners account.

- c. **Third Notice:** The fine amount that will be applied to the Third Notice of Noncompliance will be \$50.00 per occurrence as well as the additional costs for clerical production and postage to send the third Notice of Noncompliance.
- d. **Fourth Notice:** The Fourth Notice will inform the homeowner that a \$300 fine has been assessed and that failure to request a hearing or pay the fine of \$300 within 30 days will result in a lien being filed with King County on the property. In addition, failure to comply will be cause for additional fines and may result in the Board taking legal action for compliance. Costs incurred by the HOA due to legal action will be the responsibility of the homeowner.

13. Late Fee Policy on Unpaid Assessments. Homeowner Assessments must be paid within 30 days from the due date. Assessments that remain unpaid 31 or more days from the due date will be charged a \$50 late fee along with an ongoing late interest charge of 12% per annum until the overdue amount is paid. Delinquent Homeowners will be mailed a friendly reminder about the past due amount that will include late fee charges. Homeowners that remain delinquent over 60 days will receive a second past due notice notifying them of the intent to lien their property if the balance owed is not paid within 15 days. Homeowners 90 days delinquent will have a Lien filed on their property in favor of the Association. All Assessments, late fees, and Lien charges must be paid by the Homeowner to release the lien. A Lien Fee of \$275 plus a Lien Release Fee of \$275 shall be charged to the Homeowner. Any property that continues to remain delinquent will be referred to an attorney for collection and subject to additional legal charges incurred to collect the outstanding balance and or begin foreclosure proceedings. The Homeowner is ultimately responsible for all legal fee incurred.

14. Transfer fee. A \$400 transfer fee shall be charged to and paid by the new owner to cover the association costs when a home is sold in Crystal Firs. Owners who put their home up for sale are required to notify the Property Management Company and the HOA Board when their home has a pending sale and to provide the appropriate contact information to the escrow company.

SIGNED _____
Mark Hauge, President

DATE _____