

Important Information Regarding the Following Rules and Regulations for The Ridge at Gig Harbor Homeowners Association

As of January 1, 2021, Diamond Community Management, became the management company for The Ridge at Gig Harbor Homeowners Association.

This document was revised on April 20, 2021 to reflect updates and revisions in these rules. This revision is approved by the Board of Directors and do not require voting by the homeowners per State RCW.

Please note the new contact information below:

To contact your Association Manager:

Carol Burton Email: Carol@diamondcm.net

Phone: 253.514.6638

Mail: The Ridge at Gig Harbor Homeowners Association

c/o Diamond Community Management

7512 Stanich Ln #6 Gig Harbor, WA 98335

Website: diamondcm.net

To submit a Property Improvement Committee (PIC) application:

Email: Carol@diamondcm.net

The Board of Directors of the **Gig Harbor Homeowners Association** ("The Association") has set the following Rules for all Owners. Community Rules are intended to help ensure the community keeps the same look, feel and amenities are used for their intended use.

Gig Harbor HOMEOWNERS ASSOCIATION

COMMUNITY RULES AND COVENANT ENFORCEMENT POLICY

These Rules do not replace community Covenants (also known as the CC&R's, officially called the Declaration of Easements, Covenants, Conditions, and Restrictions for the Plat of Deschutes, which you received when you purchased your home). These Rules are supplements to the restrictions listed in the Covenants, specifically; Exhibit B, "Initial Use Restrictions" and explain how the Covenants may affect property improvement for you and your neighbors.

These Rules may change as the community grows. Please check with the Community Association Manager if you have questions about these Rules.

COMMUNITY RULES

1. Property Improvements

- 1.1. ALL property improvements must follow community covenants sections 4.1 through 4.7, community conditions and the Property Improvement Handbook.
- 1.2. Homeowners are required to submit a property improvement application (PIC) before starting work on an improvement to the outside of their home.
- 1.3. PIC applications can be downloaded from the Association website.
- 1.4. PIC Application Process.
 - 1.4.1. Email completed PIC Application and site plan to: hoaboard@theridgeatgigharbor.org.
 - 1.4.2. The Ridge at Gig Harbor Board will review applications and respond within 30-days after receiving the application
 - 1.4.3. Approvals will be communicated by email and letter
 - 1.4.4. If approved, improvements must be completed within 45 days of the approval.
- 1.5. Property improvements include:

Additions	Fence	Pool
Air conditioner	Hedge	Satellite Dish
Awning	Hot tub or spa	Shed
Car port	Impervious path or surface	Shutters
Change of paint color	Major landscaping	Tree house
Clearing, grading and filling	Other buildings	Trellis, arbor or gazebo
Deck	Patio	Wall
Dog run	Play structure	Water feature

2. Fences

- 2.1. ALL fences must be installed according to the community's fence standard. (See Property Improvement Manual for details).
- 2.2. PIC application is required prior to installation of any fence.
- 2.3. Fences must be attached to one another throughout the community whenever possible; consult with your neighbor before attaching to your fence to any existing fence post.
- 2.4. Fences MUST be stained within 3 months of installation with an approved stain, Sherwin Williams Spice Chest Woodscapes Semi-transparent Stain, SW-3513 or Cedar Bark SW3511.

3. Satellite & Antennas Dishes

- 3.1. Satellite and antenna dishes less than one meter in diameter do not require a PIC application if dish is installed at the back of house.
- 3.2. A PIC application is REQUIRED if the antenna/satellite dish:
 - 3.2.1. Must be installed on the side or in the front of the house to receive a signal.
 - 3.2.2. Documentation from the installer will be required
 - 3.2.3. Permission will be granted if required by FCC regulations.

Gig Harbor HOMEOWNERS ASSOCIATION

COMMUNITY RULES AND COVENANT ENFORCEMENT POLICY

3.2.4. Is larger than one meter.

3.2.5. Must be installed on a "mast" or pole.

3.2.6. More than one dish or antenna is needed.

3.3. Special Note: Attaching the satellite/antenna dish to the siding or roofing may void the product warranties.

4. Landscaping - Association

4.1. Maintaining landscaping in common areas, parks, retention ponds, sensitive areas dedicated to the HOA.

5. Landscaping - Homeowner

5.1. Homeowners are responsible for maintaining landscaping on their property per these rules.

5.2. If a household is on vacation for more than a week please make arrangements to have your yard attended while you are away.

5.3. Lawn and Grass Care

5.3.1. During the growing season it is recommended the following actions be taken to ensure the lawn/yard is properly maintained.

5.3.2. Lawns must be mowed on a regular basis, lawn height not to exceed five inches.

5.3.3. No part of the lawn shall run onto paved surfaces such as sidewalks, curbs and common areas.

5.3.4. Lawns must be watered on a regular basis sufficient to maintain health and green color. This is weather and temperature dependent. Lawns typically need several inches of water a week to stay healthy and green.

5.3.5. Homeowner is responsible to control and remove weeds in lawn, gardens, sidewalks and driveways.

5.3.6. Lawn debris, including lawn clippings, should not be left along the curb, sidewalk or street, and tree and shrub trimmings must be removed from view from the front yard after the maintenance is performed until trash pick-up day.

5.3.7. Regular fertilizing is recommended but not enforced.

5.3.8. Unplanned moss is not an acceptable substitution for lawn. Moss control is recommended to be performed annually or as needed. Once moss is established it will choke out the lawn. Lawn areas that have poor drainage or less sunlight will be more susceptible to moss than well drained areas with good sunlight.

5.3.9. During the non-growing season, it is recommended the following actions be taken to winterize the lawn/yard and maintain some level of lawn/yard care through the fall and winter months.

5.3.10. Rake and pick up leaves that have fallen or blown onto your property. Fallen leaves can smother the lawn and plants if left on the ground, and transmit diseases and pests to a lawn or flower bed.

5.4. Shrub Care

5.4.1. Plants and shrubbery should be watered regularly to maintain a healthy appearance.

5.4.2. Remove any and all dead plants, shrubs and trees in a timely manner.

5.4.3. Add mulch to the flower beds to protect the roots over the winter.

5.4.4. Dead shrubs shall be removed and replaced, if desired, of similar nature and scale.

5.4.5. Mature shrubs need to be pruned to a consistent level and shall not overly obscure (1/3 to 1/2) of the front windows or doors of the home.

5.5. Tree Care

5.5.1. Dead trees shall be removed and replaced, if desired, of similar nature and scale.

5.5.2. Mature trees need to be pruned as needed to be safe and presentable. Branches overhanging the sidewalks should be pruned back or up to allow pedestrian traffic to pass safely.

5.5.3. Eight feet of clearance is suggested to allow for growth and branches weighed down with rain or snow.

5.6. Landscaping

5.6.1. Landscaping includes any (Organic materials only) plants, trees, ornamental bark or rock or other organic additions to the yard.

5.6.2. Landscaping can be effectively used to accent driveways, define space, create soft privacy screens, and reduce the visual impact of fences, sheds, etc.

5.6.3. It is recommended that exposed soil is covered with either bark/mulch/compost/grass/imitation grass or rock. If it is not covered, please ensure that it is weed free and erosion free.

5.6.4. There needs to be no more than 4 feet of exposed bark/compost between plants.

Gig Harbor HOMEOWNERS ASSOCIATION

COMMUNITY RULES AND COVENANT ENFORCEMENT POLICY

5.6.5. If bark/mulch abuts the sidewalk, the homeowner must ensure the organic material remains within their yard by either constant maintenance or by creating a barrier that is approved by the board or within the neighborhood guidelines.

5.6.6. No vegetable gardens are allowed in any front yard and/or any area visible from the street.

6. Landscape Changes Requiring Approval

6.1. Landscape PIC applications are REQUIRED before, but not limited to

6.1.1. Expanding front yard flower beds

6.1.2. Installation of a hedge

6.1.3. Planting of any shrub that exceeds a mature size taller than 6’.

6.1.4. Planting of a tree with a mature size greater than 20’ tall and 10’ wide.

6.1.5. Installation of walkways or retaining walls.

7. Landscape Changes Not Requiring Approval

7.1. Minor landscaping improvements do not require a PIC application.

7.2. Minor is defined as: planting of bulbs, small shrubs, adding bark, ground cover, stepping stones, etc.

7.3. Raised beds (less than 12” high) and planter boxes (less than 12” high) do not require a PIC if installed in the backyard.

8. Back and Side Yard Installation

8.1. Owners MUST install their back and side yards within 90-days from the closing date of your home.

8.2. ALL bare dirt on the property must be covered by: (A PIC is not required)

8.2.1. Turf grass

8.2.2. Bark, mulch

8.2.3. Gravel/River Rock/Pea Gravel – Limited to side yards without PIC application.

8.3. Retaining walls, patio additions, decks, sheds, dog runs, etc. require a PIC application. (See full list on first page)

9. Retaining walls and slopes

9.1. A PIC MUST BE submitted and approved before installing or modifying existing or installing new retaining walls or modifying any slopes.

9.2. You MUST provide a picture of the slope and detailed drawing and materials you plan to use.

9.3. For the protection of your property and your neighbors, retaining walls 4’ or higher requires an engineering design and building permit.

10. Sports and Children’s Play Equipment

10.1. All owners are encouraged to keep their front yards neat by storing unused toys and sports equipment out of sight.

10.2. Portable basketball hoops may be used on driveways only, never in the street.

10.3. Hoops may never be left lying on their sides in a visible place.

10.4. Trampolines are not permitted if they can be seen from the street in front of your house.

10.5. Swing sets/play structures are only permitted in the back yard and cannot exceed a height of 10 and must comply with specifications listed in the property improvement handbook.

11. Holiday Decorations

11.1. ALL outside holiday lights and decorations must be removed within 15 days following the holiday.

12. Unsightly Conditions or Nuisances

12.1. ALL property owners are responsible for keeping their property clean and in good order. This includes removing all litter, trash, junk or other debris, and removing inappropriate, broken or damaged furniture, plants or other such items.

12.2. Please consider the standard of the community when selecting furniture for your front porch.

12.3. For example, upholstered furniture or camping equipment is not appropriate.

Gig Harbor HOMEOWNERS ASSOCIATION

COMMUNITY RULES AND COVENANT ENFORCEMENT POLICY

- 12.4. Trash and recycling bins **MUST BE** moved off the curb and stored out of sight from your front yard within 24 hours from time of pick up.
- 12.5. You may not attach overhead wires or strings (i.e – clothes lines) to any building or property.
- 12.6. Please respect your neighbors: **QUIET HOURS** are from 10:00 pm to 7:00 am.
- 12.7. Activities limited in the front yard. You may not store firewood, bicycles, toys, trash containers, equipment, BBQ's (Grills and Smokers of any type), storage containers and other items in the front yard or on the front porch.
- 12.8. Clean up pet waste promptly.

13. Common Area Use

- 13.1. Common Areas include parks, trails, native growth protection areas and are for owners use and enjoyment.
- 13.2. Go prepared to dispose of your trash when using common areas, including dog waster.
- 13.3. Garbage cans/collection are not provided by the HOA.
- 13.4. Animals **MUST BE** on-leash. No one may allow animals to roam off-leash.
- 13.5. Activities are limited in common areas and cannot be reserved without board approval.
- 13.6. You may not plant, prune or cut trees, shrubs or any other vegetation in the Common Areas.
- 13.7. **NO** personal items may be stored in the Common Areas.
- 13.8. Open fires are not permitted.

14. Parking

- 14.1. Parking space is limited in the community. See Covenants for detailed parking restrictions.
- 14.2. Owner Parking: Please respect your neighbors and limit parking to your garage and driveway as much as possible.
- 14.3. **NO** parking of any vehicle on front yards.
- 14.4. Visitor parking: No long-term visitor parking is permitted. You may request a 3 day pass from the Association Manager to allow visiting guests to park recreational vehicles or boats temporarily.
- 14.5. RVs, boats and commercial vehicles:
 - 14.5.1. No outdoor parking is permitted for commercial vehicles, RV's, boats, trailers, inoperable vehicles, etc.
 - 14.5.2. Commercial vehicles defined: The Association considers any vehicle with dual rear axles or which exceeds ten thousand (10,000) pounds gross vehicle weight to be a commercial vehicle.
 - 14.5.3. You may park your RV, boat or trailer in your driveway for 48 hours for the purpose of preparing for departure or upon return.
- 14.6. Alleys: **NO** parking in alleys is allowed at any time.
- 14.7. **Vehicles parked in alleys MAY BE towed at the owner's expense.**

15. Pets

- 15.1. Pets are welcome if they are well behaved and not a nuisance to others.
- 15.2. All animals not confined in their yard must be on a leash and kept off of private property.
- 15.3. All pet owners are responsible for picking up pet waste immediately and depositing it in their trash.
- 15.4. Barking dogs or other excessively noisy animals should be reported to Animal Control.
- 15.5. See Covenants for detailed restrictions on pets.

16. Signs

- 16.1. **ONLY** one sign no more than 24"x24" advertising a home for sale or a yard sale may be posted in your yard.
- 16.2. Signs **MUST BE** hung from a white 4" x 4" mast-arm style post, which must be at least 4 feet from the ground to the top of the post.
- 16.3. During political campaigns, you may post up to 3 signs no larger than 24"X24" from 30 days before the election to 5 days after.
- 16.4. A PIC application is required to install a flag pole post/bracket to the front of the home. The only flags permitted: American Flag and Washington State Flag. Flags should be attached to an approved flag pole and post. American flag must be unaltered and conform to 4 U.S.C. chapter 1, part 1 section 1.

Gig Harbor HOMEOWNERS ASSOCIATION

COMMUNITY RULES AND COVENANT ENFORCEMENT POLICY

16.5. NOT PERMITTED

- 16.5.1. Hand-painted signs, or plastic signs with hand written words or numbers.
 - 16.5.2. NO business signs may be posted in your yard or visible from the street (unless approved in advance by the Property Improvement Committee).
 - 16.5.3. Signs may not block streets or sidewalks or be posted in planting strips along the side of the road.
 - 16.5.4. NO signs may be posted in any Common Area or on mailboxes.
- SPECIAL NOTE:** Association Manager or Board Member may remove any sign that violates these rules or local jurisdiction laws.

17. Business Activities

- 17.1. You may conduct business activities inside your home ONLY if:
- 17.2. No one outside can tell there is a business operating inside the home, whether by sight, sound, smell or visitors.
- 17.3. The activity of the business conforms to all zoning requirements for Gig Harbor.
- 17.4. The business does not involve excessive visits to the home by clients, customers, suppliers or other business invitees.
- 17.5. The business does not involve door-to-door solicitation of Owners of Gig Harbor.
- 17.6. The business activity is consistent with the residential character of Gig Harbor and does not constitute a nuisance or a hazardous or offensive use of, or threaten the security or safety of other Owners of Gig Harbor.
- 17.7. **SPECIAL NOTE:** Any other business activity, including moving sales and garage sales, must be approved by the Association Manager and may require written approval of the Board. The Board has the sole discretion to decide whether any proposed business violates these rules.

18. Rentals

- 18.1. Rental homes are restricted in Gig Harbor.
- 18.2. Rentals are governed by the Rental Policy and Regulations document.
- 18.3. Request the Rental Policy and Regulations policy from the Association Manager Portal for more information.

19. Living Sound

- 19.1. Resource Protection - The Association is committed to maintaining the quality of the local environment including the quality of streams and groundwater.
- 19.2. Owner's good stewardship practices will make a major positive impact on the community.
- 19.3. Please ensure safe disposal of toxic materials.
- 19.4. Owners may not dispose of paint, motor oil, or any other toxic material in storm drains or elsewhere in the community.
- 19.5. Grass clippings or any other material may not be dumped on common areas or stored on home site except in container designed for composting, stored out of sight from the street.

ENFORCEMENT OF COVENANTS AND RULES

This Policy is a guideline for the Board and the Owners, describing the typical way the Association Manager and the Board may maintain compliance with the Covenants and Rules. The Board retains discretion to determine whether it will enforce against any violation, whether and the extent to which the Association will spend money, issue notices, impose fines or conduct hearings to seek compliance.

Voluntary Compliance

The primary method for ensuring high community standards are preserved at The Ridge at Gig Harbor is for everyone to voluntarily follow the Rules and be good neighbors. As a result, the Board should not have to take enforcement action often to restore compliance with the Rules and Covenants.

Gig Harbor HOMEOWNERS ASSOCIATION

COMMUNITY RULES AND COVENANT ENFORCEMENT POLICY

Board Authority

Occasionally some Owners will fail to comply with the Rules and the Covenants, so something more is needed to bring them into compliance. This Enforcement Policy is meant to guide the Board in acting to restore a homeowner's compliance with the Rules and Covenants through a process that is fair, efficient and effective.

The Covenants give the Board broad authority and a variety of tools to use in preserving and advancing the community-wide standards through enforcement of the governing documents. The Board is authorized to create rules, regulations, procedures and penalties, and may use its discretion to determine the manner in which enforcement is to be achieved.

The Board has a variety of means to assure that everyone follows the rules, including: Imposing a fine;

Taking action to cure the violation and charging the Owner for the cost of the work;

- Charging the Owner for all legal fees incurred by the Association;
- Preventing a contractor, agent, or others from continuing work;
- Requiring an Owner to pay for the costs of removing the problem and restoring the condition of the property;
- Imposing a specific assessment or charge to cover the costs of repair;
- Filing a lien against the property and/or
- Filing a lawsuit to get a court order requiring compliance, as well as a judgment for all damages, attorney's fees and costs incurred.

Enforcement Procedures

The following procedures have been adopted by the Board to enforce the Covenants and Rules:

1. Identifying a Possible Violation.
 - a. Gig Harbor has primarily a complaint-based enforcement system. Possible violations may be identified by periodic inspections by the Association Manager or the Board, by an Owner's written complaint, or by other reasonably reliable means. The Association Manager and the Board have no obligation to perform inspections.
2. Written Complaint. Owners are encouraged to take responsibility for the condition of the Association. Any Owner may bring a possible violation to the Board's attention through a written complaint, e-mailed, faxed or mailed to the Association Manager. The complaint must identify the property address or Owner, and must specifically describe the violation and date of the violation. Complaints may, but are not required to be kept confidential.
3. "Three Step" Approach and Fine Schedule. The Board may use a "three step" approach for handling violations, unless a violation constitutes a health or safety hazard in the Board's sole subjective determination. In that case, the Board may impose a fine within seven days after sending a notice, once Steps One and Two are completed.
 - a. Step One: Written request to Owner. After the first violation, the Association Manager will send or deliver a notice to the Owner at the property address, requesting voluntary restoration of compliance with the Covenant or Rule being violated.
 - b. Step Two. Second written request and notice that Owner could be fined. If the violation is not corrected within 14 days of the first request, or a similar violation occurs again within a year, a second notice will be sent to the Owner advising that a fine of \$150 may be imposed in fourteen days if the violation still continues.
 - c. Step Three -- Fines. If the Owner fails to correct the violation identified in a second written notice within fourteen days, a \$150.00 fine may be imposed. If the violation still continues after 30 days from the date the first fine was imposed, the Board may impose a daily fine of \$25 per day until the violation is cured. An invoice showing the fines will be sent to the Owner.
4. Fines are not an exclusive remedy. The Board may resort to other remedies in addition to, or instead of, fines. Fines become special assessments, which may be collected as described in the Covenants. Paying a fine does not relieve a person from the responsibility to cure a violation.

Gig Harbor HOMEOWNERS ASSOCIATION

COMMUNITY RULES AND COVENANT ENFORCEMENT POLICY

5. Stop Work Order. In addition to imposing a fine, if appropriate based upon the nature of the violation, the Association Manager may issue a Stop Work Order to any person engaged in an unauthorized activity. An unauthorized activity is any activity which requires the prior written approval of the Board or the PIC, which has not received prior written approval. A Stop Work Order must:
 - a. List the home's address;
 - b. Describe the unauthorized activity;
 - c. Identify the specific prior approval requirement being violated;
 - d. Explain that unauthorized activity must cease immediately, and describe any other sanctions the Board intends to impose;
 - e. Explain that delivery of the Stop Work Order is the determination that a violation has occurred;
 - f. Explain that this determination is final unless it is appealed to the Board, in writing, within 10 days of the date that the Stop Work Order was issued; and
 - g. Explain that failure to immediately comply with the terms of the Stop Work Order will cause a \$350.00 fine to be imposed and that for each week thereafter in which noncompliance with the Stop Work Order takes place, a separate \$350.00 fine will be imposed.

6. Late Fees
 - a. Assessment payments not made within 10 days after the due date are subject to imposition of a \$10 late fee per month, plus an administrative fee collected by the Community Association Management Company.
 - b. Board may charge interest. Owners are responsible for payment of all collection costs and attorney's fees.

Effective as of April 20, 2021.

Board of Directors,
The Ridge at Gig Harbor Homeowners' Association

Approved by the Board on April 20, 2021.