

# **Rules and Regulations**

## **Glenbrook**

Order: H8HFQD8NM  
Address: 27415 149th Ave SE  
Order Date: 05-25-2024  
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Effective 1 July 2014

**GLENBROOK HOME OWNERS ASSOCIATION (GHOA)  
RULES AND REGULATIONS**

**A. INTRODUCTION:**

**\*\* ALL HOMES ARE TO BE OWNER OCCUPIED. FINE FOR VIOLATING THIS RESTRICTION: \$1000 PER MONTH.**

**1. PURPOSE:**

- a) To reflect requirements set forth in the Revised Code of Washington (RCW), the Glenbrook Declaration, the Kent City Code, the Glenbrook Bylaws, and any other requirements found to be applicable.
- b) To ensure that living in the Glenbrook community will be a pleasant experience for all residents.
- c) To provide answers to the most common questions those residents may have.
- d) To assure fair and equitable treatment for all residents relative both to actions which are acceptable and to those which are not acceptable.
- e) To protect and enhance property values for all residents.
- f) To be Rules and Regulations which are simple, direct, brief, and easy to understand and follow.

**2. SCOPE - THESE RULES AND REGULATIONS ARE INTENDED TO:**

- a) Promote compliance with applicable Laws and Declarations.
- b) Govern those activities and behaviors, which need governing.
- c) Contain only necessary and non-frivolous requirements.
- d) Be as few in number as possible and as brief as is reasonable.

**THE FOLLOWING REVISED RULES AND REGULATIONS (R & Rs) WERE APPROVED BY THE GLENBROOK BOARD OF DIRECTORS ON THE DATE SHOWN ON THE SIGNATURE PAGE (LAST PAGE) OF THIS DOCUMENT. THE EFFECTIVE DATE IS 1 July 2014. THESE REVISED R&Rs REPLACE THE PREVIOUS R&Rs WHICH HAD AN EFFECTIVE DATE OF 15 June 2011.**

- e) Provide with each rule the penalty or penalties, if applicable, for violation of that specific rule. Paragraph 3, following, (Notification and Legal Remedies) defines overall enforcement including notifications, penalty levels, legal actions, and liens.

### 3. NOTIFICATION AND LEGAL REMEDIES:

The Board has classified Rules and Regulations into three (3) levels with corresponding monetary fines for each level. In the Rules and Regulations, following each rule or regulation is a "1", "2" or "3" to indicate the level of seriousness with Level "1" being the least serious. Following are the penalties associated with each Level. Violations are based on an annual system. If there are no further violations for the same offense for one year after the date of the first offense, the offense will be removed from the homeowner's record.

#### Level 1 (Minor)

1<sup>st</sup> offense = WARNING 2<sup>nd</sup> offense = \$25.00 3<sup>rd</sup> offense = \$50.00  
Subsequent Offense(s) = \$100.00

#### Level 2 (Medium)

1<sup>st</sup> offense = WARNING 2<sup>nd</sup> offense = \$35.00 3<sup>rd</sup> offense = \$75.00  
Subsequent Offense(s) = \$125.00

#### Level 3 (Serious)

1<sup>st</sup> offense = WARNING 2<sup>nd</sup> offense = \$50.00 3<sup>rd</sup> offense = \$100.00  
Subsequent offense(s) = \$150.00

Should the Association determine that a property owner, or their invited guest, is in violation of any of the provisions of the Declaration, the Bylaws, or these Rules and Regulations:

- a) The owner will be given an initial warning notification in writing of the violation in accord with the above established penalties. Homeowners shall have 7 days plus 3 business days for mailing to correct each violation received **except for parking violations which will have 3 days to correct violation**. Should the violation not be corrected within this time frame, subsequent violations, with appropriate penalties, will be issued. Violations are based on a revolving 12-month period. Any violation of the same rule and regulation within a 12-month period

will result in successively higher penalties.

b) Should the homeowner not pay these fines and billings within thirty days of their being assessed, the Association may use whatever legal remedies it deems necessary to collect the fine and additional legal expenses. This can include filing of a lien on the owner's property.

c) In the event that the violation involves any of the Rules and Regulations pertaining to parking issues, the Association may, as an additional remedy, elect to have the offending vehicle towed at the sole risk and expense of the owner thereof.

d) Should the homeowner wish to appeal and have the violation notice reviewed, the homeowner must, within seven (7) calendar days of receipt of notice, submit a completed violation review form to the Association for further consideration. This form must be completed as accurately as possible and contain all of the information the homeowner feels should be considered in the Association's review of the situation. See the addendum for a reproducible copy of the Violation Review Form. Appeals of initial violation notices which carry no monetary penalty are at the sole discretion of the Board of Directors.

e) The Association's review will be completed and a written response to the owner prepared within thirty (30) days of the appeal meeting. The ruling of the Association is final.

#### 4. REVISION TO THESE RULES AND REGULATIONS

a) Per RCW 64.34.304 (a) the "Unit Owners Association" may "adopt and amend bylaws, rules and regulations."

b) Per the Glenbrook Declaration, Paragraph 10.4 (a) the Association, acting through the Board, shall have all powers and authority permitted to the Association under the Act (RCW 64.34) and this Declaration including and without limitation to: Adopt and amend Bylaws, Rules and Regulations.

c) The Board has chosen to appoint a "Rules and Regulations Committee" to evaluate changes and/or additions to the Glenbrook rules and Regulations. This committee is to make recommendations to the Board after which the Board will approve, modify, reject, or put the recommendations to a vote of the homeowners.

d) Rule change recommendations may be made in writing form by:

- 1) Any committee as part of their committee function.
- 2) Individual community members.
- 3) The Rules and Regulations committee members.

e) Each rule change request should identify the source, provide a phone number and address, and be dated. The attached addendum, "Homeowner Communication Form", may be copied and used for this purpose.

f) These change recommendations can be dropped through the door slot at our Community Building or turned in at the next committee meeting. These suggestions will be discussed as part of New Business at the next scheduled committee meeting. Committee meetings are open to all homeowners.

g) The Rules and Regulations Committee will be responsible for incorporating finalized rules recommendations and submitting them to the Board for approval.

## 5. RULES AND REGULATIONS - MAIN BODY

Any resident wishing to make a complaint regarding violation of any of these rules and regulations must do so in writing. The attached Addendum (Homeowner Communication Form) may be copied and used for this purpose. If no form is available then any written input will be accepted. It should be signed and dated, contain the writer's name (if you wish to stay anonymous do not fill in name), address, unit number, and subject of the complaint. The writer should be aware that the person or persons involved, should they choose to file an appeal, could receive a copy of the complaint. The complaint form may be

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mailed to our management company, given to any board member, or pushed through the slot in the community building door for board consideration. You may elect to stay anonymous by not signing the complaint form however it becomes more difficult to fix the problem(s) without knowing who the complaint comes from.

1) **MANUFACTURED HOME REQUIREMENTS:**

Each manufactured home must be a minimum of 24 feet in width with asphalt shingled roofing and overlaid plywood siding, wood siding, vinyl siding, or full lap siding covering all exterior walls except trim areas, and must comply with all applicable laws, ordinances, and regulations of the City, County, State, or Federal governments. **Homeowners must have their house numbers posted on the outside of their home so that it is visible (the front street side of the home). This is to insure emergency vehicles can easily locate the home.** All exterior and/or interior structural changes (siding, hot water tanks, dishwashers, etc.) must have permits, approved, and inspected by the Depart of Labor & Industries as required by law. **(Violation Level 1.)**

2) **SPACE AND MAINTENANCE USE:**

Homeowners shall have the duty to maintain their homes, including the lawn, landscaping, paving and appurtenant structures in good repair and condition as determined by the Association. **(Items a through f below fall under Violation Level 1 for non compliance.)**

- a) Lawn maintenance includes mowing, weeding, flower beds, edging, and removal of lawn debris.
- b) Home maintenance includes, but is not limited to, painting, removal of rotting or damaged boards (siding), any **fencing needing repair** and repair or removal of damaged screens.
- c) No major repair of automobiles, engines, motors, trailers, boats, or similar equipment will be performed within the Glenbrook community.
- d) For community safety and aesthetics, chemicals, paints, stacks of boxes or other containers, [holiday yard ornaments/statuary], or anything that can be labeled an

"attractive nuisance", will not be allowed around individual homes, carports, patio/decks, and yards. Such areas must be kept clean, neat, and attractive.

**Refrigerators, freezers and storage cabinets must be locked. Carports are to be free of clutter. Allowable items in a carport (besides vehicles) are bicycles, BBQs, lawnmower, lawn furniture, strollers, wheel chairs (regular or battery operated) commercial (large) water bottles and covered trash receptacles.**

e) Signs: For Sale signs are limited to two (2) in windows of the home and/or one (1) yard sign not to exceed 30" by 30".

1) Open House signs are limited to six (6) and may only be set up for a period of time not to exceed four (4) hours. Only one (1) sign may be placed on the home's front lawn or driveway (the sidewalk shall not be blocked). Up to five (5) other Open House directional signs may be used starting from the Glenbrook front entrance. Open House signs shall not be attached to Glenbrook property or to any type of installed post. **Realtor signs may be posted at entrance of Glenbrook property on 152<sup>nd</sup> Ave in front of the Glenbrook community property sides (in front of the tress on both sides) for a limited number of days by approval of HOA board.**

2) One (1) political sign is allowed per yard. This political sign must be no larger than 24" x 24", cannot be displayed sooner than 14 days before the applicable election, and must be taken down no later than the day after the election.

3) Contractor sign(s) **(2)**, with prior approval from the Board, that does not exceed 24" x 36", may be posted in a yard for a maximum of 30 days.

f) Outdoor holiday lights and décor must be removed no later than 30 days after the holiday.

3) **LANDSCAPING AND TREES:** (Items a through d below fall under Violation Level 1 for non compliance.)

- a) Sculptures over 48 inches and water features (including, but not limited to fountains, ponds, and waterfalls) must be approved by the Board and must meet any applicable city, county, and/or state law regulating such features.
- b) All trees and shrubs must be trimmed so as not to encroach on sidewalks or streets. Any tree or shrub that could block the site of traffic lanes must be maintained at (3) feet tall or less.
- c) A homeowner is financially responsible for any trees and/or shrubs that damage sewer lines, sidewalks, and roadways.
- d) Shrubs and vegetation around telephone and electric utility enclosures located on personal property should be maintained by that homeowner.

4) **EXTERIOR LIGHTING:**

The exterior streetlights on each owner's lot are to be maintained and fully operable at the owner's expense and **must be white or clear except during the holidays and must be removed as per 2f.** (Violation Level 1.)

5) **FENCING, DECKS, EXTERIOR IMPROVEMENTS, ALTERATIONS OR ADDITIONS:**

All items within this rule require the written approval of the Home Owners Association (HOA) prior to beginning any work. The application should include a copy of the lot site plan, if required (available from the Association office). The completed form should be given to the onsite manager, placed in the mail slot at the front door of the community building, and/or given to any Board member for review and authorization.

The application requires approximate start and finish dates. All improvements shall be completed within 90 days of commencement. Homeowner may make application for an extension of time upon written explanation of why extension is needed.



a) **Fencing:** Owners considering the addition of fencing are encouraged to discuss their plans with adjacent owners prior to preparing and submitting their request. This could result in some possible cost sharing and promote goodwill between neighbors.

Fences may not be over six (6) feet in height as measured from the lowest adjoining grade to the top of the fence. It is the sole responsibility of the individual homeowner to ascertain and obtain any required permits required by the city, county, and/or state. **(Violation Level 2.)**

No fence shall be erected beyond the front support post of the original carport installed on their unit. Reference Corporate Resolution 47, dated 6/4/96) **(Violation Level 2.)**

Fences will only be erected on your property lines (unless you have written agreement from your neighbor to use a portion of their property).

**The following are the only materials authorized for fence construction:**

1. Pressure treated posts set in concrete.
2. Cedar fencing boards only with a minimum width of 4" and a maximum width of 8".
3. Cedar or pressure treated rails, 2" x 4" minimum.
4. Galvanized nails or other approved outdoor fasteners should be used.

b) **Fence in front yards.** Request for a fence to be put in the front yard must be approved prior to being put up by the Glenbrook board. Written/Drawing of plan must accompany the request.

c) **Decks:** King County, prior to our annexation by Kent, approved the location of any decks to be built on the individual lots within the Glenbrook community. The City of Kent has agreed with these drawings. Copies of these drawings are available from the onsite manager. Any decks

built without Board approval are out of compliance and subject to applicable legal action.

d) **Exterior improvements, alterations, and additions:** All exterior improvements, alterations, and additions to include flag poles (except for one-story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the roof area does not exceed 120 square feet and does not encroach into the setback areas), must have the necessary building permit(s) or inspection from 411 to identify any and all sewer, electrical and water lines (including, but not limited to, plumbing, electrical, and mechanical) issued by the proper jurisdiction. If the Board determines that the building project may require a permit that has not been submitted, the application will be returned and the applicant will be solely responsible, at their expense, for preparing and submitting the proper documents to the appropriate authorities for approval. Upon issuance of the building permit, a copy must be submitted with the application for final approval by the Association. **Storage sheds that are put on or near the setback areas will not be permanent so that they can be removed should the City or the HOA need to use that area. This will be done at the homeowners expense. (Violation Level 2)**

e) **Tarps** may only be used if they are not visible from the street or sidewalks. They may not be placed on roofs for more than 90 days. **(Violation Level 2)**

f) **Back yards:** Homeowners must maintain the back yard of their homes free of garbage and over grown vegetation. **(Violation Level 1)**

g) **Flagpoles and flags:** Flags may be displayed on private property as long as it is display respectfully. Flagpoles may be erected on private property by first submitting a request to the HOA with drawing of exact placement of flagpole(s). The US flag if flown 24 hours a day must be properly illuminated during the hours of darkness. Properly illuminated means there should be either a light directly upon the flag or that there be sufficient local lighting to make the flag visible at night. If the flag cannot be properly illuminated it must be retired at sunset. Flag Code Section 6a) If more than 1 flagpole is erected and are the same in height the US Flag must be displayed first (facing the display, from left to right). If

two or three flagpoles are erected the taller flagpole will display the US Flag in the center.  
For more information on proper rules on flags you can google US Flags and Flagpoles.

h) **Fireworks:** Fireworks are **strickly prohibited** in the Glenbrook community. Immediate \$50 fine will be initiated for anyone violating this rule.

6) **TRAFFIC, PARKING AND VEHICLES**

In recognition of the limited streets and common areas available within our community the following restrictions are in effect. (Note: Areas marked in red are NO PARKING. Yellow is MAIL PICKUP ONLY. "Reserved" stenciling is for MONTHLY PAID PARKING ONLY.)

- a) The maximum allowable speed limit for all motorized vehicles is ten (10) miles per hour anywhere within Glenbrook. **(Violation Level 3)**
- b) Parking of resident's automobiles, motorcycles, and small trucks is limited to the carport space, garage space, if any, and driveway, excluding the sidewalks or streets (which are common areas). **Parking along side of the driveway is not allowed (unless approval has been granted by the HOA to add a modified driveway). Ruts, holes or lawn blemishes caused by vehicles must be immediately repaired by the homeowner.** Neither Residents nor guests shall park on the street or in any area meant for grass or other plants whether common area or private property. The common area parking spaces of the community are for guests. **Driving or parking** vehicles on sidewalks except to access driveways is strictly prohibited. **(Violation Level 2)**
- c) A recreation vehicle (RV) or utility trailer may park in a resident's driveway for up to 7 days as long as it fits within the driveway space and does not extend beyond the sidewalk, into the street or any grassy area. Beyond that time requires a special permit from the office. If said vehicle needs to park in a guest parking space, special permission must be acquired in

advance from the office. **(Violation Level 2)**

- d) All vehicles must be properly maintained so that they do not cause unsightly oil spots or damage to driveways, guest parking areas, sidewalks, and streets. Parked vehicles must have a current license and be in operable condition. **(Violation Level 1)**
- e) Each Glenbrook owner **and/or persons living in the home** must register their vehicles (year, model, make, color, and license plate number) with the Glenbrook office within one week of ownership. Any change (new vehicle, eliminated vehicle, or new plates) must be reported to Glenbrook within one (1) week. Vehicle decal number owner records are kept at Glenbrook for purposes of identifying residents vehicles and do not provide any special parking privileges. Decals must be placed inside the front windshield and rear window of each vehicle and be plainly visible. Anyone having off-site vehicles may request decals for these vehicles which will allow the off-site vehicle to be parked in the owner's driveway only when being used in place of the regular vehicle. Decals are assigned to a specific vehicle and license plate and may not be transferred to any other vehicle or license number. **(Violation Level 1)**
- f) When a special situation occurs that creates a need for a Glenbrook resident to park in guest parking, a request must be made to the Glenbrook office either by phone, mail drop, HOA board member (who will place a note for the on-site property manager) or to the on-site manager. **(Violation Level 1)**
- g) Guests may park in numbered, unrestricted guest parking spaces for **any three (3)** days within a seven (7) day period. Beyond **three** days requires a Parking Permit; which is **good for up to fourteen (14) days and will need to be obtained by the homeowner in advance at the Glenbrook office. Special situations considered by notifying the office or a Board member.** **(Violation Level 2 + tow)**

- h) Non-resident frequent guests are those who come to Glenbrook three or more days a week. The homeowner must notify the office and acquire a special parking permit for any non-resident requiring frequent visits to park in Glenbrook while providing special services for a resident (i.e., visiting nurses, caregivers, college student(s) home on weekends). **(Violation Level 2)**
- i) Three (3) special situations exist which require assignment of rights to use guest parking spaces:
1. The disabled space identified with handicap logo (disabled placard must be visible on vehicle) located in front of the community building
  2. The landscaper may park in any available space
  3. Four (4) spaces in front of the mail kiosk are to be kept clear. These spaces may only be used by the postal truck and any resident picking up and/or dropping off mail. Spaces are posted with barrier signs "Mail Pick Up Only" and denoted with yellow or red paint. **(Violation Level 3)**
- j) **Reserved Parking:- Homeowner may rent a reserved parking space.**
- 1) Twenty six (26) numbered spaces are set aside for paid parking. These are 5, 6, 7, 8, 12, 13, 19-30, 43, 62, 63, 65, 66 67, 68 and 69. These parking spaces are available to our homeowners for \$50 per month, paid in advance, and subject to compliance with the following requirements and procedures.
  - 2) No commercial vehicles, trailers or boats are allowed to park in the fire lanes except if the homeowner is having repairs or deliveries for a short period of time. Homeowner is responsible for vehicle/drivers and any damage caused within Glenbrook by either.

3) Cars parked in unpaid space will be towed. Only 1 notice will be posted on any vehicle parking in an unpaid space prior to being towed.

4) Parking will only be allowed in assigned space marked "Reserved".

5) Parked vehicle must plainly display the reserved registered vehicle decal on the rear or front windshield of the car. Vehicles without proper decal may be towed from reserve spaces. - Spaces available on a 1st come, 1st serve basis. No sub leasing or non-resident use is allowed.

6) Homeowner desiring to rent a paid parking space needs to apply at the office and complete a registration form accompanied with a \$50 check for the first month's rent. No pro-rating on monthly fee. Fees will be due just as the HOA dues on the First of every month. Subsequent monthly rental fee is to be paid along with the HOA dues. Reserved spaces are clearly identified as "**Reserved**". If there are more requests than available spaces, a waiting list will be maintained. Again, first come, first serve. The office will maintain a list of permit holders and any waiting list. The on-site property manager or board member will monitor cars parked in the reserved spaces. Non-authorized vehicles may be ticketed and towed. **(Violation Level 2+ towing)**

#### 7. **PETS:**

The owner of any pet is liable for any and all damages caused by their pet. Any homeowner with a dog that causes the Association's insurance company to cancel the Association's policy is solely responsible for the cost of obtaining new insurance for the association. Pets determined to be intimidating or a potential physical threat to other residents will be removed from the community. The owner of a dog and/or cat is responsible for ensuring that:

- a) A current King County License tag is properly attached to a collar or leash.  
(King County)
- b) All pets must have proof of current inoculation for rabies. Tag must be attached to collar or leash and/or Homeowner must be able to provide proof. **(Violation Level 1)**
- c) The pet is properly housed and is not allowed to be a nuisance or annoy other residents. If dog(s) is/are tethered in homeowner's yard, said tether must not allow the dog(s) to go into the street or on the sidewalk. **(Violation Level 1)**
- d) Pets are not allowed to run loose on other resident's property and/or common property. **(Violation Level 1)**

The owner shall immediately remove, clean up, and appropriately dispose of pet debris from their property, any common area, street, red path neighbor's property, or wetland areas. It is strongly advised that homeowners not allow your pet to wonder on other private property to relieve itself. Any written complaint on any pet shall result in an immediate fine. **This violation will not come with a warning. (Violation Level 1)**

#### 8. GUESTS:

The homeowner is responsible for ensuring that all of their guests are aware of the Declarations, the Bylaws, and these Rules and Regulations. Homeowner will be held responsible for any and all acts of their guests while they are in the community. Violation of any Declarations, Bylaws, or these Rules and Regulations by guests will be considered violations by the homeowner and the homeowner shall be subject to an immediate fine (based on the violation).

#### 9. CHILDREN AND YOUTHS:

The homeowner is responsible for all actions of any children or youths residing in, or visiting, their homes. Recreation areas for children and youths have been established behind the clubhouse, the basketball court area and the empty lot area near the clubhouse. Children and Youths are asked to respect the privacy of other homeowners and not disturb their property.

Violations of the Declarations, the Bylaws, or these Rules and Regulations by children or youths will be considered to be violations by the owner and is subject to an immediate fine without warning. **(Violation Level 1)**

#### 10. NOISE AND OFFENSIVE ACTIVITIES:

Since resident homes are very close together and residents have diverse work and sleep schedules, residents are expected to be courteous of their neighbors.

- a) Radio, television, stereo, similar equipment and loud conversation shall be kept at volume levels which will not annoy or disturb other residents. **(Violation Level 2)**
- b) Intoxication, abusive language, disturbing the peace, loud parties, or other offensive activities is **not** permitted. **(Violation Level 2)**
- c) Lawn mowers, weed-eaters, other noise producing tools and all similar equipment should not be used prior to **9:00 a.m.**, nor after **10:00 p.m.** as a courtesy to your neighbors. **(Violation Level 1)**

#### 11. RESPONSIBILITIES

**NEIGHBORHOOD DISPUTES** are not a responsibility of the Association, unless the Glenbrook community is involved per these Rules and Regulations. Personality conflicts are not under the jurisdiction of the Association. Please respect your neighbor.

**LOSSES:** The Association will not be held responsible for loss or damage to property or vehicle of the resident or guests by fire, theft, acts of God, or personal injury within the limits of Glenbrook.

#### 12. SAFETY AND SECURITY:

- a) Board Members, Committee Chairpersons, Property Manager and Security Personnel - Abusive Language and/or Behavior, Harassment, Vandalism, and/or Destruction of personal or real property of any of



the aforementioned people or their families, while in, or as the result of, their pursuit of their official Glenbrook HOA duties, is strictly forbidden.

Violation Level 3 & immediate fine with no initial written warning notification - plus any/all available legal recourse against violator.

- b) NO FIREARMS (including B-B guns, soft-air guns, etc.) are **NOT** to be discharged within the Glenbrook community. (Violation Level 3)
- c) Back Entrance "People" Gate - This gate is for the strict use of Glenbrook residents and their guests. Climbing over Glenbrook's gates and fences is prohibited and violators will be given 1 warning then a fine will be assessed to the homeowner that this guest is visiting or that lives in this community. (Violation Level 2)

### 13. LAW VIOLATION:

No violation of any law or ordinance of the city, county, state, or Federal Government will be tolerated. No acts or demeanor shall be permitted which would place the resident in violation of any law or ordinance. (Call 911)

### 14. ACCESS TO AND USE OF GLENBROOK PROPERTY AND PREMISES:

- a) The Association shall at all times have the right:
  - (1) to control and prevent access to Glenbrook of all persons it deems undesirable, and
  - (2) to eject without notice any person or persons who uses bad language, creates a disturbance, or causes a nuisance. The Association shall be the sole judge of such conditions and the need for such action. (Call 911 and have them trespassed)
- b) Use of the Community Building (Cabana): The Community Building is for use by Our Residents for Homeowners' meetings, Board Meetings, Committee Meetings, parties, and receptions. Checks or money order is the only form of approved payment.

c) RULES FOR USE OF THE COMMUNITY BUILDING ARE AS FOLLOW:

1. No drugs, alcoholic beverages or tobacco. Consequences of this rule will result in restriction of any further use of the community building for up to 1 year.
2. Homeowners will be allowed to have parties such as birthday, anniversary or any occasion that is celebratory for a fee of \$25 non-refundable. A \$90 deposit for damages is required and will be refunded once the cabana is inspected and no damage is noted. Any damage that exceeds the \$90 will be paid by the homeowner. Homeowner must be present at the event at all times. Checks or money order only accepted.
3. Fundraising and/or community events need to be requested in advance and will be approved and/or disapproved by the board only.
4. Events such as Tupperware, Avon, Home Décor, Party Lite, etc., require prior approval by the board. The fee for these events is \$25 non-refundable. A \$90 deposit for damages is required and will be refunded once the cabana is inspected and no damage is noted. Any damage that exceeds the \$90 will be paid by the homeowner. Homeowner must be present at the event at all times. Checks or money order only accepted.
5. No usage after 10 PM without prior HOA approval.
6. The homeowner sponsoring the event will be responsible for making the arrangements, paying for any damage, cleanup after the event, and securing of the building. **All supplies required for events listed above will be provided by the homeowner.**
7. No loud noise, offensive language or sexual activities are permitted.
8. No uninvited guest(s) will be tolerated and should be asked to leave by the homeowner hosting the event immediately.

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9. The homeowner sponsoring the event will remain on site and will be responsible for attendee's conduct at the event and duration of the event.
  10. The homeowner sponsoring the event will be responsible for complying with posted cabana rules. (Rules are provided at time of reservation and posted on refrigerator.). Failure to comply may result in withholding part or all of the damage deposit.
  11. Any rental cancellation must be provided a minimum of 3 days before event or the fee of \$25 use fee will be forfeited (unless deemed an unforeseeable emergency). Failure to lock doors/windows will result in automatic loss of deposit. It is the homeowner's responsibility to report any notice of damage or non-working appliance prior to event.
- d) **Use of the Sport Court** - The sport court is for use by our residents and limited to invited guests only. Rules of use follow:
1. No drugs, alcoholic beverages or tobacco. **Consequences of this rule will result in restriction of any further use of the sports court for up to 1 year. (Violation Level 2)**
  2. A limit of two (2) invited guests per household. If more than two guests are invited, then the host homeowner must be present at the sport court to exercise control, or must, prior to the event, provide a signed authorization well in advance of the event through the slot in the Community Building door listing the names of all invited guests. Uninvited guests will be directed to leave Glenbrook. **(Violation Level 2)** (Call 911)
  3. No self-invited non-resident users will be tolerated. The police are to be called, if necessary, to remove such trespassers. (Call 911)
- e) Hours are from 9:00 am to 10:00 pm. Parents, guardians, or homeowners are responsible for resident children and their guests to observe these hours.

**(Violation Level 1)**

- f) The cost of any damage, replacement, or repair (ordinary wear and tear excepted) occasioned by vandalism or the careless or negligent use of the premises or property of Glenbrook by any person shall be paid for by the person responsible for such damage, replacement, or repair. Residents shall also be responsible for any damage caused by their guests. (Pay for loss, damage, and repair)
- g) No person shall, without permission, remove, transfer, or borrow from Glenbrook premises any article of equipment which does not belong to them. (Pay for loss, damage, and repair) **(Violation Level 2)**

**15. SOLICITING:**

No soliciting is permitted within the community of Glenbrook other than by appointment with an individual resident or the Association. No political soliciting, activity or canvassing will be allowed. (Call 911)

**16. WETLANDS:**

It is recognized that the wetlands provide valuable functions such as helping to protect property from flooding and to provide essential wildlife habitat. For the protection and enhancement of the wetland functions, residents and children will not enter the wetland areas. Damage to these areas will not be tolerated and will result in an immediate fine without warning. Please DO NOT feed the ducks in this area, bread is harmful to them. Adults with permission from the office or board member(s) may enter the wetlands to pick up trash. **(Violation Level 1)**

**17. LAUNDRY:**

No laundry may be hung outside if it is visible from the street.

**18. REFUSE:**

Residents must make their own arrangements for refuse disposal. The City of Kent mandates that all residents **MUST** use a garbage

service. Garbage containers should be kept clean, odor-free, covered at all times and **stored in the carport, side of home, or area out of view.** (Violation Level 1)

19. **MISCELLANEOUS:**

Residential fireplaces and wood burning stoves are prohibited. (Violation Level 2)

20. **USE OF GLENBROOK'S NAME IN ADVERTISING:**

Other than in the sale of your home, the name of Glenbrook shall not be used for advertisement or sale of general merchandise, automobiles, etc. (Violation Level 1)

21. **UTILITIES MAINTENANCE CHARGES AND REPAIRS:**

All charges for installation, changes, or repairs to utilities will be paid by the resident from the home to and including the outside shutoff valve for water, from the home to the meter in the case of electricity, and for all hookups and clogged sewers above ground. (Above ground includes exposed utilities within the crawl space under the house). Further, the Association reserves the right to disconnect or interrupt utilities in order that repairs, alterations, or additions may be made and the Association shall in no way be responsible for any loss suffered by the resident in so doing. Access must be available at all times to manholes, water lines, sewer lines, and meters for service.

This revision to the GLENBROOK HOMEOWNERS ASSOCIATION RULES AND REGULATIONS is effective on the date specified in the first paragraph on page 1 of this document.

We being all of the duly elected members of the of the Board of Directors of the Association, Certify that this revision to the Glenbrook Rules and Regulations has been adopted by the full Board of Directors of the Association, who by our signatures agree to the above revision of these Rules and Regulations.

DATED this 4th day of June, 2014.

Val Pullen  
Val Pullen, President

Sherry White  
Sherry White, Secretary

Cindy Duffield  
Cindy Duffield, Treasurer

Alan Anderson  
Alan Anderson, Board Member

Wayne Bernard  
Wayne Bernard, Board Member