

# KLAHANIE

## KLAHANIE ASSOCIATION

### Rules & Regulations

Revised date: Febraury 2024

# KLAHANIE

The Rules contained in this booklet were adopted and are periodically revised by Klahanie's Board of Directors in order to maintain and enhance Klahanie's property values, attractiveness and desirability.

NOTE: These Rules are separate and distinct from Architectural Controls. For information relating to external structural and landscaping changes/additions, *see* the Architectural Controls (ACs).

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## 1.0 INTRODUCTION

This document outlines the following:

- The structure and purpose of the Rules Committee.
- The Rules applicable to all Klahanie homeowners.
- The complaint procedure that applies to Klahanie homeowners in noncompliance with the Rules.

## 2.0 DEFINITIONS

- 2.1. ACs. The Architectural Controls, part of the governing documents for the Klahanie Association.
- 2.2. ACC. The Architectural Control Committee of the Klahanie Association, designated by the Board of Directors.
- 2.3. Association. The Klahanie Association, its agents and employees.
- 2.4. Board. The Board of Directors of Klahanie Association.
- 2.5. CC&Rs. Refers to the Covenant, Conditions & Restrictions governing document for the Klahanie Association.
- 2.6. Rules. Defines all of the following: Governing Documents as defined in Amended Declaration of Covenants, Conditions, Restrictions and Easements for Klahanie: A Master Planned Community (CC&Rs), Articles of Incorporation and By-Laws of the Association, including any amendments, as well as Community Rules & Regulations; and such other documents lawfully adopted by the Board or the Owners which further define and/or limit the operations of Klahanie.
- 2.7. R&Rs. The Community Rules & Regulations, part of the governing documents for the Klahanie Association.

## 3.0 FINES COMMITTEE

The Board may establish a Rules Committee as a standing committee that will be available for special projects as needed. The Rules Committee may have up to seven volunteer Association members, appointed by the Board to serve staggered two-year terms and two committee members must be on the current Board of Directors.

The Rules Committee would be separate and distinct from the Architectural Control Committee. The Rules Committee would be responsible for projects related to the Klahanie R&Rs not specifically covered by the ACs.

## 4.0 GENERAL RULES AND REGULATIONS

### 4.1. Burning

No burning or incineration of trash, refuse or scrap of any kind is permitted within Klahanie. The appropriate government entity will be notified of all violations.

### 4.2. Dumping

No dumping of any debris (including but not limited to grass clippings and tree limbs) is permitted within Klahanie. This shall include all permanent green space, trail systems including those of City of Sammamish, King County, and the Bonneville Power, Washington Natural Gas or the rights-of-way of the appropriate government entity. A \$150.00 fine will be levied against any homeowner found dumping debris of any kind on Klahanie property on the first offense. A \$250.00 fine will be charged on the second offense and a \$500.00 fine will be charged on the third and each consecutive offense.

The property owner is responsible for all cleanup. If the property owner does not satisfactorily complete the cleanup within 24 hours of notification, the Association reserves the right to hire a third party for which the homeowner will be responsible for all charges associated with the cleanup in question.

### 4.3. Firearms

No firearm use (including but not limited to rifles, handguns, bows and slingshots) or hunting is permitted within Klahanie. Police will be notified of all violations.

### 4.4. Lakes and Ponds

No motorized boats or toys are permitted on the lakes and ponds within Klahanie.

### 4.5. Pets

Klahanie residents who consider an animal a nuisance should report the animal to King County Animal Control.

In order to maintain a harmonious environment for ALL Klahanie residents, pet owners are responsible for any and all offensive actions of their pets, including barking, running loose and waste deposits.

Pets must be attended by a responsible person whenever they are off the owner's property within Klahanie.

Pets must be leashed whenever off the owner's property within Klahanie. The owner is responsible for cleaning up waste. **THE OWNER IS RESPONSIBLE FOR CLEANING UP WASTE.** Homeowners who do not pick up after their pets may be fined. A warning is issued on the first offense. A \$25.00 fine is levied on the second offense. The fine for the third offense is \$50.00. The fine for each



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subsequent offense beyond the third is \$100.00. Fines will be billed and collected in the same manner as the Association's general quarterly assessment and will be subject to the same late charges and liens.

Pets must be registered, licensed and inoculated as required by King County.

Pets which create and are considered a nuisance (whether by barking, running loose or any other objectionable activity) may not be kept in Klahanie, and are subject to removal by proper King County authority.

Klahanie residents who consider an animal a nuisance should report the animal to King County Animal Control.

#### 4.6. Recreational Vehicles, Trailers, Temporary Storage Units, Junk Vehicles and Commercial Vehicles

Except as provided herein, any and all recreational vehicles including, but not limited to, automobiles, boats, campers (on or off the support vehicle), snowmobiles, jet skis and trailers (including but not limited to utility trailers, boat trailers, motorcycle trailers, snowmobile trailers or similar items) should be parked or stored on the homeowner property so that no portion of the vehicle is in view of the streets within Klahanie. In order to allow for periodic and short-term activities directly related to usage and maintenance of recreational vehicles, recreational vehicles may be parked in Klahanie within view from the streets of Klahanie for no more than 48-hours cumulative over the course of a calendar week, defined as Sunday through Saturday. Should a recreational vehicle be visibly stored within Klahanie for any length of time on a given day, the vehicle will be considered to have been stored for the entire day.

Temporary storage units (eg: PODS) are permitted to be placed on a homeowner's property for a period of no more than 30 days. Homeowners MUST notify the Association office in writing, or by letter or email regarding the arrival and estimated departure date of the pod by the first day of use. Placement of the pod shall not impede on sidewalk access and street visibility.

Junk vehicles may not be parked or stored on homeowner property or on streets within Klahanie so that they are within view of the streets within Klahanie for more than one consecutive 48-hour period over the course of a calendar week. A junk vehicle includes apparent inoperable, immobile, disassembled, or extensively damaged vehicles; in addition, any wrecked, inoperable, abandoned, or disassembled trailer, boat, automobile, other vehicle, or any parts thereof. All vehicles must be properly registered.

Commercial vehicles or vehicles related to a commercial enterprise shall not be parked or stored on any homeowner's property or common property within Klahanie, except as provided by the CC&Rs, Article 6.

The repair or maintenance of automobiles or other vehicles shall not be carried out in Klahanie, except for bona fide emergencies. In such emergencies, there is a 24-hour limit on repairs that take place in the driveway.



Manufactured car covers may be used to store vehicles in the driveway if the vehicle is licensed and in good running order, and the manufactured car cover must be made to fit the vehicle, and kept in a clean and well-maintained condition, and be light in color. Noncompliance will result in a request to move the vehicle from sight of the street (as mentioned in “junk vehicle” above) or replacement of the manufactured car cover.

#### 4.7. Sidewalk Parking

Parking on the sidewalks within Klahanie is not permitted.

#### 4.8. Trash

All trash, garbage, recycling and yard waste shall be kept in suitable covered containers and shall be stored so that no portion of these containers is in view from the streets within Klahanie, except after noon (12PM) of the day prior to collection day and removed from sight by the end of trash collection day. Trash container violations have a separate fine schedule and enforcement system. (See Sec. 7.1 “Fines” and “Policy Resolution #2022.27.09 Trash Container Fine Enforcement”).

#### 4.9. Home Business

Prior to commencing the operation of a home business in Klahanie, the homeowner wishing to conduct a home business must obtain written approval from the Klahanie Board of Directors (the “Board”). In requesting written approval from the Board, the homeowner wishing to conduct a home business must complete and submit to the Board a Home Business Application (*see* R&Rs, Appendix A) required by the Board.

The Board may permit a homeowner to conduct a home business at Klahanie provided the home business is allowed by law and if such home business will not, in the reasonable judgment of the Board, cause traffic congestion, parking problems, excessive noise, or other disruption of the Klahanie community and not otherwise violate any of the terms and conditions of the Klahanie Declaration and the Klahanie Association R&Rs.

Commercial vehicles or vehicles related to a commercial enterprise shall not be parked or stored on any homeowner’s property or common property within Klahanie. No home business-related work shall take place anywhere on the property (including driveways or garages) in view of the street right-of-way.

All homeowners operating or desiring to operate a home business at Klahanie must provide the Board with a copy of the current applicable business license required by the State of Washington and the appropriate government entity; the copy of the current business license shall be provided prior to the commencement of the operation of the home business at Klahanie and annually thereafter. The business must meet all City and State laws and regulations.

Association approval for the continued operation of a home business at Klahanie may be terminated,

suspended or revoked by the Board as a consequence of:

1. The failure by the homeowner to provide the Board with the required copy of the applicable current business license.
2. Ongoing complaints received from neighbors pertaining to noise or other disturbances and/or parking problems.
3. Falsification of any information provided by the homeowner to the Board in connection with the operation or proposed operation of the home business.
4. Any other violation of the Klahanie Declaration and the Klahanie Association R&Rs.

With regard to home daycare business, the number of children allowed in a home daycare in Klahanie is limited to the same as that allowed by the State of Washington and as stated on the daycare provider's license. Exceeding the number of children as allowed by the State will be considered both a violation of State guidelines and a violation of Klahanie guidelines. A violation of the number of children permitted to be present at an approved home daycare business at Klahanie may result in the termination, suspension or revocation of approval by the Board for the home daycare business.

Per the board's discretion, they may choose to mail notification to adjacent property owners.

#### 4.10. Holiday Decorations

All holiday decorations, including outdoor holiday lights, shall be put up no more than 10 days before the holiday for which they are displayed and removed no later than 10 days after the holiday for which they are displayed. "Year-end" holiday decorations and lights may be displayed continuously from the third weekend in November to the second weekend of January. An exception may be made through a written request to the Association.

#### 4.11. Rental Properties

Rental properties are required to notify the Association by submitting a Rental Registration Form. This must be submitted prior to the first day of any new lease of the tenant. It is the homeowner's responsibility to update the form and keep it current to ensure effective communication between the HOA and the Homeowner. Landscaping violations of the rental properties resulting in a notice to impose a Fine hearing, can result in the additional requirement for the Homeowner to provide a professional landscaping service for a minimum of twelve (12) months. The landscaping contract must be submitted to the Association within fourteen (14) days of the issuance of the requirement. The landscaping contract must include the following minimum services and intervals: mowing as needed to keep the length of the grass maintained, weeding the planting areas such as flower beds to maintain a reasonable appearance, moss removal, Fertilizing lawns a minimum of two (2) times a year- including in the Spring and Fall, re-seeding any bare spots in the lawn annually as often as needed, pruning shrubs and trees as needed to maintain a reasonable appearance and removal of all debris including leaves in the Fall as often as needed. Failure to maintain the property in a healthy and attractive state may lead to fines as described in Policy Resolution #2023.30.05, Amendment of Certain Rules and Regulations Relating to Rental Properties and Short- Term





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## Rentals.

No home or property may be rented for a period of fewer than 30 days, and a lease nor rental agreement cannot rent less than the entire home and/or lot. Each lease or rental agreement must be in writing and must provide in its terms that it is subject to all provisions of Klahanie's Governing Documents (ACs, Bylaws, CC&Rs, R&Rs and all other adopted policies). Any failure of a tenant to comply with terms of the Governing Documents is a default under the lease, regardless of whether the lease expressly incorporates this provision in its written terms. When an issue of non-compliance is identified, the registered Homeowner will be sent a violation letter entailing the identified non-compliance issues and the fine amount per Policy Resolution #2023.30.05, Amendment of Certain Rules and Regulations Relating to Rental Properties and Short-Term Rentals.

Owners who rent their home must be aware that they are responsible to ensure the renters comply with the governing documents of Klahanie; in particular the R&Rs and ACs. The business must meet all City and State laws and regulations.

The Association's relationship is with the owner of record of the property or the property management company of record on any issues that arise concerning a property. The owner of record is responsible for their tenant's actions when using the property and the Klahanie amenities. The owner of record is the responsible party to the Klahanie Association regarding all aspects of their property.

Owners of record are responsible for the payment of the homeowner's dues to the Klahanie Association. If the renter is paying the dues directly to the Klahanie Association as part of the rental agreement and a delinquency occurs, the owner of record is responsible for payment of any unpaid dues, and for payment of any fines assessed.

The Klahanie Board of Directors and Management Staff's relationship is with the owner of record or the property management company of record on any issues that arise concerning your property. As well the owner of record is responsible for their renter's actions when using the amenities. The owner of record is the responsible party to the Klahanie Association regarding all aspects of their property.

Homeowners of record should be aware that they are responsible for the payment of the homeowner's dues in Klahanie. If the renter is paying the dues as part of the rental agreement, the homeowner of record is responsible for payment of fines and any unpaid dues, should a delinquent balance occur.

## 4.12. Homeowner's Maintenance Responsibilities

Homeowners are responsible for the upkeep and maintenance of their residential properties. This is included, but not limited to: flower beds, shrubs, lawns, weed control, exterior house maintenance such as paint, gutters and siding, sidewalk obstructions such as overgrown trees and shrubs and basketball hoops. Failure to maintain their properties in a healthy and attractive state and in compliance with the Klahanie CC&Rs, Sec. 6.14 "Owners' Maintenance Responsibilities" may result



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in a fine as described in these R&Rs, Sec. 7.1 “Fines.”

## 4.13. Graffiti

When Klahanie becomes aware of any graffiti of homeowner’s property, the homeowner of record will be notified by letter and by phone (if number is available) that the graffiti has occurred.

The notification will require the graffiti to be removed or covered up no later than 48 hours after notification (by phone or letter). The area must be returned to its original state within 14 days of notification. Failure to remove the graffiti as requested will result in a fine of \$100 plus \$15/day until the office has been notified that the graffiti has been properly removed.

## 5.0 COMPLAINT PROCEDURE

The following procedure has been approved by the Board to handle complaints of a homeowner’s noncompliance with the R&Rs.

### 5.1. Making a Complaint

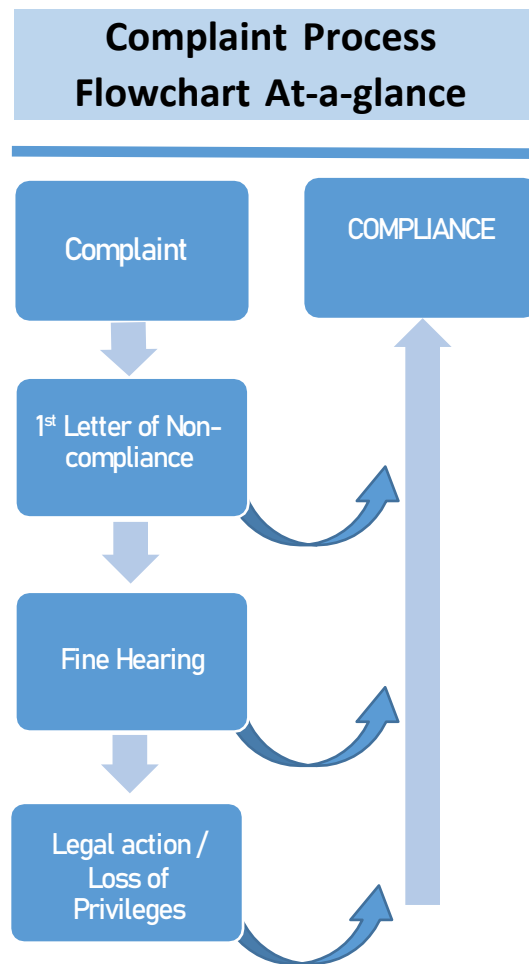
Complaints may be initiated by Klahanie staff, or by a homeowner who completes and turns into the Association office a Klahanie Association Report of Non-Compliance (*see* R&Rs, Appendix B), which is also available at [www.klahanie.com](http://www.klahanie.com) and in the Association office.

### 5.2. Investigation of Complaint

Upon receipt of a Complaint Form, Klahanie will investigate whether there appears to be noncompliance with the R&Rs.

#### 5.2.1. Klahanie philosophy; Notice to Homeowner of Noncompliance

Klahanie’s philosophy is to encourage compliance, without the necessity of imposing fines or taking legal action.



Accordingly, its procedures may not be rigidly followed in every case. Klahanie strives to be flexible, giving as much time for compliance as it believes is likely to accomplish the objective of compliance through voluntary cooperation by the homeowner. Klahanie will ordinarily take account of the nature and scope of the noncompliance, safety issues, and the homeowner's efforts to comply.

If Klahanie determines that a homeowner is not complying with the R&Rs, and:

1. if it thinks that compliance should be able to be achieved within four weeks, Klahanie will send a Letter of Noncompliance stating the facts of the noncompliance and giving a date to achieve compliance; if compliance is then achieved, the file will be closed, and if not, then Klahanie may proceed as in (5.2.2 Notice of Hearing to Impose Fine) below,

#### 5.2.2. Notice of Hearing to Impose Fine

If action taken pursuant to 5.2.1. above has not resulted in compliance, or if there have been one or more repeated instances of noncompliance such that it seems to Klahanie unnecessary to send another letter to the homeowner, Klahanie will ordinarily send to the homeowner a Notice of Hearing to Impose Fine, giving an opportunity to appear before the Board or a Board-appointed committee. Such notice shall state the date, time, and location of the hearing, and the nature of the alleged noncompliance. It shall be mailed by USPS Express Mail to the last provided or known address of the homeowner.

#### 5.2.3. Repeat Complaints

*See also* R&Rs, Sec. 10 "REPEAT COMPLAINT" about the handling of a repeat complaint occurring within one (1) year.

## 6.0 HEARING

### 6.1. Evidence Presented at the Hearing

At the hearing, the homeowner and Klahanie will be able to present evidence and argument regarding the alleged noncompliance. Each side shall be allowed to ask questions of the other and of any witnesses.

### 6.2. Decision of the Board or a Committee Appointed by the Board's Decision

The Board or a committee appointed by the board will determine whether the homeowner failed to comply with the Rules (even if the homeowner fails to attend the hearing) and assess fines, if any, against the homeowner. The Board or a committee appointed by the board will issue a written decision within ten (10) business days following the date of the hearing.

The Board or a committee appointed by the Board may authorize the Community Manager to make

arrangements to enter the lot through its agents or independent contractors to perform such services and utilize such materials as necessary to bring the grounds into conformance as per the CC&Rs, Sec. 6.14 "Owners' Maintenance Responsibilities" and these R&Rs, Sec. 4.12 "Homeowners' Maintenance Responsibilities." The costs of any such services and materials become a special assessment to the homeowner and his/her lot per the CC&Rs, Sec. 6.14, which must be reimbursed by the homeowner to the Association.

## 7.0 FINES AND LEGAL ACTION

### 7.1. Fines

If the Board or a committee appointed by the board determines that the homeowner failed to comply with the Rules, the Board or a committee appointed by the board may assess a fine of \$100.00 plus \$20.00 per day until issued is in full compliance, provided that certain violations may result in greater fines as stated in these Rules and Regulations.

In addition, the Board can assess fines, beginning the date of the Board's decision, as follows:

- \$100.00 initial fine (only if not levied as a pre-Fine Hearing fine as mentioned above).
- \$20.00 per day.
- \$200.00 fine for the reoccurrence of a violation, within 1 (one) year, plus \$20.00 per day with approval of the Board or a committee appointed by the board. (*See also* Sec. 10 "REPEAT COMPLAINT").
- Trash Container violations will be given a one-time door tag reminder. Continued violation occurrence will have the following fine schedule that will be assessed immediately: 1st violation \$25, 2nd violation \$50, 3rd violation \$75 and 4th violation \$100. If a property has more than four (4) violations, continued violations will be assessed an automatic fine of \$100. (See "Policy Resolution #2022.27.09, Trash Container Fine Enforcement").
- A Rental property violation of not notifying the HOA by submitting a Rental Registration form will be assessed an initial fine of \$500. An additional \$20 per day will be imposed until a Rental Registration Form is submitted. (See also Sec. 4.11 "Rental Properties" and "Policy Resolution #2023.30.05, Amendment of Certain Rules and Regulations Relating to Rental Properties and Short- Term Rentals").
- A Rental property violation of not submitting a landscaping contract during the given time frame when requested will be assessed an initial fine of \$500. An additional \$20 per day will be imposed until a Landscaping contract is submitted. (See also Sec. 4.11 "Rental Properties" and "Policy Resolution #2023.30.05, Amendment of Certain Rules and Regulations Relating to Rental Properties and Short- Term Rentals").
- Short-term property rental violations will be assessed as a fine of \$200 per day when the violation notification is issued to the homeowner. (See also Sec. 4.11 "Rental Properties" and "Policy Resolution #2023.30.05, Amendment of Certain Rules and Regulations Relating to Rental Properties and Short- Term Rentals").



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Fines will be billed and collected in the same manner as quarterly dues assessments and shall constitute an automatic levy on the homeowner's property. The Association may record a claim of lien with the King County Recorder's office.

## 7.2. Legal Action

In the event of a continuing violation, which continues for more than 30 days from the date of the Board or a committee appointed by the board hearing that imposed the fine, the Board can initiate legal proceedings to enjoin the violation, collect any unpaid fines and to seek any other relief, which may be appropriate. Fines may continue to be assessed during the pending of such legal proceedings.

If in the reasonable judgment of the Board that a violation threatens the health, safety or well-being of the community or other individual homeowners, or otherwise requires immediate legal action to uphold the community's Governing Documents, the Board may initiate legal proceedings without waiting for the expiration of 30 days from the date the Board or appointed committee imposed a fine, or, in appropriate circumstances, prior to imposing a fine.

It is the responsibility of the homeowner to contact the association office for a review of the homeowner's compliance, in order to stop the fine and lien process.

The procedures set forth above shall in no way preclude the Board or a committee appointed by the board from pursuing any other remedies available under the Rules or applicable law with regard to the enforcement of the Rules.

## 7.3. Loss of Privileges

If the Board determines that the Owner has not complied with the Rules, the owner's privileges to use Klahanie facilities will be suspended until the owner complies with the Rules and pays, in full, any imposed fine.

## 8.0 HOMEOWNER'S DUTY TO REPORT COMPLIANCE

At all times during the Complaint Procedure, Hearing and Fine process (*See R&Rs, Sec. 5.0, 6.0 & 7.0, respectively*), it is the homeowner's responsibility to contact the office and to submit photographic evidence that compliance has been achieved. Compliance determinations will be made by Association staff, and the homeowner will be notified of the determination regarding noncompliance. Klahanie staff may inspect and will notify the homeowner of the results.

If compliance is achieved the file will be closed. If compliance has not been achieved the homeowner will be notified by letter as to what is required to achieve compliance. If a fine has been issued the fine amount will continue to accumulate until such time as it is determined that compliance has been achieved.

## 9.0 COSTS AND ATTORNEY FEES

If the Board is required to pursue any legal actions against a homeowner relating to enforcement of

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these Rules, the homeowner shall be required to pay all costs and reasonable attorneys' fees incurred by the Board in such actions, regardless whether a suit is filed. Attorney fees' and costs will be billed and collected in the same manner as the Association's quarterly assessments.

## 10.0 REPEAT COMPLAINT

If within one (1) year a repeat complaint is made against a homeowner, the Klahanie staff has the right to reopen the previous complaint and begin the Complaint Procedure at the last stage before closure of the prior complaint. *See also under Sec. 7.1 "Fines."*

## 11.0 ASSOCIATION COMMITTEES

The Board of Directors may create committees, by resolution or resolutions passed by a majority of the Board. These committees will act in an advisory capacity and perform duties as requested.

## 12.0 COURT RULES (TENNIS, BASKETBALL & SPORTS)

The following rules have been adopted to preserve the courts and to ensure that all homeowners have an equal opportunity to use and enjoy the courts. Courts are for use by Klahanie residents in good standing and their guests ONLY.

Tennis Court, Basketball Court & Sports Court Rules:

1. Only tennis shoes may be worn on courts.
2. Maximum play: one hour by any person or group if any other person or group wishes to use the courts.
3. No wheels of any kind (bikes, skateboards, roller skates, toys, baby carriages, etc.), food or drinks on courts.
4. Residents are liable for all damage caused by their family members and guests.
5. A fine of \$100.00 (in addition to the replacement costs) will be charged to any resident found vandalizing, damaging or destroying the courts or equipment. Fines will be billed and collected in the same manner as the Association's general quarterly assessment and will become a lien against the homeowner's property if unpaid.

## 13.0 POOL RULES

1. Rules and requests made by Klahanie aquatics staff must always be followed.
2. The Klahanie aquatics staff is in complete charge of the pool area and has the authority to ask anyone to leave the pool if that person disobeys the safety or general pool rules, or if his/her conduct is detrimental to the other patrons enjoying the pool.



3. Admission to the pool may be denied for any of the following reasons:
  - Under the influence of alcohol and/or drugs
  - Open sores, wounds, skin infections, and nasal or ear discharges.
  - Any condition or evidence, which in the opinion of the manager will jeopardize the health and safety of the membership.
4. Children under five years old or non-swimmers must be supervised by a responsible person, who is in the water and within arm's reach of the child.
5. No person unable to swim across the pool may use the pool unattended. Any adult or child may have to demonstrate his/her swimming ability before entering deep water.
6. Any child in a life-jacket must be accompanied by an adult in the water and within arm's reach. No one in a life-jacket will be allowed in the deep end.
7. LIFE-JACKETS MUST BE U.S. COAST GUARD APPROVED. There is a stamp on the inside of the life-jacket to show that it is CG approved.
8. Infants/children not toilet trained must wear swim diapers under swim suits in order to prevent contamination.
9. Children must have their diapers changed on changing tables in the locker-rooms.
10. Everyone must take a cleansing shower before using the pool.
11. All accidents should be reported to the lifesaving personnel at once. A first aid kit is available in the pool office.
12. In case of an emergency, a 911 phone is located next to the boy's locker-room door facing the pool deck.
13. NO RUNNING on the pool deck or in restrooms.
14. NO HORSEPLAY or ROUGH-HOUSING.
15. Do not hang on the lane lines or the rope.
16. Do not open skimmers.
17. Starting blocks may be used only in scheduled practices, competitions, and instruction when supervised by a coach or instructor.
18. Kickboards are for lap swimming, swim team, and swimming lessons ONLY.
19. Jumps into the pool must be feet first, and facing the pool. No SPINS, FLIPS, or DIVES.
20. Inflatable beach balls or sponge balls are allowed in the pool during non-crowded conditions and at the manager's discretion.
21. No smoking inside pool area.
22. The Aquatics Director or Head Lifeguard may close the entire pool complex, or any portions of the pool complex for any safety or maintenance reason.
23. Animals are not allowed in pool area, with the exception of service animals.
24. Food and beverages are permitted on pool deck but are not allowed to be consumed while in the pool.
25. The following items are not allowed in the pool
  - No water guns
  - No hard balls (such as tennis balls), footballs, etc.
  - No flotation devices (inner tubes, inflatable rafts, etc.).
  - No kickboards, buoys, fins during open swim times
26. No playing, climbing or jumping off of the metal ladders or handrails.
27. No sitting on, or riding on the shoulders of other patrons.



# KLAHANIE

## Klahanie General Pool Rules

1. Pool use is reserved for Klahanie Association members in good standing and their guests only unless otherwise scheduled.
2. All children 12 years old and under must be supervised and accompanied by parent or guardian.
3. Bathers ages 13-17 must not use the pool alone and must be accompanied by a buddy.
4. Each Klahanie household may sponsor a maximum of five guests on any given day and meet the requirements of item #2 & #3 above.
5. Guest privileges may be limited at any time by Management.
6. Residents must sign guests in and pay the required guest fee.
7. All guests must be accompanied by their Klahanie sponsor at all times while at the pool.
8. If you have a communicable disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two weeks, do not use the pool.
9. Bathers with seizure, heart, or circulatory problems are advised to swim with a buddy.
10. Anyone under the influence of drugs or alcohol may not enter the pool facilities.
11. The wading pool is for children 5 years and younger and must be supervised by an adult.

The Association has changing areas available; however, we assume no responsibility for lost, damaged or stolen property.

## Klahanie Lap Swim Rules

1. No lifeguards are on duty during lap swim times. A "swim at your own risk" policy is in effect during lap swim times. No one may swim at this time unless they (or in the case of a minor 12 or older, his/her parent/guardian) have obtained express approval from the Association by providing a signed release.
2. Lap swimmers must be adults aged 18 years and older, or minors 12 and older with adult supervision.
3. If there are two swimmers per lane, it is permissible for swimmers to swim on opposite sides of the lane; otherwise, swimmers are encouraged to "circle swim" and swim counterclockwise.
4. No swimming across lap lanes unless entering or exiting the pool from the side.
5. Lap lanes are for lap swimming or aquatic exercise only (unless otherwise designated).
6. Hanging on the lane dividers is prohibited.

In order to participate in lap swim, a Release of Claims, Assumption of Risk and Indemnification Agreement form is required and must be on file with the KHOA office. Once the completed form is received, the HOA office will issue you the pool door code. The pool door code is only to be used by the Klahanie resident during lap swim times.

## Prohibited Acts:

1. Running, unnecessary noise, boisterous and rough play
2. Shoulder-riding
3. Tennis balls and squirt guns
4. Animals of all kinds





5. No smoking of any kind is permitted; this includes “vaping” and anything the Association interprets as a smoking element and/or apparatus to such effect.
6. Food or drink of any kind is not allowed in the water
7. Glass containers
8. Alcoholic beverages
9. Diving
10. Rafts and large flotation devices
11. Inappropriate swimming attire
12. Diapers
13. No nudity

#### Pool Occupancy

1. Maximum occupancy allowed at the Lakeside Pool facility - 140 persons.
2. Maximum occupancy allowed at the Mountainview Pool facility - 197 persons.

#### 14.0 ID SYSTEM

Current access to Klahanie pools requires identification of residency in Klahanie such as a driver’s license, lease or utility bill that shows residents present name and Klahanie address.

#### 15.0 ONLINE NEWSLETTER

Klahanie will produce an online newsletter on a periodic basis. Classified ads will not be accepted for the newsletter as there is a classified section available at [www.klahanie.com](http://www.klahanie.com) for advertising.

#### 16.0 SIGNAGE WITHIN KLAHANIE

*See CC&Rs, Sec. 6.10 “Signs” and Board of Directors Resolution 86-19.*

#### 17.0 A-BOARDS

Only open house and garage sale A-boards rented through the Klahanie Association can be used within Klahanie. A-boards are rented at a rate of \$75.00 per sign (refundable deposit) plus a \$5.00 per week per sign rental fee with a maximum of 4 signs per rental. Long term rentals of open house signs are also available with a \$75.00 deposit plus a \$ 25.00 rental fee per sign with a maximum of 4 signs per rental.

Real Estate Company Open House A-boards will be permitted for use in Klahanie if they conform to the same design and size as the Klahanie Association A-boards. Non-conforming signs will be removed by the Klahanie staff.



## 18.0 FOR SALE/FOR LEASE SIGNS PROVIDED BY KLAHANIE

For sale/for lease signs are rented through a company that will contract with Klahanie to provide this service. Please call the Association office for the name and phone number of the company contracting with Klahanie to erect the signs.

Additional larger signs may not be used to cover the information on the rented sign. Screws, nails and tape are also prohibited on the sign itself. Only the For Sale/For Lease signs rented through the company that contracts with Klahanie to erect the signs can be used in Klahanie.

## 19.0 FOR SALE SIGNS – OTHER

Real Estate Companies or individual real estate agents may apply to the Board of Directors to use their own real estate signs in Klahanie. The signs must strictly follow the design of the rented real estate signs (*See* Sec. 18 “FOR SALE/FOR LEASE SIGNS PROVIDED BY KLAHANIE” in the section above). The signs must be the same color and design as above and will ONLY contain the name and contact information of the Real Estate Company or individual real estate agent. No other wording (such as slogans) or decorations may appear on the signs. The cost of producing these signs is the responsibility of the Real Estate Company or individual real estate agent and become the property of that company or agent.

Once approved by the Board of Directors, these signs must be registered at the Klahanie Association Office and can then be used in Klahanie.

## 20.0 POLITICAL SIGNS

Political Campaign signage shall be permitted on privately owned property, with the following restrictions (a) one political sign (b) of not more than five (5) square feet placed on a lot or in a home, (c) a maximum height of four (4) feet if posted in ground of Lot, (d) of professional quality and design, (e) not obstructing the line of sight of any traffic or traffic signals and signage. For the purposes of this Section 20, the term “Political Sign” means a sign which advocates for one particular candidate, political party or ballot measure, which is placed no sooner than thirty (30) days before the date of a primary, regular or special election on the exterior of a Lot and/or in a home. Political signs must be removed within three (3) days following the election. No signs can be placed on common facilities or grounds.



## 21.0 NO SOLICITATION OR NO TRESPASSING SIGNS

A “No Trespassing” or “No Soliciting” sign that is posted on a Klahanie property may be no larger than 3” X 9” and must be purchased or professionally made. The signage may be posted in a window or on a door so it can be seen from the street. No signage may be displayed in the gardens or on the lawn. No other signage size may be used on a Klahanie property regarding restricting solicitation.

## 22.0 YARD SIGNS

A Yard signs relating to academic achievements, scholastic sports accomplishments, and life celebrations are allowed to be displayed in the front or side yards for a continuous period of no more than forty-five (45) days during any one hundred and eighty (180) day period. Homeowners must provide written notifications to the Association office, either through a letter or email, with the anticipated dates of the yard sign usage. Failure to adhere to the requirements will result in a violation and compliance procedure shall be pursued in accordance with the guidelines specified in Rules and Regulations 5.0.

## Appendix A Home Business Application

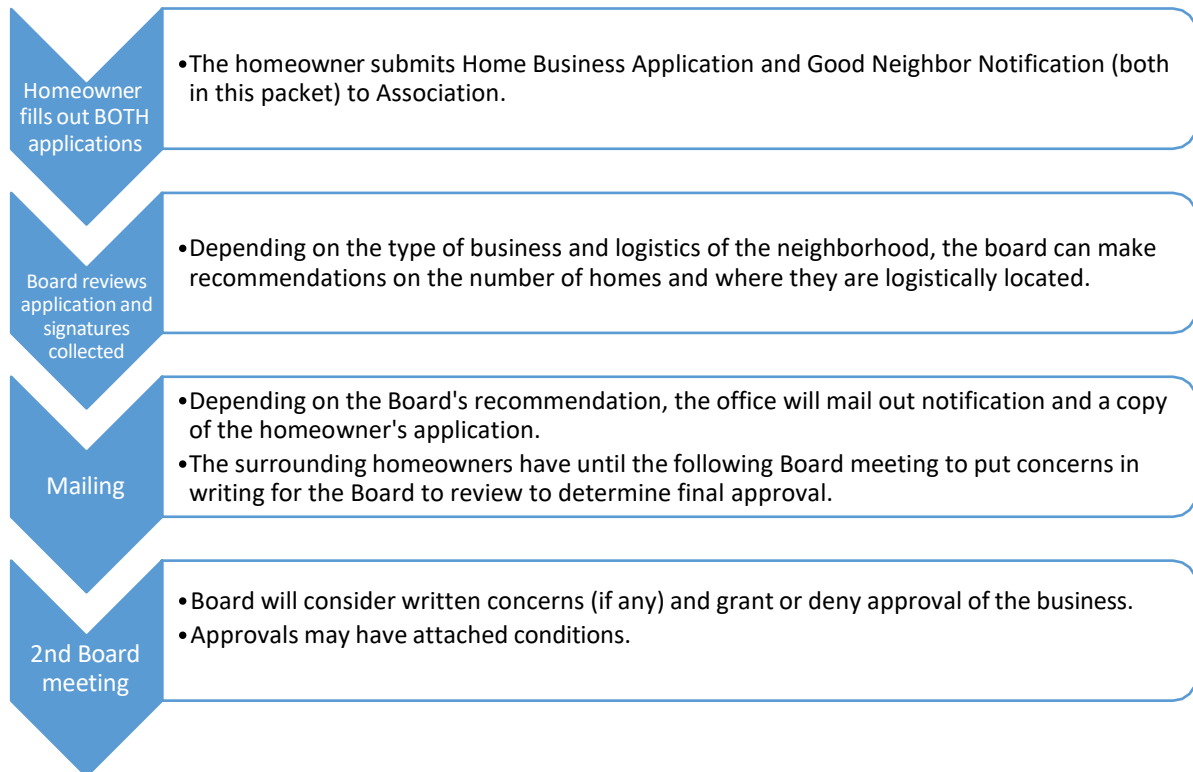
This HOME BUSINESS APPLICATION consists of five (5) parts:

I.	APPLICATION PROCESS AND GUIDELINES	-	-	-	-	p. 21
II.	RESOLUTION FOR POLICY ON NEIGHBORHOOD BUSINESSES IN KLAHANIE					p. 23
III.	HOME BUSINESS APPLICATION	-	-	-	-	p. 24
IV.	GOOD NEIGHBOR NOTIFICATION APPLICATION	-		-	-	p. 27
V.	ADDITIONAL INFORMATION	-	-	-	-	p. 26

Possession of a current business license does not authorize business operation unless approved by the Association. Application questions may be directed to the Klahanie Association office at (425)392-4663.

### I. APPLICATION PROCESS AND GUIDELINES

#### PROCESS FLOWCHART



## APPLICATION GUIDELINES

1. Prior to submission of a home business application, all applicants must obtain a business license from the appropriate government entity. A copy of the license must accompany the KHOA home business application. However, renting a home does not require a business license to accompany the application.
2. Home businesses located within a Condominium and/or Owner's Association must obtain Condominium/Owner Association Board approval prior to submitting a home business application to the KHOA. A copy of the approval must accompany the application.
3. The Home Business Application is located on the Klahanie Association website: [www.klahanie.com](http://www.klahanie.com)
4. Applicant submits a completed business application to the Association. Please answer all questions completely and accurately; if a question does not apply, so indicate (leave no spaces blank). Please attach any additional information which may assist in reviewing your application. All applications will receive an initial review by Association staff to ensure that the required documentation has been submitted. Incomplete applications will not be processed.
5. Association Staff reviews.
6. KHOA BOD renders a decision on the business application at their next meeting.
7. KHOA staff notifies the applicant of the BOD's decision.
8. All businesses within Klahanie must comply with the business requirements of the appropriate government entity.
9. Any unit owner may be subject to penalties, (as defined in the URRs), if the business operation is in violation of the KHOA Governing documents and at the discretion of the KHOA BOD.
10. All business application approvals are non-transferable.
11. All signage for businesses, posting of flyers or other solicitation is not permitted in Klahanie.

## II. RESOLUTION FOR POLICY ON NEIGHBORHOOD BUSINESSES IN KLAHANIE

February 2015

WHEREAS, the Board of Directors of the Klahanie Association has determined a need to establish a policy detailing the specifics of a home business

WHEREAS, the Klahanie Board of Directors are empowered to govern the affairs of the association pursuant to Section 4.7 (Duties of Directors) of the Klahanie Bylaws, Section 6.5 (Commercial Uses) of the CC&R's and Section 9.1 (Right to Enforce), and Section 4.10 (Home Businesses) of the Rules & Regulations,

WHEREAS, it is the intent that this policy shall be applicable to all owners and tenants and will remain in effect until otherwise rescinded, modified, or amended by a majority of Board of Directors,

NOW, THEREFORE, BE IT RESOLVED THAT the Board approves the following policy for all homeowners and tenants within Klahanie who wish to apply for an at home business:

- A. The current "Good Neighbor Notification" Application which is found in the Klahanie Board adopted Rules and Regulations must be completed by the applicant. While gathering signatures for "Good Neighbor Notification", homeowner should make reasonable effort to get adjacent signatures and disclose as much about business to neighbors and answer applicable questions they may have.
- B. Along with the "Good Neighbor Notification" application, a detailed specification of the business must be included as part of the "Home Business Application."
- C. Home businesses are allowed at Klahanie provided the home business is allowed by law and if such home business will not, in the reasonable judgment of the Board, cause traffic congestion, parking problems, excessive noise, or other disruption of the Klahanie community and not otherwise violate and of the terms and conditions of the Klahanie Declaration and the Klahanie Association Rules and Regulations. The Board reserves the rights to terminate, suspend, or revoke the business application.
- D. Should there be any changes in the business than what was initially applied for, the applicant must promptly notify the Board. The board may consider the changes and provide guidance or decisions that may materially impact the operation of the business.
- E. Should the business evolve or change and therefore substantively differ from the business as described in the original Home Business Application, the Board reserves the rights to revoke the approval of the home business.
- F. The Board will review the Good Neighbor Notification Application along with "Home Business Application" to determine how many neighbors and the location of neighbors that need to be notified by the HOA office. Neighbors have one month until next Board meeting to put their concerns into writing.
- G. The Board will give final approval at second Board meeting if applicable.

### III. HOME BUSINESS APPLICATION

<b>FOR OFFICE USE ONLY</b>
DATE RECEIVED: _____
APPLICATION #: _____

#### INTRODUCTION

The following form must be distributed to neighbors who sign off on the "Good Neighbor Notification Application." In no way, does their signature on the "Good Neighbor Notification Application" constitute their approval. It indicates only that they are aware of the applicant's intentions. If they have any concern of the proposed business, the Board would like to be notified by writing to board@klahanie.com prior to the next Board meeting which is held every last Tuesday of the month or otherwise noted on the events calendar on www.klahanie.com. The next Board meeting will be held on \_\_\_\_\_ (for office use only).

#### APPLICANT INFORMATION

APPLICANT NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

DETAILED DESCRIPTION OF THE BUSINESS: \_\_\_\_\_

IF DAYCARE, PRE-SCHOOL, TUTORING SCHOOL OR A BUSINESS OF THE SIMILAR NATURE, PLEASE SPECIFY NUMBER OF SESSIONS AND NUMBER OF CHILDREN: \_\_\_\_\_

HOURS OF OPERATION: \_\_\_\_\_ DAYS OF OPERATION PER WEEK: \_\_\_\_\_

MONTHS OF OPERATION PER YEAR: \_\_\_\_\_

HOW MANY CARS ARE ESTIMATED TO TRAFFIC THIS BUSINESS PER DAY?: \_\_\_\_\_

HOW MANY NON-HOMEOWNER EMPLOYEES OR CONTRACTORS BOTH FULL-TIME AND PART-TIME ARE EXPECTED TO WORK AT THE BUSINESS ADDRESS IN NEXT 24 MONTHS?: \_\_\_\_\_

ANY OTHER INFO THAT MAY HAVE IMPACT ON NEIGHBORHOOD INCLUDING, BUT NOT LIMITED TO, NOISE, SAFETY, PROPERTY VALUE, ENVIRONMENT AND OTHER GENERAL WELL-BEING OF THE NEIGHBORHOOD: \_\_\_\_\_

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## IV. GOOD NEIGHBOR NOTIFICATION

This form is to be used for anyone who wants to open a small business in Klahanie. It must be completed fully and have the signatures of three (3) neighbors who live in the vicinity of the address below. All required documents must accompany this application before the Board will review the application.

DATE OF APPLICATION: \_\_\_\_\_

NAME OF KLAHANIE REGISTERED PROPERTY OWNER: \_\_\_\_\_

REGISTERED PROPERTY OWNER PHONE #: \_\_\_\_\_

NAME OF BUSINESS OWNER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

HOURS OF OPERATION: \_\_\_\_\_

OUTDOOR EQUIPMENT REQUIRED FOR BUSINESS: \_\_\_\_\_

IMPACT ON THE NEIGHBORHOOD (car traffic, people traffic etc.): \_\_\_\_\_

BUSINESS LICENSE RECEIVED BY KLAHANIE? Yes \_\_\_\_\_ No \_\_\_\_\_

OTHER LICENSES SUBMITTED AS REQUIRED BY LAW (e.g. Daycare License etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\* Note to other property owners: please read this before you sign below!*

Your signature does not constitute your approval. It indicates only that you are aware of the applicant's intention of a home business. Electronic notifications in the form of email and text with response from adjacent neighbor is permitted to satisfy neighbor notification if handwritten signature cannot be obtained. If the home is being rented, homeowner signature is required. Tenant signatures will not be accepted.

Print name	Address	Phone #	Signature



## V. ADDITIONAL INFORMATION

Acknowledgement of applicant:

I have read and acknowledge the Klahanie Rules and Regulations (Section 4.10) regarding home businesses. I understand that:

- A. Home businesses are allowed at Klahanie provided the home business is allowed by law and if such home business will not, in the reasonable judgment of the Board, cause traffic congestion, parking problems, excessive noise, or other disruption of the Klahanie community and not otherwise violate and of the terms and conditions of the Klahanie Declaration and the Klahanie Association Rules and Regulations. The Board reserves the rights to terminate, suspend, or revoke the business application.
- B. Should there be any changes in the business than what was initially applied for, the applicant must promptly notify the Board. The Board may consider the changes and provide guidance or decisions that may materially impact the operation of the business; and
- C. Should the business evolve or change and therefore substantively differ from the business as described in the original Home Business Application, it may result in the termination, suspension or revocation of the business.

PRINTED NAME OF PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: *X* \_\_\_\_\_

DATE: \_\_\_\_\_

# KLAHANIE

## Appendix B Report of Non-Compliance

DATE: \_\_\_\_\_

NAME OF PERSON(S) REPORTING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_

PHONE NUMBER: Mobile \_\_\_\_\_ Home \_\_\_\_\_ Work/other \_\_\_\_\_

EMAIL: \_\_\_\_\_ DO YOU WANT PERSONAL RESPONSE?: YES \_\_\_\_\_ NO \_\_\_\_\_

BEST TIME TO REACH YOU?: Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_ | By email \_\_\_\_\_ or phone \_\_\_\_\_

### NON-COMPLIANT PROPERTY INFORMATION:

NAME OF RESIDENT IN NON-COMPLIANCE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ NEIGHBORHOOD: \_\_\_\_\_

IS THE PROPERTY A RENTAL?: YES \_\_\_\_\_ NO \_\_\_\_\_

NON-COMPLIANCE ISSUE: (please be specific as to dates, time, occurrences, etc.)

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WHAT WAS THE OUTCOME WHEN YOU SPOKE TO THE NEIGHBOR ABOUT THE PROBLEM?: \_\_\_\_\_

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ADDITIONAL INFORMATION YOU WISH TO INCLUDE: \_\_\_\_\_

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# KLAHANIE

## Appendix C

### Klahanie Rental Registration Form

#### HOMEOWNER(S) INFORMATION

NAME: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

KLAHANIE PROPERTY ADDRESS: \_\_\_\_\_

NEW MAILING ADDRESS (all mail communications will be sent to this address): \_\_\_\_\_

Best way to reach you? (Check one) Cell: \_\_\_\_ Email: \_\_\_\_ or Mailing: \_\_\_\_

#### TENANT(S) INFORMATION

NAME(S): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TERM OF LEASE: FROM \_\_\_\_\_ TO \_\_\_\_\_

\*\*\*Enclose copy of Rental agreement

#### PROPERTY MANAGEMENT INFORMATION (IF APPLICABLE)

NAME OF COMPANY: \_\_\_\_\_

NAME OF MANAGER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

#### Terms and Conditions of leasing a home in Klahanie

It is the Homeowner's responsibility to update this form and keep it current to ensure effective communication. Homeowner's are responsible to ensure the renters comply with governing documents. These include but are not limited to CC&R's 6.3 and 6.14; Rules and Regulations sections 4.11, 4.12, 7.1, 7.3 and 10.0. This information can be accessed at our website: [www.klahanie.com](http://www.klahanie.com).

Be sure to attach your lease with this document. All mailing communication will be sent to the "new mailing address" unless otherwise noted.

To submit this form, please mail it to our office located at 4210 244<sup>th</sup> Place SE, Sammamish, WA 98029 or email to [info@klahanie.com](mailto:info@klahanie.com).

SIGNATURE OF HOMEOWNER(S): \_\_\_\_\_

DATE: \_\_\_\_\_



# KLAHANIE

## THE KLAHANIE HOMEOWNERS' ASSOCIATION POLICY

### RESOLUTION #2022.27.09

#### TRASH CONTAINER FINE ENFORCEMENT

##### AUTHORITY:

Article 6.7, Covenants, Conditions, and Restrictions - Garbage. Section 4.8,

Rules & Regulations - Trash.

Section 7.0, Rules and Regulations "Fines".

##### PURPOSE:

To assure that fines for trash container violations are applied consistently throughout Klahanie and enforced in a timely manner, the Board finds it necessary to implement a separate trash container fine schedule and enforcement system which complies with all due process requirements. This policy covers all property owners with individual residential trash service.

##### RESOLUTION:

To define and expedite assessing trash container fines after receiving a one-time friendly reminder. The Board resolves that the following compliance policies and procedures are hereby adopted:

1. Penalties and Fines:
  - a. A property owner shall be given a one-time friendly reminder door tag for not removing trash containers this including recycle, yard waste and any other trash container from street view after collection in accordance with Section 4.8 of the Rules & Regulations — Trash. This applies to front driveways and homes with back alleys.
  - b. After the one-time friendly reminder, each violation will be assessed a fine that increases after each occurrence. The 1<sup>st</sup> violation will be assessed an automatic fine of \$25, 2<sup>nd</sup> violation \$50, 3<sup>rd</sup> violation \$75 and 4<sup>th</sup> violation \$100. If a property has more than four violations, continued violations will be assessed an automatic fine of \$100. Trash container fine violations are reset at the start of each calendar year with the initial one- time friendly reminder then following the subsequent fines. When a fine has been assessed on the account, the registered Owner of the property will be sent a letter describing the violation type and the fine amount, accompanied by a color photo of the issue to be addressed.
  - c. All Trash container violations including the one-time friendly reminder door tag will also be issued a tag on their trash container that states the non-compliance.
  - d. Any violation by an Owner, occupant, tenant, or guest of an owner shall be treated as a violation by the Owner and any penalty resulting from said violation(s) shall apply against the Owner.




# KLAHANIE

## 2. Due Process / Appeal Procedure:

The following procedures allow members of the Fine Committee and the Board of Directors to review issues and evidence of a challenged violation(s) and to consider appropriate action(s), if any.

- a. If any Owner feels that the enforcement of a trash container fine has been issued in error or without justification, they have the right to appeal to the Fine Committee. If a homeowner disagrees with the Fine Committee decision, the decision may be appealed to the Association Board of Directors.
- b. To obtain any appeal, the Owner shall request a hearing made within (10) business days prior to the committee or Board of Directors meeting via mail or email. Committee Meetings are held on the 2<sup>nd</sup> Wednesday of each month and Board Meetings are held on the last Tuesday of each month. All requests need to be addressed to the Compliance Specialist [compliance@klahanie.com](mailto:compliance@klahanie.com) or mailed to the KHOA Office.

President's and Secretary's Certification: The undersigned, respectively being the President and Secretary of the Klahanie Association, a Washington nonprofit corporation, certify that the foregoing Policy Resolution was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on 9/27/2022 and in witness thereof, the undersigned have submitted their names.

  
By: [Don Stephanian \(Nov 23, 2022 08:47 PST\)](#)  
Don Stephanian, President

*Jennifer Shepherd*  
By: [Jennifer Shepherd \(Nov 29, 2022 19:33 PST\)](#)  
Jennifer Shepherd, Secretary

# KLAHANIE

## THE KLAHANIE HOMEOWNERS' ASSOCIATION POLICY RESOLUTION #2023.30.05

### Amendment of Certain Rules and Regulations Relating to Rental Properties and Short-Term Rentals

#### AUTHORITY:

Article 3.8, Covenants, Conditions, and Restrictions - Rules & Regulations Article 6.3,  
Covenants, Conditions, and Restrictions - Leasing Restrictions Section 7.1, Rules and  
Regulations Fines  
Section 4.11, Rules and Regulations - Rental Properties Section  
4.9, Home Business

#### PURPOSE:

To provide clarity regarding the terms and conditions for rental properties and discourage short-term rentals of homes and condominiums which is defined as less than thirty (30) days. To enforce this, the Board finds it necessary to implement separate fine schedules and enforcement systems which comply with all due process requirements. The Association has modified certain sections in the Rules and Regulations to reflect the responsibilities of the Homeowner to the Association and the community.

#### RESOLUTION:

To adopt the following requirements for renting a home in Klahanie to others and outlining the additional responsibilities of the Homeowner. This resolution clarifies when fines will be assessed should a violation occur and the rights for those receiving a violation notice. The Board resolves the following compliance policies and procedures are hereby adopted:

#### 4.11. Rental Properties

- a. To rent a property in Klahanie, a Rental Registration Form is required. This must be submitted prior to the first day of any new lease of the tenant.
- b. It is the Homeowner's responsibility to update the form and keep it current to ensure effective communication between the HOA and the Homeowner.
- c. Landscaping violations of the rental properties, resulting in an Invite to the Fine Committee Meeting to impose a fine, can result in the additional requirement for the Homeowner to provide a professional landscaping service for a minimum of twelve (12) months. The landscaping contract must be submitted to the Association within fourteen (14) days of the issuance of the requirement.

Failure to submit a landscaping contract when required could result in an additional fine. This landscaping contract must include the following minimum services and intervals:



# KLAHANIE

- Mowing as needed to keep the length of the grass at the compliance level.
- Weeding the planting areas, such as flower beds, to maintain a reasonable appearance.
- Moss removal
- Fertilizing lawns a minimum of two (2) times a year – including in the Spring and Fall
- Re-seeding any bare spots in the lawn annually as often as needed.
- Pruning shrubs and trees as needed to maintain a reasonable appearance.
- Removal of all debris, including leaves in the Fall, as often as needed.

## Short-Term Rental

- a. A Homeowner shall be fined for leasing their property daily or for any period less than thirty (30) days in accordance with section 6.3 of the Covenants, Conditions, and Restrictions – Leasing Restrictions.
- b. When an issue of non-compliance is identified, the registered Homeowner will be sent a violation letter entailing the identified non-compliance issues.

## 7.1 Fines

- a. The Board has established a \$500 fine for renting a home in Klahanie without the prior completion and filing of the Rental Registration Form or for violating any of the rules associated with renting the home, including not submitting a landscaping contract within the required time frame. An additional fee of \$20 per day will be imposed until the completed form or landscaping contract is submitted. (To view the Rules regarding Rental Properties, see 4.11 Rules and Regulations).
- b. For Short-Term Rentals, the Board has established a fine of \$200 per day from when the violation notification is issued to the Homeowner until the office has confirmation that the property is no longer rented or advertised on a short-term basis.

## 4.9 Home Businesses

- a. Remove the fifth (5th) paragraph referencing a home business given this language does not apply to rental homes.

## Due Process/ Appeal Procedure:

The following procedures allow members of the Fine Committee and the Board of Directors to review issues and evidence of a challenged violation(s) and to consider appropriate action(s), if any.

- a. If any Homeowner feels that the enforcement of a fine for rental property has been issued in error and/or without justification, they have the right to appeal to the Fine Committee and then to the Board of Directors.
- b. After receiving a violation notice, if the Homeowner does not contact the office, they will be sent a fine invite and given an opportunity to explain the matter in a hearing of their peers.

President's and Secretary's Certification: The undersigned, respectively being the President and Secretary of the Klahanie Association, a Washington nonprofit corporation, certify that the foregoing Compliance Policy was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on June 27, 2023, and in witness thereof, the undersigned have submitted at their names.



# KLAHANIE


By:

*Don Stephanian*

[Don Stephanian \(Jun 28, 2023 16:42 PDT\)](#) —

Don Stephanian, President

By:

  
[Jennifer Shepherd \(Jun 29, 2023 15:39 EDT\)](#)

Jennifer Shepherd, Secretary



# KLAHANIE

## THE KLAHANIE HOMEOWNERS' ASSOCIATION POLICY RESOLUTION #2023.27.06

### Amendment of Yard Signs

#### AUTHORITY:

Article 6.10, Covenants, Conditions and Restrictions - Signs Section 16.0,  
Rules and Regulations - Signage Within Klahanie

#### PURPOSE:

To enable Homeowners to celebrate academic achievements, scholastic sport accomplishments and life celebrations using yard signs.

#### RESOLUTION:

To create a new section in the Rules and Regulations that defines and clarifies the usage of yard signs on a Homeowner's property.

#### 16.0 Signage Within Klahanie

##### Proposed Amendment Section:

##### a. 22.0 Yard Signs


Yard signs relating to academic achievements, scholastic sport accomplishments, and life celebrations are allowed to be displayed in the front or side yards for a continuous period of no more than forty-five (45) days during any one hundred and eighty (180) day period. Homeowners must provide written notification to the Association office, either through a letter or email, with the anticipated dates of the yard sign usage. Failure to adhere to the requirements will result in a violation and the compliance procedure shall be pursued in accordance with the guidelines specified in Rules and Regulations 5.0.

President's and Secretary's Certification: The undersigned, respectively being the President and Secretary of the Klahanie Association, a Washington nonprofit corporation, certify that the foregoing Compliance Policy was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on June 27, 2023, and in witness thereof, the undersigned have submitted their names.

By:

[Don Stephanian \(Jun 28, 2023 16:42 PDT\)](#)

Don Stephanian, President

By:  [Jennifer Shepherd \(Jun 29, 2023 15:39 EDT\)](#)

Jennifer Shepherd, Secretary



# KLAHANIE

## THE KLAHANIE HOMEOWNERS' ASSOCIATION POLICY RESOLUTION #2024.01.30.

### Amendment of Complaint Procedure

#### **AUTHORITY:**

Article 3.8, Covenants, Conditions, and Restrictions - Rules & Regulations

Section 7.1, Rules and Regulations- Fines

Section 5.0 Rules and Regulations- Complaint Procedure

#### **PURPOSE:**

To enhance the efficiency of the complaint process, the Board of Directors finds it necessary to implement a fine schedule and enforcement system which complies with all due process requirements.

#### **RESOLUTION:**

In order to define and clarify the process of issuing violations, assessing fines and Homeowner rights to appeal, the Board hereby adopts the following complaint procedures concerning properties in violation of the Association's governing documents.

#### **5.0. Complaint Procedure**

- c. **First Letter of Non-Compliance:** When an issue of non-compliance is identified, the Homeowner will be notified via mail letter describing the violation, accompanied by a color photograph of the issue to be addressed and a time for completion. The letter will provide the Homeowner with guidance on how to achieve compliance, as well as the date of the next Fine Committee hearing where their case may be discussed.
- d. **Fine Hearing:** In the event that a Homeowner fails to achieve compliance within the given timeframe, or wishes to discuss their non-compliance to the Committee, the Homeowner is invited to attend the next Committee meeting after their compliance deadline. At this meeting, the Committee will discuss whether to assess fines on the Homeowner's account. Per Rules and Regulations 7.0, Fines and Legal Action, the assessed fine is an initial \$100 plus an additional \$20 per day until full compliance is achieved.

#### **Due Process/ Appeal Procedure:**

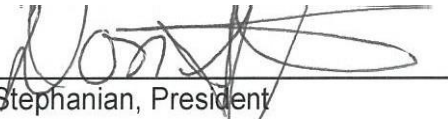
The following procedures allow members of the Committee and the Board to review issues and evidence of a challenged violation(s) and to consider appropriate action(s), if any.

- c. If the Homeowner feels that the violation has been issued in error or seeks to contest the imposed fines, they have the right to appeal to the Committee. Should a Homeowner disagree with the Committee's decision, the decision may be appealed to the Association Board.
- d. To obtain any appeal, the Homeowner shall request a hearing made within ten (10) business days prior to the Committee or Board meeting via mail or email. Committee meetings are held on the 2nd Wednesday of each month and Board meetings are held on the last Tuesday of each month. All requests need to be addressed to the Compliance Staff via email to [compliance@klahanie.com](mailto:compliance@klahanie.com) or mailed to the Association Office.




# KLAHANIE

President's and Secretary's Certification: The undersigned, respectively being the President and Secretary of the Klahanie Association, a Washington nonprofit corporation, certify that the foregoing Compliance Policy was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on January 30, 2024, and in witness thereof, the undersigned have submitted their names.

By:   
Don Stephanian, President

Date: 1/5/24

By:   
Jennifer Shepherd, Secretary

Date: 2/19/24