

# **Newport Lane Condominiums**

4802 Nassau Ave. NE, Tacoma, WA 98422

## **House Rules and Regulations**

Rules and Regulations first established December 15, 1998. Revised April 16, 2009.

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## 1. General

The House Rules and Regulations are designed to assure minimum regulatory intrusion. The units within Newport Lane were, and are, meant for residential purposes only. Our goal is that everyone will respect these Rules and Regulations, so that we may all enjoy a safe, quiet and peaceful home.

- a) All owners, tenants, guests and pets are subject to the Newport Lane House Rules and Regulations. It is the responsibility of the unit owner to inform guests and tenants of our House Rules and Regulations.
- b) There is a zero tolerance policy for illegal activities.
- c) No occupant, at any hour, may make noise or conduct offensive activity that will annoy or interfere with the rights, comforts, and convenience of other condominium occupants.
- d) All radios, televisions, stereos, musical instruments, etc., must be kept at a volume that is reasonable for everyone around you.
- e) Please keep in mind Pierce County Noise Abatement Policy that defines quiet hours of 10:00 PM until 6:00 AM.
- f) Any resident intending to be away from personal unit for more than one week should notify the Management Company with cell# and/or email address. This information is needed for emergencies that may arise.
- g) Owners are responsible for the repair or replacement of any property damaged through negligence of their own, their tenants, or their guests.
- h) One "For Sale" or "For Rent" sign, placed in a second level window, is permissible. Signage of all other types is prohibited.
- i) Grills should never be placed near siding, as melting will occur, and the resident will be responsible for replacement costs.

## **2. Common Areas/Limited Areas**

Newport Lane common areas are the main drives, the grassy areas such as run in front of buildings, behind buildings, and along parking areas, mail-boxes and areas in which we share space.

- a) Owners may not make any changes to the visible Common Areas/Limited Areas without prior Board approval. Changes may include landscaping, fencing, or any attachments to a building and doors.
- b) Pathways, roadways, and entrances must be left unobstructed and free of extraneous objects, such as bicycles, tricycles, skateboards, etc...
- c) Residents may not hang any object within view of others. This includes rugs, clothing, linen etc... out of any window.
- d) Curtains, drapes, horizontal and vertical blinds must be on all windows and glass doors. These must appear to be white or off-white in color when viewed from the exterior of the building.
- e) No resident, without Board approval, may install any wiring, electrical fixtures, plumbing, skylights, telephone or air conditioning units on the exterior of any building or that protrudes through the walls or roofs of any building.
- f) Radio or TV antennas and satellite dishes may not be erected without Board approval. Adding such items to roofs is strictly prohibited. Dishes may be installed, but not without approval and with strict structural guidelines. All work must be completed by a licensed contractor. Dishes may be no larger than 18 inches.
- g) Vehicle washing may only be done by utilizing your individual water spigot or the community car wash.
- h) Garage doors shall be kept closed, unless being used for access or for specific projects.

### **3. Parking**

Parking is extremely limited at Newport Lane and it is important for the safety of every resident to be mindful.

- a) The speed limit within the boundary of Newport Lane is 10mph, as posted at the front gate.
- b) Each unit is designated two parking spaces.
- c) Parking is allowed only in designated areas, which includes garages and designated parking. Parking is prohibited in the main drive and various lanes, except for brief loading/unloading.
- d) Driveway parking is prohibited except for Units 11, 12, 13, 14, 15, 21, 41, 42, 43, 45, 141, 142, 154, 181, 182 and 183.
- e) Parking within the accepted driveways, must be straight on parking. No cross driveway parking is permitted.
- f) Vehicles that belong to condominium owners, who do not live on site, or who have their units rented, may not be parked on the property except when visiting Newport Lane.
- g) No major repair or overhauling of vehicles or other equipment is permitted.
- h) Inoperable vehicles are not permitted on the premises. Flat tires and expired licenses could mean towing. Towing fees are responsibility of unit owner.
- i) Vehicles owners are responsible for the security of their own personal belongings. The Board assumes no responsibility for lost, stolen, or damaged vehicles.
- j) Recreational vehicles, trailers and boats are not permitted on the premises.
- k) Designated parking areas contain unit specific spots, permit spots and guest parking. Unmarked spots are for guests. Guests may not park for more than three days without Board approval.
- l) Permit/rental spots are available by Board approval, with strict guidelines and fees. There is a twenty-five dollar fee

per month for designated spots. There is a fifty dollar monthly fee for parking an extra vehicle in the complex (i.e. using an unmarked spot to park your vehicle on a daily basis).

m) If someone is blocking fire/emergency access, towing will be immediate.

**n) Violators to any of these parking rules and regulations are subject to towing. The offending resident will be responsible for that towing fee. Only Board members can call the towing company.**

#### **4. Unit Exterior**

In order to preserve a uniform exterior appearance to the buildings, the Board shall require and provide for the exterior maintenance. Exterior maintenance includes cleaning the siding, cleaning gutters, maintaining and replacing roofs, etc... If a resident damages any of these items due to their own decisions, they will be fined according to the replacement costs of the damaged property. Garage doors should have no visible damages; unit owners are responsible for all replacement costs. Fencing must be uniform within the complex. For fencing concerns such as painting, replacement, etc., please talk to the Board. Backyard/patio areas should be free of clutter. Landscaping within a resident's fenced back yard may have no item taller than the tallest piece of fencing. Residents are responsible for maintaining all landscaping within their fenced yard. If a deck is to be built, the resident must get approval and guidelines from the Board, prior to construction.

#### **5. Unit Interior**

Each unit resident shall, at his/her own expense, have the right and duty to keep the interior of the unit and its equipment, appliances and apparatuses in good order, condition and repair. Each resident shall be responsible for the construction, alteration, maintenance,

repair or replacement of any plumbing fixtures, water heaters, fans, heating equipment, electrical fixtures or appliances within the unit. Structural changes are prohibited.

## **6. Pets**

Domestic household pets such as dogs, cats and birds may be kept by unit residents, provided that residents follow these basic guidelines.

- a) Pets must be leashed, if out of the unit or fenced patio area.
- b) Owners are responsible for immediately picking up pet waste, per City of Tacoma Law.
- c) Pet owners will be responsible for any damage their pet may cause the property.
- d) No breeding is allowed.
- e) No vicious, dangerous or loud animals of any type are permitted.
- f) Pets must be accompanied by their owners, on a leash, at all times when they are outside of the unit, except for within a fenced yard.
- g) The Board may at any time require the removal of any animal which it finds is unreasonably disturbing other residents, and may exercise this authority for specific animals, even though other animals are permitted to remain.

## **7. Rental of Units**

The Newport Lane Board and Management Company have strict guidelines concerning the rental of units within Newport Lane. The Board, through the Management Company, must be notified, in writing, in advance of an owner's intent to rent or lease a unit. Board approval is required, as no more than nine percent (9%) or a maximum of eight (8) units may be rented at any given time. All rental agreements must be on file with the Management Company.

Tenant and owner information must be on file with the Management Company. Unit owners are responsible for communicating all the House Rules and Regulations to their renters. Unit owners are ultimately responsible for any issues/damage that is incurred by their renters.

## **8. Board Approval Process**

The Board will respond to any inquiry/request within 30 days of receipt. All requests and concerns must be in written form. It is the Board's intent to assess issues and respond to requests with fairness.

## **9. Move-In Fee**

A nonrefundable fee of \$100 will be charged to the unit owner each and every time a new resident moves into that specific unit. This fee includes reprogramming of the front gate, keys and administrative costs.

## **10. Enforcement/Due Process**

Each unit owner, occupant, tenant or invitee of a unit shall comply with the provisions of the CC&Rs, Bylaws and House Rules of Newport Lane condominiums, as the same may be lawfully amended from time to time, and with all Board decisions adopted pursuant to the CC&Rs, Bylaws and House Rules. Failure to comply may result in a fine and/or shall be grounds for an action to recover sums due, damages, or injunctive relief, or any or all of them, maintainable by the Board, the Association's managing agent on its behalf, or by another aggrieved unit owner.

a) The Board may, but is not required to, give written notice of the violation, and state a reasonable period of time for correction the violation. Alternatively, the Board may immediately cause the



correction to be made, depending on the urgency, difficulty and history of the situation. If the violation is not corrected within the time limit stated within the notice, the Board can make the correction. Any expense incurred in correcting the violation shall be imposed on the unit owner and added to the regular monthly assessment payable the first month following the completion of the correction. Payment of such expenses or fines shall be enforced in the same manner as provided for the enforcement of collection of other assessments.

b) The Board reserves the right to waive warning for certain offenses (such as having a vehicle impounded that is blocking ingress/egress to a unit's parking space.)

1) Prior to initiating a legal action against a unit owner, the Board will give the owner charged with the violation an opportunity to be heard as follows: Upon written request by the Management Company or Board or a specifically appointed committee or representative regarding the proposed action or fine. The notice shall include (a) a statement of the offense, (b) the proposed action and/or fine, (c) the date, time and place of the hearing, and (d) whether testimony must be oral, written, or both. The date of the hearing shall be set at least five (5) days from the date the notice is delivered.

2) At the hearing, the affected owner shall have the right to give testimony as outlined in the notice, subject to reasonable rules of procedure established by the Board to assure a prompt and orderly resolution of the issue at hand.

3) The owner charged with a violation shall be notified in writing of the decision of the Board or Hearing Committee within ten (10) days of the decision.

4) In enforcing these rules, the Board may delegate its function(s) including the determination of whether a violation has occurred, and the remedy therefore, to an agent, including but not limited to a single, or a group of, directors or the management agent.

5) Owners shall be financially responsible for all damages caused by their tenants, guests, or invitees and for any fines imposed as the result of conduct on the part of their tenants, guests, or invitees. Any charges for damages or fines shall be assessed against the unit in which the party responsibly rented or was visiting; and shall be enforceable in the same manner as is provided for the enforcement of other assessments.

6) A fine properly imposed against a unit owner constitutes a lien upon the unit of that owner.

## 11. **Fine Schedule**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense - \$25

3<sup>rd</sup> Offense - \$50

4<sup>th</sup> Offence - \$75

## 12. **Miscellaneous**

- a) Garbage and recycling are picked up on Tuesdays. It is important that each can have its lid firmly closed, or the City of Tacoma has the right to charge the customer extra. Garbage can ownership is mandatory in the City of Tacoma.
- b) Garbage and recycling cans should be set three to four feet apart, if possible per City guidance.
- c) Garbage cans should be set out the night before pick up and returned to the garage the day of pick-up.
- d) Soliciting is prohibited on the premises, as well as door-to-door salespeople. Flyers are not to be posted on doors.
- e) Seasonal Decorations must be taken down two weeks after the holiday has passed. The only exception is for Christmas decorations, which may be put up the day after Thanksgiving and must be removed by January 31<sup>st</sup>.
- f) The Board has approved storm and screen doors. The approved style is full view glass. The door must be white in

color. Please see the Board for specific details prior to buying and installing a storm or screen door.

- g) Bird feeders are not a good idea as they turn into rat feeders and unfortunately rats are common residents in this area.
- h) Payment of dues shall be made to the Property Manager on or before the first day of each month. Payment postmarked after the 15<sup>th</sup> of the month in which the payment is due will be subject to a \$25.00 late fee per each delinquent month. All owners are obligated to pay assessments approved by the Board to meet all common expenses of the property.**

These House Rules and Regulations are not all encompassing. If you have questions regarding an area not mentioned please refer to your copy of the Newport Lane CC&Rs or contact the property management company. Please be mindful that in a community such as ours, the observation of little courtesies can make for greater enjoyment by all in our community.