



TALL FIRS CONDOMINIUM ASSOCIATION FEDERAL WAY, WA

Rules and Regulations

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Supersedes All Previous Versions

www.tallfirshoa.com

**Tall Firs Condominium Association
Rules and Regulations**

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**Tall Firs Condominium Association
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1.0 INTRODUCTION:

These Rules and Regulations have been adopted by the Tall Firs Condominium Association Board of Directors (hereafter referred to as the “**Board**”) in accordance with the Amended and Restated Condominium Declaration for Tall Firs Condominium of Federal Way (hereafter referred to as the “**Declaration**”) pursuant to subparagraph 11.13.

The Declaration of Tall Firs Condominium Association (hereafter referred to as the “**Association**”) provides and allows for adoption and enforcement of these rules. Observing these Rules and Regulations as set forth in this document will assist in assuring that Tall Firs Condominium remains an enjoyable and pleasant community in which to live.

These Rules and Regulations shall apply to all homeowners, their family members, tenants, agents, visitors, employees and guests and shall be uniformly and consistently enforced by the Board or its agents in accordance with the Declaration, applicable laws and codes through our Property Management Company.

In establishing and maintaining these Rules and Regulations, the Board has made every effort to ensure that they do not unnecessarily adversely affect any homeowner’s right to the peaceful enjoyment and reasonable use of their property.

The Rules and Regulations may be modified, repealed or amended at any time by a resolution of the Board when deemed necessary in the best interests of homeowners and the community. Individual Board members cannot make exceptions to or alter these rules on their own. Any modification of the Rules and Regulations must be approved by a majority vote of the Board as a group. No exceptions.

The Board encourages everyone to visit the Association’s website at www.tallfirshoa.com for the latest copy of the Rules and Regulations. The website also has a listing of your current Board of Directors, a calendar of Association meetings and other events, informational and educational articles, annual budget information, adopted policies and procedures, minutes of meetings, the Association’s insurance information, our Property Management Company’s contact information, information about units for sale or rent in our community, neighbor-to-neighbor classified ads, safety and security information and much more.

Board meetings are held on the second (2nd) Thursday of each month at 7:00 p.m. in the Cabana. In addition, your Board attends monthly Executive Board Meetings on the first (1st) Thursday at 7:00 p.m. in the Cabana. There are three (3) periodic “Homeowner’s Forums” scheduled throughout the year and one (1) Annual Homeowners’ Meeting generally held on the fourth (4th) Thursday in March.

Respectfully Yours,

The Tall Firs Condominium Association Board of Directors

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2.0 INFORMATION REQUIRED FROM ALL RESIDENTS:

2.1 Within fifteen (15) days of occupancy all unit owner(s) must provide The Property Management Company with the following information via the Tall Firs Owner(s) and Tenant(s) Information form. Failure to register will result in fines and may result having unregistered vehicle(s) towed at the owner's expense and risk. The form is available from the Property Management Company, the On-site Manager or on our website.

- Unit number and address
- Name(s) of all occupant(s)
- Home, work and cell phone numbers
- An emergency contact (name, relationship, address and phone number)
- Year, make, model, style, color and license number of all vehicles on the premises
- Pets (species, breed, sex and color) and City of Federal Way License number
- Owner's Condo Insurance policy information (HO-6)

2.1.1 A tenant's non-compliance with any Rule or Regulation will result in a fine being assessed against the unit owner(s) as stated in Article 15 – Violations/ Fines & Expenses.

2.1.2 It shall be the unit owner's responsibility to provide their tenant(s) with a copy of the current Rules and Regulations. Unit owner(s) are responsible for their tenant(s) compliance with all Association Rules and Regulations.

2.1.3 Owner(s) renting their unit(s) remain responsible for payment of Association dues, assessments and any fines for violations incurred by them or their tenants.

2.1.4 A personal Condominium Insurance Policy (HO-6) is required of all owners to cover the Association's Insurance Policy deductible. The current Association deductible is \$10,000.

2.2 Off-site owners must also provide the Property Management Company with the following additional information about their tenant(s) within fifteen (15) days of any changes:

- Unit number and address
- Owner's off-site address
- Name(s) of all occupant(s)
- Tenant(s) home, work and cell phone numbers
- An emergency contact (name, relationship, address and phone number)
- Year, make, model, style, color and license number of all vehicles on the premises
- Pet(s) (species, breed, sex and color) and City of Federal Way License number

The above information will be held in strict confidence at the Property Management Company and must be updated by the unit owner within fifteen (15) days of any change.

3.0 USE AND BEHAVIOR:

3.1 Residential Use

3.1.1 The units are intended for and restricted to use as single family residences only. A home office involving use by nonresident employees or regular visits by customers or clients is not permitted.

3.1.2 Commercial business activity is prohibited in Common or Limited Common Areas.

3.1.3 Community-wide garage sales may be scheduled at the discretion of the Board. Individuals may not hold garage sales.

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3.1.4 No peddling, soliciting or distribution of any materials is permitted within the community. Bulletins or signs may only be posted at the mailbox kiosks with approval of the Board.

3.1.5 Timesharing of units as defined by R.C.W. 64.36.025 is prohibited.

3.2 Conduct

3.2.1 Unit owners are responsible for the actions of their tenants and guests while they are on Association property.

3.2.2 No illegal activity shall be conducted within any unit, Common or Limited Common Areas at any time.

3.2.3 No one is permitted to interfere with the safety and enjoyment of other residents.

3.2.4 Foul or vulgar language is not allowed in the Common or Limited Common Areas under any circumstances.

3.2.5 Consumption of alcoholic beverages is restricted to individual units, decks, and patios.

3.3 Dangerous Behavior

3.3.1 Any behavior that may cause harm or pose a safety hazard to any person(s) or any portion of the property is strictly prohibited. Hazardous substances and flammable materials (e.g., gasoline, kerosene, explosives, etc.) may not be stored in living units, garages, storage areas, entryways, stairways, decks or patios.

3.3.2 Littering of any kind, including but not limited to improper disposal of cigarette butts, is not allowed. Occupants shall not shake dust mops, rugs, or any other objects from second story units.

3.3.3 Firearms, air rifles, slingshots, fireworks, etc. shall not be discharged in any unit, Common or Limited Common Areas.

3.4 Noise/ Vibration/ Odors

3.4.1 "Quiet Hours" are from 10:00 p.m. to 8:00 a.m. Reasonable caution shall be taken to avoid creation of loud, disturbing or objectionable noises. Playing of musical instruments, stereos, radios, televisions (especially those with surround-sound) must be kept at a level low enough so as to not disturb other residents of the community.

3.4.2 Any work involving power tools, plumbing, sawing, pounding, etc. is prohibited in all areas of the community during "Quiet Hours."

3.4.3 Horn honking to alert someone inside a unit is not allowed.

3.5 Moving

3.5.1 Moving-in or out of a unit is only permitted between 8:00 a.m. and 9:00 p.m.

4.0 PARKING AND TRAFFIC REGULATIONS:

4.1 The maximum speed limit is fifteen (15) miles per hour on SW 318th Place and five (5) miles per hour in all parking areas and cul-de-sacs throughout the community.

4.2 All traffic signs, laws and rules must be obeyed.

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- 4.3 Parking is allowed in designated parking spaces only. Vehicles must be properly parked within the perimeter lines of the space. Any vehicle that is parked over the line or diagonally within a space will be towed at the expense and risk of the owner without notification.
- 4.4 Back-in vehicle parking is discouraged due to possible damage to buildings and/or vegetation caused by exhaust. Caution must be taken when parking in front of unit windows. The Board will hold unit owners financially responsible for damages.
- 4.5 Only one (1) vehicle per space is allowed. Motorcycles parked against curbing are permitted, provided that combined length of both vehicles does not exceed twenty (20) feet.
- 4.6 Visitor's vehicle(s) may only be parked in designated uncovered visitor spaces. Unit owners and/or their tenants are responsible to ensure that their visitors are parked appropriately.
- 4.7 Vehicles may not be stored on the property. Any vehicle occupying a Common Area parking space for more than twenty-four (24) hours must be moved from that parking space. For long term, owner-only absences from the property an owner must register with the On-site Manager for approval to park in the RV overflow area. Vehicles in violation will be towed at the expense and risk of the vehicle owner.
- 4.8 Vehicle repairs or maintenance may not be performed in Common Area parking spaces. Engine cleaning, oil changing, radiator draining, or the changing of any other vehicle lubricants or fluids is not permitted on the premises. Tire cleaning chemicals and treatments that are corrosive to asphalt or cause an unsightly appearance shall not be applied on the premises.
- 4.9 Vehicles leaking fluids (oil, transmission fluid, brake fluid, etc.) must be removed from the premises immediately. Unit owners or their tenants are responsible for the immediate clean-up of leaks or spills. For assistance contact the On-site Manager.
- 4.10 Only street legal motor vehicles may be parked in any parking space. Vehicles with expired license tabs are not allowed. Vehicles in violation will be towed at the expense and risk of the vehicle owner.
- 4.11 Vehicles without mufflers or with loud mufflers are not permitted on the premises.
- 4.12 All owners or their tenant's vehicles must be registered with the Property Management Company. Any vehicle(s) not registered is subject to towing and storage at the owner's expense and risk. Contact the Property Management Company or visit our website for a copy of the "Owners and Tenants Information" form. This form must be submitted within fifteen (15) days of moving in or of any changes to the information on the form.
- 4.13 Homeowners may have no more than two (2) vehicles on Association property if they are permanent, full-time residents.
 - 4.13.1 All authorized vehicles shall be registered with the Property Management Company.
 - 4.13.2 The Property Management Company will issue vehicle ID tag(s) for properly "registered" vehicles only. The ID tag must be affixed to the right rear exterior window. Police vehicles are exempt from this requirement.
 - 4.13.3 If a unit owner has more than two (2) vehicles they must be registered with the Property Management Company and a special ID tag must be obtained. Parking for these vehicles must be in the overflow lot only. Arrangements must be made with the On-site Manager to park in the overflow / RV lot on a first come first served basis.

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- 4.14 Boats, camper trailers and recreational vehicles are restricted to twenty (20) feet in length. These vehicles may only be parked in the ten (10) designated spaces in the RV area. These vehicles must be registered with the On-site Manager. Spaces are assigned on a first come first served basis. No utility trailers are allowed and any unregistered vehicle utilizing these spaces will be immediately towed at the expense and risk of the vehicle owner.
- 4.15 Commercial vehicles, utility trailers and other vehicles are not allowed in any parking space on Association grounds. This Rule does not apply to Police vehicles.

5.0 COMMON AND LIMITED COMMON AREAS:

5.1 Use of Common and Limited Common Areas

- 5.1.1 No personal items may be stored in Common Areas. Entryway sidewalks and carports, which are considered Limited Common Areas, must be kept clear of all personal property and refuse.
- 5.1.2 Riding recreational vehicles such as, but not limited to, bicycles, tricycles, skates, and skateboards, are not allowed on the Association streets.
- 5.1.3 No one may drive on Association property without a valid driver's license.
- 5.1.4 Advertisement signs (such as "for sale" or "for rent" signs) are not allowed on or adjacent to any unit within the community. A central listing reader board is located on SW 318th and 18th Avenue SW. Space on our website is also available for notice of units for sale or for rent. Notice of units may be placed on the reader board by contacting the On-site Manager or on the Association website by contacting the Board.
- 5.1.5 Playing in, on, or around the main entry fountain is strictly prohibited.
- 5.1.6 Any planting in Common Areas is prohibited without prior written approval of the Board. If an owner has obtained written permission to plant in the Common Area and then fails to maintain the item, the Board may have the item(s) removed. Once an item is planted in Common Areas, it no longer belongs to them but now belongs to the Association. The expense of the mandated action will be the responsibility of the owner. No planting of fruits or vegetables will be approved.

5.2 Damage/ Repairs/ Inspections and Projects

- 5.2.1 Nothing is to be attached or drilled through the vinyl siding or roofing. Anything attached to the wood trim that causes damage will be responsibility of the unit owner for the cost of repairs.
- 5.2.2 Unit owner(s)/tenant(s) are responsible for damage to any Common or Limited Common Areas caused by the resident's family, tenants, guests, pets or agents. The Board will assess the owner(s) for the full cost of any needed repairs.
- 5.2.3 All trees, bushes, and other plants are Common Areas. Damaging any Common Area landscape element is prohibited (e.g., fountain, gazebo, etc.).
- 5.2.4 Damage to any unit originating from a Common Element (i.e. inside walls), must be reported to the On-site Manager immediately.
- 5.2.5 Personal property loss and damage to adjoining units due to lack of routine preventive maintenance is the responsibility of the originating unit owner(s).

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5.2.6 Routine safety and preventative maintenance inspections (including but not limited to checking smoke detectors, thermostats, fireplaces and chimneys, the hot water tank, washing machine hoses, dishwashers, toilets, sinks, faucets, tubs and showers, etc.) shall be conducted by Tall Firs employees or Directors as determined by the Board. The costs to repair or replace these items are the responsibility of the unit owner(s). The Board may also require the repair or replacement of fixtures at the manufacturer's recommended intervals at the unit owner's expense. Failure to cooperate with the inspection process will result in a \$100.00 fine for each month of non-compliance.

5.3 Exterior Appearance of Buildings/ Units

5.3.1 Architectural uniformity must be maintained. The Board may require that any non-approved alteration be restored to its original condition.

5.3.2 Installations or improvements which protrude through any wall, trim, roof, or window to the exterior of the building (e.g., skylights, air conditioners, etc.) is prohibited.

5.3.3 To ensure that architectural uniformity in the appearance of the exterior of the buildings is maintained, only white lined curtains or blinds are permitted. Use of any other color will result in a violation fine.

5.3.4 Window screens and mini-blinds must be kept in good condition, without any noticeable holes, frays, discoloration, defective or bent slats.

5.3.5 Awnings, shades or sunscreens must be white and may be attached to the building or fence but must not be attached to any vinyl siding. Any attachment must have prior written approval by the Board. Any damage will be the responsibility of the owner(s).

5.3.6 The entry door is to be painted white (Parker Paint #CW051W or exact equivalent) in color. All screen doors must also be white.

5.3.7 Well-maintained and properly mounted window fans are permitted in windows from May 1st through October 1st. Window mounted air conditioner units are not permitted without prior written approval by the Board.

5.3.8 Exterior holiday decorations are permitted. Holiday decorations may be displayed two (2) weeks before and two (2) weeks after the holiday. Decorations must be in safe condition, and may not be fastened to the building in any way that causes damage. The Board reserves the right to require the immediate removal of any decoration that is unsafe, inappropriate or offensive.

5.3.9 Satellite dish installation policy and installation request forms are available on our website or from the Property Management Company. Under no circumstances may satellite dishes be mounted through holes drilled into the vinyl siding or roofing.

5.4 Interior Unit Alterations and Maintenance Responsibilities

5.4.1 Structural modifications or alterations to a unit are not permitted without prior written approval of the Board.

5.4.2 Each unit is required to have functioning smoke detector(s); maintenance of the detector(s) is the responsibility of the owner(s). Carbon monoxide (CO) detector(s) and fire extinguisher(s) are recommended.

5.4.3 All monitored alarms systems must be registered with the City of Federal Way and the permit sticker mounted by the front door as instructed. No external noise or light producing devices are allowed on any alarm system.

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5.5 Balconies, Patios and Yards

- 5.5.1 All balconies and patios must be kept neat, clean, swept and free of debris, trash, mold, mildew, weeds, garbage, animal feces or other clutter. No item may be in a patio/balcony area if it is dirty, in disrepair, rusted, or has mold or mildew on it. Storage of large or unsightly object(s) is not permitted.
- 5.5.2 Items kept or stored on balconies and patios are limited to bicycles, barbecues, water fountains and patio furniture. No more than seven (7) planting pots not to exceed five (5) gallon capacity each and must be kept on plant dollies. Appropriate railing planters may be hung on the inside of the balcony railings only. One (1) dark green, grey or tan plastic storage container may be permitted not to exceed two (2) feet deep, two (2) feet high, and three (3) feet long. All items must be kept in good condition. Small wading pools, small sandboxes, and small toys are permitted on concrete patios only between May 1st and October 1st. Small toys shall be permitted on second story (upper) decks between May 1st and October 1st.
- 5.5.3 Animal feces is a bio-hazard and as such shall be promptly removed from any balcony, patio or yard area. Costs to repair damage due to animal feces or urine will be the responsibility of the owner. Animal feces shall not be allowed to accumulate in/on or around any balcony, patio, or Common or Limited Common Area yard.
- 5.5.4 Nothing may be hung over balcony or patio railings or fences. This includes but is not limited to clothing, bedding, rugs, towels, swim wear, etc. Patio fence or deck railings are not to be used as a clothesline.
- 5.5.5 Covers on bicycles shall not drape the floor or overhang the balcony. Bicycles shall not be hung from walls, railings, ceilings, or any other part of the exterior building. They are not to be left on sidewalks, under stairs, on lawns or blocking entrances to units. Bicycles left in these locations will be impounded and must be retrieved by an adult from the On-site Manager.
- 5.5.7 Only propane or electric barbeques may be used on decks or patios (**NO briquette barbeques or smokers are allowed**). Barbeques must be placed at least three (3) feet from the exterior wall or fence of the building when in use. The vinyl siding will melt and is not fire resistant!
- 5.5.8 A small amount (1/4 cord maximum) of firewood may be stored on decks and patios. Wood must be stacked in an appropriate metal storage rack capable of storing no more than 1/4 cord of wood and be placed at least six (6) inches from any exterior wall or fence. Any damage caused due to firewood storage is the owner(s) responsibility. An appropriate sized cover is allowed to cover the rack and wood but the use of large tarps is not allowed.
- 5.5.9 Awnings, shades or sunscreens must be white and may be attached to the building or fence but must not be attached to any vinyl siding. Any attachment must have prior written approval by the Board. Any damage will be the responsibility of the owner.
- 5.5.10 Owners are allowed to plant items within their patio areas (defined as Limited Common Area) provided the owner maintains the plantings. If a patio (concrete pad) has a fence enclosing it, the entire area inside the fence is the owner's Limited Common Area. If a patio (concrete pad) does not have a fence, the Limited Common Area is the concrete pad only and the ground immediately surrounding the concrete pad is Common Area. All plantings in Common Area or Limited Common Area are subject to removal by the Board if the area becomes unsightly or unmanageable. Guidelines for plantings in Limited Common Areas are as follows:

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- 5.5.10.1 The planting must not be allowed to touch or lean against the building, patio fences, stairs, or railings. Do not over-water plants. Plantings on patios or decks should not be allowed to grow any higher than the top of the patio sliding glass door.
 - 5.5.10.2 The owner is completely responsible for trimming, pruning, maintaining and/or removing all plantings within their Limited Common Area.
 - 5.5.10.3 The Board may mandate pruning, trimming, or removing any plantings if the root system is too close to the building or patio foundation or if branches are causing damage to any building, patio, fences, stairs or railings. The expense of the mandated action will be the responsibility of the owner.
 - 5.5.10.4 Owners may appeal any decision for mandated action by submitting a written request to the Board along with a photo of the area and the planting within seven (7) days of receipt of a violation letter.
 - 5.5.10.5 Any planting in Common Areas is prohibited without prior written approval of the Board. Owners should be aware that once they plant anything in a Common Area, that item no longer belongs to them and it becomes the property of the Association. If an owner(s) has obtained permission to plant in the Common Area and then fails to maintain the item(s) the Board may have the item(s) removed. The expense of the mandated action will be the responsibility of the owner. No planting of fruits or vegetables will be approved.
- 5.5.11 Feeder(s) with birdseed, peanuts, corncobs, etc. in them are not permitted. Inverted sugar-water feeders for hummingbirds are permitted. Exposed food attracts vermin. Do not feed the squirrels.

6.0 CHILDREN'S PLAY AREAS:

- 6.1 Children should confine their play to the sidewalks and grassy areas.
- 6.2 Children are not allowed to play in the driveways, parking areas, stairs, streets or cul-de-sacs.
- 6.3 Children or adults are not allowed to play in, on or around the fountain.
- 6.4 Trees, flower beds and bark beds are off limits to children, adults and pets.
- 6.5 For children's (under the age of 10) safety they should be supervised by an adult at all times.
- 6.6 Skateboarding, roller-blading and skating are not allowed in the complex.
- 6.7 Scooters and bicycle riding are allowed on the sidewalks only. When crossing the streets walk bicycles or scooters.
- 6.8 No motorized scooters or carts are allowed in the complex with the exception of medically necessary devices.

7.0 PET RULES:

- 7.1 No more than two (2) pets are allowed per unit (either: two (2) cats OR two (2) dogs OR one (1) cat and one (1) dog).

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- 7.2 All pets shall be kept leashed and under the control of their owner whenever they are outside the unit. They shall not be allowed to run free or unleashed at any time or to otherwise interfere with the comfort or convenience of other residents. Leashes must be limited to no longer than eight (8) feet in length. Owners must be able to control their pets at all times.
- 7.3 Pet owners must control barking or other frequent, repetitive noises from pets that interfere with the peace and comfort of other residents. If barking persists you may also contact the City of Federal Way at www.cityoffederalway.com/Page.aspx?view=932 to fill out a Complaint Form or call 253-835-PETS and supply the information. The Board reserves the right to require removal of any pet per the Declaration subsection 11.10.
- 7.4 Any owner who receives pet-related written violation may request a hearing before the Board.
- 7.5 Any pet attacking a person or another pet shall be subject to immediate and permanent removal by decision of the Board upon the first confirmed incident.
- 7.6 Pets are not allowed in the cabana, spa, pool, or sport court areas.
- 7.7 Pet owners shall be responsible for the immediate removal of pet feces in the Common and Limited Common Areas. This includes unit patios, balconies and entryways. Pet feces must be double bagged and tied shut and then disposed of. (Pet feces attract vermin and causes bad odor!) The King County Health Department will be advised of all violators.
- 7.8 Litter boxes are not allowed on patios, decks, entryways or other Common or Limited Common Areas.
- 7.9 Pet feces are not to be emptied directly into the garbage dumpsters. Pet waste must be double bagged, tied shut and then it may be placed in the garbage dumpster.
- 7.10 Pets may not be left unattended at any time in Common or Limited Common areas including fenced-in patio areas. Do not tie, chain, or leash pets to any building, fence, stakes, trees or other fixed objects. The owner of cats caught roaming freely about the property will be fined.
- 7.11 No pet food is to be left or stored outside of units. Doing so attracts unwanted vermin including rats!
- 7.12 The commercial sale or breeding of animals at Tall Firs is not permitted.
- 7.13 All cats and dogs must be properly licensed with the City of Federal Way Animal Control office. For more information visit: www.cityoffederalway.com/Page.aspx?page=2278
- 7.14 Violators may be fined without any written warning for certain violations of the pet rules.

8.0 GARBAGE/ RECYCLING/ OTHER:

A copy of Waste Management's Recycling Guidelines is available at: www.wmnorthwest.com

8.1 Household Garbage (GREEN Dumpsters)

8.1.1 Green garbage dumpsters are for normal household garbage only. Disposal of hazardous, toxic, medical or non-household garbage is not allowed. Lids to the dumpsters must be kept closed.

8.1.2 Bag and secure all garbage before placing in the garbage dumpster. Persons disposing of unauthorized materials into or around a dumpster will receive a violation fine.

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8.1.3 Car batteries, turpentine and other hazardous materials or waste are the responsibility of the owner to dispose of properly at waste recycling locations. Waste mobile recycling is generally FREE for Federal Way residents. Visit the website at www.lhwmp.org/home/HHW/hhw.aspx for locations, dates and times.

8.2 Recycling (BLUE Dumpsters and Bins)

8.2.1 Follow the recycling guidelines posted at each dumpster enclosure. Recycled items should generally not be bagged. Visit the City of Federal Way website for more information on recycling at www.cityoffederalway.com/Page.aspx?page=494

8.2.2 Cardboard boxes must be broken down before placing in the recycle bins.

8.2.3 A large blue dumpster is available at the 21st Avenue SW entrance on SW 318th Street for additional recycling.

8.3 Other – Unauthorized Items

8.3.1 Large, bulky items such as furniture, appliances, carpeting, auto parts, televisions, computers, monitors, mattresses or any other items that are not legal to put into dumpsters, must be removed from the premises by the owner.

8.3.2 Any interior remodeling construction debris must be removed from the premises and not placed in the dumpsters.

8.3.3 Violation of these rules will result in dumping fee costs and a \$100.00 violation fine.

9.0 CABANA USE & RESERVATIONS: FACILITIES UNDER 24 HOUR VIDEO SURVEILLANCE

9.1 The cabana is available from 10:00 a.m. to 10:00 p.m.

9.2 Any adult resident in good standing may reserve the cabana for private functions by contacting the On-site Manager. A refundable damage/cleaning deposit of one hundred dollars (\$100.00) **CASH** is required. Any damages which exceed \$100.00 to repair will be billed to the owner's account for collection.

9.3 Reservations should be made at least one (1) week in advance. Private parties of up to twenty-five (25) people are restricted to the exclusive use of the party rooms only. Reservations do not include the use of the pool, spa, sauna, tennis court, or racquetball court.

9.4 The resident reserving the cabana must remain at the function.

9.5 Residents reserving the cabana may have until 9:00 a.m. the following morning to clean-up and leave the cabana in proper condition, unless advised of another reservation for the following day.

9.6 Party room music and noise must be kept to a reasonable level. Please be considerate of nearby resident's rights to the peaceful enjoyment of their homes.

9.7 If alcoholic beverages are to be served, a Washington State Liquor Control Board Banquet Permit is required and must be posted near the serving area.

9.8 Smoking is not permitted anywhere inside the cabana.

9.9.1 Cabana use privileges will be revoked for any unit if the owner's account is in delinquent status.

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9.10 To properly ensure controlled access into the cabana and facilities, a single-use door lock code will be provided by the On-site Manager.

10.0 SPA AND SAUNA: FACILITIES ARE UNDER 24 HOUR VIDEO SURVEILLANCE

NO LIFEGUARD OR ATTENDANT IS ON DUTY - USE AT YOUR OWN RISK

10.1 Residents may use the spa and sauna facilities from 10:00 a.m. to 10:00 p.m. daily.

10.2 All persons must take a cleansing shower before entering the spa.

10.3 For safety reasons, children twelve (12) and under are not permitted in the spa or sauna.

10.4 **ADULT ONLY HOURS** are from 7:00 p.m. to 10:00 p.m. daily.

10.5 A limit of two (2) guests per unit is permitted with a resident of the unit provided they do not affect the enjoyment of any other resident's use of the facilities. Residents must accompany their guests at all times while in the spa and sauna area.

10.6 Children ages thirteen (13) through seventeen (17) must be accompanied by an adult eighteen (18) years of age or older. Residents must accompany guests at all times.

10.7 Bathing suits must be worn at all times while in the spa. Jeans, cut-offs, or other "street" attire may not be worn in the spa.

10.8 Glass items are not allowed in the spa or sauna area.

10.9 Alcoholic beverages, food or tobacco products are not allowed in the spa or sauna area. Do not use the spa or sauna when under the influence of alcohol or drugs.

10.10 Keep the spa and surrounding area free of debris.

10.11 Diapered spa users are permitted in the spa only with proper protective swimwear.

10.12 No running, diving or horseplay in spa.

10.14 Individuals with heart disease, diabetes, high blood pressure and women who are or might be pregnant are advised to consult a physician before using the spa. Individuals with seizures, heart or circulatory problems should not swim alone.

10.15 If you have a disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two (2) weeks, do not use the spa.

10.16 No persons having skin lesions, sore or inflamed eyes, mouth, nose or ear discharges, or are known to be carriers of any communicable disease, may use the spa.

10.17 Spa use should be limited to fifteen (15) minutes at any one session. Sauna use should be limited to ten (10) minutes at any one session.

10.18 When you are finished using the spa, please replace the spa cover, shut off the jets, and be sure all doors to the room are closed.

10.19 Spa and sauna use privileges will be revoked for any unit if the owner's account is in delinquent status.

10.20 Contact the On-site Manager to obtain current door codes. Do not give anyone access who does not have the code.

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- 10.21 Spa pool maximum capacity is six (6) individuals.
- 10.22 In case of an EMERGENCY call 911. An "Emergency 911 Only" phone is located in the cabana next to the inside door to the spa and sauna room. A second "Emergency 911 Only" phone is located at the SW corner of the pool area on the cabana wall.
- 10.23 First-Aid kits are located next to each "Emergency 911 Only" phone.
- 11.0 SWIMMING POOL: FACILITIES ARE UNDER 24 HOUR VIDEO SURVEILLANCE**
- NO LIFEGUARD OR ATTENDANT IS ON DUTY - USE AT YOUR OWN RISK**
- 11.1 Swimming pool hours are from 10:00 a.m. to 10:00 p.m. daily from Memorial Day through Labor Day (weather permitting).
- 11.2 All swimmers must take a cleansing shower before entering the swimming pool.
- 11.3 **ADULT ONLY HOURS** are from 7:00 p.m. to 10:00 p.m. daily from Memorial Day through Labor Day.
- 11.4 To ensure controlled access into the swimming pool area, the On-site Manager changes the door lock code monthly. Please contact the On-site Manager to obtain the current code. Do not give anyone access to the pool area who doesn't have a current code.
- 11.5 An adult must accompany persons under the age of thirteen (13) regardless of their swimming ability at all times while in the pool area. Persons aged thirteen (13) through seventeen (17) must not use the swimming pool alone. An adult is defined as a person eighteen (18) years of age or older.
- 11.6 A limit of two (2) guests per unit is permitted with a resident provided they do not effect the enjoyment of any other resident's use of the facilities. Residents must accompany their guests at all times while in the swimming pool area.
- 11.7 Diapered or non-toilet trained swimmers are permitted in the swimming pool only with proper protective swimwear. Children's diapers must be changed at the diaper changing areas provided in both cabana restrooms.
- 11.8 Bathing suits must be worn at all times while using the swimming pool. Jeans, cut-offs, or other "street" attire may not be worn in the swimming pool.
- 11.9 Roughhousing or running in the swimming pool area is not permitted. Diving or jumping into, riding piggyback in, performing cannonballs or throwing children into the swimming pool is prohibited.
- 11.10 No alcoholic beverages, food or tobacco products are permitted in the swimming pool or surrounding area. Do not use the pool when under the influence of alcohol or drugs.
- 11.11 Absolutely no glass, sharp, breakable or dangerous objects are allowed in the swimming pool area for any reason at any time.
- 11.12 The swimming pool area is to be kept clean at all times. Dispose of all garbage in the receptacles provided.
- 11.13 Bicycles, tricycles, skateboards, roller skates or other toys are not permitted in the swimming pool or swimming pool area. Only life jackets and children's swim aids are allowed in the swimming pool.

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- 11.14 Swimmer's safety requires that pool furniture not be placed or allowed within six (6) feet of the edge of the swimming pool.
- 11.15 Radios or other audible devices are only allowed when using earphones.
- 11.16 No pets of any kind are permitted in the swimming pool or pool area at any time.
- 11.17 No persons having skin lesions, sore or inflamed eyes, mouth, nose or ear discharges, or are known to be carriers of any communicable disease, may use the swimming pool.
- 11.18 If you have a disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two (2) weeks, do not use the pool.
- 11.19 People with seizure, heart or circulatory problems should not swim alone.
- 11.20 If you or your guest(s) abuse these rules, your swimming pool privileges will be revoked and/or a violation fine will apply.
- 11.21 Swimming pool use privileges will be revoked for any unit owner if the owner's account is in delinquent status.
- 11.22 Swimming pool maximum capacity is twenty (20) swimmers.
- 11.23 In case of an EMERGENCY call 911. There are two (2) "Emergency 911 Only" phones. One is located in the cabana next to the inside door to the spa and sauna room. The second is located in the SW corner of the pool area on the cabana wall.
- 11.24 First-Aid kits are located next to each "Emergency 911 Only" phone.

12.0 TENNIS COURTS: FACILITIES ARE UNDER 24 HOUR VIDEO SURVEILLANCE

- 12.1 The tennis court may be used by residents between 10:00 a.m. and 10:00 p.m. Contact the On-site Manager for the access codes.
- 12.2 A limit of two (2) guests per unit is permitted with a resident of the unit provided they do not affect the enjoyment of any other resident's use of the facilities. Resident(s) must accompany their guests at all times while in the court area.
- 12.3 Courtesy rule is that players limit their games to one (1) hour when others are waiting to play.
- 12.4 Night players must turn off the lights after they have completed their game.
- 12.5 The tennis court may only be used for tennis. No skateboards, scooters, or roller blades may be used on court.
- 12.6 Use of loud or vulgar language is grounds for being ejected from the courts and possibly losing future privileges.
- 12.7 Tennis shoes only are to be worn on the court.
- 12.8 Privileges will be revoked for any unit if the owner's account is in delinquent status.
- 12.9 Absolutely no glass, sharp, breakable or dangerous objects are allowed in the tennis court area for any reason at any time.

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12.10 No alcoholic beverages, food or tobacco products are permitted. Do not use the tennis courts when under the influence of alcohol or drugs.

13.0 BASKETBALL COURT: FACILITIES ARE UNDER 24 HOUR VIDEO SURVEILLANCE

13.1 The basketball court may be used by residents between 10:00 a.m. to 7:00 p.m.

13.2 A limit of two (2) guests per unit is permitted with a resident of the unit provided they do not affect other resident's use of the facilities. Owners must accompany their guests at all times.

13.3 Audible radios and other sound producing devices are not permitted at the court area.

13.4 Courtesy rules are that players limit their games to one (1) hour when others are waiting.

13.5 No skateboards, scooters, bicycles, or roller blades may be used on court.

13.6 The use of loud or vulgar language is grounds for being ejected from the court and possibly losing future privileges.

13.7 Tennis shoes only are to be worn on the court.

13.8 Basketball court use privileges will be revoked for any unit if the owner's account is in delinquent status.

13.9 Absolutely no glass, sharp, breakable or dangerous objects are allowed in the basketball court area for any reason at any time.

13.10 No alcoholic beverages, food or tobacco products are permitted. Do not use the basketball court when under the influence of alcohol or drugs.

14.0 RACQUETBALL COURT: FACILITIES ARE UNDER 24 HOUR VIDEO SURVEILLANCE

14.1 The racquetball court may be used by residents between 10:00 a.m. and 10:00 p.m. Contact the On-site Manager for access codes.

14.2 Courtesy rules are that players limit their games to one (1) hour when others are waiting.

14.3 Only regulation racquetball shoes, balls, and racquets may be used on the court.

14.4 Persons under the age of sixteen (16) may not use this facility without the presence of a responsible adult. An adult is defined as a person eighteen (18) years of age or older.

14.5 Owners are responsible for any damages to the facility caused by their tenants or guests.

14.6 A resident must accompany their guest(s) at all times while in the court area.

14.7 The use of loud or vulgar language is grounds for being ejected from the court and possibly losing future privileges.

14.8 Racquetball court use privileges will be revoked for any unit if the owner's account is in delinquent status.

14.9 Absolutely no glass, sharp, breakable or dangerous objects are allowed in the racquetball court area for any reason at any time.

14.10 No alcoholic beverages, food or tobacco products are permitted. Do not use the racquetball court when under the influence of alcohol or drugs.

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15.0 GENERAL INFORMATION AND COMMUNICATION:

15.1 Annual Meeting Attendance

15.1.1 All owners are required to attend the Annual Meeting of the Association or to submit a proxy prior to the start of the meeting. Failure to attend the meeting or to submit a proxy may result in a fine of fifty dollars (\$50.00). The Annual Homeowners' Meeting is generally scheduled on the fourth (4th) Thursday in March.

15.2 Communication from Board

15.2.1 The Board and the Property Management Company may communicate with members and residents through various methods. This includes but is not limited to, personal contact, posting notices on unit doors and at mailbox kiosks, U.S. mail service, and e-mail depending on the nature and purpose of the communication.

15.2.2 Proof of delivery of notice or mailing is satisfied when correspondence is posted on the door by the Property Management Company, their representative or by using the U.S. mail service.

15.2.3 The Property Management Company may correspond with owner(s) through U.S. certified mail along with regular first class mailing. Refusal to accept certified mail from the Property Management Company will result in a minimum fine of twenty-five dollars (\$25.00) per mailing.

15.2.4 Individual owner(s) are responsible for communicating all pertinent information to their tenants(s). The Board is only responsible for communicating with owner(s).

15.3 Communication to the Board

15.3.1 Owner(s) are encouraged to communicate all questions, concerns and requests pertaining to the Association in writing. Written communication may be sent to the Property Management Company.

15.3.2 The Board reserves the right to reject any concern if:

- A. It is vague and lacking in necessary concrete details.
- B. It is unsigned.
- C. It is verbal.

15.3.3 Members may also communicate in person with the Board at regularly scheduled Board Meetings during homeowner's comments or at a Homeowners' Forum.

15.3.4 All written service requests must be submitted in person or via the website in order to ensure necessary repairs are performed. Request for Service forms may be obtained on the Association's website or from the On-site Manager. Emergency **service** response action may be requested by calling the On-site Manager.

15.3.5 Please be mindful and courteous of the fact that Board members are volunteers and neighbors. Generally, communication should be through the U.S. mail or through the Association's website.

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15.4 Enforcement of Rules

- 15.4.1 The Board, the Association Manager, the On-site Manager and the Assistant Manager are authorized to enforce the Rules and Regulations of the Association. Official notification of Rules violation(s) will be through written correspondence from the Property Management Company.
- 15.4.2 The name or other identification of individuals reporting a violation or filing a complaint will not be released, except to the Board and the Property Management Company.
- 15.4.3 The Board has sole discretion in assessing compliance fines if these Rules are violated.
- 15.4.4 Owners may appeal a violation and/or compliance fine assessment by contacting the Property Management Company in writing and requesting a "Due Process Hearing". Requests for a hearing must be received at least ten (10) days prior to the next regularly scheduled Board meeting following the receipt of the written notice of violation and/or fine assessment. Failure to request a hearing will result in the fine being assessed to the owner's account and must be paid by the owner.
- 15.4.5 If any of the parties can show good cause as to why they cannot attend the hearing on the assigned date, they shall petition the Board in writing at least forty-eight (48) hours prior to the scheduled hearing date. The failure to appear at the hearing or to request an alternate hearing date will result in the Board's decision being upheld and the fine will be assessed to the owner's account and must be paid by the owner.

16.0 VIOLATIONS/ FINES AND EXPENSES:

16.1 Compliance Enforcement Process

A system of penalties has been established to ensure compliance with these Rules and. Unit owner(s) are ultimately responsible for payment of all fines.

FIRST WRITTEN VIOLATION	A warning letter without a fine unless otherwise stated in the Rules.
SECOND WRITTEN VIOLATION	A \$50.00 fine, payable with the next month's dues assessment unless otherwise stated in the Rules.
THIRD WRITTEN VIOLATION	A \$100.00 fine, payable with the next month's dues assessment unless otherwise stated in the Rules.
SUBSEQUENT WRITTEN VIOLATIONS	Fines will be increased in \$50 increments until violation is corrected. Fine is payable with the next month's dues assessment unless otherwise stated in the Rules.
The Board shall take all action necessary to gain compliance.	

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16.2 Compliance Expenses

Any expenses incurred by the Association to enforce these Rules and Regulations will be assessed to the unit owner.

17.0 ASSOCIATION DUES, ASSESSMENTS, FINES AND FEES:

17.1 Association Fees and Collections

17.1.1 Association monthly assessments are payable on the first (1st) day of each month. All Members are allowed fifteen (15) days to remit dues to the Property Management Company. Payments that are received on the sixteenth (16th) day of the month or thereafter will be assessed a late fee and other applicable charges in accordance with the Association's most current Collection Policy as posted on the Association's website.

17.1.2 All owners will be notified in writing of any Board approved special assessments, fines or fees and be transmitted by the Property Management Company.

Office Phone: 253-815-0393

E-Mail: