

HOUSE RULES
THE WILANA APARTMENT, INC.
ADOPTED BY THE BOARD OF DIRECTORS ON JANUARY 31, 2016

1. Unit Standards

- 1.1 No more than three people age 18 or over can reside in any unit. The Board will make an exception to a three-person limit when a live-in attendant is required for the personal care of a disabled shareholder or shareholder's family member. Such exception will be made by request to the Board. If approved, the exception will be for six months and reviewed every six months thereafter.
- 1.2 With the exception of 2x3 political signs hung from the inside of a window, no sign or advertisements may be displayed from a window or the exterior of the building.
- 1.3 No awnings, window guards, air conditioners, flower boxes, or other apparatus can hang from unit windows.
- 1.4 Sinks, toilets, bathtubs and other water apparatus and fixtures cannot be used for any other purpose than those for which installed. Any damage resulting from their misuse shall be borne by the shareholder who caused the damage or from whose unit the damage originated. Special care and attention needs to be taken with respect to the drains and waste lines in the Wilana because they are old and easily damaged. Shareholders who need plumbing repairs or maintenance are required to use only a plumbing company authorized by the Board.
- 1.5 Each resident shall keep their unit in a good state of safety and preservation, and shall not sweep or throw any dirt or other substance from the unit into any of the corridors, hallways, shafts, or stairways, or onto the outside grounds.
- 1.6 If a shareholder believes a structural repair or improvement is necessary, they must bring the matter to the attention of the Board. If the Board determines that a repair is the responsibility of the Corporation, then the Board will incur the cost of the repair. Board approval is required before repair work is initiated.
- 1.7 As stated in Section 9.2 of the Proprietary Lease, all units must have appropriate homeowners insurance.

2. Building Standards

- 2.1 The dumpster is to be used only for household bagged garbage. Do not put loose garbage in the dumpster. All construction debris must be disposed of off-site. Deposit compost and recyclables in the proper bins. Break down large boxes.
- 2.2 City of Seattle regulations forbid placing hazardous waste such as tires, paints, cleaners, solvents, automotive oils, flashlight batteries, or pesticides in a garbage dumpster. For information on proper disposal, call the Hazards Hotline: 206.296.4692.
- 2.3 Laundry Room facilities:
 - a. Do not overload the washer or dryer (overloading causes the machines to malfunction).
 - b. Clean dryer filter after each use (a clogged filter also causes the machine to malfunction).
 - c. Remove clothes from machines and clothes lines promptly.
 - d. The laundry room may be used from 8am to 10pm only.
- 2.4 Any shareholder wishing to place radio and TV antennas and similar reception equipment on the exterior of the building must apply to the Board, which will follow applicable law regarding the request.
- 2.5 No personal belongings or rubbish can be stored in any common areas.
- 2.6 Smoking is not permitted in any of the common areas of the building.

- 2.7 Common area halls and stairways shall not be obstructed or used for any purpose other than ingress and egress.
- 2.8 Bicycles are permitted to be stored in the Meter Room at the owner's risk, as space permits, and marked with the owner's unit number.
- 2.9 In order to prevent damage to the marble of the front stairs, hand trucks are allowed on the back stairs only.

3. Building Security

- 3.1 Exterior entrances must not be left open or unlocked.
- 3.2 Each tenant will maintain the security of the building by:
 - a. Not admitting unknown persons to the building
 - b. Maintaining his/her unit in a secure manner
- 3.3 The Corporation will keep a copy of each unit's entrance door key(s), to be retained by a designated shareholder residing in the building. If the Corporation does not have a working key to any particular unit door lock, the shareholder will provide one at his/her own expense.
- 3.4 The Seattle Fire Department requires that hallway lights must remain on at all times.

4. Noise Prevention

- 4.1 Maintain reasonable quietness at all times. Keep loud talking, undue noise, playing of music, television, computers, and instruments to a minimum between 10PM and 8AM.
- 4.2 Children cannot play in the hallways or stairways.
- 4.3 Other than the bathroom and kitchen, over 60% of unit floor area needs to be covered with carpet. Alternatively, residents and guests must remove shoes when inside units to prevent undue noise to tenants below.

5. Pets - General

- 5.1 A unit can have no more than two cats. Other pets (besides dogs per application) are allowed if they are safe and emit no noise or odor that may cause disturbance to any other unit.
- 5.2 Upon request, pet owners will need to verify proof of vaccinations prior to move in.
- 5.3 Pets are not allowed in the hallways and common areas, except when passing through on their way in or out of the building.
- 5.4 Pet waste must be disposed of according to City disposal requirements.
- 5.5 Complaint procedure: any resident may complain to the Board, in writing, regarding pet noise, smell, damage, aggressive behaviors, or other problems from any pet. The Board will make a determination and notify the pet owner of any changes that must be made. The owner must rectify the problem within one week of notification. If additional complaints are received, the Board will discuss the issue with the owner and may require the owner to permanently remove the pet from the building.
- 5.6 Owners are to be held financially responsible for all damage done by the pet to the common areas and other tenant's units.

6. Pets - Dogs

- 6.1 By application, one dog is allowed per unit, with a maximum of five dogs approved for the building at any one time.
- 6.2 A \$300.00 refundable fee will be paid to the Corporation seven days prior to moving into the apartment or purchasing a dog. If pet damages to the communal property are more than \$300.00, the resident will be charged and be required to make full payment within fourteen days of billing.

- 6.3 The owner of the dog shall purchase a renter's insurance policy with a liability clause that covers the dog. The pet owner will provide proof of this insurance to the Board.
- 6.4 The dog must display a current rabies tag at all times.
- 6.5 The dog must be maintained under a standard measure of restraint (leash or carrier) while in common areas of the building as well as the outside periphery of the building.
- 6.6 Dog waste on building premises must be cleaned up immediately and placed in outside garbage bins.
- 6.7 Owners must take all reasonable precautions to protect and be respectful of other shareholders and guests. Liability for the actions of the animal (bites, scratches, etc.) are the responsibility of the owner.

7. Storage

- 7.1 Each unit has a designated storage space in the basement. The Corporation shall not be liable for any loss or damage to property placed in the designated storage space or any common area spaces.
- 7.2 Perishables or flammable materials such as gasoline, oil-based paint, solvent, glue, thinner, etc. may not be kept in the Storage Room.
- 7.3 Seattle Fire Department regulations require that open areas must be kept free and clear.

8. Remodeling

- 8.1 Plans for significant remodel changes to a unit must be presented to and approved by the Board prior to the start of the project. Failure to do so will result in a \$200 fee.
- 8.2 Regardless of Board approval, the shareholder is financially responsible for any damage that occurs as a result of the work done.

9. Subleasing

- 9.1 Subleasing will be transacted in accordance with the Proprietary Lease. Application to sublease will be submitted in writing to the Board along with a \$25 application fee.
- 9.2 If approved, the shareholder must pay a \$500 refundable deposit to the Board.
- 9.3 No more the four units in the Wilana shall be subleased at any time.

10. Sales / Refinancing

- 10.1 When advertising a unit for sale, one standard "For Sale" sign may be posted in the grass at the front of the building.
- 10.2 The departing shareholder's cancelled original stock certificate will be retained for the Corporation's permanent files.
- 10.3 A copy of the sale documents will be retained for the Corporation's permanent files. It is the responsibility of the entering shareholder to provide these documents to the Secretary in a timely manner.
- 10.4 In order to obtain Board approval for any unit sale, prospective buyers must complete an Application for Proprietary Lease form prior to setting an interview date with the Board.
- 10.5 The Corporation will provide a copy of the Bylaws, Proprietary Lease, House Rules, and Articles of Incorporation to the entering shareholder.
- 10.6 The Board will collect a \$350 non-refundable transaction fee from the departing shareholder at closing.
- 10.7 A copy of any unit financing/refinancing will be submitted to the Secretary of the Board and filed with documents pertaining to that unit.

11. Enforcement

- 11.1 While not in any way diminishing its powers to bring other enforcement, if the Board feels that a shareholder is in violation of these House Rules, the Board may impose a fee of up to \$15.00 per day against that shareholder. Charging of this fee will stop when the Board is satisfied the infraction has ended.
- 11.2 The Board reserves the right to use sound judgment in the enforcement of these House rules and grant exceptions as appropriate.