



***Homeowners Association***

***Rules and Regulations for  
Homeowners, Residents and  
Board Members***

***May, 2013***

*(Revised August 2016)*

## **Please Note**

- The rules and regulations listed herein are not intended to be all-inclusive. The *Noble Firs Declaration* and *Bylaws* documents contain additional rules and regulations not included in this document. The omission of references to such provisions shall have no effect on the applicability and enforceability of those rules and regulations.
- All tenants and residents must abide by the same rules that govern a Noble Firs homeowner.
- The owner of a leased unit relinquishes and transfers to the tenant all privileges of a resident, including attendance and participation in all social events, and use of the clubhouse and swimming pool.

## **A. Fines**

1. Monthly homeowner's dues must be paid by the 5<sup>th</sup> of each month, unless otherwise arranged. When dues are not paid by the 5<sup>th</sup> of the month, a fine of \$35 per infraction shall be assessed.
2. The Noble Firs Homeowner's Association (NFHA) Board of Directors ("the Board") will determine and assess other fines as appropriate.

## **B. Clubhouse Premises**

### **Hours**

The clubhouse will be closed for general use at 10 PM Sunday through Thursday nights and at 12 midnight on Friday and Saturday.

### **Clubhouse Rules**

1. Guests must be accompanied by an adult resident. Residents are responsible for the conduct of their guests, and for the proper use of all equipment, including the pool table and exercise equipment. Residents assume responsibility for any property damage caused by their guests.
2. Children under the age of 15 are not allowed in the clubhouse without the supervision of a resident at least 18 years of age.
3. Consumption of alcoholic beverages by persons less than 21 years of age is not permitted.
4. Smoking is not permitted in any area of the clubhouse, shop, or pool.
5. Residents have first priority in the use of all recreational equipment.
6. Kitchen equipment, such as coffeemakers, urns, dishes, silverware, etc., is not to be removed from the clubhouse. Chairs and tables may be borrowed, subject to the following conditions:
  - a. They must be checked out on the list posted in the exercise room, and must be checked back in when they are returned
  - b. They must be returned within 48 hours
7. For safety and economy, any resident using the clubhouse who is the last to leave the premises shall be responsible for the following:
  - a. Turning off the lights and all electrical appliances
  - b. Checking and (if necessary) turning off the saunas
  - c. Turning the thermostat down to 55 degrees
  - d. Locking all outside doors

## **Private Parties**

1. The clubhouse lounge and kitchen areas may be reserved by residents for private parties. (Note: The pool area may **not** be reserved). Reservations may only be made by residents 21 years and older, and are subject to the following requirements:
  - a. Arrangements must be made with the chairperson of the Clubhouse Committee.
  - b. When the arrangement is confirmed, the resident must enter the reservation on the clubhouse calendar.
  - c. A deposit totaling \$100 must be given to the chairperson of the Clubhouse Committee at least seven days prior to the event. This deposit must be in the form of two separate checks, payable to “Noble Firs Homeowners Association” – one check for \$25 to help defray the cost of heat, electricity, etc., and the other a \$75 refundable damage deposit.
  - d. The \$75 damage deposit shall be refunded provided that the premises have been properly cleaned and no damage has occurred. If the chairperson of the Clubhouse Committee determines that the premises were not properly cleaned, or that NFHA property has been damaged, the host resident will be contacted for resolution of the problem.

Should it become necessary for Noble Firs to arrange to correct problems, it will be at the host resident’s expense - costs will be deducted from the \$75 damage deposit, and any costs in excess of \$75 will be billed to the resident.
  - e. Charges are suspended if the clubhouse is used for a memorial service for a homeowner. However, setup, cleanup, and parking arrangements shall be the responsibility of the family, who shall also bear responsibility for any damage to NFHA property.
2. The clubhouse pantry key can be obtained from the chairperson of the Clubhouse Committee or a member of the Social Committee. It must be returned when cleanup is completed.
3. The clubhouse should be clean when you arrive for your activity. If it is not, please contact the chairperson of the Clubhouse Committee. The clubhouse must be clean when you leave it.
4. If the fireplace is used, ensure that the damper has been opened before lighting a fire, and that the fireplace screen is in place during use.
5. The clubhouse is a non-smoking facility – be sure to inform guests that smoking is not permitted in any area, including the restrooms and pool area.
6. The resident who reserves the facility shall be responsible for:

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- a. The full cost of repairs of any damages caused
  - b. All supplies needed (Note: NFHA coffee, tea, sugar, cream, etc. may **not** be used for private parties)
  - c. Cleaning the premises. Cleaning must be completed by noon of the day following the activity (Note: Social Committee organized events are to be cleaned up within 48 hours of the event completion). When the deposits are delivered to the chairperson of the Clubhouse Committee, the resident will receive a sheet listing the cleaning requirements, which shall include the following:
    - Washing, drying, and putting away all used dishes, silverware, and glassware.
    - Carefully washing and putting away all table coverings. (If laundering is required, the coverings should be taken home, cleaned, returned to the clubhouse, and stored in their proper place.)
    - Wiping clean all tables and counters.
    - Cleaning the dishwasher, range, refrigerator, coffee makers and urns.
    - Emptying trash containers (if used) into dry plastic bags, and depositing them in the dumpster.
    - Damp mopping the kitchen floor.
    - Ensuring that the bathrooms are left in a clean and sanitary condition.
    - Vacuuming the entire area used, and returning all furniture, exercise equipment, tables, folding chairs, and the pool table plywood coverings to their original locations or proper storage place.
    - Removing all food items. (*Note* – Items labeled with your name and the date may be stored in the refrigerator for up to two days. Anything left beyond that will be removed and disposed of.)
    - Performing security and safety checks, including ensuring that all range burners, coffeemakers, and water taps have been turned off, all lights (except the florescent light above the kitchen sink) have been turned off, and all outside doors are locked.
7. The resident organizing a private party must make their own arrangements, at their own expense, for any assistance required. The caretaker is not obliged to perform services for individual residents. If the caretaker does agree to perform any service, it must not interfere with his regular duties or working hours, and any compensation for his time shall be by arrangement with the resident.

8. Those reserving the clubhouse are responsible for posting easily-read notices on each exterior door on the day of the event, announcing that the clubhouse facilities have been reserved for that date.

## **Swimming Pool Area**

Noble Firs pool rules are intended to promote safe use of the pool and ensure proper respect for owners, other residents, and guests. Those marked with an asterisk (\*) are adopted from the *Washington State Administrative Code (WAC) 246-260-151;5(a-ii)*.

## **Hours**

Pool hours are from 9:00 AM to 10:00 PM daily.

## **Safety**

1. All persons swim at their own risk – **there is no lifeguard on duty.**
2. Children must be supervised constantly by an individual 18 years or older. \*
3. Supervision includes appropriate monitoring of children's behavior in and around the pool and in the clubhouse. Diving, cannon-balling, running, pushing, scuffling, and other rowdy behavior is not permitted. Use of air mattresses is prohibited.
4. Beverages and food must be in non-breakable containers (not glass) and must be consumed away from the water's edge. \*
5. Persons with a communicable disease, or who have been ill with vomiting or diarrhea within the past two weeks are not permitted in the pool. \*
6. To prevent slips and falls on the clubhouse vinyl floor and chlorine damage to carpeting, please dry off thoroughly before entering the clubhouse.

## **Preserving Water Quality**

1. Children who are not completely toilet trained must wear a quality swim diaper. Take all children to the toilet before they enter the pool and at frequent intervals thereafter. Swim diapers must be changed in a restroom, not on the swim deck. \*
2. Everyone must shower before entering the pool. \*
3. Use only waterproof sunscreen.
4. Keep long hair contained in a band or swim cap.

## **Guests and General Courtesy**

1. Please be thoughtful of others with respect to the number of guests you take to the pool at one time. Share the pool, tables and lounge chairs.

2. Guests at the pool must be accompanied at all times by a permanent Noble Firs resident.

*Note:* No individual is designated to enforce pool rules. Rule violations may be reported to any Board member.

## **C. Noble Firs Campus Area**

### **Pathways**

The asphalt walking paths on the Noble Firs grounds are to be used only for walking by residents and guests. Bicycles, skateboards, and other vehicles are not permitted on the pathways. Wheelchairs, strollers, and small-wheeled toddler's vehicles are allowed.

### **Parking**

*Note:* Violators of parking rules are subject to a fine of \$10 per day.

1. Parking spaces are restricted to the parking of operable vehicles with a current license. The Board may require the removal of any inoperable or unsightly vehicle, or any improperly stored item or equipment. If the vehicle, item or equipment is not removed, the Board may cause it to be removed, at the expense of the resident.
2. Guest parking spaces are clearly marked. They are to be used by guests, and only for a maximum of three days.
3. A limited number of parking spaces are owned by the NFHA, which may be rented on a daily or monthly basis (the 2013 rate is \$1.00/day). If you have guests who require parking for more than three days, either you must rent parking space for them or they must park outside the complex. For rental information, contact the Board Treasurer.

### **Washing Cars**

Within the complex, car washing is limited to residents washing only their own cars.

### **Wheelchair Ramps**

1. Noble Firs complies with federal, state, and municipal legislation, including the Federal Fair Housing Act, and, therefore, permits reasonable modifications and

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accommodations for disabled persons, including wheelchair ramps and vertical or inclined lifts.

2. Requests for reasonable modifications and accommodations must be submitted for approval, in writing, to the Board. Owners are responsible for paying for the approved modifications.

### **Landscape Plantings**

1. Residents are permitted to plant colorful low-profile annuals on either side of the entrance to their unit, providing that permanent plantings are not disturbed. Such plantings shall be done at the resident's expense and shall be maintained by them.
2. Any resident wishing to plant any perennial or other permanent planting anywhere on the Noble Firs campus must submit a request, in writing, to the chairperson of the Landscape Committee. This includes making modifications to the garden area between the entrances of lower units.
3. Placing planters or pots directly onto the decks of middle and upper units is strictly prohibited. Deck surfaces must be allowed to breathe and be protected from moisture to avoid rapid deterioration; therefore, planters and pots must be placed on platforms to allow circulation underneath. Deck surfaces are to be kept free of water – this applies to both Gaco and tile surfaces. Do not over-water plants.
4. Planters and pots near entries or on steps must not impede emergency access or use of handrails.

### **Pet Control**

1. Noble Firs does not permit dogs, except as service animals. Service animals are not considered to be pets under these regulations. Service animals are to be walked outside of the complex, and are not allowed to roam free on the Noble Firs campus.
2. Residents must ensure that their pets do not disturb or cause a nuisance to any other residents. The Board has the right to act on complaints about the actions of any pet.
3. The only pets allowed to roam freely outside of the residences are domestic cats. Residents who permit their cats to roam are limited to a maximum of two per household. (Note: the permissible number of indoor-only pets is not limited, subject to Rule #2.) Residents who permit their cats to roam explicitly accept responsibility for their pet's behavior and actions.
4. Pets are not allowed in the clubhouse or pool area.



## **Garbage and Recycling**

1. Each resident is provided with an approved garbage can, marked with their unit number. These cans are kept in a designated area for each building, and are to be used exclusively for non-recyclable waste.
2. **Please read and follow the signs posted at the recycling area at the southeast corner of the campus, and deposit items in the correct bins.** Remember to break down cardboard boxes, or stack them neatly in the recycle area. Putting items in the wrong bins can result in fines being levied by the waste management providers.
3. The recycling area is not to be used by contractors employed by homeowners, or by residents moving away who are disposing of large numbers of personal items
4. Appliances may not be disposed of in the recycling area.
5. Improper use of recycling containers will result in fines levied against offending residents.
6. Residents are responsible for the operating condition of their individual garbage disposals. Bones and fibrous food waste, such as celery, asparagus ends, banana peels, egg shells, etc., must not be put in the sink garbage disposals.
7. Diapers and personal bathroom waste of any kind should be placed in your unit's covered garbage can.
8. Garbage placed in cans must be tightly sealed in plastic bags to reduce the need for cleaning the cans.

## **Gates**

Trucks, including those dispatched on 911 calls, must enter through the 143<sup>rd</sup> St. gate. The 15<sup>th</sup> St. gate is not wide enough to accommodate trucks. The 143<sup>rd</sup> St gate is to be locked at about 8:00PM by the caretaker or a homeowner volunteer (Emergency vehicles have a key).

## **D. Other Homeowner Rules and Regulations**

### **Conformity of Building Exteriors**

1. In order to maintain a uniform appearance for all buildings, the addition of exterior appurtenances must be approved by the Board before installation
2. All interior window coverings that face the outside of the building should be white or off-white.
3. Decks and patios may not be used for storage or as a laundry facility in any form or sense (with special emphasis on draping of towels and swimsuits).
4. Carpeting is only allowed on decks and patios from the beginning of June through the end of September.
5. Sunshades on decks and patios are to be dark brown.
6. Only furniture designed generally for outdoor use is permitted on patios and decks. Personal decorations, such as flags, banners, hangings, etc., shall be in good taste and kept to a minimum.

### **Locks and Keys**

1. When a resident changes their lock they must:
  - a. Give a copy of the new key to the caretaker as a backup and for use in an emergency.
  - b. Keep their original key to the pedestrian entry gates, clubhouse, pool enclosure, and basement storage area.
2. The caretaker keeps a key for the main entrance of every unit. If a resident becomes locked out they must contact the caretaker, the Chairperson of the Building and Maintenance Committee, or another designated person.
3. In an emergency, the caretaker or a Board member, accompanied by a witness or an authorized contractor, may enter a resident's unit if they are not at home.

### **Water Heaters**

1. Water heaters more than ten years old are not permitted, and must be replaced by the owner. This is necessary to mitigate the chance of water heater failure, which could cause serious damage to the owner's unit, external walls, common areas, and any units below.
2. Owners must turn off their hot water heater, both the water inflow and the circuit breaker, whenever they are planning to be away for more than one week.

## **Unit Renovations and Moving**

1. Each owner must notify the Board if they plan to renovate their unit. Copies of permits for any electrical or plumbing changes must be given to the caretaker. Installation of hardwood floors or planned structural changes in all units must be reported to the chairperson of the Building and Maintenance Committee before any work begins.
2. All floor remodeling projects must be reviewed and approved by the Board to ensure that the proposed floor assembly is in compliance with the City of Seattle Building Code and with the rules of the Noble Firs Homeowners Association. A comprehensive list of applicable rules can be obtained from the Board.
3. All new flooring must meet acceptable noise transmission standards, as defined by the Board. New floors installed above living rooms and bedrooms must meet an IIC rating of 55 or higher. Owners must pre-test a 4' x 4' section at the unit to ensure compliance.
4. Renovations and moving can be disruptive for everyone. Please do what you can to minimize disturbance to your neighbors.
  - a. Inform other residents when you intend to do extensive or noisy work, or have work crews in.
  - b. Limit noisy work to weekdays between 8:30 AM and 5:00 PM. If work on the weekend is unavoidable, please inform your neighbors in advance.
  - c. Be considerate of your neighbor's parking access – do not block them or create obstacles.

## **Cable TV Service**

Noble Firs' cable service provider is Comcast. Any service problems must be addressed to them directly. When you contact them, please refer to our master account number: **8498320070486174**.

**Noble Firs is not responsible for scheduling in-home service calls.**

## **Resident Requests, Suggestions, and Complaints**

All resident requests, suggestions, and complaints are to be submitted to the Board in writing, dated and signed. Submissions will be considered by the Board at its next meeting. **The Board will not consider or publicly acknowledge any matters addressed in unsigned notes or letters.**

## **Real Estate Signs**

The Noble Firs Declaration prohibits the display of any sign to public view from any apartment or in the common area without the approval of the Board. A single sign has been installed at the 143<sup>rd</sup> St. entrance to be used to advertise sales of Noble Firs units. Realtors may use the nearby multi-pocket cabinet to place advertising fliers for those units they represent. Separate advertising signs are not permitted.

## **Association Files**

No resident other than a member of the Board may have access to NFHA files, except through the following procedure:

1. The resident seeking a specific file item must submit a written request to the Board describing the specific item being sought.
2. A Board member must be present when items are accessed from and returned to the files.
3. The file key cannot be given to a resident.
4. No records may be removed, although copies of items can be made, with Board permission.

## **Garage and Estate Sales**

Due to limitations of access to the Noble Firs grounds, and to preserve the privacy of residents, no garage or estate sales are permitted without the prior written approval of the Board, which shall determine the guidelines applicable to any authorized sale on a case-by-case basis. However, in general, the following rules shall apply:

1. The Board must be informed of all planned sales at least one week prior to their date.
2. All sales must be held between the hours of 9:00 AM and 5:00 PM, and must be completed within one calendar day unless approved in writing.
3. Patrons of the sale must park outside of the Noble Firs complex. Patrons may be granted permission to bring in a vehicle, but only to load purchased items.
4. Patrons are not to create a nuisance either through excessive noise or blocking streets or walkways.
5. Failure to comply with these rules subjects the violator to a minimum \$100 fine - higher fines may be levied at the discretion of the Board.

## **Unoccupied Units**

Regular inspections of unoccupied units will be conducted.

## E. NFHA Board Rules

This section refers to rules that pertain only to the operation of the Board.

### Invoice Approval and Payments

1. Directors who approve invoices (i.e., President, Landscape Director, Building and Maintenance Director) are not permitted to write checks.
2. Directors who write checks (i.e., Treasurer, Vice President, and Secretary) are not permitted to approve invoices or to write checks for unapproved invoices, except for budgeted regular expenses, such as utilities, cable television and contractual landscaping maintenance. (Exception: In the absence of the President, the Vice President is authorized to approve invoices, but is not permitted to write checks for those approved invoices.
3. For control purposes, the Association will maintain at least four separate bank accounts. These shall consist of:
  - a. an *operating* account for most receipts and checks;
  - b. a *reserve* account for investible funds and major maintenance expenses;
  - c. an *insurance* account for monthly accrual and yearly payment of Association insurance;
  - d. a *social* account for expenses related to group social events.
4. The Treasurer shall be the director primarily responsible for writing Association checks. However, each Noble Firs account should have two other authorized signatures (e.g., the Vice President and Secretary). A Social Committee member shall be one of the three authorized signatures on the Social account.
5. All checks over \$10,000 must have two authorized signatures.
6. Reserve funds must be kept in a separate account for major maintenance. The budgeted amount allocated to major maintenance from dues shall be transferred monthly to major maintenance. Any transaction removing major maintenance reserve funds, including issuance of checks, shall require the signature of at least two officers or directors of the Association.
7. The insurance account balance shall not be allowed to fall below the deductible amount of the Association's insurance policy (i.e., \$10,000).
8. The Landscape Director is responsible for approving invoices pertaining to Association landscaping. The Building and Maintenance Director is responsible for approving invoices for both major and general maintenance. The President is responsible for a second review and approval of all major maintenance invoices over \$1000.

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9. All Association receipts and payments are to be reviewed by a Certified Public Accountant, who will provide monthly summary reports to the Treasurer.
10. Excess funds not needed in the near future are to be invested by the Treasurer and the President in an FDIC account at a market interest rate.
11. Any temporary deviation from the above rules must be approved by the full Board of Directors.