

ADMINISTRATIVE RULES AND REGULATIONS

KRM

AUTHORIZED UNDER DECLARATIONS ARTICLE
17, AUTHORITY OF THE BOARD SECTION 17.1
AND SECTION 17.2

Effective March 28th , 2001

Amended July 7th 2016.

GENERAL RULES

1. All limited common areas (including decks and patios) are subject to controls in the best interest of all owners and tenants. A clean, neat appearance must be maintained in these areas at all times. Articles shall not be attached, draped or hung on deck or entrance railings, fences, or in windows. No items are to be placed or stored in the common areas (including walkways, stairs, lawn, parking lots, etc.).
2. The attachment or placement of signs in common areas is not permitted, with the exception of Open House A-board signs, which must not be placed for longer than 24h. One For Sale or For Rent sign may be placed in one unit window only.
3. Interior window coverings shall consist of any of the following: shades, blinds, shutters or drapes. No other materials are permitted to cover surfaces, i.e. tin foil, permanent stickers, insulation, blankets, sheets, etc. All window coverings must show white, off-white or tan to the outside. Holiday decorations are welcome 30 days before the holiday and with removal ten days after holidays. Exterior Sun shades on decks and patios are permitted provided they are limited to the color of white, tan, brown or black.
4. Sidewalks, passages, stairs, walkways, porches, stairwells, and corridors must not be obstructed or used for any purpose other than entering or exiting. Items left and/or abandoned within the complex will be removed by the Association and cost will be passed on to the owner.
5. Radios (including vehicle radios) television, musical instruments, stereos and other noise, must be kept at a reasonable level AT ALL TIMES. Volume must be kept low between the hours of 10:00 PM and 8:00 AM (Quiet Hours).
6. Move-in/move-out must be done between 8:00 AM and 10:00 PM.
7. Car Alarms must be maintained in good working order. Any car parked on KRM property MAY BE towed if the alarm sounds for an extended time.
8. The speed limit within the complex is 15 miles per hour. Exception: The limit for the road in front of the Association office is 10 miles per hour, and the road is one direction, East to West.
9. Washing vehicles on KRM property is strictly prohibited.
10. Hoses left unattended in the common area will be removed by the Association.

11. HOME BASED BUSINESS: conducting any type of home based commercial business which involves people entering or leaving the unit or parking vehicles in the complex is strictly prohibited.
12. Destruction of property shall not be tolerated. Any costs, due to damage to any common or limited common area, by an owner, owner's guests or tenants will be responsibility of the owner. Be considerate! Do not throw anything (i.e. liquid, beverage containers, cigarette butts, etc.) from decks. Unit owners will be held responsible for the conduct of their children, guests, or tenants. Unit owners are financially responsible for any damage caused by their tenants.
13. Nothing may be done which will increase the cost and/or availability of insurance or will contribute to a fire hazard.
 - a. Only propane and electric grills are allowed. Any other types of grills may not be present on KRM property. BBQ smokers are not allowed.
 - b. No fire pits, bonfires or tiki torches are allowed on KRM property.
 - c. Functional smoke alarms are required in all units and should be checked at least twice a year.
14. CHIMNEYS:
 - a. For the safety of all residents and to maintain good insurance standards, the Association will periodically have all chimneys inspected at the expense of the Association, regardless of use of the fireplaces. The owners or their tenants shall allow the inspector into their units, as scheduled by the Association. If rescheduling is needed and results in an additional cost to the Association, this cost will be passed on to the owner. The owners or their tenants shall be cooperative if rescheduling is needed.
 - b. All issues pointed out by the inspector must be addressed by the owner at owner's expense, regardless of use of the fireplace, within a reasonable time set by the Board.
 - c. It is the owner's responsibility to clean and maintain the chimney and fireplace in a safe condition all year round.
15. DRYER VENTS:
 - a. Dryers must be vented in accordance to all local building rules, and regulations.
 - b. It is highly recommended that the dryers vent outside. However, all such installations must be first approved by the Board.
 - c. Dryer vents are to be cleaned yearly.

- d. The Association will periodically have all dryer vents inspected at the expense of the Association. The owners or their tenants shall allow the inspector into their units, as scheduled by the Association. If rescheduling is needed and results in an additional cost to the Association, this cost will be passed on to the owner. The owners or their tenants shall be cooperative if rescheduling is needed.
- e. All issues pointed out by the inspector must be addressed by the owner at owner's expense within a reasonable time set by the Board.

16. WATER HEATERS: Water heaters are to be replaced in accordance to the manufacturer's specifications and life expectancy. When installing a new water heater, local and state building laws must be followed, and all proper permits are to be obtained. The owners are to provide a copy of the water heater installation permit and manufacturer's life expectancy information to the Association Manager upon installation.

17. Taking shopping carts from nearby stores is THEFT. Do not bring carts onto KRM property.

18. AIR CONDITIONERS:

- a. Portable air conditioners are allowed in windows from May 1 through September 30 only.
- b. Air conditioners are NOT allowed to stick out of the window. Use a unit that doesn't go past the window screen.
- c. The air conditioners must not be attached in any way to the building exterior, including siding, sill or window frame. Any damage caused to the exterior will be the responsibility of the owner.
- d. No permanent air conditioners may be installed.

19. WINDOW SCREENS: Residents are permitted to install window screens. Screen frames should match the window frame color, except screens for sliding doors, which can also have a silver frame.

20. SCREEN/SECURITY DOORS: Residents are permitted to install screen door or security door on entrance to their unit. Door should be black.

21. SATELLITE DISHES/CABLES: Satellite dishes are only allowed to be installed on decks and patios, and must not be attached in any way to the building exterior, including but not limited to siding or railings. Freestanding tripods are ok. No owner or resident shall attach any cables or wiring in any way to the building exterior, including but not limited to siding, gutters, roofs or railings. Any such attachment will be removed by the Association and the cost of the removal and damage repair (if any) will be assessed to the unit owner. No owner or resident shall drill holes through

the building exterior; the cables can enter the units only through the natural sliding door or window opening. No satellite dish may be larger than 1 meter in diameter.

22. EXTERIOR APPEARANCE: No owner may modify or change the exterior of the buildings, screens, doors or other portions of any apartment visible from outside the apartment without the prior written consent of the Board or in accordance with rules or regulations of the Board.
23. Balconies and patios must be kept neat and free from clutter. Laundry, broken furniture, dead or fake plants, empty boxes, or other unsightly objects may not be visible from the outside. Nothing shall be hung on or from any railing, including decks and patios. No indoor furniture is permitted. Only typical outdoor furniture is allowed.
24. Astroturf or other indoor/outdoor carpeting, or floor covering is prohibited on any common or limited common area.
25. In order to preserve the uniform exterior appearance of the building, and the common areas and facilities visible to the public, the Board of Directors has the sole authority to decide on the painting and other decorative finish of the buildings, decks, patios or other common or limited areas and facilities and to prescribe the type and color of such decorative finishes.
26. DOORS: All front doors are to be six panel white doors, with the exception of the original doors. Any non-original doors that are not white are to be repainted to a matching white color.
27. INSULATED WINDOWS: Installation of new windows is permitted with vinyl frame to be almond color only. Double pane windows may also be installed in existing frames.
28. The common and limited common areas shall not be reconstructed, rebuilt, altered, removed or replaced except by the Association acting through the Board of Directors. Owners are prohibited from modifying the structure or decoration of the buildings, decks or patios, stairways, yard areas or other common or limited areas and facilities, including screens, doors, awnings, rails or other portions of each unit and building visible from the exterior thereof, including draperies, without the prior approval of the Board of Directors. No exceptions.
29. No exterior clothesline shall be erected or maintained and there shall be no drying or laundering of clothes, blankets, beach towels, etc. on the patios, decks or other common or limited common areas.
30. Driveways, walkways, and other portions of the common areas and facilities designed for access shall be used exclusively for normal ingress and egress and no obstructions shall be placed therein unless permitted by the Board of Directors or by the Rules and Regulations. No playing in walkways and stairwells.
31. Outdoor water shall not be left running any unreasonable or unnecessary length of time.

32. Leaving food outside for stray animals or birds, including bird feeders (except hummingbird feeders), is strictly prohibited. Feeding stray animals and/or pets and leaving food in the common areas will be considered littering and subject to fines.
33. Any scheduled plumbing work that involves water shut off must be reported to the Association Manager at least 72 hour in advance so proper notice can be emailed to affected owners (emergency plumbing repairs are an exception). The owner or resident having the work performed is responsible for posting flyers 24-48 hours in advance on doors of all affected owners, specifying date and time range of the water shut off, along with their contact information. The shut off must be performed by a licensed, bonded and insured plumber. Any damage is the responsibility of the owner or resident having the work performed.
34. Contractor Guidelines – Any work done on any owners unit must follow the contractor guidelines which are available on KRM website.
35. Smoking is prohibited in stairwells and enclosed common areas. Limited common areas (including decks and patios) are excluded from this restriction.
36. A move-in fee of \$125.00 will be assessed to the Unit Owners' account for each change of occupancy.

Amended 7/7/2016

DOMESTIC PETS

1. Pet owners have responsibility, accountability and financial liability for all actions of their pets. Domestic pet means dog or cat.
2. Pets such as fish, birds, hamsters, rabbits, gerbils are permissible, but must be kept in a cage or fish tank. Livestock including pigs and chickens are not permitted. Snakes are not permitted.
3. There shall be only two domestic cats or dogs per unit and no pet shall exceed 30 pounds at full growth (except service animals). Absolutely no dog breeds that are considered aggressive, regardless of weight.
4. Each dog and cat is required to be licensed by King County Animal control. Any unlicensed cat or dog shall be reported to Animal Control. The King County Animal Control or the Association Manager have authority to pick up any dog or cat that is running loose. The cost of removal will be levied against the owner of the unit where the pet resides. Current County animal removal charges shall apply.
5. Each dog has to be registered with the Association Manager. You must provide: license number, picture and description of dog.
6. Dogs shall be attended on a hand held leash when outside their respective unit at all times.
7. Pets are not to be staked or chained outside a unit.
8. Pets are not to be left unattended on decks or patios.
9. No gates or fences shall be constructed to keep pets on decks or patios.
10. Dog and cat excrement must be removed and properly disposed of by the pet owner immediately. Patio and deck areas must be free and clean of any pet excrement.
11. Pet owners are expected to control or, if necessary, remove any domestic pet that becomes a nuisance which disturbs other residents.

Amended 11/12/2015

GARBAGE

1. Trash and garbage which does not go down your sink disposal must be bagged and deposited inside the dumpster.
2. Place recycle items in the appropriate bin.
3. All empty boxes must be flattened and put in the appropriate recycle bin.
4. No items are to be left outside the dumpsters.
5. The dumping of mattresses, bed-springs, furniture, etc. in or around any dumpster is not permitted. Dumpsters are for normal household garbage only. Anything else must be hauled and/or disposed of by the owners/tenants.
6. The dumping of Commercial waste materials in dumpsters is not permitted.
7. If it is determined by the Association that a resident has violated the policy regarding disposition of mattresses, bed-springs, furniture, etc. or commercial waste materials in or around dumpster, the cost of removal will be levied against the owner of the unit. Current dumping fees shall apply.
8. Pet waste and cat litter must be bagged before put in garbage.

Amended 11/12/2015

RECREATION FACILITIES

PLAYGROUND

1. Recreational facilities are for the use of children of unit owners and registered lessees and guests only.
2. No one under the age of 12 may use the recreational facilities without adult supervision.
3. Playground hours are 10:00 AM to Dusk.

RECREATION ROOM

1. The Recreation Room is for the use of unit owners and registered lessees only. The capacity of the room is 165 persons.
2. The Recreation Room can be rented only to residents whose units aren't more than sixty (60) days past due.
3. Reservations for use of the room may be made by contacting the Association Manager.
4. Smoking is NOT permitted in the Recreation Room. Alcohol may be served if a banquet permit has been obtained and is posted during the event.
5. All reservations for special functions in the Recreation Room are to be made no less than 72 hours in advance by the resident who will be responsible for the event and cleanup after the event.
6. There is a non-refundable fee of \$50 per day for parties of 25 and less, and \$100 if the party is over 25.
7. A deposit of \$100 is required to reserve the Recreation Room when the attendance is 25 or less and no alcohol is served. When the attendance is over 25, the deposit increases to \$200. When alcohol is served, a \$200 security deposit will be required. The deposit will be refunded provided the Room is left neat, clean and undamaged. (Board members are exempt from the deposit fee.) Any damage, repairs, replacement or cleanup costs in excess of the deposit will be assessed against the unit owner and the deposit fee will be forfeited.
8. The resident renting the room must signed a lease agreement provided by the Board.
9. Events that are related to the Association matters, if approved by the Board, are exempt from the fee, deposit and signing of the lease agreement.
10. The function must be concluded by 10:00 pm. Cleanup to be concluded by 12 PM the next day.
11. Teenage parties in the Recreation Room must be arranged and supervised by the parents, who must be in attendance at ALL times and are responsible for the conduct of the guests.

12. No one under the age of eighteen (18) may use the Recreation Room or equipment without adult supervision.
13. Rough housing of any kind is NOT permitted.

Amended 11/12/15

RENTING REQUIREMENTS

1. The residential units are intended for and restricted to use for residential purposes only, on an ownership, rental or lease basis.
2. No lease or rental of a unit may be of less than the entire unit and no unit owner or other person shall be permitted to lease or otherwise rent a unit for a term less than thirty (30) days.
3. Owner(s) or authorized agent, either leasing or renting a unit, shall be responsible for giving the tenant(s) a copy of and explaining the Rules and Regulations at the time the unit is rented or leased.
4. Any lease or rental agreement must provide that its terms shall be subject in all respects to the provisions of the Association Rules and Regulations and that any failure by the tenant to comply with the terms shall be a default under the lease or rental agreement.
5. The Board of Directors hereby prohibits the parking of vehicles, owned by renters, in the parking spaces held for common parking if the renter does not have a completed lease or rental agreement on file with the Association.
6. The Administrative Rules and Regulations of the Association shall be binding upon all unit owners and occupants and all other persons claiming any interest in the condominium and other than stated, there is no restriction on the right of any unit owner(s) to lease or otherwise rent their unit.
7. As provided in Section 11.2 of the Declaration: Before a tenancy commences, the unit owner(s) must provide to the Association Manager a copy of the lease or rental agreement. The names of all occupants, as well as vehicle description(s) must be provided. If this is not provided, a fine of \$150 will be levied for every unreported lease (lease extensions are exempt from this requirement).
8. Owners are financially responsible for any fines, damages or charges incurred by their tenants and also accountable for the conduct of their tenants and tenants' guests.
9. The Association strongly advises all owners and renters to carry homeowner or renter insurance.

Amended 11/12/15

STORAGE LOCKERS

1. Each resident is assigned one storage locker.
2. Storage of combustible materials in storage lockers is prohibited.
3. Do not park/store bicycles or other items in storage locker aisle ways.
4. Items abandoned in aisle way and other areas outside of the lockers will be removed and disposed of without any prior notice.
5. Storage lockers are to be used for storage purposes only.
6. Smoking is not allowed in the storage area.

Amended 11/12/15

BIKE RACKS

1. All bikes must have inflated tires and be in workable condition.
2. All bikes must have a lock.
3. Any bike that isn't in a workable condition (flat tires, no wheels, no saddles, or otherwise inoperable) may be removed and disposed with a written three (3) day notice.

Created 11/12/15

VEHICLES AND PARKING

1. Each unit is assigned one numbered parking space to be used by the owner or resident(s) of that unit for the parking of visibly operable passenger vehicles.
2. All residents of KRM must register their vehicle(s) with the Association Manager and display a parking permit on the rear of the vehicle(s). The permit cannot be reused in another vehicle, without a prior registration of that vehicle. Motorcycles, motor scooters, mopeds, etc. are registered the same way as passenger vehicles.
3. In the event a unit has two (2) passenger vehicles, one must be parked in an unnumbered space on a first come basis.
4. A maximum of two passenger vehicles per unit may be registered and parked on KRM property at no cost. An additional parking permit may be issued at a \$50 monthly fee per vehicle, assessed to the unit owner. Availability is limited, based on parking conditions. The Board of Directors reserves the right to not give out or revoke additional passes at the Board's discretion at any time.
5. Any unregistered vehicle parked in any parking space over 48 hours may be ticketed for removal. After an additional 72 hours, the vehicle will be towed at the expense of the owner as per Section 10.3 of the amended Declaration. Moving such a vehicle to another location on KRM property doesn't restart the time.
6. The storing of non-operable vehicles on KRM property is prohibited. Vehicles with expired tabs are also considered non-operable.
7. Vehicle repairs and the draining of antifreeze or oil is not permitted on KRM property.
8. Any noticeable oil leakage will result in the responsible homeowner being notified, and the oil stain being removed at the owner's expense.
9. Any guest or temporary vehicle, that will be present on KRM property for a period longer than 48 hours, must be registered with the Association Manager. No parking permit is necessary.
10. Because of the possible danger of exhaust fumes seeping into the bedrooms of some units, because exhaust fumes destroy plants, and because parking Permits must be visible on the rear window of vehicles, back-in parking is not permitted on KRM property.

11. No commercial trucks (vans and pick-ups up to and including $\frac{3}{4}$ ton are excluded), box trucks/vans, trailers, campers, boats, jet skis, or recreational vehicles shall be parked on KRM property.
12. Any vehicle found blocking fire lanes, building entry ways, garbage dumpsters, or parked piggy-back fashion (double one behind the other), spanning multiple parking spots or outside of a parking spot is illegal and will be towed immediately at owner's expense, without notice.
13. Any resident has the right to have an unauthorized vehicle towed from his/her assigned numbered parking space.
14. Any resident whose vehicle has been removed by another owner and who wished to pursue the recovery of any expense incurred, is to direct any complaints to the unit owner, the Board is not responsible for any consequences of the vehicle being towed in accordance to the KRM Rules and Regulations.
15. Parking privileges for a second vehicle may, at the Board of Directors discretion, be revoked at any time with cause with a written three (3) day notice. If the vehicle is not removed in the given time, it will be removed at the owner's expense.
16. If a motorcycle is parked in the unit assigned space in front of the passenger vehicle, parallel to the curb, such a motorcycle doesn't count towards the two vehicle limit. Motorcycles parked in such a way doesn't require to display a permit, however, registration of the vehicle is still required.
17. These Vehicles and Parking rules are binding upon all unit owners and/or tenants.

Amended 11/12/2015

INSURANCE CLAIMS

1. If a personal injury occurs in the common areas of KRM property, immediately notify the Association Manager and provide details of the accident. The Association Manager will notify the Board of Directors and the insurance company. The injured party must follow up by completing an Accident/Personal Injury Report Form available from the Association Manager.
2. All probable insurance claims not involving personal injury should be submitted in writing to the Association Manager in order for the Board of Directors to review before presentation to the insurance company.
3. Any insurance claim from any unit that suffers a loss from any cause other than an obvious common cause may require filling under extended coverage with the Homeowner responsible paying the required deductible.
4. Any insurance claim from any unit that suffers a loss from a “common area” may require filing under extended coverage with the Association paying the deductible requirement.
5. Except to the extent covered by Association insurance, the Association will not be liable for any injury or damage to person(s) or property whatsoever.
6. Any unit suffering loss caused by another unit may seek coverage of the loss from the homeowner of the unit causing the damage.

Amended 11/12/2015

PROCEDURES FOR ENFORCEMENT

1. Concurrence: Every owner, tenant, condominium resident or guest at KRM is required to comply with the Declarations, Bylaws, and Rules and Regulations.
2. Precedent: Lack of enforcement in the past does not mean that any rule or restriction can or will be waived.
3. The Board of Directors is empowered to establish and enforce Rules and Regulations. The Association Manager (managing agent) shall carry out all directions of the Board for the enforcement of rules.
4. The Rules and Regulations will constitute the basis for violations subject to fines. The procedures to assess the fines will be as follows: Complainant(s), being the offended person or persons, shall file written complaint with the Board of Directors, either directly or through the managing agent. If available, pictures, sound tapes, and/or witness lists should accompany and substantiate the complaint to the greatest extent possible. The names of complainant(s) will be held in confidence until such time as the offender requests the information for a hearing.
5. The Board will review the complaint in a timely manner and if they so elect, will refer the matter to the managing agent to notify the offender by a warning letter, sent either by regular or by certified mail, in regard to the nature of the violation and the potential fine, and demand that there be no further such violation.
6. If the violation continues to occur or reoccurs at any point following five days from the mailing of a regular letter or the receipt date of a certified letter, the managing agent shall notify the offender that a hearing will be scheduled in the managing agent's office as of a prescribed date no earlier than ten days no later than twenty days from the date of the notifying letter. The offender may appear in person or provide a notarized statement, together with supporting evidence if any, in lieu of appearing. Further, the offender may request a delay of hearing for a mutually agreeable period not to exceed ten days from the original hearing date. If the offender fails to follow the above procedures, the failure will constitute a default.
7. Following the hearing, or default, the managing agent will make a finding and notify the Board. Unless the Board overrides the finding of the managing agent within ten days of the date of finding, the fine will be entered as a special assessment against the offender and collected in the same manner as other assessments.

8. Fines will be levied in accordance with the following schedule: A \$50.00 fine will be levied for a first violation. If, after a period of 30 days of the assessment of fine, the violation is repeated at any time within one year, a \$100.00 fine will be assessed. If the violation is repeated at any time following 30 days from assessment of the last fine and within a period of one year, another fine will be assessed in the amount of \$200.00 and such \$200.00 fines will be assessed for subsequent violations of the same kind.

9. If the situation is ignored, and/or violations continue, the Board will initiate use of legal proceedings to obtain an injunction, damages, or both. The board has final authority to pursue legal remedy.

FINES & FEES SHALL BE LEVIED AS FOLLOWS:

Fees Schedule	Fine/Fee
Late fee	\$25.00
Move-In Fee	\$125.00 per change of occupancy
Rules Violations	
1 st Letter	\$50.00 fine to Owner
2 nd Letter	\$100.00 fine to Owner
3 rd Letter	\$200.00 fine to Owner
All Repeated Violations	\$200.00 fine per each recurrence

Pursuant to the authority granted the Association under RCW 64.34.304(j), a Unit Owner shall pay the Association by such Unit Owner all amounts paid by or expenses incurred by the Association (including the minimum charges specified below, which may change based on amounts paid to third parties)

Amended 7/7/2016