



Snowline Inn Condominium Association

Rules & Regulations



**Effective Date:
July 1, 2024**

SNOWLINE INN CONDOMINIUM ASSOCIATION

HOUSE RULES

(Effective Revised Date: July 1, 2024)

The Association is empowered to pass, amend and revoke detailed administrative rules and regulations or "House Rules" necessary or convenient to ensure compliance with the general guidelines of Article X, *Rules & Regulations*, and the other provisions of the By-Laws. All House Rules apply equally to all Owners, Tenants and Guests, although the Unit Owner will bear the ultimate responsibility for payment of all penalties assessed for infractions. All Owners, Tenants and Guests are hereinafter referred to as Owners.

House Rule 1: Owner Information.

Property Manager with the assistance of the Association Secretary shall maintain the following:

- a. Roster of Owners and their contact information, to include name, primary address, phone number and email address.
- b. Mortgage holders.
- c. Emergency contact information, preferably email address.
- d. Contact information on long term Tenants, to include name, primary address, phone number and email address.

House Rule 2: Keys on Master System.

This Association's entry door keys and individual unit keys for the building are on a numbered master key system with Arrow Lock Service in Bellingham, WA. All copies of entry door and unit keys must be requested through INTEGRA Management and made at Arrow Lock Service. No copies or duplication of the numbered master keys may be cut at a home improvement store or any other locksmith. **No deviance from the master key/lock system is allowed.** An immediate fine of \$500 will be assessed for non-compliance in order to preserve the integrity of the master key system for building security.

Entry door keys also open the laundry room and the work room in the basement.

Initially each unit owner was assigned three (3) keys for building entry; and, three (3) keys for individual unit entry. Additional numbered master keys may be purchased through INTEGRA Management at \$50/each, payable to Snowline Inn Condominium Association. Unit owners are limited to a maximum total of five (5) keys for building entry; and, five (5) keys for individual unit entry – unless a written request for additional keys has been submitted for prior approval by the Board of Directors.

In order to ensure continued building security to the residents, at the time of sale of any unit, ALL of an owner's numbered master entry keys & unit entry keys MUST be returned to INTEGRA Management. The master entry keys & unit entry keys then will be checked out to the new unit owner by INTEGRA Management. Failure to turn in ALL of the master entry keys and unit entry keys will result in an immediate \$5,000 fine added to closing escrow fees for the purpose of re-keying the entire building.

Any lost, misplaced or stolen keys MUST be reported to INTEGRA Management with a formal affidavit. Failure to comply with reporting lost, misplaced or stolen master building entry keys will result in an immediate fine of \$5,000

being assessed to the violating unit for the purpose of re-keying the entire building. Failure to comply with reporting lost, misplaced or stolen individual unit entry keys will result in a fine of \$500 being assessed to the violating unit owner.

FOR SECURITY REASONS no labeling of keys with "SNOWLINE CONDOS" is allowed.

House Rule 3: Exterior Doors.

The propping open of common area hallway exterior doors is not generally allowed due to security concerns, fire code regulations and to help keep heating costs to a minimum. The Board is aware that Owners sometimes prop open the exterior doors to allow more airflow during the hot days, to bring repeated loads of items from the car, etc. If owners need to prop open the doors for a short time, they will be responsible for security concerns and to make sure that doors are closed. Common sense regarding the enforcement of this rule should prevail.

House Rule 4: Conflicts and Complaints.

Conflicts between Association members and complaints about perceived or alleged infractions of the House Rules is encouraged by the Board to be handled between the Association members on a neighborly basis; one resident speaking directly to another resident to resolve conflicts. If this does not solve the issue or if it's not possible, then the following procedure should be followed:

- I. The Owner initiating the complaint must submit in writing/email the issue in dispute providing as much detail as possible, to the Board/INTEGRA listing the residents involved along with their Unit numbers. Contact Information for all parties and potentially witnesses needs to be included for follow up.
 - II. The Board will meet/communicate as soon as possible and render a decision based on the Rules & Regulations and Bylaws of our Association. Information will need to be gathered from parties involved in order to render a fair and equitable decision. Either the Board or INTEGRA will contact the residents involved and render our decision. Hopefully this settles most disputes.
 - III. If the issues escalate/continue, the Board or INTEGRA need to be kept informed by the residents involved so that necessary further actions/fines may be levied if required.
- A more formal/complete outline of the Board infraction/fines protocol is listed in House Rule 16.

House Rule 5: Unoccupied Units.

During the winter months, the heat in the Unit must be set to a minimum of 55 degrees to prevent pipes from freezing. Portable space heaters should not be left turned on when the Unit is unoccupied. Most insurance carriers require someone to check the Unit on a regular basis to ensure coverage. Owners should check with their insurance carrier for details and restrictions.

House Rule 6: Rental Units.

Unit Owners are required to provide INTEGRA with the names, contact information and vehicle information for long – term Tenants.

For the Owner's protection, and the Association's protection, Owners of rental Units are required to have their Tenants read and sign a copy of the House Rules. For the Owner's protection, and the Association's protection, Owners should inform their insurance carrier they are renting out their Unit. It is the Owner's responsibility to ensure their Tenants abide by the House Rules. Owners of the Unit are solely responsible for any fines levied against their Unit, or any damage caused by their Tenant and/or Guests. In the case of short-term rentals, the same expectation of sharing and following the House Rules applies.

House Rule 7: Parking.

All vehicles in non-operative condition, unlicensed, or not having current registration, shall be subject to towing. The Association also reserves the right to remove damaged vehicles, and obviously stored vehicles, after proper notice is provided on the vehicle. All costs incurred in the removal of such vehicles, including but not limited to towing and the storage expenses and attorney's fees, if applicable, will be charged to the owner of the vehicle involved and/or to the Unit Owner affiliated with the vehicle.

Commercial vehicles may be parked only as long as necessary to perform services. No parking of RV's for camping/living purposes are allowed in the Snowline Inn parking lot at any time. Due to a shortage of parking space during the ski season, no RV's should be parked in the Snowline Inn parking lot.

Snow machines and only equipment associated with snow machines should be parked in the designated area as indicated by the snow machine sign.

House Rule 8: Hot Water Tank Replacement Schedule.

All hot water tanks and expansion tanks must be replaced at ten (10) years of the manufacturer's tag date. A spreadsheet will be maintained by the Management Company for the Association of the manufacturer's tag date for each unit in the Snowline complex. Units not in compliance with this requirement are subject to an IMMEDIATE fine of \$500, with subsequent like fines every thirty (30) days until the unit is brought into compliance.

House Rule 9: Structural Modifications/Alterations, etcetera.

An Owner wishing to make any structural modification to their Unit must contact the Board or INTEGRA by writing/email for consideration and approval by the Board PRIOR TO commencing any work. This includes, but is not limited to, the addition of awnings, sunshades, wall of any nature, floor extension, plumbing or electrical work.

Renovation work must not start prior to 8:00 am and must stop no later than 7:00 pm.

All renovation materials, both inside and outside, must be cleaned up daily. Do not dispose of renovation materials in the garbage dumpsters or the recycle bins – only regular household garbage is to be disposed of in the dumpsters. Disposal of renovation materials is the responsibility of the unit owner completing the renovation.

If water needs to be shut off to the building, except in the case of an emergency, INTEGRA needs to be notified at least four [4] business days prior to the shut off. Signage must be placed on every exit door in the complex at least two [2] days prior to the shut off of the building water supply. Posting of signage is an Owner responsibility.

When completing renovations, water to the building, except in the event of an emergency, may not be turned off for more than one (1) hour. **A unit shut-off valve should be installed if the unit does not have a unit water shut off.**

It is recommended for any work requiring plumbing or electrical modifications that a licensed professional be retained.

If flooring is to be replaced, proper soundproofing underlay needs to be installed.

Window coverings are to be actual window shades. Blankets, sheets, flags, etc. are not allowed to cover the windows. Window coverings visible from the exterior must be a neutral color unless approval, in writing, is granted from the Board.

Air conditioning units that are visible from the outside are not permitted.

No charging of electric vehicle is allowed.

House Rule 10: Religious and Holiday Decorations.

Religious & Holiday decorations may only be displayed a maximum of one month prior to the celebrated day and must be removed within 30-days after the celebrated day.

House Rule 11: Antennas and Satellite Dishes.

No antennas shall be permitted on the exterior of the building. If an Owner wishes to install a satellite dish, the details of its location and installation must be submitted in writing/email to INTEGRA for Board approval.

House Rule 12: Pets.

All dogs & cats must be on a leash or under direct voice control while in the common areas. Dogs & cats are not permitted to roam the hallways, parking lot or other property areas unattended. Owners are required to pick up all dog droppings immediately and clean up after such animal, not permitting deposits of fecal matter, urinary residue, or food stuff from or for such animal to remain anywhere within the common or limited common elements. The Owner is responsible for disposing of the waste material in a safe and sanitary fashion. Any property damage caused by any dog or cat is the responsibility of the Owner. All animals shall be registered and inoculated as required by law.

If the Board or INTEGRA receives a written complaint signed by an Owner concerning an animal as being “dangerous or potentially dangerous” or a noise nuisance, the Board may fine the Owner for the infraction in accordance with the attached fee schedule or may require the removal of any animal which it finds is or has become an unreasonable source of annoyance or a hazard to the Association. The Board may exercise this authority for specific animals even though other animals, who are not a nuisance and do not pose a hazard to the Association, are permitted to remain.

House Rule 13: Noise.

Quiet time is from 10:00 pm to 8:00 am. Quiet time applies to all areas of the complex and noise should be kept to a minimum. Activities such as, but not limited to, vacuuming or laundry, should not be done during quiet hours. Owners are not permitted to create unreasonable noise, which interferes with the rights of other persons to use and enjoy the Common Areas or their Unit.

The Shuksan Den is closed during the quiet hours of 10:00 pm to 8:00 am.

Upon request, special exceptions to this may be made by the Board for Holidays and/or special events allowing the Den to be open until 12:30 am

House Rule 14: Common Areas.

Common areas must be kept neat, safe and clean. Doormats and ornaments are allowed at the entrance of each Unit. Shoes may be left in the hallway outside the Unit so long as they are placed on a mat to contain dirt/snow/mud/etc. Ski and snowboard equipment, furniture, etc. is not to be left in the common areas such as the hallways, Shuksan Den, exercise room or the workroom/bike room. Ski and snowboard equipment may be stored inside the Unit or personal storage locker only.

The workroom is for storage of sports equipment and for working on projects. It is not for long-term storage or dumping or building materials or furniture. Special lot pick-ups and disposal of such items are costly for all Snowline Owners.

Laundry, rugs, and clothing items may not be hung over the railings of any Unit. Patio items ONLY are to be maintained on the exterior decks with the exception of skis and snowboards during the ski and snowboarding season.

House Rule 15: Barbecue Grills.

Due to fire prevention concerns, only propane grills are allowed contingent upon them being located at least a foot away from the siding and deck railing when in use or still hot. No charcoal or hibachi grills are allowed.

House Rule 16: Smoke Detectors in each Unit.

The fire sensor [smoke detector] in each unit above the unit entry door is hard-wired into a linked building wide fire suppression system. Damaging, disabling or removing this fire sensor disables the ENTIRE building. Anyone tampering with or disabling this sensor will be billed for all maintenance charges necessitated by the fire suppression security company to repair the entire system and to bring the complex back on-line as is required by our fire codes.

House Rule 17: Late/Unpaid Dues and Assessments.

All monthly dues payments and assessments are due and payable on the 1st day of each month. Late payments will result in a Late Fee Penalty of \$25.00 after the 15th day of the month. Legal action will be taken by the Association's attorney if dues and assessments remain unpaid, including filing of a LIEN against the non-compliant Unit Owner.

House Rule 18: Fines.

Once the Board or INTEGRA have received a written/email complaint from an Owner, the following process will be followed.

- I. The Board will review the complaint for validity.
- II. Any designated representative of the Board will ask the Owner initiating the complaint if they have spoken directly with the Owner regarding the issue. If this has happened, or if the Owner explains why this is not possible, the Board will move to step III.
- III. The Board will discuss the complaint with the Owners involved. Based on the information gathered, the Board will render a decision. This decision will then be communicated in writing/email to the Owners involved.

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SCHEDULE OF FINES

Late payment of assessments:	\$25.00 per month
NSF checks will be charged	\$40.00 per check/plus any other applicable fees.
Non-compliance with Master Key Lock System will result in an immediate \$500 Fine.	\$500 Immediate Fine
At sale of unit, failure to turn in ALL of the master entry keys and unit entry keys will result in an immediate \$5,000 fine added to closing escrow fees for the purpose of re-keying the entire building.	\$5,000 immediate Fine
Non-compliance with Hot Water Tank Replacement Schedule will result in an immediate \$500 Fine.	\$500 Immediate Fine

All levied fines will be paid to Snowline Inn Condominium Association within 15 days or Late Fees of \$25.00/month will be assessed until the fine is paid-in-full. Snowline Inn fine schedule is as follows:

1) First Offense	WRITTEN WARNING
2) Second Repeat Offense	\$ 100.00
3) Additional Repeat Offense	\$ 500.00

Fines are separate from the remediation of any breach. All unpaid fines, fees or remediation costs may result in a lien being placed against the Owner's Unit.