

Rules and Regulations of Candle Ridge Association

ARTICLE 1 SCOPE

Section 1.1: The DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS, AND EASEMENTS FOR CANDLE RIDGE, SECTION 3.6 BY LAWS. RULES AND REGULATIONS provides that: "The Board, on behalf of the Association, shall have the power to adopt, modify, and amend rules and regulations governing Candle Ridge. The rules and regulations shall apply uniformly to all Owners, except as specifically provided herein. The Board shall have the power to enforce the rules and regulations on behalf of the Association and may prescribe penalties for the violation of such rules and regulations, including but not limited to suspension of the right to use the Common Areas or portions thereof. Any such rules shall become effective thirty (30) days after promulgation and shall be mailed (or e-mailed) to all Owners prior to their effective date. A copy of the rules and regulations then in force shall be retained by the Secretary of the Association..."

ARTICLE 2 RULES AND REGULATIONS

Section 2.1: Effect of Nonpayment of Assessments and Charges are to be as follows: **(see note 1)**

- a) Annual assessments are due on the first day of the calendar year. Special assessments are due as specified in the special assessment.
- b). Without written agreement by the Board, Section 4.11, Section 4.12 and Section 4.13 of the Declaration of Covenants, Conditions, Restrictions, and Easements for Candle Ridge, will be enforced including the recording of the lien against the property.
 - Accounts are past due if not paid in full within 30 days after the due date and accounts are delinquent if not paid in full within sixty (60) days after the due date.
 - Delinquent accounts will be charged interest at the annual rate of 12% from the first due date. **(See Note 6.)**
 - Updated invoices and statements will be mailed during the first week of each month. The Owner will be assessed a processing fee for each invoice and statement on past due or delinquent accounts (current fee \$15.00). **(See note 8.)**
 - An "Intent to Lien" notification will be processed, and mailed to the Owners last known address, within one week from the date the account is delinquent. The Owner will be assessed a processing fee for the "Intent to Lien" notification (current fee \$50.00). **(See note 8.)**
 - Lien will be filed on the property of the delinquent Owner thirty (30) days after the date of the "Intent to Lien" notification. The Owner will be assessed a processing fees for the filing of the lien which will include all third party fees (ie: Attorney fees, filing fees and etc.). **(See note 8.)**
 - The Owner will be assessed a processing fee for the "Release of Lien" which will include all third party fees (ie: Attorney fees, filing fees and etc.). **(See note 8.)**
- c) All expenses, delineated in paragraph "b" above, as well as any other expenses associated with the collection of assessments and charges [*including but not limited to attorney or other third party fees*] will be borne by the owner and paid prior to relief from the lien.
- d) Delinquent owners voting rights will be suspended and shall remain suspended until all payments, including owner assessments, special assessments, noncompliance charges, other authorized charges and interest thereon, are brought current and any other default is remedied.

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Section 2.2: Parks and Common Area Rules and Regulations: (see note 2.)

- a. Parks and Common areas within the Candle Ridge developments are for the exclusive use of Candle Ridge homeowners and their guests. Park hours are from 8:00 am to dusk.

Use of the parks and play equipment is "at your own risk." Children under the age of eight (8) years should be accompanied by an adult.

We need your help to keep our parks beautiful and to reduce wasted membership fees. The Association doesn't have the funds to have someone patrol the parks 24 hours a day. We need help from owners to be the eyes and ears of our community.

- b. What can you do to help if you witness vandalism?

DO NOT INTERCEDE - Call the POLICE

Stanwood Police (360) 629-4555

In an Emergency - 911

- ✓ If you see someone destroying property
- ✓ If you see something suspicious
- ✓ If you hear strange noises in the park after dark

BE PREPARED WITH A DESCRIPTION

- ✓ How many individuals
- ✓ Gender
- ✓ Age, Height, Weight, Hair, Clothing
- ✓ Transportation: car, motorcycle, bike, license number, color, etc.

c. Park Rules:

- No motor vehicles of any kind will be allowed in the parks or common areas (except for authorized maintenance machinery). No dirt bikes, go carts, quads, ATVs, scooters, etc.
- Horses are not permitted in the parks or common areas.
- Dogs must be kept on a leash and the owners must collect any pet waste.
- Use of alcohol is prohibited in the parks.
- Place any litter in the containers provided or remove it from the park.
- Park hours are from 8:00 am to dusk.

Section 2.3: Vehicle Storage [Parking]. (see note 4.)

Vehicles, automobiles, trailers, motorcycles, recreational vehicles, trucks, other equipment or devices shall not be stored on any street within Candle Ridge.

For the convenience of visitors, temporary parking of less than 72 hours is permitted on streets.

**See Candle Ridge CC&Rs, Section 6.6, for additional parking and storage restrictions.
See Candle Ridge Rules and Regulations, Article 3, Section 3.3, for enforcement policy.**

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Section 2.4: Satellite Dish Installation. (see note 7.)

In order to provide fair accommodation of all homeowners in Candle Ridge, modern satellite dishes may be installed on the roof of a structure in that is visible from the street directly in front of said lot. The dishes may not be installed on the front of a home, but should be placed on a side wall and set back from the front of the structure as far as possible without interfering with the function of the dish.

Modern satellite dishes are defined as those dishes less than 24 inches in diameter such as those used by DISH and Direct TV.

Section 2.5: Fees for Transfers and Providing Copies of Association Documents (see notes 9 & 10.)

The fee for ownership transfer is: **\$75.00**

Upon request of an owner or an agent of an owner, with the owner's approval, the Association will provide copies of Association documents subject to the following fees:

- Copies of Articles of Incorporation, CC&Rs, By-Laws and Rules and Regulations
 - Electronically transmitted **\$50.00**
 - Printed Copies mailed to the requester **\$75.00**
- Financial Information, and minutes of the two Annual meetings
 - Electronically transmitted **\$50.00**
 - Printed Copies mailed to the requester **\$75.00**

The above fees do not apply to the original distribution of this information to the owners but only to any additional copies that may be requested.

ARTICLE 3 ENFORCEMENT POLICY and PROCEDURES (see note 3.)

Rules to Promote Homeowners Rights for contentment with the community and the enjoyment of the living environment: Please remember that many complaints can be avoided by respecting the privacy of our neighbors. Excessive noise from radios, intercoms, televisions, stereos, musical instruments, loud talking, barking dogs, slamming of doors, loud automobiles, motorcycles, mopeds, motor bikes, power tools, and other loud noises, must not be at a level that will annoy other members of the community.

Section 3.1: Enforcement Policy and Procedures for Handling Violations: (see note 3.)

The Rules and Regulations of the Homeowners Association are legal and considered as a supplement to the CC&Rs and will be enforced by the Board of Directors. Each homeowner must assist in insuring compliance by all other members of the community. The Board will provide consultation and interpretation, advice and assistance to the community and to complainants. The Board will also provide the corrective actions and administrative services associated with violations. Penalty assessments will be directed against offenders for serious or repeated violations. Offenders, who disagree with the findings of the Board, will be provided a hearing before the Board of Directors. If the offender requests such a hearing, it must be in writing and addressed to the Secretary of the Homeowners Association.

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Section 3.2: Procedure to be Followed by Complainant: (see note 3.)

Possible course of action: Homeowners may observe or be advised of a violation and should initiate, as a complaint, corrective action. The selection of the proper course of action will depend on a number of factors such as frequency, severity, urgency for correction and the number of violators. Any course of action selected may involve a member of the Board of Directors. Any violation of sufficient severity, to be made a matter of formal permanent record, will be brought to the attention of the Board of Directors. The following courses of action are available:

a. **DIRECT ACTION** - The complainant may contact the violator (and parent, if the violator is a minor) explaining the violation and asking for future compliance.

b. **POLICE ACTION** - If the occurrence violates city, county, state or federal law, the complainant should call the Stanwood Police for corrective action. (Stanwood Police 360 629-4555). If it is an emergency, you should call 911.

c. **WRITTEN COMPLAINT** - The complaint must be submitted to the Board of Directors in writing, for the implementation of formal action.

1. All complaints are kept confidential.
2. The complainant may review the results of the corrective action. If additional action is suggested the Board of Directors should be contacted.
3. For consultation, interpretation of rules, advice on action to be taken and assistance in filing a complaint, the complainant is encouraged to contact any member of the Board of Directors.

Section 3.3: Enforcement Policy:

There are two (2) primary "action agents" responsible for implementing the appropriate enforcement policy; The Board of Directors and/or the Architectural Committee. The key to effective Rules and Regulation enforcement is judicious, timely and consistent corrective action, after the violation has been identified. This principal will be followed by the appropriate "Action Agent" in implementing the following procedures.

1. Board of Directors - one of the primary functions of the Board is to assist the community in the enforcement of the Rules and Regulations.
2. Architectural Committee - The Board of Directors may delegate the issuance of violation and assessment notices to the Candle Ridge Architectural Committee for enforcement.

Upon proper notification and substantiation of the rule violation or/and incident of damage to Association property, the Board of Directors or the Architectural Committee (if delegated by the Board), shall issue a formal "Notice of Violation" to the property owner for the violation or damage. Said notice shall be mailed to the address of the owner for their records.

If the same violation is repeated a "Notice of Penalty Assessment" shall be sent to the property owner and shall state the amount of the penalty, the rule violation and the rights of the property owner to a hearing before the Board of Directors.

Penalty Assessments will be as follows:

Second Violation \$150.00
Third Violation and any thereafter.....\$500.00 each
Property Damage..... Actual Cost to repair plus \$100.00 administrative costs

If further action is deemed necessary, the following action may be taken as specifically provided by the CC&Rs:

- Place a lien on the property thereby encumbering it for non-compliance.
- Suspend the member's voting privileges.

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Section 3.4: Right to Appeal. (see Note 5.)

An owner shall have the right to appeal a “notice of Violation”, or an assessment as a result of an assessment resulting from the violation, within fifteen days of the date on the notification. The Board of Directors shall consider the appeal at its next regularly scheduled meeting. The appellant will be notified of the Date, Time and Place of the next Board of Directors meeting and the appealing owner will be permitted to testify before the Board.

Note - Rules and Regulations of Candle Ridge Association:

1. **Section 2.1, Effect of Nonpayment of Assessments and Charges, was approved by the Candle Ridge Board of Directors at its regularly scheduled meeting on August 4, 2009 and amended as indicated in the following notes.**
2. **Section 2.2, Parks and Common Area Rules and Regulations, was approved by the Candle Ridge Board of Directors at its regularly scheduled meeting on July 22, 2004.**
3. **Article 3 Enforcement Policy and Procedures, including section 3.1 Enforcement Policy and Procedures for Handling Violations, Section 3.2 Procedure to be Followed by Complainant, and Section 3.3 Enforcement Policy, was approved by the Candle Ridge Board of Directors at its regularly scheduled meeting on July 22, 2004.**
4. **Section 2.3, Vehicle Storage [Parking], was approved by the Candle Ridge Board of Directors at its regularly scheduled meeting on September 12, 2007.**
5. **Section 3.4, Appeals, was approved by the Candle Ridge Board of Directors at its meeting on October 16, 2008.**
6. **Section 2.1 (Para. b) changes the interest rate from 2% per month to 12% annual rate; approved by the Board of Directors at its meeting on December 16, 2008.**
7. **Section 2.4 approved by the Board of Directors at its regular meeting on June 3, 2009**
8. **Section 2.1, (Para. b) changes the current processing fee for past due statements, fees for the filing of a lien and the filing to release of a lean, to reflect actual Association costs. Approved, as amended by the Board of Directors at its regular meeting on November 10, 2015.**
9. **Section 2.5 Providing Copies of Association Documents approved by the Board of Directors at its regular meeting on January 9, 2011.**
10. **Section 2.5 Ownership Transfer Fee approved by the Board of Directors at its regular meeting on August 28, 2018.**