

## Brownstone at Issaquah Highlands Condominium Association

October 9<sup>th</sup>, 2017

Dear Homeowners:

Last year around this time we sent out a notice providing some community standard changes the Board authorized to help residents have some leeway in making use of limited common area space. We are sending you this information again for your reference.

You will no longer need to have prior written approval for the following items:

1. **Flower Boxes** – may be used on the railings of the balcony or front entry with the requirement that any scratches or damage caused to the railings is the owner's responsibility to repair or replace. Additionally, the boxes must have live vibrant and healthy plantings in them at all times or they should be removed from the railings until you are ready to plant them again.
2. **Flower Baskets** – may be hung from the fascia boards. Remove and/or replace any dead plants/flowers promptly.
3. **Wind Chimes** – may be hung from the fascia.
4. **Satellite Dish Installation** – residents are free to have a dish mounted on a tripod on the deck or, if you cannot get a good signal it may be mounted on the railing with the understanding that any damage or scratches to the railing are the owner's responsibility to restore or replace.

Please remember that outside of the unit the areas are considered common elements and therefore, other changes to the exterior of a unit must have Board approval before any work commences. This includes decorations, storm or screen doors, sun shades or screening on balconies, etc. We bring this to your attention in order to help you get things done the right way from the beginning and avoid extra costs as things might have to be changed after the fact to comply with the community's rules/guidance.

You may obtain the approval form from our website:

[brownstoneatissaquahhighlands.com/](http://brownstoneatissaquahhighlands.com/)

or by contacting our Association Manager, Coral Cardon, at

[ccardon@morrismanagement.com](mailto:ccardon@morrismanagement.com) or 425-283-5858. Once completed, the form should be submitted to the management office.

**PLEASE NOTE:** we do not want punctures put into the buildings siding as we want the building to stay water tight. All approved décor being attached to the siding of the building must be done with something other than nails or screws. If you have attached décor that has not been approved and it has been attached with nails or screws, please remove it and caulk the holes made in the siding.

(Over)

Additionally, please find enclosed a new fine schedule the Board has adopted in order to help encourage compliance with the rules of the community. This new fine schedule supersedes and replaces the fine schedule contained in the house rules and takes effect October 25<sup>th</sup>. At some point in the future we will revamp the community rules and add the fine schedule to the rules but we have found it necessary to update the fine schedule right away. That being said, here are several reminders to help keep our community a beautiful place to live.

**Dog Waste** – we have noticed an increased presence of waste along the pedestrian walk way and wish to remind all community members to pick up after their pets. If there are young people taking pets for a walk, please be sure they are educated and compliant with pet waste removal.

**Trash Day** - is Friday; trash containers are to be kept inside the garage except for trash day. Leaving the containers outside is unsightly and is also a violation of the rules of the Issaquah Highlands Community Association.

**Quiet Hours** – The quiet hours in the community are from 10:00 PM – 8:00 AM seven days per week. We ask that all residents do their best to mindful of these hours and your neighbors. Skateboarding is strictly prohibited.

**Clotheslines/Laundry** – hanging laundry, towels, or rugs outside on railings or clotheslines is not allowed at the Brownstones.

Thank you for being a part of this great community. Should you have questions or need assistance, please contact Coral Cardon via email at [ccardon@morrismanagement.com](mailto:ccardon@morrismanagement.com) or by phone at 425-283-5858.

Sincerely,

*Board of Directors*

Brownstone at Issaquah Highlands

**Brownstone at Issaquah Highlands  
Condominium Association  
Policy Resolution Number 201701  
Fines Resolution  
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BACKGROUND: The current Rules and Regulations of the Association adopted in June of 2014 were meant to include levels (1, 2 or 3) for each rule which would indicate the level of fine to be imposed after an initial warning letter is issued. The rule classifications were not included in the rules; therefore a new fine policy is required.

WHEREAS, the Board of Directors (hereinafter referred to as the "Board") of the Brownstone at Issaquah Highlands Condominium Association, a Washington Nonprofit Corporation (hereinafter referred to as the "Association") is authorized to pass, amend and revoke detailed rules pursuant to Section 11.13 of the Declaration and may levy reasonable fines pursuant to Section 10.3.1 of the Declaration for Brownstone at Issaquah Highlands Condominium Association as recorded under King County Washington Recorders Office recording number 20140924001242 (hereinafter referred to as the "Declaration"); and

WHEREAS, the Board desires to encourage compliance with the Association's governing documents.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

RESOLVED, that this fine policy resolution shall become effective on the date indicated below and shall supersede the fine schedule contained in the current rules and regulations. Fine classifications have been eliminated. This fine policy shall apply to all owners, their guests, tenants and invitees, until subsequently modified or rescinded.

FURTHER RESOLVED, the Board shall establish a fine policy and procedure:

FURTHER RESOLVED,

- **1<sup>st</sup> notice** – shall be in writing providing notice of alleged violation, request for compliance and a reasonable time frame to be determined by the Board to come into compliance.
- **2<sup>nd</sup> notice** – shall be in writing and shall contain notice of the right to be heard, potential fine, and timeframe for the owner to respond in writing to the Board. The initial fine after due process shall be \$50.00.
- **Continued failure** to comply will result in a second fine of \$100.00 and second or successive hearings will not be provided prior to imposing a fine for a violation that is unresolved. Further continued failure to comply will result in a third fine of \$250.00 without successive hearings. Continued violation of the same rule will result in successive fines of \$250.00 for a violation that is continuing until compliance is achieved.

This resolution was adopted by the Board of Directors on the 25<sup>th</sup> day of September, 2017, and shall be effective on the 25<sup>th</sup> day of October, 2017.

\_\_\_\_\_  
President

9/25/17  
(Date)

ATTEST:  
\_\_\_\_\_  
Secretary

9/25/2017  
(Date)