


Chambery Park Condominium

Rules, Regulations, and Information

Reformatted June 2015

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- Click on the View Menu icon  in the upper left corner directly beneath the red “close file” round radio button
- Choose Table of Contents
- Click on the chapter title you want to view to take you directly to the chapter

Contents

Welcome	i
Chambery Park Homeowners Association	ii
Section 1 – Rules	
Chapter 1 – Community (Common) Areas	
General Rules.....	1-1
Use of the Cabana	1-1
Reserving the Cabana	1-3
Sports Court	1-4
General Rules.....	1-4
Tennis and Pickle Ball Rules	1-4
Swimming Pool.....	1-4
Forms	1-6
Sample Reservation Contract for Use of Cabana and Kitchen	1-6
Checklist for Reserved Use of the Cabana and Kitchen	1-7
Furniture Placement Diagram	1-8
Sample Tennis or Pickle Ball Reservation Sheet.....	1-9
Chapter 2 – Private (Limited Common) Areas	
General Rules.....	2-1
Remodeling	2-2
Interior Wall Alterations	2-2
Replacing Floor Coverings	2-2
Guidelines for Replacing/Installing Windows.....	2-3
Windows and Patio/Balcony Doors	2-3
“Garden” Windows.....	2-4
“Daylight” Windows.....	2-4
“Skylight” Windows	2-4
Entry Doors.....	2-5
Screen/Storm Doors	2-5
Chapter 3 – Plants and Outdoor Décor	
Plants in the Community (Common) Areas.....	3-1
Sidewalk Pots and Planters	3-1
Plants in the Private (Limited Common) Areas.....	3-2
Outdoor Décor	3-2
Community (Common) Areas.....	3-2
Private (Limited Common) Areas.....	3-2
Walls of Patios, Balconies, and Porches.....	3-3
Sample Permission Form	3-4

Contents

Chapter 4 – Financial Information	
Handling of Funds	4-1
Monthly Homeowner Fees.....	4-1
Delinquent Fees and Fines	4-2
Homeowner Fees Delinquency	4-2
Fines for Violation of the Declaration, Bylaws or Rules and Regulations....	4-2
Chapter 5 – Safety	
Fire Alarm Procedure.....	5-1
Resident Unit Key.....	5-2
Traffic Control	5-2
Speed Limit.....	5-2
Security Gates	5-2
Front Gate Entry	5-2
Parking Restrictions	5-3
Guest Parking.....	5-4
Criminal/Suspicious Activity.....	5-4
Chapter 6 – Pets	
Disposal of Pet Waste	6-1
Pet Control	6-1
Bird Feeders	6-1
Chapter 7 – Waste Management	
Waste Management.....	7-1
Garbage	7-1
Recycling	7-1
Food and Compostable Waste	7-2
Hazardous Waste	7-2
Old Tires	7-2
Chapter 8 – Selling or Renting Your Unit	
Selling Your Unit.....	8-1
Apartment Rental Policy.....	8-2
Chapter 9 – Resident Caretaker	
Resident Caretaker	9-1
Section 2 – Regulations and Information	
Chapter 10 – General Administration	
Unauthorized Use of Chambery Park Name.....	10-1
Use of Chambery Park Resident Contact List/Information	10-1
Handling Complaints	10-1
Rules Enforcement.....	10-1

Contents

Section 3 – Community Resources

Chapter 11 – Community Resources

Basic Cable Provider.....	11-1
Local Post Offices.....	11-1
Shoreline Recycling and Transfer Station	11-1
Library.....	11-1
Lake City Community Center.....	11-1
Lake City Neighborhood Service Center.....	11-1

Section 4 – Revision History

Revision History	12-1
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Welcome!

Welcome! We consider Chambery Park Condominium to be one of the most desirable in the Seattle area. Our amenities include beautiful grounds with mature trees, a swimming pool, and a sports court. We have a community cabana with a kitchen, billiards room, library, spa, sauna, exercise room and a lounge/meeting area with fireplace and a large screen TV. We are proud that our residents work together and hope that you will add your enthusiasm to our diverse community.

We are furnishing you with this set of rules. There will be changes from time to time, which will be mailed to you from our property manager at Quorum Property Management. Please review the changes and update this handbook by removing and inserting pages as revisions are made. Please leave the set of rules along with all of the appliance handbooks should you sell or lease your unit.

We look forward to your participation in the governing process at our monthly Board of Directors meetings and hope you will serve on one of our committees as well. Your contribution is vital as our community grows and changes. Minutes of the meetings will be sent to all homeowners and will contain a record of decisions made by the Board. Board membership is decided at the Annual Meetings.

We have several social activities during the year and look forward to seeing you at these fun events!

Your Board of Directors

Note: If you have any questions or comments, contact the appropriate Board member or the Resident Caretaker. Their names are listed in each Board meeting minutes and also on the bulletin board at the cabana entrance.

Chambery Park Homeowners Association

The following are areas where homeowners may become more involved within the community. If you are interested in helping in any way, please contact the appropriate Chairperson. Each Chairperson can form a committee, either temporary or long term, to help in the performance of duties after the Board has approved such committee. Relevant matters may also be taken up by homeowners for a recommendation to the Board, or may be directed to the Board, who may refer matters to a committee.

Buildings and Maintenance

The Buildings Chairperson maintains surveillance of physical condition for adequacy of maintenance of all building exteriors and interior of common areas, including swimming pool, sport court, and cabana; reports to the Board on maintenance deficiencies and special maintenance requirements; recommends capital improvements for budget consideration; and works with the Resident Caretaker in obtaining cost estimates for work required.

Finance and Budget

The Finance Chairperson reviews monthly financial reports from our Property Manager and reports variances from budget and monthly financial conditions to the Board. With the help of the Property Manager, he/she prepares the annual budget. The Finance Chairperson has the responsibility to monitor the various accounts on a monthly basis and advise the Board about funding levels.

Grounds and Landscaping

The Grounds Chairperson maintains surveillance of the quality of grounds maintenance and reports to the Board any maintenance deficiencies and special maintenance requirements. The Grounds Chairperson works with a landscape company to select, buy, plant, and/or replace plantings as needed. He/she reviews and recommends Board action with respect to homeowner requests for permanent plantings adjacent to their units.

Rules and Bylaws

The Rules Chairperson recommends to the Board any changes in the rules or bylaws that may be deemed appropriate. He/she reports on rule violations to the Board and recommends action if necessary.

Social and Communication

The Social Chairperson works with the Board to coordinate condo social activities and communication with residents about such events. This includes scheduling and arranging association social functions, greeting new residents and orienting them to the community.

Section 1

Rules

General Rules for Community (Common) Areas

The Community (Common) areas are for the use of all residents. They include the courtyard, gardens, driveways, sidewalks, building exteriors, cabana, pool, and sports court.

1. In the interest of resident safety, homeowners or guests shall not use the Community (Common) areas (courtyard, driveways, or walks) for active play. The Sports Court may be used if available.
2. Residents shall exercise extreme care in regard to making noise, particularly in the use of musical instruments, radios, televisions, or amplifiers that may disturb other residents.
3. Obnoxious or offensive activity shall not be carried on in any condominium or Community (Common) area, nor shall anything be done which may be or become an annoyance or nuisance to other owners. See Declarations Section 8 (i).
4. Residents or owners shall not install anything in their unit (such as wiring, electrical installations, air conditioning, plumbing, antennas etc.) that shall protrude into or affect the Community (Common) areas.
5. Residents shall not attach anything to the outside of the building or make any external changes without prior Board permission. See Declarations 8 (e) and Chapter 3 of this handbook for more information.
6. Car washing is allowed using hoses near the carports throughout the property; however, do not dispose of soapy water in any flower beds or around tree trunks as this is harmful to the plants and trees.

Use of the Cabana

1. The hours are 7:00 AM to 10:00 PM for the swimming pool, the sports court, and the cabana when used in conjunction with a reservation. There are no time limitations for the spa, sauna, billiards/table tennis room, exercise room, and the lounge. However, please remember that residents and guests must not disturb other homeowners or the Resident Caretaker who lives above the cabana.
2. A resident who uses the cabana in the evening must assume that he or she is the last person to use the facility unless there is another resident present. The last person to depart the premises is responsible for turning off the building heat, turning off the lights (except the table light in the corner that is timer-controlled) and making sure that the doors are firmly closed (not propped open) so that they are able to lock automatically. The last user present at the spa or sauna must turn off the power to that room and cover the spa (if used) when he or she is done using the facility.

3. Due to rules imposed by Seattle King County Department of Public Health upon inspection August 2006, both of the gates to the pool area must be kept locked at all times. The resident's cabana key will open the cabana and both pool gates.
4. Guests are not to be in the cabana except when accompanied by a resident. The resident must stay in the same area as his or her guests.
5. Minor kitchen use such as using the microwave is permitted even when the kitchen is not reserved. Always clean up after using the kitchen, wash and put away dishes, wipe counters and remove any food waste.
6. The billiards table, which doubles as a table tennis table by using the special top, is available on a first-come-first-served basis (except when reserved for a party.) If and when others arrive to play, the table will be relinquished to them when the current game is finished, or within 30 minutes, whichever comes first. Children under the age of 16 are not allowed to play billiards without competent supervision. Replacement of cues and balls is required when finished with the billiards table. Any damage to the billiards table will be the financial responsibility of the resident using it.
7. Residents have first priority to use all recreational equipment. As a courtesy, equipment such as the exercise machines should be passed on to others on a fair and frequent basis if there are no rules that specify a time limit.
8. All residents and guests shall maintain proper decorum when using facilities and shall not engage in any activities that may be offensive to others.
9. Smoking is prohibited in the cabana.
10. The spa is NOT to be used for bathing or for a play area. Swimwear is to be worn at all times in the spa. A cleansing shower is required before entering the spa. The Seattle King County Department of Public Health regulations for spa facilities are posted in the spa room. A complete list of spa rules is posted in the spa room. The operating controls are located just outside the door to the spa room. No child six (6) or under is allowed into the spa. Children under twelve (12) must be accompanied by an adult resident. The cover must be replaced by the user before he/she leaves.
11. Use of the sauna is to be regarded with the same care as the spa. Children must be seven (7) years of age or older and be accompanied by an adult. The instructions for use are posted on the door of the sauna.
12. For safety reasons, an adult must accompany children under the age of twelve (12) using the exercise equipment.
13. The Resident Caretaker has the authority to enforce all the rules pertaining to the use of the cabana, swimming pool, and sports court.

Reserving the Cabana

Residents may reserve the kitchen and/or lounge/meeting area for personal use. The exercise room, swimming pool, spa, sauna, and sports court must always be available to all homeowners and, as such, cannot be reserved exclusively for private parties. Though these areas are not included in the reservation of the cabana, they may be used by those reserving the cabana if they are available. The billiards/table tennis room may be reserved as a food service area in conjunction with a cabana reservation. A sample of the reservation form and a furniture layout diagram can be found at the end of this chapter.

Procedure to reserve the kitchen and/or lounge/meeting area:

1. Sign up for the event on the calendar posted in the cabana. Information on the calendar must include name/unit number, time and length of reservation, and use of the billiards table if you wish to use it for food service.
2. Complete page one of the reservation form (in file folder on the bulletin board.) Place the form in an envelope with a check made out to Chambery Park Homeowners Association in the amount of \$100.00 for a cleaning deposit. Put it in the mail slot at the bottom of the cabana stairs. The Resident Caretaker will hold the check until after the post event cleaning is complete.

Procedure for determining return of cleaning deposit:

1. Keep page two of the reservation form. On the day of the event, use the checklist to do a pre-check for cleanliness of the cabana with the Resident Caretaker.
2. After the event, use the visual guide to return the furniture to its original location. The cleaning must be complete by noon on the day following the event. When cleaning is complete, contact the Resident Caretaker or a member of the Board to do the post event inspection with you. If there is another event scheduled before that time, the cleanup must be performed immediately after the original event.
3. If the post event inspection reveals areas that need additional attention, complete the additional cleaning at that time.
4. The deposit check will either be returned or destroyed after it is determined that the facilities have been cleaned and returned to the condition in which they were found.

Note: If the billiards table will be used for food service, cover the table, put the table tennis top over it, and then cover it with a tablecloth.

Sports CourtGeneral Rules

1. Hours: 8:00 AM to Dusk
2. Those using the court must show courtesy to others at all times.
3. A resident must accompany guests of any age. An adult must supervise children under the age of eight (8) at all times. The tennis net cannot be used for jumping over, climbing on, or running into.
4. When the court is not reserved or being used for tennis or pickle ball, it is available for basketball, hopscotch and four square.
5. Sport and running shoes that do not leave marks are required. No hard-soled shoes or other shoes that leave a mark are allowed.
6. The following are prohibited: skateboards or skates of any kind; scooters and bikes; hockey sticks; chalk and anything that could scratch the surface of the court or leave marks; loud voices, music, or noise that is disturbing to neighbors.

Tennis and Pickle Ball Rules

1. The courts may be used when not reserved, but must be surrendered to players with a reservation when claimed within ten (10) minutes of their reserved time.
2. Reservation sheets are located in the exercise room. Residents may reserve the tennis or pickle ball court for up to two (2) hours. Play may continue beyond two (2) hours if no one is waiting to play or claiming a reservation.
3. Residents and their guests must wait outside the court until their reserved time if the court is occupied. A resident must accompany guests of any age.

Swimming Pool

King County Department of Public Health (9S)A-POOL PM 3/8/90)

1. Chambery Park Pool is a private pool, for the enjoyment of the residents and a reasonable number of guests.
2. Because there are no lifeguards at Chambery Park pool, all persons swim at their own risk. A responsible ADULT RESIDENT (18 years or older) must accompany all children and youths up to age seventeen (17), and must be at the pool at all times. Gates, including the main access gate, must be closed at all times.

3. Guests of all ages must be accompanied by a resident who assumes responsibility for guests' compliance with these rules.
4. The pool may be used from 7:00 AM to 10:00 PM daily. NO PETS are allowed in the cabana or pool area.
5. No one with a disease spread by water may use the pool. Do not use the pool if you have diarrhea, open sores or wounds, infections of ear, eye or skin.
6. No flotation rafts, inner tubes, scuba gear or swim fins are permitted in the pool at any time. Life vests and small pool toys for children are appropriate. Orthopedic flotation tubes (noodles) are allowed for therapeutic exercise.
7. No food or drink is allowed IN the pool. Beverages and snacks must be served in unbreakable containers in the pool area.
8. Smoking is prohibited in the pool area.
9. Only regular swimwear is allowed (no cutoffs.)
10. Chairs or lounges may not be reserved.
11. Discard all waste in the appropriate container.
12. Moderation and respect for neighbors' rights to enjoy the pool are required. No running, horseplay, or shouting will be tolerated in the area. Loud radios or musical devices are not allowed.
13. Do not use the main cabana door if suits are wet. Swimmers must use the south entrance (rear of sports court) for access to the toilets. Bring your cabana key and do not prop the door open. Wipe the floor if it is wet from bathing suits. Exit through the same door.
14. Anyone refusing to obey the rules is subject to removal from the premises or may be subject to a fine in accordance with the Bylaws. The Resident Caretaker or any Board member has authority to enforce rules and ask violators to leave.

Reservation Contract for Use of the Cabana and Kitchen

COMPLETE THIS PART OF THE FORM WHEN RESERVING THE CABANA

Resident's Name (Print) _____ Unit # _____

Date of Reservation _____ Deposit Received _____

Number of Guests _____ Time of Party: Start _____ End _____

Signature _____ Date _____

The Swimming Pool, Spa, Sauna, Exercise Room, and Sports Court must always be available to all homeowners and, as such, cannot be reserved or used for private parties. The Billiards/Table Tennis room can be reserved as a food service area in connection with a cabana reservation so long as this resident is to be with guests and is responsible for them. Note your Billiards Table reservation on the calendar.

1. Reservation is to be made ahead of time with the Resident Caretaker and recorded on the master calendar.
2. Payment of \$100.00 for cleaning deposit must be made before the party. No exceptions. Make check out to Chambery Park Homeowners Association.
3. In case of damage, the resident reserving the facilities will be liable for any and all repairs.
4. Cleaning must be done by noon the day following the party. Exception: If parties are scheduled back-to-back, cleaning must be done before the start of the next party.
5. Residents who schedule parties in the cabana must be respectful of residents living around the cabana area. Keep noise to a minimum. No slamming doors, no running, loud music, or loud voices.
6. Do not prop open the cabana door using the dead bolt. Use the stop to hold it open.
7. The \$100.00 deposit check will either be returned or destroyed when all of the cleaning requirements below have been met and the cabana is returned to the same condition in which it was found. The cabana must be cleaned to the satisfaction of the Resident Caretaker or a Board member. If the Resident Caretaker must perform work to clean the cabana, the entire \$100.00 deposit will be forfeited. Note: One check may be written for parties occurring during a 3-month period.
8. Smoking is prohibited in the cabana.

Checklist for Reserved Use of the Cabana and Kitchen

Before your event: Complete the pre-check with the Resident Caretaker. Each individual should initial in the pre-check column if the items/areas are clean and in good order. Evaluate all areas even if you do not plan to use them to prevent possible misunderstanding.

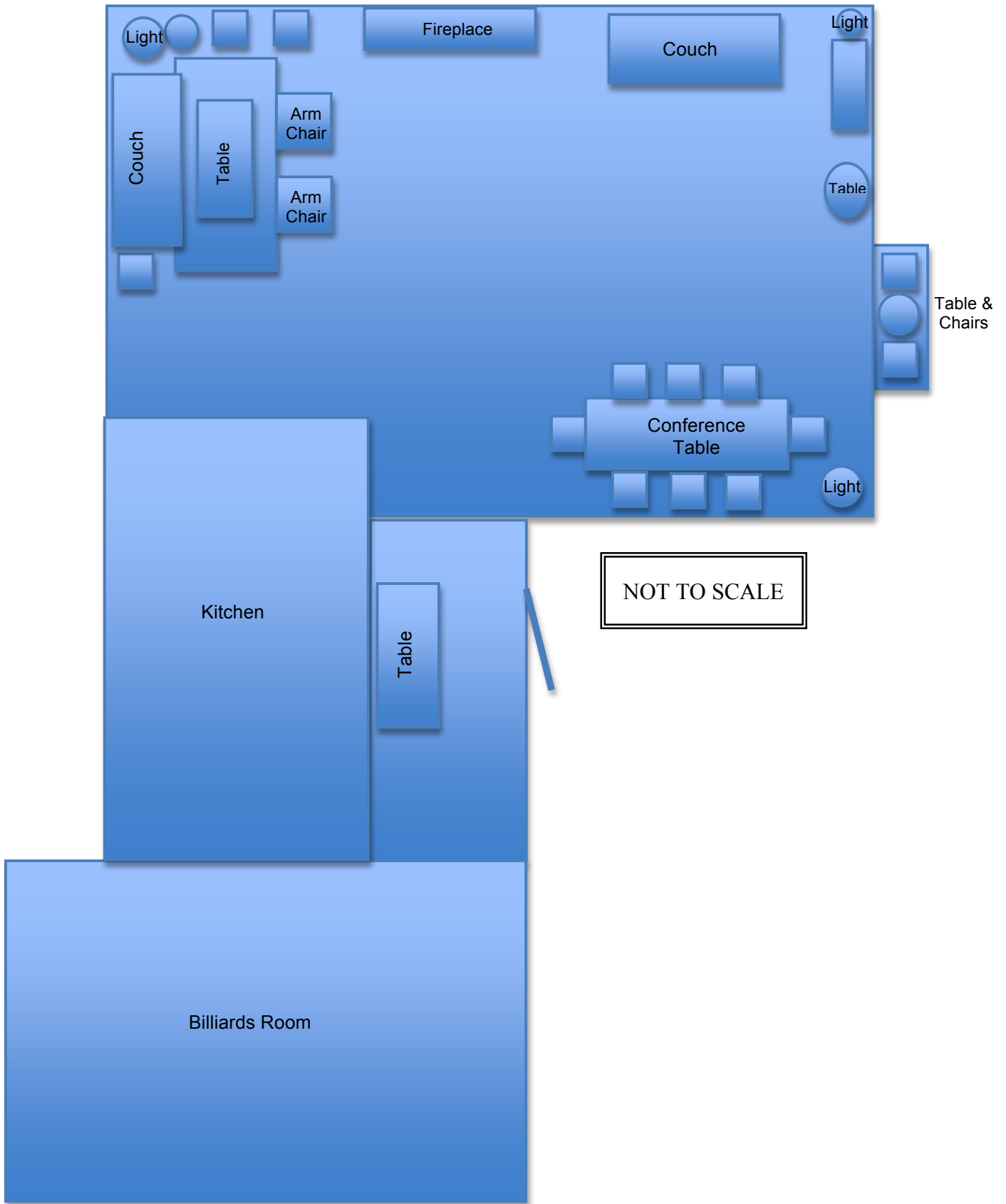
After the event: Clean up using this list as a guide. Do the post event inspection with the Resident Caretaker or a Board member and initial in the post-check column if the items/areas are clean and in good order. Any cleaning deficiencies must be remedied at this time.

Thanks for helping make our cabana a place to be proud of as we entertain our friends.

Pre-check	CONDITION OF CABANA	Post-check
___	POOL BALLS IN POCKETS	___
___	BILLIARDS TABLE COVERED	___
___	CUE STICKS AND CHALK PUT AWAY	___
___	BILLIARDS ROOM CARPET VACUUMED	___
___	FURNITURE RETURNED TO ORIGINAL POSITION	___
___	TABLES AND OTHER FURNITURE SURFACES WIPED	___
___	CRUMBS CLEANED FROM ALL CHAIRS AND CUSHIONS	___
___	RUG IN LOUNGE AREA VACUUMED	___
___	WOOD FLOOR VACUUMED	___
___	MAT AT ENTRY FROM POOL VACUUMED	___
___	STOVE CLEAN	___
___	MICROWAVE CLEAN	___
___	SPILLS CLEANED IN REFRIGERATOR	___
___	DISHWASHER EMPTY	___
___	COUNTERS WIPED	___
___	KITCHEN SINK CLEANED	___
___	FOOD WASTE REMOVED	___
___	KITCHEN FLOOR SWEEPED	___
___	NO WATER SPOTS ON BATHROOM MIRRORS	___
___	SINKS AND COUNTERS WIPED	___
___	RESTROOM FLOORS DRY	___

Comments:

FURNITURE PLACEMENT DIAGRAM



Tennis or Pickle Ball Reservation Sheet: Week of

Sign up for time on the sports court by writing your unit number in the appropriate space.
 A maximum of two hours may be reserved.

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12 NOON							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							

General Rules for Private (Limited Common) Areas

The Private (Limited Common) areas are for private use by residents. They include patios and balconies, carports, and non-covered numbered parking spaces. These areas may not be used for storage.

1. Residents shall exercise extreme care toward making noise, particularly in the use of musical instruments, radios, televisions or amplifiers that may disturb other residents.
2. Obnoxious or offensive activity shall not be carried on in any condominium or any Private (Limited Common) area, nor shall anything be done which may be or become an annoyance or nuisance to other owners. See Declarations Section 8 (i).
3. Seasonal decorations may be installed on balconies/patios or hung in windows provided such decorations do not violate insurance, fire, or county regulations. All seasonal decorations must be removed by fourteen (14) days after the holiday. Exception: White or colorless lights may stay on until March 1 when the Community courtyard lights are removed for the season.
4. To assure security of this property, residents or owners shall notify the Resident Caretaker if they will be away, if other persons will be using their units, or if workmen are to be admitted to the grounds. The Resident Caretaker may refuse admission to anyone until he/she has been satisfied of such person's legitimate business.
5. Residents are responsible for keeping their balconies/patios clean and tidy. No towels or clothing can be hung over balconies. Empty pots must be stored inside. The Board reserves the right to do necessary cleaning and bill you for labor and materials should you fail to do so after a proper and timely notice.
6. Only deck furniture, barbecues, plants, bicycles, and firewood are allowed on balconies/patios.
 - a. Firewood must be in appropriate commercial firewood holders that do not exceed three (3) feet high by three (3) feet long, and the width of one log (approximately 18 cubic feet.)
 - b. Bicycles must be clean and in working order, and they should be parked as far back on the balconies/patio as possible.
7. For plants and outdoor décor guidelines, see Chapter 3.

Remodeling

A homeowner may remodel his/her unit any way that he/she wishes. However, written Board approval must first be obtained when replacing floor covering, altering interior walls, replacing/installing windows/glass doors, and replacing front doors or screens.

Interior Wall Alterations

Notify the Building Chairperson with the plans for the interior wall alteration. The alteration must be approved by the Board in writing prior to any remodel work to ensure that the proposed wall alteration is in compliance with City of Seattle Building Code and with the rules of the Chambery Park Homeowners Association.

1. If it is not a load-bearing wall, the remodel can proceed.
2. If it is a load-bearing wall, a structural engineer must be contacted, at the homeowner's expense, to determine the action required to preserve the structural integrity of the building. Upon receipt of the recommendation from the structural engineer, the request will be forwarded to the Board for final approval.

Replacing Floor Coverings

All floor remodeling projects must be reviewed and approved by the Board in writing to ensure that the proposed floor assembly is in compliance with City of Seattle Building Code and with the rules of the Chambery Park Homeowners Association.

1. This policy describes the practices pertaining to floor covering replacements that will be required by the Chambery Park Homeowners Association Board to ensure compliance with its Declarations, Bylaws, and Rules, and to protect the quality of life and quality of owners' investments in their homes.
2. In the event that a homeowner replaces an existing floor covering with another covering that will increase impact sounds to the home below, such as the replacement of carpeted floor with a hardwood floor, or the replacement of a hardwood floor with a stone or ceramic tile floor, that homeowner must take reasonable measures to reduce these sounds. This policy requires the installation of floor underlayment material and the possible use of area rugs so that the sound of impacts, especially footfall sounds, on replacement flooring will not be a nuisance to the life activities taking place beneath the floor space and stairs.
3. For space that is located above, or adjacent to, any and all bedrooms, (this space might include entrance hallways depending upon the layout of the upper and lower units) the replacement flooring must include an under layer of sound insulation material so that the resulting Impact Isolation Class (IIC) rating equals or exceeds 58, as indicated on a manufacturer's specification sheet, and must include area rugs or runners on all areas that are routinely traversed.

4. For space that is located above dining rooms, living rooms, hallways, study rooms, dayrooms, and dens, the replacement flooring must include an under layer of sound insulation material with an IIC rating that equals or exceeds 58.
5. The exemptions to this policy are:
 - a. Floors in ground level units
 - b. Floors on the second level of townhomes
 - c. Bathrooms, kitchens, closets, and hallways that currently have a hard surface to the extent that the proposed replacement flooring is of the approximate IIC rating of the current flooring (i.e.) linoleum and hardwood are considered to have the same approximate IIC rating while materials including stone and ceramic tile are considered to have a significantly lower IIC rating.
6. This policy only applies to new installations of floor coverings. Homeowners currently having any hard surface flooring will not be required to retrofit their floors.

Guidelines for Replacing/Installing Windows

1. Any homeowner wishing to upgrade or alter any window must obtain **written approval** from the Board prior to installation.
2. Homeowners must submit a copy of the installation proposal to the Chair of the Building Committee for review before signing any contract to upgrade/alter any window. The installation proposal must include water-sealing specifications. After review to assure compliance with the guidelines, the Building Committee will present the proposal to the Board for approval.
3. Homeowners must submit requests for approval by the 7th of the month to be put on the agenda for the Board meeting that month.

Windows and Patio/Balcony Doors

1. Windows may be vinyl or aluminum frames.
2. The exterior appearance must match existing windows. The windows and frames must be the same size, design, frame configuration and external color as the existing windows.
3. Sliding doors on the French balconies of bedrooms may be replaced with a stationary window along the bottom half of the opening and a sliding window on the top half.

4. Windows must be clear, colorless, non-patterned glass. Windows above the front doors on E, F, and G buildings are the only exception to this rule. These windows may be replaced with non-patterned glass that is clear or of the same level of opacity as the existing windows. Slight tinting to minimize carpet fading, etc. is allowed.

“Garden” Windows

1. “Garden” windows (ground floor A, B, C and D buildings) have been installed post-construction in some units as a homeowner responsibility.
2. “Garden” windows may be replaced with a window identical to the existing window in design, size, color, external appearance and frame configuration OR a single slider window forty-two (42) inches wide by forty-eight (48) inches high and identical in design, color, external appearance and frame configuration to the kitchen window.
3. Windows must be clear, colorless, non-patterned glass. Slight tinting to minimize carpet fading, etc. is allowed.

“Daylight” Windows

1. “Daylight” windows (third floor A, B, C, and D buildings) have been installed post-construction in some units as a homeowner responsibility.
2. “Daylight” windows may be added to third floor units in these buildings. Windows must be identical in design, size, color, external appearance, and frame configuration to existing daylight windows on other units.
3. Windows must be clear, colorless, non-patterned glass. Slight tinting to minimize carpet fading, etc. is allowed.

“Skylight” Windows

1. “Skylight” windows are in the roofline of the lower garden units in Buildings E, F, and G.
2. Options: These windows have two (2) possible replacement configurations.
 - a. The original stationary three-sectioned windows.
 - b. A raised skylight (see G101 for an example of this replacement option which was approved by the Board in October 2011.)

3. At the time of replacement, city regulations must be researched and windows must comply with current code.
4. Owners must discuss replacement details with the Buildings Chairperson to clarify the window type, design specifications, and costs.
5. Cost responsibility: The cost of replacement is the homeowner's responsibility unless there is proven damage caused by water leakage. In this case the HOA will share the cost.

Entry Doors

1. Before replacing an entry door homeowners must obtain written permission from the Board. Plans for the door should be submitted to the Buildings Chairperson.
2. The door should be a flat panel door with a view hole and a deadbolt lock that can be disengaged from the inside without a key.
3. The Board determines the paint color for the door. The owner should contact the Resident Caretaker for the paint.

Screen/Storm Doors

1. Before replacing a screen/storm door homeowners must obtain written permission from the Board. Plans for the door should be submitted to the Buildings Chairperson.
2. Owners intending to add a screen or storm door to their condo shall choose a color to blend with the building exterior – a subdued hue such as a deep bronze or dark brown.

Plants in the Community (Common) Areas

All plants in the Community (Common) area are the property of the Homeowners Association (HOA) including all those planted with permission. See guidelines below. The Grounds Chairperson, with approval of the Board, manages all gardening decisions. The Board can remove or replant any of these plants at its discretion. No residents may water the Community (Common) areas. This is done by the Grounds Chairperson or contracted professional gardeners.

It is important that all residents of Chambery Park feel free to beautify the area around their units with potted plants on the patios, balconies, porches, and entryways following the guidelines below. Homeowners who share an entry walkway or porch must discuss planting ideas with their neighbor and agree or compromise.

It may be possible to plant a few small flowering plants in the following Community (Common) areas with written approval. Contact the Grounds and Landscaping Chairperson to obtain a planting permission form.

1. The small garden spaces outside the main entries of buildings A, B, C, and D.
2. The small garden spaces adjoining the lower unit entryways of buildings E, F, and G.
3. The small corner planting areas for upper level entries of buildings E and F.

Sidewalk Pots and Planters

The purpose of these rules on main walkways and entryways is to prevent obstructions and assure safe passage for pedestrians, wheelchairs and emergency response personnel. Residents may place flowerpots on the outer sidewalk as long as they conform to the following guidelines:

1. Buildings A, B, C, D: Planters and pots are not allowed on main walkways because they are too narrow.
2. Buildings E, F, G: Planters and pots may be placed on the main walkways because they are wide. Pot sizes are limited to fourteen (14) inches wide and twenty-four (24) inches high.
3. Buildings A, B, C, D: The narrower sidewalks leading to entryways are limited to pot sizes twelve (12) inches wide and twenty-four (24) inches high. Porches have the same pot size limitations.
4. Buildings E, F, G: Pots on porches are limited to twelve (12) inches wide and twenty-four (24) inches high. Pots can also be placed on the railings in pot

- brackets or railing planters that do not drain on the wood of the railings. There is a limit of three pots that do not cover more than four (4) feet of space per unit.
5. Building G, Upper Units: A pot can be placed in the corner of each recess where no small corner planting area is available. Keep in mind that the pot must be temporarily moved off the sidewalk for semiannual cleaning.
 6. In the interest of safety and convenience, all stairs must to be kept clear.
 7. All outdoor pots and planters must be planted and maintained year round. Otherwise they must be removed to a storage area.
 8. The Resident Caretaker pressure washes the sidewalks and entryways twice each year. Homeowners must remove all pots from the sidewalks, entry walkways, and porches temporarily so that the work can be accomplished.
 9. Garden tools and supplies need to be kept indoors.
 10. There must be unobstructed access to all meter rooms, fire alarm rooms and sump pumps at all times.

Plants in the Private (Limited Common) Areas

Plants on balconies and patios must be placed on plant stands with drip pans or saucers. Pots placed on railings must be in pot brackets or railing planters that do not drain on the wood of the railings.

Outdoor Décor

Outdoor décor includes any non-plant items that are displayed outdoors. They can include small cement items, decorations, ceramic items, signage, etc. The primary guideline is that the items are not to be placed on any walkways, are small, discreet, and not offensive to other residents.

Community (Common) Areas

1. Residents may not place any outdoor décor in the central courtyard and gardens.
2. Small, discreet items may be placed in entryways and adjoining gardens.

Private (Limited Common) Areas

1. Small, discreet items may be placed on patios and balconies.

Walls of Patios, Balconies, and Porches

1. Small outdoor décor is allowed.
2. If you wish to hang a larger item, written approval from the Board is required. Contact the Grounds and Landscaping Chairperson to obtain an outdoor décor permission form.

Note: The Board has the right to have any homeowner remove outdoor décor that could be deemed reasonably offensive to neighbors.

**CHAMBERY PARK HOMEOWNERS ASSOCIATION (HOA)
SPECIAL PERMISSION FORM**

1. Planting

Resident: _____ of Unit# _____

has permission to plant the following in the Community (Common) area adjacent to their residence:

2. Outdoor Décor

Resident: _____ of Unit# _____

has permission to place outdoor décor in the Community (Common) area adjacent to their residence:

The resident will cover any cost. This permission does not extend to any other areas. Plantings and Outdoor Décor must be in compliance with the rules set out in the Rules, Regulations and Information book, Chapter 3.

This permission can be withdrawn at any time. All plantings become the property of the Homeowners Association (HOA.)

Signatures:

Approved _____ Date _____

HOA Position _____

Resident _____ Date _____

Unit # _____

Make two copies: Resident keeps one copy and the Board keeps another.

Handling of Funds

The Property Manager receives homeowner fees, makes all of our deposits, maintains our General Account and Reserve Account, and reports to the Finance Chairperson. The Property Manager transfers a designated minimum dollar amount determined by the budget process to the Reserve Account each month.

The Finance Chair has the responsibility to monitor the various accounts and advise the Board about funding levels. During the budget process, the Finance Chairperson determines the level of monthly deposit needed to adequately fund the Reserve Account.

Each year, the Board will engage the services of a professional reserve analyst to conduct a review of the association's long term maintenance needs and make funding recommendations as directed in RCW 64.34.380 and RCW 64.34.382.

Reserve funds are held in FDIC insured accounts or in federal securities. The Finance Chairperson assures that signature cards for access to reserve accounts are up-to-date.

Monthly Homeowner Fees

The Declaration of our Association, Sections 16 and 17, defines the method to be followed in budgeting common expenses and in establishing the maintenance fee for each unit. The Declaration places the responsibility for the budget process with the Board of Directors.

In summary, fees are established as follows:

1. The Board adopts a budget for the following year at the November or December meeting of each year.
2. The budget must include an operating account (routine expenses) and a reserve account (savings for insurance and projected major maintenance.)
3. The monthly homeowner fee for each apartment is determined by the percentage of interest assigned to that apartment by the Declaration (Schedule A, Amendment I) and includes combined percentages of the apartment and the open parking spaces assigned to it, if any.
4. Monthly homeowner fees include regular monthly assessments and special assessments if approved by the Board.

Monthly homeowner fees are due on the 1st day of each month. They are payable by the 10th of the month without penalty. *This fee goes toward maintaining the Community (Common) areas, paying for water, sewer, garbage pick-up, recycling, enhanced basic cable, and funding the reserve account.*

Condominium owners may sign up for direct payment of homeowner fees using Quorum

Real Estate ACH program. This service offers a way to pay your monthly fees automatically from your checking account. If this method is chosen, the account will be automatically debited on the 10th day of the month.

For more information, call Quorum Property Management offices, the condominium management firm used by Chambery Park Homeowners Association. Phone (206) 283-6000 or email tbraile@quorumrealestate.com.

Delinquent Fees and Fines

1. Homeowner Fees Delinquency

Any homeowner fees not paid in full by the 10th day of the month will be assessed a late fee of \$75.00.

Collection Policy for Overdue Monthly Fees

When owners are three (3) months overdue, a ten (10) day pay or collection notice will be sent. If there is no payment or approved payment plan within ten (10) days, the Board will authorize Quorum to turn it over to an attorney or collection agency, proceed with a suit in small claims court, direct an attorney to proceed with a suit in small claims court, or direct an attorney to proceed with a lien foreclosure action. The owner can call Quorum Property Management to discuss possibilities of a payment plan.

2. Fines for Violation of the Declaration, Bylaws or Rules and Regulations

After a warning and a notice and an opportunity to be heard, a resident found to have committed a violation of the Declaration, Bylaws, or Rules and Regulations will be subject to being fined in accordance with the following schedule:

\$100.00 for the first violation to be paid in ten (10) days
\$200.00 for the second violation to be paid in ten (10) days
\$300.00 for the third violation to be paid in ten (10) days
\$300.00 for each repeated violation thereafter

Collection Policy for Unpaid Fines

The Board may turn over to collection by an attorney or collection agency, proceed with a suit in small claims court, or direct an attorney to proceed with a lien foreclosure action.

The Association shall be entitled to reimbursement for its reasonable cost, including attorney fees, lien fees, title fees, and other collection costs. Jurisdiction and venue of any action brought to collect monies owed by an owner or tenant may be commenced in Seattle, King County, Washington.

For a full explanation of rules enforcement, see Chapter 10.

Fire Alarm Procedure

**IF THE FIRE ALARM BUZZER IN YOUR BUILDING SOUNDS
CALL 911 IMMEDIATELY.**

DO NOT SILENCE THE ALARM – SEE 6b BELOW.

**FIRE ALARM PROCEDURE UPDATED BY FIRE MARSHALL
FEBRUARY 12, 2015.**

1. ALL SMOKE DETECTORS in each building are connected to the fire alarm panel in that building. If one detector triggers an alarm, the alarm will sound in EVERY UNIT, as well as the alarm bell at the end of the building. The alarm control panel is in the meter room near the entrance of one of the lower units.
2. VACATE YOUR UNIT as soon as the alarm sounds and meet on the sidewalk in front of the building.
3. DO NOT TOUCH the smoke detector or the buzzer on the ceiling of your unit.
4. CHECK THE CONTROL PANEL in the Fire Alarm/Meter room.
 - a. Go to the fire control panel and locate the number of the unit that has triggered the alarm.
 - b. Check to see if the resident is at home and determine the cause of the alarm.
5. IN CASE OF AN ACTUAL FIRE, be sure that all units of the building are vacated. The Resident Caretaker or Board members can obtain keys to units where you cannot contact anyone by knocking.
6. IF IT IS A FALSE ALARM or WHEN EVERYONE IS OUT SAFELY:
 - a. Call 911 again.
 - b. THE DISPATCHER WILL GIVE THE OKAY TO SILENCE THE ALARM. Silence it by pushing the appropriate silencer on the control panel.
 - c. NEVER PUSH THE RESET BUTTON. Only the fire department can reset the system. We will be fined if anyone else resets the system.
7. The Fire Department can open any back gate with keys we have placed in “KNOX” boxes, which are used and maintained by the Fire Department only.

Become familiar with these rules before you need them. Ask the Resident Caretaker for a walk-through if you wish.

Resident Unit Key

1. All homeowners shall surrender a current unit key and screen/storm door key to the Resident Caretaker for the exclusive use and purpose of accessibility in the event of a building and/or health care emergency situation.
2. A homeowner who fails, neglects or objects to registering his/her unit key/screen door key with the Resident Caretaker shall be held solely responsible for any and all damages resulting from the necessity to enter-by-force by the Fire Department, Paramedics, Police and/or the Resident Caretaker. In such circumstance and incident, The Chambery Park Homeowners Association shall be held harmless from all damages, cost or litigation incurred by or arising from the neglectful actions of the homeowner.

Traffic Control

Speed Limit - The speed limit for travel on the grounds is 10 mph.

Security Gates - For residents' peace of mind, our local Fire Department has emergency access to Chambery Park using "KNOX" boxes at all gates.

1. The front car gate on 15th Avenue NE, and the east and west pedestrian gates will be kept closed.
2. The back car gates on 17th Avenue NE will be open from 7:00 AM to 7:00 PM October through March, and 7:00 AM to 8:00 PM April through September.
3. The front car gate MAY NOT be opened or closed manually except by the Resident Caretaker or the assigned alternate.
4. Walkers and bicyclists must use the east or west walk-in gates when the back car gates are locked. Please always remember to take your pedestrian gate key.

Front Gate Entry

1. New residents are to notify the Resident Caretaker of their contact information so that their phone number can be programmed into the security gate system. Guests can dial residents' codes (as seen on the entry gate residents list) and this will ring their telephones. Residents can admit guests by pressing number 0 on their phone.
2. Remote controls may be purchased from the Resident Caretaker for \$45.00 each. All units receive a keypad entry code from the Resident Caretaker as an alternative for remote controls.

3. Some cars can be programmed to open the front gate. Refer to your car owner's manual for setup.

Parking Restrictions

1. Homeowners should register their vehicles with the Resident Caretaker.
2. All parking spaces are restricted to operable vehicles with valid license plates only. The parking spaces are NOT to be used to store vehicles. Campers, boats, trailers, and other recreational vehicles or equipment, and any personal items are not to be stored in the Private (Limited Common) areas except by consent of the Board.
3. Car covers are permitted only on currently licensed vehicles if the vehicle is owned by the resident and parked in an uncovered parking space. Car covers must fit properly, be neutral in color, and be kept clean and maintained. No tarps are allowed.
4. Motorcycles may be parked in the same parking space with a car if the motorcycle is parked sideways at the head end of a covered parking space and the car behind does not impede traffic. Covers are permitted on currently licensed motorcycles and must fit properly, be neutral in color, and be kept clean and maintained. No tarps are allowed.
5. Head-in parking is allowed in the larger private spaces on the outside of the driveway if the cars do not obstruct traffic or fire lanes and do not make entering or exiting the covered carports difficult. The Board has the right to regulate specific vehicles due to size. Parking spaces where this is permitted are 1, 2, 3, 4, and 33.
6. Parking is NOT permitted in fire lanes, in front of mailboxes, along yellow painted curbing, in areas labeled no parking, or in privately owned spaces without the owner's permission. Parking in any fashion that blocks or impedes the movement of other vehicles in our condominium area is NOT allowed.
7. Residents or guests who park inappropriately will receive a warning notice. If the warning is unheeded, the car will be towed at the owner's expense. The impounding notices posted in the north and south visitors' parking areas apply to all unauthorized parking.
8. If a vehicle has an oil, grease, water, or other fluid leak, it must be repaired as these leaks damage the parking lot surface.
9. The following action will be taken regarding parking infractions. If no explanation has been supplied to the Rules Chairperson, the car in violation will be ticketed with a warning regarding rule enforcement. If the car has not been

moved by the second day after being warned, the car will be towed at the owner's expense.

Guest Parking

1. Designated visitor parking areas are restricted to guests of residents only. Resident cars are not to be parked in these areas.
2. Guests are limited to three (3) consecutive days per month. In the event a guest will be staying more than the three (3) day limit, the resident host must inform the Rules Chairperson of the circumstances and request permission for additional parking time. Otherwise the guest must park outside of the Condominium grounds.
3. During holiday seasons and for large parties, arrangements can be made with the Resident Caretaker to open the east walk-in gate for guests who park on 17th Ave NE.

Criminal/Suspicious Activity

Please be informed and vigilant of any criminal activity at Chambery Park and immediately report any suspicious activity to 911. Do not approach suspects after calling 911. Notify the Resident Caretaker or a Board member immediately.

The Seattle Police Department recommends the procedure noted above if you witness suspicious or criminal activity. Minor incidents such as car prowls will be reported in Board Meeting minutes. In the event of a serious crime at Chambery Park, residents will be notified by the Resident Caretaker (or the Board if the Resident Caretaker is not available) by email if an email address is on file, or by a notice on the front doorknob.

Disposal of Pet Waste

1. Pet owners are responsible for cleaning up their animal's elimination.
2. Pet waste must be disposed of in the homeowner's personal garbage container. It cannot be disposed of in the garbage dumpster located in the recycle/garbage area.

Pet Control

1. Pets are limited to dogs, cats, and birds.
2. Pets are NOT allowed in the cabana, the pool area, the sports court, or the courtyard of the Community (Common) area.
3. Dog owners are encouraged to "walk" their dogs outside the gates. Dogs must be on a leash at all times in the complex.
4. If any resident keeps a dog or other pet in his/her condominium, he/she shall take all care required to ensure that the pet does not disturb other residents.
5. Owners must notify their dog walkers of these rules.

Bird Feeders

Bird feeders are not allowed at Chambery Park because seeds and other animal food attract rats and other rodents. Containers with birdseed and animal food may not be kept on the grounds, on patios, or on balconies. Hummingbird feeders are allowed.

Waste Management

The recycling sheets given out with the compost bucket when you move in will help you distinguish where items should be disposed of.

Garbage

1. Garbage containers labeled with unit numbers are kept in the garbage bays near each building. Be sure to use your own container. Putting garbage in a neighbor's container is not allowed unless that owner has given permission.
2. Garbage includes diapers, kitty and dog litter, detached tin can lids, caps and lids smaller than three (3) inches in diameter, and any waste that cannot be recycled or composted.
3. All garbage must be bagged and tightly tied when placed in the container. When placing the garbage container out for pickup, the lid must be on the garbage container. Garbage overflow is not accepted. Residents with occasional extra garbage should contact Seattle Public Utilities for information on paying for an extra bag.
4. If city waste employees find recyclables or compostables in a garbage container, the garbage container will be tagged and the Association will be fined \$50.00. If these fines are extensive, it may lead to higher homeowner fees.
5. Items too large for your personal garbage container may be disposed of in the garbage dumpster located in the garbage/recycling area at the northeast back gates on 17th Ave NE. Diapers, kitty and dog litter are not to be disposed of in the large garbage dumpster in the recycle area.
6. Items too large for the garbage dumpster in the garbage/recycling area must be taken to the Recycling and Transfer Station. See Chapter 11 Community Resources.
7. Garbage containers are the only items allowed in the garbage bay. Do not store firewood or other personal possessions there.
8. No "give away" items are to be placed on 17th Ave NE outside the back gates.

Recycling

1. Recycle containers are located at the northeast back gates on 17th Ave NE.
2. Recycling should be placed in the blue recycling dumpsters or the large blue recycling containers.

3. The following items can be disposed of in the recycling bins: caps and lids that are at least three (3) inches in diameter (smaller caps and lids jam the recycle sorter); clean paper products (plastic-coated and wax-coated paper is OK); clean foil; bagged plastic bags; newspapers, magazines and catalogs; flattened cardboard boxes; glass containers; clean plastic containers; rinsed aluminum, steel, or tin cans.

Food and Compostable Waste

1. Food and compostable waste containers are located in several garbage bays. Check to find the one nearest your unit. Do not use plastic bags to collect kitchen waste. Biodegradable bags are readily available at most stores, or you may use paper bags.
2. Items that can be included in the food and compostable bins are discarded plants with soil removed, food scraps, meat bones, egg shells, coffee grounds and filters, tea bags, nutshells, fruits, vegetables, pasta, grains, greasy pizza boxes, paper towels, shredded paper, soiled paper eating utensils, and paper take-out cartons (NO plastic or wax coating). If in doubt, check the laminated sheets given out with the compost bucket.

Hazardous Waste

1. Visit www.HazWasteHelp.org for information on drop-off sites and hours.
2. The following items are accepted at a hazardous waste site: household cleaners; lawn and garden products; oil-based paints thinners and stains; aerosol hobby supplies; automotive products; household and vehicle batteries (alkaline batteries may be placed in the household garbage); antifreeze; flammable liquids; propane and butane tanks; solvents; thermometers and thermostats that contain mercury; fluorescent tubes and bulbs.
3. CFL bulbs can be recycled at stores such as Bartell Drugs or Lowes.

Old Tires

1. Some Les Schwab Tire retail stores will recycle old tires at no charge. Call before you take them as some stores will charge for disposal.

Selling Your Unit

Owners shall notify the Resident Caretaker and the Board if their unit is for sale and when it is sold so that we can update our data. We need to be aware if real estate agents may be on the premises.

Items to Give to New Owner/Resident

1. All condo keys, including the mailbox key.
2. Front entry gate remote (if applicable.)
3. Chambery Park Rules, Regulations, and Information handbook.
4. All appliance user manuals and any other pertinent information regarding your unit.

Signage

1. Marketing signs are limited to For Sale or similar signs and may NOT be displayed in the Community (Common) area, including the entrance area.
2. Small “sandwich” board signs may be displayed temporarily on Open House days.
3. A For Sale sign no larger than about eighteen (18) inches by twenty-four (24) inches may be placed in the front window of the unit for sale near its main entrance.

Open Houses

1. Prior to any Open House, the realtor should notify the Resident Caretaker with date and times.

Apartment Rental Policy

In accordance with Section 8. (k) of the Declarations, the following policy concerning rental of a unit has been adopted.

1. To maintain the value of our homes, Chambery Park has a rental cap that limits the number of units that can be rented. Therefore, you must have written approval from the Board of Directors before beginning the rental process.
2. The Board of Directors shall condition its approval upon the following:
 - a. Receipt of a satisfactory summary of a report on the proposed tenants from a qualified tenant-screening agency.
 - b. Receipt of a copy of the rental lease and standard lease form signed by all the proposed tenants which provides the following:
 - i Names of all persons who will occupy the apartment for more than two weeks per year.
 - ii A statement that the maximum number of occupants for the apartment shall be two persons and one child per bedroom.
 - iii A statement that the rental term is for a minimum of six (6) months.
 - iv A statement signed by the proposed tenants that they have received a copy of the Declarations, Bylaws, Rules and Regulations, and any amendments thereto, and that the failure of the tenants to abide by the terms and conditions thereof, including the payment of fines assessed by the association, shall constitute a violation of the rental agreement and may be grounds for eviction.

Items to Give to New Owner/Resident

1. All condo keys, including the mailbox key.
2. Front entry gate remote (if applicable.)
3. Chambery Park Rules, Regulations, and Information handbook.
4. All appliance user manuals and any other pertinent information regarding the unit.

Resident Caretaker

Chambery Park Homeowners Association employs a Resident Caretaker for the maintenance and security of our complex.

1. His/her primary duty is the care of the cabana, swimming pool, spa, sports court, and other common areas. He/she is responsible to the Board and receives his/her direction from the Board of Directors, and more specifically from the Buildings Chairperson and/or the Grounds Chairperson.
2. In accordance with the contract with the Association, the Resident Caretaker is supervised by the Board, and keeps the appropriate Board members informed of his/her activities.
3. The Resident Caretaker is not responsible for individual household repairs of the residents of Chambery Park though he/she may be contacted for emergency advice. Homeowners may employ the Resident Caretaker during his/her off hours at their own expense to address household needs. This is solely at the discretion of the Resident Caretaker.
4. Residents may contact the appropriate chairperson regarding any problems related to the common area needs.
5. The Resident Caretaker lives above the cabana in Unit H100 and his/her phone numbers are listed on the resident phone list. He/she may leave the premises at times, but is always available for EMERGENCY ADVICE by cell phone. For non-emergency questions, the use of his/her voice mail is appropriate. He/she will respond as soon as possible. This cell phone is listed in the Chambery Park phone directory and in the cabana on the bulletin board.
6. While the Board of Directors retains responsibility for enforcing the general rules, the Resident Caretaker has the authority from the Board to enforce the rules when immediate action is required, e.g. enforcement of rules for the pool and sports court, trespassing, etc.

Section 2
Regulations
and
Information

Unauthorized Use of Chambery Park Name

The only entity that can approve a Chambery Park posting, open a Chambery Park account on line, or establish a Chambery Park website on any media (including, but not limited to social media like Facebook, the Blogosphere, Twitter, Tumblr, or newsletters) is the Board of Directors of the Chambery Park Homeowners' Association.

This is not to say that residents of Chambery Park cannot have personal postings on any social media they choose. However, they cannot identify them as being an official Chambery Park posting or an official Chambery Park site.

If this rule is violated by any resident of Chambery Park, the owner of the unit will be notified of a rules violation that could result in a fine or a series of fines.

Use of Chambery Park Resident Contact List/Information

The contact information on the Resident List is private and may not be used for commercial purposes.

Handling Complaints

Chambery Park Homeowners' Association welcomes questions and concerns of residents and absentee owners.

If there is a problem between residents, the first step is to look for ways to resolve the problem between themselves. If this fails, the detailed complaint should be sent to the Board President via email or regular mail.

Rules Enforcement

Whenever the Board receives a complaint from any owner or other resident in the Condominium (the Complainant) that any resident, owner or tenant (the Resident), has failed to abide by the provisions of the Declaration, the Bylaws or other rules or regulations promulgated by the authority of the Board of Directors (the Governing Documents), the following procedure shall be followed.

1. The President, or his/her designated representative, shall give the Resident a notice of alleged violation within five days thereof or as soon thereafter as is practicable and shall endeavor informally to secure the Resident's voluntary compliance with the provisions of the Governing Documents.
2. If the Resident fails to agree to compliance within ten days after receiving the notice or if the incident occurs again, the President shall issue to the Resident a formal letter (with a copy to the unit owner if the Resident is a tenant) stating the provision of the Governing Documents that was violated, including the date, time and nature of the alleged violation(s). Two copies of the letter will be sent to the

- Resident with directions that one copy is to be signed by the Resident, dated and returned to the President within ten days of receipt indicating that the Resident accepts responsibility for future compliance with the provision alleged to have been violated. The letter will offer the Resident the opportunity for a face-to-face informal mediation with the Complainant.
3. If the Resident fails to sign and return the letter, if mediation fails, or if the alleged violation occurs again, the President shall call an emergency meeting of the Executive Committee within five days of such occurrence or as soon thereafter as is practicable. The Executive Committee may dismiss the matter or give the Resident an opportunity to be heard before the Board or by an independent hearing board or arbitrator, if requested in writing by the Resident (the Hearing Panel). The Executive Committee or its designee will notify the Resident (and the unit owner if the Resident is a tenant) of a hearing date, which shall be not less than five days from the date of the notice, state or restate the alleged violation(s) and transmit the pertinent portions of the Governing Documents and state that the Resident is entitled to a hearing on the alleged violation. The Resident may make a written request to reschedule the hearing to a more mutually convenient time. If the Resident fails to appear at any scheduled hearing, fails to file with the Board prior to the time of the scheduled hearing either a written statement contesting the alleged violation or a request to have the hearing rescheduled to a more convenient time or heard by an independent hearing board or arbitrator, the Resident will be deemed to have admitted the violation.
 4. The Complainant and any other person specially affected by the alleged violation shall be disqualified from the Hearing Panel. The hearing will be recorded and minutes taken by the secretary or other person designated by the Hearing Panel. The Complainant will offer testimony at the hearing; the Resident may offer testimony on his or her behalf and the Hearing Panel may consider such additional evidence as may be presented at the hearing by the Complainant, the Resident, or a designee of the Board. If the Resident is a tenant, the unit owner may also appear at the hearing and provide testimony concerning the alleged violation. Testimony at the hearing may be oral or written. The standard for proof of guilt will be the preponderance of evidence.
 5. If the complaint is upheld, the Board may assess the Resident a fine as listed in Chapter 4 – Delinquent Fees and Fines, as stated in the Rules and Regulations, which has been distributed to all residents. Costs of an independent hearing board or individual arbitrator will be borne by the Resident if the Resident is found guilty of the alleged violation, or by the Association if the Resident is found not guilty, or as otherwise agreed by the Resident and the Board.
 6. Fines levied for violation of the Governing Documents and hearing costs, if any, are due and payable within ten days of receipt of notice. Notice of the fine and any additional hearing costs shall be given to the Resident (and to the unit owner

- if the Resident is a tenant) by the President or other person designated by the Board. The amount due shall bear interest at the rate of 1% per month until paid. The Association shall also be entitled to its costs of collection, including attorney's fees. If the fine and other costs are not paid or otherwise settled to the satisfaction of the Board, the Board may file a notice of lien against the unit occupied by the Resident, may turn collection of the amount due over to an attorney or collection agency, proceed with a suit in small claims court for the collection of the amount due or direct the attorney to proceed with a lien foreclosure action. Jurisdiction and venue of any action brought to collect monies owed or to foreclose the lien may be commenced in Seattle, King County, Washington.
7. Any notice required or permitted to be given under these proceedings shall be in writing and may be given either in person or by U.S. Mail (first class, postage prepaid) to the address of the person to whom the notice is directed as it appears on the books of the Association.

Section 3
Community
Resources

Basic Cable Provider

Comcast
 12645 Stone Ave N
 Seattle, WA 98125
 (206) 451-5272

Local Post Offices

North City Post Office
 17233 15th Ave NE
 Seattle, WA 98155
 (206) 364-0656

Lake City Post Office
 3019 NE 127th St
 Seattle, WA 98125
 (206) 364-0608

Shoreline Recycling and Transfer Station

2300 N 165th St
 Shoreline, WA 98133
 (206) 477-4466

Library

Lake City Branch
 12501 28th Ave NE
 Seattle, WA 98125
 (206) 684-7518

Lake City Community Center

12531 28th Ave NE – Next door to the library
 Seattle, WA 98125
 (206) 362-4378

Lake City Neighborhood Service Center

12525 28th Ave NE 2nd Floor – In Library Building
 Seattle, WA 98125
 (206) 684-7526

Information and Services available at the Lake City Neighborhood Service Center

- Pay utility bills
- Apply for a passport
- Pet licensing
- City & other job opportunities
- Free legal clinic
- Food Banks
- Metro Bus Schedules
- Heating Bill Assistance
- Weatherization Services
- Gold Cards (Senior Discounts)
- Land Use & Zoning Information
- P-Patch Community Garden Program
- Crime Prevention & Block Watch Materials
- Community & Neighborhood Organization Contacts

Section 4

Revision

History

Revision History

<u>Date</u>	<u>Change</u>
September 1975	Original issue of Chambery Park rules.
October 2006	Added the floor replacement policy.
June 2007	General revision of rules.
July 2013	Added unauthorized use of Chambery Park name. Added interior wall alteration policy.
August 2013	Updated sports court rules.
November 2013	Separated sidewalk pots and planters rules from the miscellaneous rules.
June 2015	<p>Reformatted by creating sections and chapters. Added the information to the appropriate chapters that was removed from the Bylaws and not contained in the Declarations (2013.) Updated the Welcome letter and the duties of the Board of Directors.</p> <p><u>Chapter 1 Community (Common) Areas:</u> Included general rules for community areas here. Added that car washing is allowed. Placed the use of the cabana, reserving the cabana, swimming pool and sports court rules in this chapter. Added that minor use of the kitchen is allowed when the cabana is not reserved. Added that no smoking is allowed in the pool area. Added age restrictions for billiards playing, use of the spa, use of the sauna and use of the exercise equipment. Updated the contract for reservation of the cabana. Added that the billiards table can be reserved for food service in conjunction with a cabana reservation. Added that the billiards table is available on a first-come-first-served basis except when the table is reserved for food service. Added a pre-check and post-check list for reserving the cabana. Added a furniture placement diagram. Updated the tennis/pickle ball reservation sheet.</p> <p><u>Chapter 2 Private (Limited Common) Areas:</u> Grouped the rules for the limited common areas in this chapter. Added that balconies/patios must be kept clean. Added that bicycles may be kept on balconies/patios. Placed remodeling rules in this chapter. Added guidelines for use of licensed contractor when remodeling. Added skylight windows, entry doors and screen/storm door section in this chapter. Changed the reference from Juliette balconies to French balconies.</p> <p><u>Chapter 3 Plants and Outdoor Décor:</u> Clarified the plants and pots that can be placed in which areas of the community.</p>

Revision History

June 2015
continued

Added a section on outdoor décor.

Chapter 4 Financial Information: Placed handling of funds (transferred from the old Bylaws) in this chapter. Clarified usage of monthly homeowner fees. Updated delinquent fees and fines.

Chapter 5 Safety: Clarified fire alarm procedure. Added that the Fire Department has the code to the Knox boxes. Placed the resident unit key information in this chapter. Updated the back car gate closure times – 8PM April through September. Clarified parking restrictions. Added that car covers may be used in uncovered parking spaces. Added motorcycle parking and use of covers. Added that homeowners should register new cars with the resident caretaker. Added a criminal/suspicious activity section.

Chapter 6 Pets: Listed the pets that are allowed. Added section on disposal of pet waste. Clarified pet control. Added that owners must notify their dog walkers of the pet control rules. Added a restriction from April 2008 that was not distributed to homeowners regarding bird feeders.

Chapter 7 Waste Management: Updated the references to garbage and recycling containers. Clarified what type of waste goes into which container. Added that large objects must be taken to the Transfer Station for recycling. Added the new city mandate of no recycling or compostables in garbage containers and the resultant fine. Added that give away items may not be left at the curb.

Chapter 8 Selling or Renting Your Unit: Added a section regarding renting of units. Added a statement asking that the rules, mailbox keys, and gate remotes be left when selling or leasing.

Chapter 9 Resident Caretaker: Clarified the description of the resident caretaker and added his/her responsibility in enforcing the rules.

Chapter 10 General Administration: Placed the unauthorized use of Chambery Park Name in this chapter. Added a section regarding the use of Chambery Park resident contact list. Added handling of complaints (transferred from the old Bylaws.) Added rules enforcement (transferred from the old Bylaws) section.

Chapter 11 Community Resources: Added the Lake City Community Center. Removed the voting precinct. Updated the information that can be found at the Lake City Community Neighborhood Service Center. Added the Shoreline Recycling and Transfer Station.

Chapter 12 Revision History: Added a revision history.