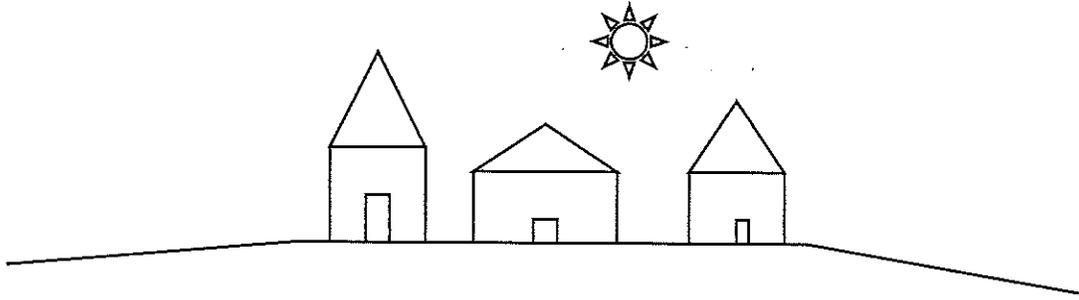


## *Silver Firs Phase II Homeowners Association Neighborhood Rules and Guidelines*



Pride of ownership is the only ingredient  
that will maintain and bolster property values!



The Associations' focus and goals are for the good and happiness of the community. We strive to support neighborhood pride, caring, and harmony. We encourage all residents to care and be considerate for others and the community.



To further detail, emphasize, and provide a clear understanding of how we wish to live at Silver Firs Phase II, the Board, as the duly elected or appointed representatives of the Association's members, by the authority of Article 6 Section 6.1.1 of the Bylaws of Silver Firs Homeowners Association Phase II, have adopted various policies and guidelines. In addition to this document, all owners should read and understand the Bylaws and Declaration, since they govern many matters not mentioned here. The Board may, from time to time, add, delete, or amend these policies and guidelines, and will notify the owners in writing as changes are made. These guidelines shall not contradict or otherwise supercede the Declaration of Covenants, Conditions and Restrictions for Silver Firs Phase II ("CC&Rs").

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## HELPFUL COMMUNITY CONTACTS

### Useful Phone Numbers

Verizon (Telephone)..... 800-483-4100..... [www.verizon.com](http://www.verizon.com)  
Snohomish County PUD (Electric) ..... 425-258-8211..... [www.snopud.com](http://www.snopud.com)  
Puget Sound Energy (Gas)..... 888-225-5773..... [www.pugetsoundenergy.com](http://www.pugetsoundenergy.com)  
Silver Lake Water District (Water)..... 425-337-3647..... [www.co.snohomish.wa.us/](http://www.co.snohomish.wa.us/)  
Waste Management (Garbage) ..... 425-337-1197..... [www.co.snohomish.wa.us/](http://www.co.snohomish.wa.us/)  
  
Snohomish County Sheriff's Office ..... 425-388-3353..... [www.co.snohomish.wa.us/](http://www.co.snohomish.wa.us/)  
  
Southeast Family YMCA ..... 425-337-0123..... [www.ymca.net/6835/index.htm](http://www.ymca.net/6835/index.htm)  
  
Snohomish County Parks and Recreation..... 425-339-1208..... [www.co.snohomish.wa.us/](http://www.co.snohomish.wa.us/)  
City of Everett Parks and Recreation..... 425-257-8300..... [www.co.snohomish.wa.us/](http://www.co.snohomish.wa.us/)  
  
Community Transit..... 425-353-7433..... [www.commtrans.org/](http://www.commtrans.org/)  
  
Sno-Isle Library (Mill Creek)..... 425-337-4822..... [www.sno-isle.org](http://www.sno-isle.org)  
  
Household Hazardous Waste Drop Off Station..... 425-388-6050..... 3434 McDougall Avenue

### Useful Websites

Washington State ..... [www.access.wa.gov](http://www.access.wa.gov)  
  
City of Everett..... [www.ci.everett.wa.us](http://www.ci.everett.wa.us)  
  
Snohomish County..... [www.co.snohomish.wa.us/](http://www.co.snohomish.wa.us/)  
(Sheriff's Office, County Codes, Planning & Development, Public Works, Parks  
& Recreation, Construction Alerts, Children's Museum, Hazardous Waste)  
  
Silver Firs..... [www.silverfirs.com/](http://www.silverfirs.com/)  
  
Silver Firs Phase II..... [www.silverfirs2.org](http://www.silverfirs2.org)

## ASSOCIATION ADMINISTRATION

### **The Association's Property Manager**

Port Gardner Property Management  
2907 Hewitt Avenue  
Everett, WA 98021  
(425) 339-1160  
[tgish@portgardnerpropertymgmt.com](mailto:tgish@portgardnerpropertymgmt.com)

The responsibilities of the property manager includes assisting in the day-to-day affairs of the Association, being the first contact for all issues related to the Association, and advising at board meetings.

★ Please direct all concerns in writing to Tom Gish, Jr. at Port Gardner Management regarding:

- The condition, operation, repair, and maintenance of common property,
- Any observation of objectionable behavior or rule violations, and
- Any concerns regarding these policies and guidelines.

If you have any questions about your home please contact Port Gardner Management

## **Community Involvement**

Our community is highly dependant upon homeowner involvement. Please participate by reading minutes, perusing the website, and attending monthly Board and Committee meetings to provide invaluable input. All members are strongly urged to attend the annual meeting and participate in all voting in person or by proxy.

Volunteerism is the primary method for reducing costs. The association is always looking for homeowners who are willing to devote their time in sharing their particular skills or interests. All committees need volunteers to help with matters such as the communications of the association, the operations and landscaping of the community, any rules enforcement, and finance/budget work. The association frequently holds play and common area clean-ups, landscaping projects, and other community activities to improve our neighborhood. Information about volunteering can be obtained from a board or committee director, the property manager, the website, or at any meeting.

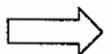
Prosperous communities require hard work and dedicated individuals. The Association would like to give a wholehearted thanks to all current and future volunteers.

The association also may hold an annual neighborhood garage sale for the benefit of all owners. The communications committee will coordinate the date (between June and September) with Silver Firs Phase I garage sale. The committee will also disseminate the details to the general public and Association via meeting minutes, website, and any other manner necessary.

## **ASSOCIATION ORGANIZATION**

### **Board of Directors**

- The Board of Directors consists of elected or appointed volunteer homeowners. Board Directors must represent the interests of all people served by the association, not use their position on the board for personal advantage, maintain confidentiality, approach all board issues with an open mind, and be prepared to make the best decisions for everyone involved.
- The executive board shall meet on the fourth Monday of every month. The monthly schedule supporting board meetings is:
  - 2 weeks before the meeting, agenda items should be submitted to the Communications Committee Chairman via the property manager;
  - 1 week before the meeting, the agenda will be published on the website;
  - 2 weeks after the meeting, the minutes will be available upon request, emailed, and published on the website.
- As of the March 2001 meeting, the minutes shall only be available by email and the website except for the annual meeting and the August board meeting. Hard copies of each meeting will be made available at no cost upon an association member's request to the property manager.



## Committees

Committees are responsible for investigating various issues facing the association and making recommendations to the Board for decision. Committees shall have one chairman appointed by the board, to serve until removed. Each committee should conduct a meeting once a month at a time and location designated by the chairman of that committee and posted in the previous board and committee meeting minutes and on the association website. The chairman of each committee shall keep a record of the minutes of each meeting and make them available to the association in a timely manner upon request and by the association website. At each monthly board meeting committee chairmen will provide a monthly report. For more definition see Exhibit 005.

- The *Communications Committee* is responsible for the communication between all elements of the association, acting as the liaison to the property manager, all board meeting administration (including meeting minutes), maintaining the calendar of events, and the Association website.
- The *Operations Committee* is responsible for maintenance of all common area structures and equipment (including signs, fences, monuments, play equipment, mail stations, etc.), the coordination of any tree clearing, and acting as the liaison to external entities including the Sheriff, PUD, Centex, Snohomish County, YMCA, etc.
- The *Landscape Committee* is responsible for the maintenance of all common area landscaping, (including irrigation system but excluding structures and equipment), the coordination of any special clean ups, and acting as liaison to the landscape company.
- The *Rules Committee* is responsible for the interpretation and enforcement of Association rules such as Bylaws, CC&Rs, Architectural Control Committee (ACC), Neighborhood Rules and Guidelines, and Board and Committee Policy. Liaison to external rule making subjects regarding law enforcement and county departments.
- The *Finance Committee* is responsible for working with the property manager in areas including the treasury, the yearly budget, any audits, and insurance.

If a homeowner wishes to appeal a decision by any committee, they must contact the Board in writing via the property manager. The correspondence must include a detailed account of the particular issue. At the next monthly board meeting the board will consider the facts and make a decision. The homeowner will be contacted and is urged to attend this meeting to provide any additional information. The board shall also notify the homeowner in writing of any decision made.

## ASSOCIATION WEBSITE

The association has developed an official website at [www.silverfirs2.org](http://www.silverfirs2.org).

The website is updated regularly and may change slightly but the basic structure is as follows:

- The *General Information* section contains links to a letter from the board, board member information, annual meeting information, the property manager (Port Gardner Management), and various community links.
- The *Committee* section contains links to each committee's website. Each committee site contains minutes, reports to the Board, and other specific information. For example the Finance site will have budget information and the Rules site will have links to the Articles, Bylaws, CC&Rs, the Policy Log, the Neighborhood Rules & Guidelines and various forms.
- The *Calendar* section contains links to upcoming events, meetings, and deadlines, and the yearly calendar.
- The *Neighborhood Information* section contains links to the posting boards (discussion board and for sale section), area maps, and pet lost and found. (Please be aware that homeowners may not post items on the for sale board that pertain to professional businesses or distributorships).
- The *Division Pages* contains links to a separate site for each neighborhood division. A homeowner from each division should volunteer to maintain the site. Notify the communication chairman at [gene.thompson@verizon.net](mailto:gene.thompson@verizon.net) for details on volunteering. The sites may contain information about events occurring in your subdivision (including distributorship meetings), neighborhood contact information, and any subdivision newsletter.

## ANNUAL ASSESSMENTS

Each homeowner pays dues to the Homeowners Association every year. The dues are based on a budget of anticipated expenses adopted by the Board of Directors. Increases in dues are limited to 5% each year unless there is a vote of the homeowners. The budget includes maintenance of all common areas, electricity for street lights, and management services. A copy of the budget may be found on the association website or requested through the property manager. The budget is discussed in length at board meetings. Members are urged to attend meetings so they may follow the budget process and provide invaluable input.

Please be aware that, according to Article 6 Section 6.1.2 of the Bylaws, the Board has the authority to suspend the voting rights and the right use of the recreational facilities of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association.

### **Assessment Collection**

- No later than JAN-1, the property manager of the Association will send each homeowner a bill for the lot's homeowners' association annual assessment. The assessment is due no later than JAN-31. Payment is due in full and no payment plans are available. If the payment is not received by JAN-31, the unpaid assessment shall bear interest from JAN-31 at the rate of six (6) percent per year. The Association will send the first notice that explains that the assessment is delinquent and as of FEB-1, the unpaid assessment shall bear interest of 6% per year and a late fee of \$5.00 has been added to recover some of the cost of sending the first notice.
- If the assessment is not paid by FEB-28, on MAR-1 the Association will send a second notice that explains that the assessment is delinquent and as of FEB-1, the unpaid assessment shall bear interest from the due date at the rate of six (6) percent per year and that a second late fee of \$5 has been added to recover some of the expense of sending the second notice.
- If payment is not received by MAR-15, the Association will file a lien against the lot and it will be charged an \$84.00 fee to do so. The Association will send a third notice that explains that the assessment is delinquent, the unpaid assessment shall bear interest from the due date at the rate of six (6) percent per year and that a third late fee of \$5 has been added to recover some of the expense of sending the third notice, a lien has been filed against the lot with a fee of \$84.00, and a copy of the lien.
- Monthly reminder letters shall continue to be sent at a cost to the homeowner of \$5 until the debt reaches an amount of \$500.00. At that time, the account will be turned over to an attorney for collection and the lot will be liable for any charges imposed by the attorney to cover fees and costs charged to the Association. After this time, all correspondence, including payment, must be made through the Association's attorney. This policy shall be effective January 1, 2002.

## RULES AND REGULATIONS

When writing rules the board or rules committee first determines if the rule is necessary by investigating and determining if there is a problem. Next they will evaluate any alternative solutions, then conduct any research necessary by checking the governing documents. Draft rules will be posted in the minutes and website. Please provide all comments on draft rules by emailing the rules chairman, contacting the property manager or by attending a board or rules committee meeting. All final rules shall be in the board minutes and posted to the website.

If the board ever makes an exception to a rule for any homeowner, it will determine the violation's effect on the community, investigate and consider all facts, document the decision including why and how the decision was reached, state if the decision applies to all homeowners, and update the rule accordingly.

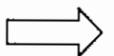
There are two ways homeowner associations can handle rules violations, proactive or reactive. Proactive rule enforcement involves individuals patrolling the neighborhood, looking for violations, and reporting to the association. Reactive rule enforcement depends on homeowners making complaints and the association following up on them. Our association's rule enforcement is reactive. If you observe a rule violation, please submit a complaint to the property manager in the following manner:

### RULES ENFORCEMENT

#### **Steps for Reporting Violations**

Owners are encouraged to solve problems first amongst themselves whenever possible.

- Concerns can be expressed to the property manager in writing by either mail or email (or use Exhibit 009). The letter must include the name and address of the homeowner, what the violation was, and your name, address, and phone number, so the property manager may contact you if any questions should arise. The name and information of the reporting party shall not be disclosed unless required by law.
- If possible, a board member, committee member, or volunteer homeowner may contact the reporting party for more details and confirm the violation if any doubts have arisen.
- The property manager will send a violation notice to the homeowner in violation and a copy to the reporting party (so they may keep track of what is happening).
- The property manager will notify the Board of all violation notices sent in a monthly management report.
- If a state or county law is being violated, please contact the Snohomish County Sheriff's Office at (425) 388-3353. It is important to keep our community informed of any problem issues. If possible, please inform the property manager also so they may report any issues of concern to the association.



## RULES VIOLATIONS

### **Violation Notification**

- The first violation notice should include the specific rule that has been violated, a 10 day period in which to comply, a method for achieving compliance, any potential penalties, and a method in which the homeowner may contact the property manager in order to discuss the violation.
- If after the 10 day time period the violation has not been remedied or the property manager has not been contacted, a second notice will be sent. The second notice should include the specific violation, a method for achieving compliance, any potential penalties, and a 10 day time period in which the homeowner must contact the property manager in order to discuss the violation.
- If after the 10 day time period the violation has not been resolved or the homeowner has failed to contact the property manager, the issue will be taken to the Board of Directors at the next monthly board meeting. The homeowner will be notified of this by certified mail and may attend to provide any additional information. At that time the Board of Directors shall make a decision as to what action will be taken to remedy the violation. Following the meeting, a written report and any action to be taken will be reported to the homeowner in writing by certified mail. Each case shall be judged on its individual merits, and any previous enforcement of the same or similar violations shall not be binding upon the Board in its decision. Any prior Board decision shall not be considered a new rule unless it is agreed to in the normal process of motion, vote, and documentation.
- If this is a reoccurring violation, then this process happens once. Once the process has been completed, future violations receive only the third letter and fining begins anew.

### **Violation Consequence**

Please be aware that, according to Article 6 Section 6.1.2 of the Bylaws, the Board has the authority to suspend the voting rights and the right use of the recreational facilities of a member during any period in which such member shall be in violation of the rules, regulations, Bylaws, etc.

### **Fining Policy**

Fines shall be issued only after giving residents reasonable opportunity to correct a violation and after providing due process. Fines shall be considered only when all steps in policy #22 (as amended) have failed.

- \$10.00 per day/occurrence starting after the 45 day correction period when the final certified notice is sent. The maximum amount of fines shall be \$300.00 (30 days/occurrences of accumulated fines); and/or,
- If the violation is not corrected the Board shall, through its agents, enter upon the lot to repair, maintain, correct, and restore the lot. In addition to the fines, all costs of the repair, maintenance, correction, or restoration shall be added to the lot's assessment.

**MODIFICATIONS AND PROPERTY IMPROVEMENTS**  
**(HEREIN "DESIGN REVIEW")**

The Architectural Control Committee (herein "ACC") shall be made up of 3 or more to be appointed by the board and serve until removed. The ACC shall have the right to establish guidelines, procedures, and requirements for lot modifications, and review and approve or disapprove modification requests.

The ACC shall regulate the external design, appearance, and location of improvements as to promote qualities that bring value to the properties. Design review shall foster the attractiveness and functionality of the community, including harmony among structures, vegetation, and topography.

According to CC&Rs Article VII Section 2, the "Committee may waive or modify any of the restrictions contained in this Article in the event the Committee finds that an extreme hardship will be imposed by such restrictions, but such a waiver or modification will be granted only if the Committee determines conclusively that the waiver or modification does not have a significant adverse effect on the surrounding properties or the general plan of the development."

(ACC information can also be located in the CC&Rs Articles VI & VII).

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**Architecture & Landscaping Requirements**

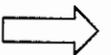
- All clearing, grading, substantial landscaping, structure, exterior painting, and substantial construction may not be commenced until the plans have been submitted to and approved by the ACC. (See Example Guidelines).
- The plans must include a sketch or detailed description with the following information: style, materials, color of the proposed change or addition, and the proposed construction time schedule. (The Design Review Form is attached as Exhibit 001).
- While creating a design for improvements, please be aware of the attractiveness and character within the community, the location and effect on neighbors, and the quality of workmanship.
- All improvements shall be completed as to external appearance including finishing painting within nine (9) months from date of start of construction unless upon their review of a written request for an extension of time, the Committee grants such an extension.

## **Design Review & Approval Process**

- All design review requests must be made in writing via the property manager using the Request for Design Review Form. The form is available upon request to the property manager, on the website, or attached as Exhibit 001.
- Within 30 days of the submittal of a completed request, the ACC shall give its approval or disapproval. The property manager shall send a letter stating the outcome of the request. Upon receipt of the approval letter, modifications may be commenced. If the ACC fails to approve or disapprove a request in writing within 30 days of the submittal of a completed request, approval will be deemed granted.
- Please be aware that ACC approval of plans shall not be a warranty or guarantee that plans and specifications comply with good engineering design or with zoning or building ordinances.
- In the case of a disapproval, the ACC may suggest ways to modify the request so that it is acceptable. If no suggestions are made, the ACC shall give specific reasons for the disapproval. The applicant may appeal a disapproval to the association board of directors. The board's decision may reverse or modify the disapproval by a two-thirds vote of those directors present and voting at a meeting at which a quorum is present. The board shall notify the homeowner of such meeting so that they may provide any additional information. The board shall also notify the homeowner in writing of any decision made.

## **Corrective Action**

- If a design review request was not submitted, the ACC shall have 6 months from the completion date to give written notice requiring compliance.
- The first written notice should include the violation, a 30 day period in which to comply, any potential penalties, and a method in which the homeowner may contact the property manager to discuss the violation.
- If after the 30 day time period the violation has not been remedied or the property manager has not been contacted the issue will be taken to the board of directors at the next monthly board meeting. The homeowner will be notified of this by certified mail and may attend to provide any additional information. At that time the board of directors shall make a decision as to what action, if any, will be taken to remedy the violation. Each case shall be judged on its individual merits, and any previous enforcement of the same or similar violations shall not be binding upon the board in its decision.
- The ACC shall never refuse to consider an application for design review because of an existing unapproved change and shall not require homeowners to remove unauthorized structures as a condition of design review.



## Example Guidelines

Below are **general** guidelines for building materials, colors, and forms which will be used by the ACC in the design review process for compatibility with the original design. If you have additional questions about what improvements may require design approval please contact the property manager or rules committee. Some improvements may have requirements set by Snohomish County Planning and Development. The board urges homeowners to confirm all requirements by contacting the county online at [www.co.snohomish.wa.us/pds/](http://www.co.snohomish.wa.us/pds/), sending email to [planning.county@co.snohomish.wa.us](mailto:planning.county@co.snohomish.wa.us), or by calling 425-388-3311.

- Roofing Material: Divisions 6 & 7 shall be cedar shake and Divisions 8, 9, & 10 shall be asphalt.
- Siding Material: Divisions 6 & 7 shall be wood and Divisions 8, 9, & 10 shall be vinyl.
- Exterior House Colors: Color changes must be compatible with neighboring homes.
- Driveways: Shall be constructed of concrete or asphalt paving.
- Mailboxes: Mail box stations (wooden structure that supports the mailboxes) will be maintained by the association. If there is a problem with a mail station please contact the board in writing via the property manager. The association does not maintain the mailbox. To keep in harmony with the surrounding area, only similar styles will be acceptable (i.e. same size, shape and color). Lockable type mailboxes will be considered.
- Satellite Dishes: Dishes must be 39 inches or less in size. Installation must comply with building codes, screening, unobtrusive placement, camouflage or other reasonable measures to ensure safety and minimize the visual effect as long as it does not impose unreasonable expense or delay or prevent reception of an acceptable quality signal.
- Fences & Walls: Must be in harmony with surrounding neighborhood, as to style, material, size, and color. Only ornamental fences shall be allowed in the front yard and corner lot setback. Location and height must comply with Snohomish County Planning and Development rules. (See above for contact information or Exhibit 006).
- Sheds: Sheds will be considered based on materials, style, and color, which must match the house. Location and size must comply with Snohomish County Planning and Development rules. (See above for contact information or Exhibit 007).
- Decks, Porches, Patios and Coverings: Decks must be constructed of weather-resistant wood and architecturally consistent with similar structures in the surrounding area. Staining or color painting will be considered. Porches and patios shall be constructed of materials compatible with the existing structure. Roofs must be consistent with the roofline, material color, texture, and style of the existing structure. Homeowners must contact Snohomish County Planning and Development to ensure proper building codes. (See above for contact information or Exhibit 008).
- Play Equipment & Hot tubs: Will be considered based on location, style, and material.

## PROPERTY MAINTENANCE

All homeowners must suitably maintain their property. Please be considerate to neighbors and the entire community by following the guidelines for suitable property maintenance as stated below:

- *Yard* maintenance includes mowing, edging, weeding and watering lawn, weeding and mulching around trees and shrubs, and maintaining landscaping materials like weed fabric and landscape bricks.
- *Driveway, patio, and walkway* maintenance includes keeping clean from debris, weeds, and moss growth.
- *House exterior* maintenance includes keeping roofs, siding, and gutters clean from debris and moss growth.
- *Fence* maintenance includes replacing rotted, defective, loose, and aged posts and boards. Please refer to Exhibit 010 for maintenance responsibility.
- *Painted surface* maintenance includes any surface that has become water stained, peeled, blistered, faded, blotched, or weathered.
- Homeowners shall not dump or store on any property directly in view from the street and neighboring properties the following, but not limited to: garbage, refuse, lawn cuttings, debris, lawn mowers, mechanical equipment, tools, and toys.
- Trash containers shall not be stored in an area directly in view from the street and neighboring properties. Containers are to be returned to acceptable storage promptly after pickup.
- Recreational vehicles, boats, and trailers may not be stored on the street or driveway and shall be stored behind the primary structure or sight screened.
- Portable basketball hoops are permitted to be used on owners' driveways. They must not damage surrounding landscape in common areas or other property. To prevent unsightly conditions the portable basketball hoops must be stored out of sight when not currently in use. They must not be used on or block sidewalks or common areas. The county will not clean or maintain streets if they are blocked. If a homeowner observes a problem with street blockage please contact Snohomish County Public Works Department at 425-388-6408.
- Homeowners are permitted to plant portions of the common area abutting the owner's lot with prior approval from the ACC. Please be aware that the owner must maintain such plantings. If the owner fails to do so, the association has the right to maintain such plantings and assess all costs to the owner.

## COMMON AREA RULES & GUIDELINES

Our association maintains common areas for homeowners' use and enjoyment. These areas include Natural Growth Protection Areas (herein "NGPA"), tot lots, sports fields and courts, entrance signs, trails, and tree and grassy hillsides along roads. Please be considerate while using these areas.

- Results of damage to any common area property due to negligence of an owner, tenant, their agents or guests shall be repaired by the association. The cost of such repairs will be assessed to the owner.
- Dumping of any garbage or rubbish in any common area will not be permitted. Please obey all Snohomish County Littering Laws! If a homeowner encounters litter on common property please help the community by picking it up and disposing of it properly.
- Signs are not permitted in common areas. All signs will be removed and discarded. The posting of solicitations on mailbox stations is also not allowed.
- Native Growth Protection Areas must remain undisturbed in a substantially natural state. The county permits the use of non-motorized trails, exercise pathways and wildlife viewing areas. Please remain on established trails. If any problems with these areas occur, please contact Snohomish County Planning and Development Services at 425-388-331 and, if possible, contact the property manager.
- Silver Firs Phase II homeowners have the ability to reserve the soccer field for practice and games so that they will be guaranteed access to the field. Applicants must submit the Soccer Field Reservation form to the operations committee via the property manager. The application requires the user to agree to the soccer field usage conditions and to the release and indemnity conditions. Homeowners may request a form from the property manager, find the form on the website, or refer to Exhibit 002. The operations committee will review applications to, determine the maximum benefit for homeowners and resolve any scheduling conflicts. Written confirmation of the reservation will be sent to the applicant. This confirmation is the applicant's authority to exclusive use of the field for the period of the reservation.
- The association will hire an arborist to complete an inspection of trees of concern in common areas. Homeowners **must** identify trees of concern in writing to the property manager. If deemed necessary, the tree cutting shall take place in the fall of each year. The Request for Tree inspection form is attached as Exhibit 003.
- In the case of a street light outage, please contact Snohomish County PUD Customer Service Department at 425-783-8300. They require three important pieces of information: the location of the light with respect to the streets; the S number of the light which is located on the light housing at the top of the pole; and whether the light is completely out or if it cycles on and off.

## PLAY AREA RULES

All homeowners have access to the numerous play areas, tot lots, and sport courts. These areas are very important to the community. When using these areas please abide by the following rules:

- Play areas are reserved for Silver Firs Phase II Residents only.
- The play areas are closed between dusk and 9:00 AM.
- No amplified sounds (car stereos) at any time.
- Keep cars or bikes clear of nearby homes.
- Bikes and roller blades are permitted on the sidewalk only.
- Dogs must be on a leash at all times. Please clean up pet waste.
- Please keep the area clean, pick up litter and take your clothes home.
- Report any unsafe things immediately to the homeowners association.
- In consideration for others, please refrain from smoking.

## ACTIVITIES AND ACTIONS

Below are some rules and guidelines that pertain to the actions of all homeowners and their guests.

- The owner of a pet shall be responsible to pay for any damage caused by such pet, as well as any costs incurred by the Association as a result of such pet.
- Pet owners are required to keep their pets on leashes, in accordance with county leash laws, at all times when outside any fenced area. Pet owners must be mindful of health hazards and properly dispose of animal waste.
- Homeowners shall prevent their dogs from excessive barking, keep the sound level of televisions, stereos, radios, etc., at a level not to disturb neighbors, in accordance with county code.
- No property may be used as a business, which creates excessive noise, odors, or levels of traffic.
- Parking is prohibited on any common area except in designated areas. Parking is also prohibited on lawns except for properly stored and sight screened recreational vehicles, boats, and trailers. The state and county also prohibits vehicles from parking on sidewalks, obstructing the free flow of traffic, parking on the street for certain lengths of time, too close to stop signs, and, blocking fire hydrants and pedestrian crosswalks, and within 10 feet of mail stations. Please refer to the state and county for current codes. If homeowners have a problem with illegally parked vehicles, the county sheriff should be contacted. If the owner of the vehicle is known, please provide the property manager with all relevant information so they may keep the association aware of any problem issues.

# *EXHIBITS*

*SILVER FIRS PHASE II HOMEOWNERS ASSOCIATION  
REQUEST FOR DESIGN APPROVAL*

OWNER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please describe the proposed changes or additions to your property on an attached sheet. This request must include a sketch or detailed description with the following information: style, materials, color of the proposed change or addition, and the proposed construction time schedule. Should the committee require additional information, your request will be deferred until additional information is received.

The owner understands and agrees that no work in this request shall commence until written approval by the ACC is received.

Once approved, construction must be completed within the approved construction time and must be done in a way that does not unreasonably interfere with neighboring properties.

Applicant has responsibility for removal, in a timely manner, of any debris resulting from construction.

Construction must meet all zoning, building codes, and laws of the county. For further information contact the Snohomish Planning and Development Services online at [www.co.snohomish.wa.us/pds/](http://www.co.snohomish.wa.us/pds/), sending email to [planning.county@co.snohomish.wa.us](mailto:planning.county@co.snohomish.wa.us), or by calling 425-388-3311. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.

Misrepresentation of any items in this request, either oral or written, may void any approval by the ACC.

I have read the ACC guidelines. To the best of my knowledge, this proposed change or addition meets the requirements and standards specified in these guidelines.

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*SILVER FIRS PHASE II HOMEOWNERS ASSOCIATION  
SOCCER FIELD RESERVATION FORM*

**1. Info about the applicant (must be a resident of Silver Firs Phase II). This person will be hereafter referred to as "User":**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. Info about your organization and team:**

Team Name: \_\_\_\_\_

Coach's Info: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Team Roster: See attached. The roster may be submitted at a later date, but no later than 6 weeks before desired use. If you intend to submit later, when? (date) \_\_\_\_\_.

**3. Info about your organization's practices:**

Date of first practice: \_\_\_\_\_

Date of last practice: \_\_\_\_\_

Days of the week: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

**4. Info about your organization's games:**

Date of first game: \_\_\_\_\_

Date of last game: \_\_\_\_\_

Days of the week: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

I, \_\_\_\_\_  
(the "User"), agree that the information on this application is true and complete to the best of my knowledge.

Signature \_\_\_\_\_

### Conditions

I, \_\_\_\_\_ (the "User"), agree to abide by the following conditions:

1. The User is a resident of Silver Firs Phase II.
2. The User may submit this application at any time, but no later than 6 weeks before the desired date of first use.
3. The User may submit the team roster later than the application, but no later than 6 weeks before the desired date of first use.
4. The User will provide proof of proposed insurance for all non-residents of Silver Firs II as follows:
  - a. Limits of General Liability: \$1,000,000.00 Combined Single Limits
  - b. A certificate of insurance,, naming Silver Firs Phase 2 Homeowner's Association as additional named insured, must be received by the board at least five days before soccer field use begins.
5. The User will be responsible for clearing the field of all deposited items after each use including litter, clothing, etc.
6. The User will be held responsible for cost of repair for damages to the field facilities as determined by the board.
7. The User will be responsible for control of all individuals present during the time of facility use.
8. The User agrees to notify the board of any accidents immediately.
9. The Silver Firs, Phase II board of directors (the "board") will grant reservations such that the maximum number of homeowners are served.
10. The board will grant reservations no later than:
  - 1 month before the desired use date for organized recurring use;
  - 1 week before the desired use date for organized non-recurring use.
11. When conflicts exist, the board will resolve the conflicts such that the maximum number of homeowners are served.
12. The board has the right to suspend the voting rights and the right to use the facility by an Owner for a period not to exceed sixty (60) days, for any infraction of these rules and regulations (CCR, Article II, Paragraph 1.b).

User's Signature \_\_\_\_\_

Release and Indemnity Agreement	
The User agrees to protect, indemnify, and hold harmless the Silver Firs II Homeowner's Association, its members, board of directors, agents, staff and volunteers, from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the users activities and/or use of premises.	
User's Signature	
Date	

**How to Obtain More Information:**  
Silver Firs Homeowners Association  
c/o Port Gardner Property Management  
Thomas A. Gish Jr.  
2907 Hewitt Avenue  
Everett, WA 98021

(425) 339-1160 (p)  
(425) 303-0257 (f)  
e-mail: [tgish@portgardnermgmt.com](mailto:tgish@portgardnermgmt.com)



REQUEST FOR TREE INSPECTION FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LENGTH AT RESIDENCE: \_\_\_\_\_

HISTORY OF TREES  
OF CONCERN: \_\_\_\_\_  
(Seen trees fall? On houses?) \_\_\_\_\_

CURRENT TREES  
OF CONCERN: \_\_\_\_\_  
(Describe each tree and  
location with respect to  
property and any markings  
you have made on tree). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**Examples of Responsibilities**

<b>Landscape</b>	<b>Operations</b>	<b>Communication</b>	<b>Rules</b>	<b>Finance</b>
Liaison to Maintenance Company	Crime Watch	Web Page, Phone Mail	ACC review	Treasury
Homeowner Landscape of Common Areas	Mail Stations	Board Meeting Administration	Rules Violations	Budget
Special Clean Ups	Traffic	Digital Photos	Neighborhood Rules	Write Checks
Liaison to Landscape Maintenance Company	Ponds	Envelope Stuffing	Bylaws and CC&Rs	Audits
Scotch Broom	NGPA	Training	Rules for Common Areas	Insurance
Common Area/Capital Equipment	Street Sweeping	Ballots, Validations	Law Enforcement Agencies	Annual Meeting Reports
Trails	Dino Park Drainage	Garage Sales	County Department Concerning Rules	
Irrigation System	Liaison to County	Calendar of Events		
	Liaison to Centex	Communications Review		
	Liaison to PUD	Liaison to Management Company		
	Liaison to YMCA	Monthly Meeting Admin		
	Tree Clearing	Newsletters		
	Play Area Signs	History		
	Entrance Sign Lighting	Records		
	Fences			
	Mail Stations Clean Up			
	Manufacturing Data, Warranties, Repairs			
	Sport Courts			
	Tot Lots			
	Soccer Field Usage Plan			

## SILVER FIRS PHASE II HOMEOWNERS ASSOCIATION

### Fence Guidelines

Fence construction is determined by 3 sets of rules:

1. Snohomish County Planning and Development Services
  - a. Bulletin #27 Setbacks. Setbacks are “the distances a building or use must be removed from the lot lines of a property.” The setback distances for our residential properties are 5 feet for the sides and back and 10 feet for the property front.
  - b. Bulletin #6 Fences. Fence rules are provided in Snohomish County “Bulletin #6”. Fences may not exceed 6 feet without a county permit. Additional height restrictions apply to corner lots.
2. Silver Firs Phase II Covenants, Conditions and Restrictions (CC&Rs)
  - a. Article VII.1.I. “No solid fence shall be constructed beyond the front building setback line, or beyond the side building setback lines in connection with corner lots. Only ornamental fences shall be allowed in the front yard and corner lot setback.”
  - b. Article VII.1.M. “All fences shall be constructed of wood or approved substitute material.”
3. The Architectural Control Committee (ACC)

All Design Requests must be submitted in writing to the management company (CWD Group) for ACC approval by using the Design Review Form. Fence plans should have the following elements to facilitate the approval process:

- a. Show the entire proposed fence on a plan view of your property. The plan view should show the property lines and setbacks.
- b. Describe the style of the fence as it appears in the elevation view. For example: “Style shall be the same as my neighbor in (address)”. If an example is not available, provide a sketch of a typical section of the proposed fence in the elevation view.
- c. Describe any proposed finish (stain). Provide a color sample, if possible.

## SILVER FIRS PHASE II HOMEOWNERS ASSOCIATION

### Shed Guidelines

Shed construction is determined by 2 sets of rules:

1. Snohomish County Planning and Development Services  
(Reference Only. Homeowner is responsible for meeting county requirements)
  - a. Bulletin #27 Setbacks. Setbacks are “the distances a building or use must be removed from the lot lines of a property.” The setback distances for our residential properties are 5 feet for the sides and back and 10 feet for the property front.
  - b. Location on Property. The envelope of the shed (including roof overhang) must be located inside the setback lines.
  - c. Size. Shed cannot exceed 120 square feet in plan and 10 feet in height without a construction permit.

2. The Architectural Control Committee (ACC)

All Design Requests must be submitted in writing to the management company (CWD Group) for ACC approval by using the Design Review Form. Shed plans should have the following elements to facilitate the approval process:

- a. The siding material shall match the siding on the home. For example, cedar shall match cedar, vinyl shall match vinyl.
- b. The siding color will match the color of the siding of the home, or as close to as possible.
- c. The siding style will match the style of the house.
- d. The quality of construction shall match the home as determined by the ACC.
- e. The appearance shall be in harmony with the surrounding structures as determined by ACC.
- f. Roofs shall match the roof of the home except asphalt materials may be substituted for cedar.
- g. The style of the shed will be approved by the ACC.

## SILVER FIRS PHASE II HOMEOWNERS ASSOCIATION

### Deck (Porches & Steps) Guidelines

Deck construction is determined by 2 sets of rules:

1. Snohomish County Planning and Development Services
  - a. Bulletin #27 Setbacks. Setbacks are “the distances a building or use must be removed from the lot lines of a property.” The setback distances for our residential properties are 5 feet for the sides and back and 10 feet for the property front.
  - b. Bulletin #21 Decks. Deck rules are provided in Snohomish County “Bulletin #21”. Decks over 30 inches above the ground requires a permit.
2. The Architectural Control Committee (ACC)

All Design Requests must be submitted in writing to the management company (CWD Group) for ACC approval by using the Design Review Form. Deck plans should have the following elements to facilitate the approval process:

- a. Decks must be constructed of weather-resistant wood and architecturally consistent with similar structures in the surrounding area.
- b. Staining or color painting will be considered. Please provide a color sample, if possible.
- c. Porches and patios shall be constructed of materials compatible with the existing structure.
- d. Any roofs must be consistent with the roofline, material color, texture, and style of the existing structure.