

Sand Point Country Club



Homeowner's Association Rules & Regulations 2019 / 2020

This publication is not for distribution to
any outside entity or solicitor.

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SPMC SECURITY GUIDELINES

Please do the following if you or your property become the victim of any type of crime no matter how small.

1. Call the police and report it. You can call 911 and tell them it is a non-emergency call or call the North Precinct at (206) 625-5011. The majority of crime statements can be taken over the phone and require no officer visit.
2. Contact First Security at (206) 762-4420 ask for operations and report as well. First Security will notify the Property Manager or Security Head. Security notices will be hand delivered by the security guard to each individual home providing detail discreetly and as soon as possible.

It is very important to report any property that is stolen even if you left your car/home unlocked and you are reporting it for statistical or insurance purposes. Crime often occurs in “bunches” over a short period. By spreading the word, others can take preventive measure, be more alert and perhaps additional incidents can be avoided.

If a solicitor comes to your home, please advise them that there are no solicitors allowed in this neighborhood. If they refuse to leave or you see them heading to another street within this community, please call 911. Additionally, you may contact our on-site security officer @ 517-7962.

<p style="text-align: center;">SAND POINT MAINTENANCE COMMISSION RULES & REGULATIONS</p>

The Board of Directors, based on their powers and duties authorized in the Bylaws, have compiled and printed the following "Regulations of the Sand Point Maintenance Commission" for distribution to all members, and tenants of the community.

1. VEHICLES AND TRAFFIC

- a) The speed limit in the area is 15 miles per hour
- b) Vehicles, including bicycles, shall be driven only on the paved street surfaces. Any person driving on lawns or other planted areas shall be presumed to have acted maliciously.
- c) A resident's vehicles shall be parked in their garage or drive way, or in the case of pavement extended by the owner, on the extended area (on-site). No vehicle shall be parked on any street for a period longer than twenty-four hours, unless the number of vehicles exceeds available on-site parking, and then only to the extent that such on street parking does not become a nuisance.
- d) No commercial vehicle shall be parked on any street.
- e) A resident's motor home, camper, boat, or trailer shall not be parked in the street except for loading and unloading. They must be parked in a garage or a carport except that they may be parked in the owner's driveway, back of the "set back" line, for a period not to exceed 21 days in any 90-day period.
- f) Major repairs or construction work on vehicles, boats, or other heavy equipment shall not be performed on any street, driveway, or yard.
- g) No golf cart shall be driven by a minor on the paved street surfaces or other public areas unless that minor has a valid driver's license.

2. STRUCTURES

- a) No building shall be erected, maintained or permitted upon any of said tracts except a single, detached, private dwelling house, for the sole use of the owners or occupants thereof, for private residence purpose, together with appurtenant garage.
- b) A contract between the owner and the Board of Directors is required before any building; solar panels, fence, wall or structure may be erected, altered, or maintained upon any said tract. Plans and Specifications therefore, showing the construction, nature, kind, shape, height, material and color scheme thereof, and a block plan indicating the location of such structure on the building site, and, when specifications are required, the grading plans of the building site to be built upon, shall be submitted to and approved in writing by the Board of Directors. A copy of such plans and specifications, block plans and grading plan, if required, as finally approved shall be deposited for permanent record with the Directors. A definite date of completion or a specific length of time must be included in the contract. (Please see [Construction Approval Process](#).)

3. MAINTENANCE OF GROUNDS

- a) No live poultry or animals, other than household pets shall at any time be kept on any of said tracts.
- b) No bill-boards or signs of any character except Sale, Rental or Political signs of modest size shall be erected, posted, pasted or displayed upon or about any part of said property without the written permission of the Commission and the Commission shall have the right in its discretion, to prohibit, restrict, and control the size, construction, material and location of all signs, and may summarily remove and destroy all unauthorized signs.
- c) Spare lumber or other building material shall not be stored in streets, driveways, or yards, except it may be so stored temporarily by a resident in his driveway or yard in connection with work in progress on a house, driveway, or fence.
- d) Machinery, tools or other equipment shall not be stored in streets, driveways, or yards.

- e) Debris, trash, rubbish, refuse, grass cuttings, compost heaps, garbage cans or other containers for waste, or any other object presenting an untidy appearance, shall be removed, or screened from the view of neighbors or passersby by the resident.
- f) Any tree, hedge or shrub that prevents a clear view of the street ahead or of intersecting streets, or of adjacent driveway entrances, or obstructs street light, shall be trimmed back or removed.
- g) The planted area between the front property line and the paving is part of the right-of-way and is Commission property. Each owner or occupant is permitted to maintain that portion of the right-of-way as though it were part of his lot, thus enhancing the spaciousness and appearance of the area.

4. NOISES

- a) The discharge into the open air of the exhaust of any stationary or portable internal combustion engine, or motor vehicle except through a muffler in good repair or other device, which will effectively prevent loud or disturbing noises therefrom above the allowable noise, is prohibited.
- b) Allowed level of noise means not more than 95 decibels as measured on the scale of a General Radio Company No. 1551-B Sound Level Meter or equivalent, stationed at a distance of not more than 20 feet to the side of motor vehicle as such motor vehicle passes the sound level meter, or is stationed not more than 20 feet from a stationary motor or engine.
- c) The sounding of any horn or other signaling device on any motor vehicle, except as specifically permitted or required by law, or as a danger warning and the sounding of any such device for any unnecessary period of time is prohibited.
- d) The playing of any radio or television receiving set, musical instrument, phonograph, or other machine or device for producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort, of the neighboring inhabitants is prohibited.

- e) Yelling, shouting, hooting, whistling, or singing on the streets or any other place to annoy or disturb the quiet, comfort or repose of persons in any dwelling or residence or of anyone in the vicinity is prohibited.
- f) It is prohibited to fire or discharge any cannon, gun, pistol, revolver or other firearm or to fire or explode or set off any squib, firecracker, torpedo or other thing containing powder, or other explosive material, except on days of public celebration or jubilee, and then only as permitted by law.
- g) The use, in a residential zone of hand or power tools, machinery, lawn mowers, or anything resulting in loud and disturbing noises between the hours of 9 PM and 9 AM is prohibited.

5. PETS

- a) Dogs shall not be permitted to run at large. Whenever a dog is away from its owner's premises, it must be under the direct supervision of an able and competent person of suitable age and discretion to control the animal. It must not be permitted to become a traffic hazard.
- b) Dogs barking excessively shall be considered as disturbing the peace; in addition, their owners shall be required to abate the nuisance.
- c) Owners are required to clean up any mess created by their pet. Pets are to be on leash when off premises. The City of Seattle Leash Law & Scoop Ordinance is in effect.

6. PARKS

Included in the property owned or maintained by the Commission for the general benefit of the community are:

- a) The two parks adjacent to N.E. Park Place, east and west of Ridge Drive N.E., the east park being the property of the Sand Point Golf Club.

- b) The brick structures at the Ridge Drive entrance of N.E. 75th Street, together with the sidewalks and plantings adjoining Ridge Drive between N.E. 75th Street and N.E. Park Place.
- c) The concrete block wall and plantings and the iron gate along N.E. 75th Street and the pedestrian entrance at the south end of Fairway Drive NE.

7. COMPLAINTS AND ENFORCEMENT

A resident aggrieved by the violation of any of the foregoing regulations shall file a written report or complaint with the Security Commissioner or any member of the Board of Directors or its Executive Secretary or Property Management Company. If an investigation confirms the violation, the Board will request the violator to take whatever action is appropriate to remedy the situation and bring him into compliance. If the Board is unable to resolve the matter amicably, then the Board and the complaining resident shall have all the legal rights and powers available for enforcement.

8. APPLICABILITY OF LAWS

The foregoing regulations are not exclusive. Federal, State and local laws and regulations, where applicable, shall be in full force and effect in the area.

The list of the names of the Directors, the offices they hold, and their addresses and telephone numbers is furnished to each member soon after the annual meeting, and to new members.

Members shall be responsible for providing their tenants a copy of these regulations.

Members are urged to communicate with the appropriate Trustee when the need occurs.

All corporate members are strongly urged to attend the annual meetings and are reminded of their obligation to serve as an elected Trustee during their membership in the corporation. Volunteers to candidacy for trusteeship are encouraged.

The Maintenance Commission owns and maintains the streets, streetlights and the sewer system in the area. Its operations are financed by an annual assessment levied on each tract, the exact amount being prorated according to the square footage of the tracts. These funds provide for security patrols,

maintenance of streets, sewers and parks, street lighting, irrigation of West Park and the entry areas, and secretarial & management services. Major projects and unusual expenses are financed by special assessments.

Residency in the community carries no immunity from any law.

BOARD POLICY

March 1999

1. The Board shall implement procedures, which require actual notice to adjacent neighbors (disregarding streets) who may be affected by a proposed construction project, which alters an existing roofline.
2. The Board shall adopt a procedural process for review of proposed construction projects, which alter an existing roofline. Included would be notice to adjacent neighbors (disregarding streets) and the right of such neighbors to review all proposed plans, the right of such neighbors who object to the proposed project as well as the applicant to present to the Board their reasons for opposition to or in support of the proposed project, the right of each party to present to the Board its response to the other's initial submission for or against the proposed project and the requirement that the board provide its reasons for its decision to approve or reject the proposed project.
3. In the event the proposed project alters an existing roofline, the Board shall require that the applicant erect a roof ridge pole or similar mechanism which reasonably and accurately displays the change in the existing roof ridge line. The roof ridge pole shall be erected prior to the requirement of either applicant or opponent to submit materials to the Board.
4. The Board shall consider any and all objections presented to the Board by homeowners potentially affected by proposed construction that alters and existing roofline. The parties also shall address how they believe the project affects the best interests of the community. If the Board believes its decision may be based on matters not addressed by the parties, it shall so advise the parties and afford them the opportunity to be heard. The Board shall consider the evidence submitted to it supporting the interests of the applicant and that of any opponents, and the Board shall consider what is in the best interest of the community, in deciding whether to approve or reject such a proposed construction project. The Board shall document its decision which shall be reasonable and in good faith. The decision shall remain in the sound discretion of the Board.

<p style="text-align: center;">SAND POINT MAINTENANCE COMMISSION CONSTRUCTION APPROVAL PROCESS</p>

Welcome to the Sand Point Country Club! We are glad you have decided to locate your family in this unique neighborhood.

Because this is a private development, there are certain restrictions on Residential Construction Projects that you will not find in the Zoning or Building Codes of the City of Seattle. The enforcement of the Bylaws and Covenants, Conditions and Restrictions (CC & R's) rests with the Sand Point Maintenance Commission's Board of Directors. A guiding principle for the Board is that it acts in what it considers to be the best interests of the Sand Point Community. In matters such as construction projects that require a formal vote of the Board, this is determined by a majority of a quorum of the Board members present when the voting occurred. The Board's authority is spelled out in this document, which contains excerpts from our Bylaws and CC & R's. In addition to the Sand Point Community's requirements for construction projects, you also must apply to the City of Seattle for your building permits and comply with the city building codes.

If you are contemplating a Residential Construction Project, please take a few minutes to familiarize yourself with the process outlined herein so that your project can go as smoothly as possible. The Bylaws and CC & R's provide that:

1. No building shall be erected, maintained or permitted upon any of said tracts except single, detached, private dwelling house, for the sole use of the owners or occupants thereof, for private residence purposes together with appurtenant garage.
2. No building, fence, wall or structure shall be erected, altered or maintained upon any of said tracts, unless plans and specifications therefor, showing the construction, nature, kind, shape, height, material and color scheme therefor, and block plan indicating the location of such structure on the building site and, when specifically requested, the grading plans of the building site, to be built upon, shall have been submitted to, and approved in writing by the said Commission, and a copy of such plans and specifications, block plan (and grading plan if requested) as finally approved, deposited for permanent record with the said Commission.
3. The Trustees ... shall have, among others, the following powers ... to interpret and enforce any and all protective restrictions, conditions, covenants, and reservations imposed upon any of said tracts by either of such owners...

The CC&R's require that the Board must review, consider and approve or disapprove all proposed construction projects. In order for the Board to approve the construction project, you must submit the attached "[Application for Approval of Construction](#)" form along with a set of construction documents, to the Board's Building Commissioner no less than thirty (30) days prior to the Board's next regularly scheduled meeting.

For simple construction projects that will not alter an existing roofline of a structure (e.g. the addition of a deck, minor interior modifications etc.) The proposed project will typically be reviewed and a determination made by the Board at the first regularly scheduled Board meeting following receipt of the required documentation.

If a construction project will alter the existing roofline of a structure, the applicant shall:

1. Provide a copy of the attached "[Notice of Application for Project Approval Which Will Alter An Existing Roofline](#)" to each adjacent homeowner (disregarding streets) not less than thirty (30) days prior to submission for approval to the Board by delivering or mailing the required notice. If you choose to hand-deliver the notice, you must obtain the neighbor's signature upon their receipt of the documents. If mailing, you must send the required documentation by US Certified Mail, Return Receipt Requested, allowing enough time for the neighbor to receive the notice no later than thirty (30) days prior to the Board's next regularly scheduled meeting.
2. No later than twenty-four (24) days prior to the Board's next regularly scheduled meeting, the applicant shall also provide each adjacent neighbor the opportunity to review the construction documents.
3. Erect a roof ridgepole or similar mechanism that reasonably and accurately displays the change in the existing roof ridgeline. The roof ridgeline pole or similar mechanism shall be erected no less than thirty (30) days prior to submission of the project approval forms to the Board and shall not be removed until the Board has issued a notice of action to the applicant.

At the first regularly scheduled Board meeting, the Board shall:

1. Determine if the applicant has timely provided notice to all adjacent homeowners;
2. Determine if the plans for the proposed construction comply with the CC&R's and Bylaws; and
3. If the proposed project and plans alter an existing roofline, determine if the roof ridgepole or similar mechanism has been constructed.

During the first regularly scheduled Board meeting, if the applicant demonstrates to the satisfaction of the Board that none of the adjacent homeowners have any objections to the project and that the applicant has completed the items listed above, the Board may vote on the application at that time.

If, however, any homeowner objects to the proposed project during or prior to the first regularly scheduled Board meeting, and the applicant has complied with items listed above, the Board shall continue consideration of the application to the next regularly scheduled Board meeting. In such event:

1. All objecting homeowners must submit to the Board and the applicant, in writing, no less than twenty-four (24) days prior to the next regularly scheduled Board meeting, their objections and their opinion as to what is in the best interest of the community.
2. The applicant may respond in writing, submitted to the Board and all objecting homeowners no later than ten (10) days prior to the next regularly scheduled Board meeting, to the objections and submit any additional information or documentation in support of the application as well as their opinion as to what is in the best interest of the community.

During the Board meeting, the Board shall allow the applicant and the objecting homeowners a reasonable opportunity to orally explain their project and/or objections. The Board shall complete the "[Board's Project Review Checklist](#)" attached hereto. If the Board believes its decision may be based on matters not addressed by the parties in their written materials or oral comments, the Board shall so advise the parties and allow them a reasonable opportunity to

respond. The Board may delay its decision for approval or rejection if it deems additional documentation is required from the applicant and/or objecting homeowners. Otherwise the Board shall vote at the second meeting to approve or deny the application.

The Board shall document its decision which shall be reasonable and in good faith. The decision shall rest in the sound discretion of the Board.

SPMC SOLAR PANEL GUIDELINES

Solar Panels Subject to RCW 64.38.055, the following are general guidelines for the installation of Solar Panels:

Solar Panel installation plans must be submitted to the SPMC Board for approval a minimum of 30 days prior to the next regularly scheduled Board meeting. Submittal documents must include the name of the vendor performing the installation and the drawings/documents submitted to the City of Seattle for the permitting process.

Panels may be installed on roofs with the following provisions:

- a) Panels must follow the slope of the roof
- b) Panels may not be visible above the roof line
- c) The top edge of the panels must be parallel to the roof ridge
- d) Panel frame, support brackets, wiring and piping may be required to be painted or otherwise finished to coordinate with the roofing material color

Ground mounted panels may be installed with the following provisions:

- a) Panels and parts (e.g., frame, support brackets, wiring and piping) must be entirely within the boundaries of the applicable setbacks
- b) Panels must be screened/shielded so as not to be visible to neighboring properties
- c) Panels or support structures may not be higher than the bottom edge of the home's roof

As part of the plan review and approval process, the SPMC Board of Directors may impose other reasonable requirements in relationship to the placement and manner of the solar panels.

<p style="text-align: center;">RULES AND REGULATIONS REGARDING LANDSCAPE FEATURES</p>

The Board of Directors of the Sand Point Maintenance Commission, pursuant to the authority vested in the Board by Sections [10.2\(a\)](#) and [10.2\(m\)](#) of the Bylaws, hereby adopts the following rules and regulations regarding the construction of certain landscaping features on Lots in the Sand Point community:

Background Information:

Several owners in the Sand Point community have, as part of their applications for approval of landscaping plans, proposed to include “hardscape features” such as low retaining walls, small monument signs for their names and/or street addresses, or merely as decorative additions to the vegetation in their landscaping. The Board of Directors has determined that such features may, if properly designed, scaled and located, be appropriate and consistent with the quality of the community aesthetics which the Board strives to achieve and will promote the safe use of the private streets and rights of way in the community. This Resolution adopts guidelines for the design and construction of such landscaping features.

Guidelines:

Subject to Board approval in accordance with the [Construction Approval Process](#), Owner shall be permitted to construct, as part of their street facing landscaping, a low hardscape feature (i.e., a non-vegetative structure which may or may not include a name or street address component) which complies with the following standards:

- 1) The feature may be no taller than 30 inches above the grade of the surrounding yard. If the feature is proposed to be located on a berm or other landscaping component, the Board shall have the discretion to disallow the feature or require that the total height of the feature be limited.
- 2) The horizontal length of the feature (i.e., the length of the feature parallel to the street) may not exceed the width of the yard to the point of the applicable side yard setback (i.e. five (5) or ten (10) feet from property line).
- 3) The depth of the feature (i.e., the distance from the front facing the street to the back of the feature away from the street) may not exceed 30 inches.
- 4) The feature shall be located at least 24 inches away from the edge of the street right-of-way (property line). Note: The edge of the street right-of-way is not the edge of the paved street surface.

- 5) The feature should be made of stone, wood or other natural materials. The Board shall have the discretion to approve the use of all materials used on a case-by-case basis.
- 6) The feature may include the name of the residents and/or the street address of the home, but may not include any other signage.
- 7) The feature may be illuminated subject to the following:
 - a) Illumination shall be directed at the feature and away from the street and neighboring properties.
 - b) The level of illumination shall not result in glare or levels of brightness, which the Board determines may affect neighbors or persons traveling on the streets in the community.
 - c) Because the level of illumination and the impact of lights on other properties is difficult to evaluate in advance of actual construction, the Board shall retain the authority, after installation of the feature, to require that illumination be modified to mitigate impacts on the other properties and persons.

**SAND POINT MAINTENANCE COMMISSION
APPLICATION FOR APPROVAL OF CONSTRUCTION**

Applicant: _____

Address: _____

Phone No. _____

Site Address: _____

As the owner of Tract No. _____ in the Sand Point Country Club, pursuant to the Bylaws and Covenants, Conditions and Restrictions (CC & R's) of the Sand Point Maintenance Commission, I hereby apply for approval of construction as described in the plans submitted with this application.

I agree to follow these plans, or to reapply to the Board of Trustees for approval of variations, substitutions or changes.

I understand that the Bylaws of the Sand Point Maintenance Commission prohibit construction or a building nearer than 25 feet to the front lot line, 5 feet to the side lot line and 10 feet to the side street line. My project will not violate those restrictions.

I intend to start this project on _____, 20____. And agree to complete it within _____ weeks.

I have RECEIVED/APPLIED FOR (cross one out) the required City of Seattle permits. I will not commence work until I receive the required permits.

A City of Seattle zoning variance IS/IS NOT (cross one out) required. (IF REQUIRED, DESCRIBE ON A SEPARATE PAGE).

After completion of this project, my total lot coverage will be UNCHANGED/INCREASED (cross one out) to _____ percent.

After completion of this project, my front setback will be UNCHANGED/DECREASED (cross one out) _____ feet (May not exceed 25 feet).

Applicant's Signature

Applicant's Signature

Date

**SAND POINT MAINTENANCE COMMISSION
NOTICE OF APPLICATION FOR PROJECT APPROVAL WHICH WILL ALTER AN EXISTING
ROOFLINE**

We/I, your neighbors at: _____

will be submitting an "Application for Project Approval" to the Board of Directors of the Sand Point Maintenance Commission, requesting approval of a project, that would alter an existing roofline.

As an adjacent neighbor, you are entitled to review copies of the construction documents no later than 24 days prior to the next regularly scheduled Board meeting. In the event you intend to object to the proposed project, you must provide written notice of your objection to the Board in accordance with the construction approval process.

Please check the applicable space below and return this form to the Board no later than the next regularly scheduled Board meeting:

_____ We/I do not want to see the construction documents and have no comments or objections to the proposed project.

_____ We/I have requested, received and reviewed the construction documents and have no comments or objections to the proposed construction project.

_____ We/I request an opportunity to present comments and/or objections to the proposed construction project to the Board. A copy of the objection notice has been provided to the applicant.

Neighbor Signature

Neighbor Name (Printed)

Neighbor Address

Date

Additions to the Construction Approval Process as approved by the Sand point Maintenance Commission October 19, 1999 and amended May 15, 2001 and March 15, 2012 and May 19, 2016

1. Construction is limited to the hours of 8:00 AM to 6:00 PM Monday thru Friday and 9:00 AM to 5:00 PM Saturday and Sunday.
2. Construction debris on the road must be cleaned on a daily basis.
3. Storm drains must be covered with filter fabric and kept free of debris.
4. Barricades must be set to discourage access to the construction site.
5. Homeowners are responsible for immediate repairs for damages to SPMC property as a result of their construction project.
6. Dumpsters are to remain on the property, not on the street. Under extenuating circumstances and with prior written approval by the SPMC Board, the dumpster may be allowed to be parked on the street for a period of no more than two weeks.
7. Where a new lateral sewer line connection is made into the main sewer line, it must be done in a professional manner such that the lateral does not protrude into the main line and the owners shall provide video or photographic evidence of such.
8. Temporary facilities including portable toilets are to be placed away from the street behind the property set back line so as not to cause an unsightly appearance.
9. Curbs are to be constructed to City Code.
10. Fencing or barricades on new construction projects must be five feet in height and shall be sited three feet in from where the asphalt meets the yard or landscape. Fencing or barricades shall be of mesh fabric or chain link. The fencing shall enclose the site such that it shall be secured from intrusion.

11. For projects where the existing house is demolished:
- a) pest abatement must take place prior to demolition and
 - b) contractor/owner shall make every effort to contain dust, to include sprinkler or spraying of water.

Applicant Signature

Date