

**Meadow Wood Condominium Association
Rules and Regulations**

Attachment A

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Parking

1. Parking Rules and Regulations

- 1.1. Meadow Wood Declaration. Each Unit has the right to the use of two (2) parking spaces if needed. (Section 9.2 Assignment of Parking Spaces)
 - 1.1.1. Use of covered parking (carports) is limited to those who have purchased them or their designees.
 - 1.1.2. Use of non-covered parking shall be determined by the Board as described in the Declaration. [Article 9. Parking]
- 1.2. Each household will be limited to two (2) parking spaces unless they show a need for an additional space(s) based on special circumstances.
- 1.3. A request for use of more than two parking spaces may be approved or denied based on the needs of other Members and needs for Visitor parking.
- 1.4. An approval for use of an extra parking space may be withdrawn if needed for higher priorities, e.g. providing a first or second space for a Member, allowing for handicapped parking, or providing Visitor parking.

2. Parking Guidelines

2.1. Uses

- 2.1.1. Parking spaces are for automobiles and motorcycles only (no boats, trailers, RVs, etc.).
- 2.1.2. Short term parking for RVs is allowed in Visitor parking.

2.2. Visitor Parking

- 2.2.1. Two spaces at each end of the parking lot will be reserved for Visitor Parking (total = 4 VP spaces).
- 2.2.2. Space #47 (the closest space on Beacon Pl.) will be reserved for Visitor parking/temporary landscaping materials use.

2.3. Beacon Place Parking

- 2.3.1. The Parking Committee may approve applications for reserved extra spaces on parking spaces #48-54 in return for \$50/mo (or market rate).
- 2.3.2. The Committee will consider requests to reduce the monthly fee for hardship cases.

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2.4. Extra Parking

- 2.4.1. Extra vehicles may park along Beacon Place in spaces #48 – #54 day or night if not already reserved.
- 2.4.2. Extra cars may park in Visitor parking in the parking lot between 9 PM – 9 AM only.

2.5. Motorcycles.

- 2.5.1. Member motorcycles may be stored in the Barn with the permission of the Barn committee.
- 2.5.2. We ask that Members walk their motorcycles between the Barn and parking lot during “Quiet Hours” (9pm – 9am) whenever possible in order not to disturb the sleep of other residents.

2.6. Procedures

- 2.6.1. A Member with special circumstances may petition the Parking Committee for permission to use an additional parking space, subject to the regulations, rules and guidelines in this section.
- 2.6.2. The Committee will give Notice of its decision to all Members within three (3) days of the decision.
- 2.6.3. Any Member may appeal the decision of the Parking Committee to the Board of Directors and/or to the Meadow Wood Condominium Association within ten (10) days of the date of Notice.
- 2.6.4. If a Parking Committee decision is not appealed, it becomes final.
- 2.6.5. Any complaints should be directed to the Parking Committee first. The Committee will decide whether to take action on a complaint or to refer it to the Board or the Community for action. Notice and appeals of Committee actions on complaints will be filed as specified above for requests.

Pets

1. Pet owners shall abide by any applicable local ordinances, including Kitsap County Code (KCC) Title 7:

- 1.1. http://nt2.scbbs.com/cgi-bin/om_isapi.dll?clientID=946305&infobase=procode-7&softpage=Browse_Frame_Pg
- 1.2. “Pet” means any animal maintained for the primary purpose of personal enjoyment, exhibition, companionship or service including, but not limited to, domesticated animals, such as cats and dogs, and non-domesticated animals suitable to living in companionship with humans, such as some birds and mammals. [KCC 7.04.020(24)]
- 1.3. Annual License. All dogs and cats shall be licensed annually or within thirty calendar days from the date the owner acquires the animal or takes up residence in the county. [KCC 7.08.010]

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- 1.4. **Infractions: Animal Noise:** For any person(s) to own any animal which by its barking, howling, baying, squealing, crowing, crying, bleating, screeching, or making any other noise by its volume or frequency unreasonably disturbs or interferes with the peace of any person(s) for more than fifteen minutes in any one-hour period of any day, and is documented by three or more separate episodes of such noise in a sequential seven-day period. The burden is upon the owner of such animal(s) to maintain quiet.... [KCC 7.14.030 Infractions (3)]

- 1.5. **Animal Waste.** For the owner of a pet to fail to remove deposits of fecal material originating from the owner's animal from public or private property unless the owner of such property has given permission for such material to be deposited.... [KCC 7.14.030 Infractions (21)]

- 1.6. **Excess Number of Cats and/or Dogs.** To own five or more adult cats and/or dogs at the same place or residence without a valid commercial pet facility, animal welfare facility, hobbyist or enthusiast license. [KCC 7.04.020(24)]

2. No pets are allowed in the Common House, with the exception of service animals.

3. Owners are expected to thoroughly clean up after their dogs in all outdoor areas.

4. Dogs and cats must get all necessary shots and be spayed or neutered.
 - 4.1. [Definition of "necessary shots" TBD. Reference: WSU College of Veterinary Medicine, *Community Practice Vaccination Protocols: August 2005* - <http://www.vetmed.wsu.edu/depts-vth/vaccinations.asp>]

5. Parents are responsible for keeping their children from provoking or hurting animals.

6. Dogs must be under control by voice or leash at all times and must not harass any person or animal.
 - 6.1. Owners must have a leash for every dog.
 - 6.2. Dogs must be on leash in developed areas, and may be under voice command in undeveloped areas.

7. No aggressive dogs or other pets may be brought into the community or remain in the community.

8. Pet owners are responsible for any property damage caused by their pets.

9. Unless there is an emergency, conflicts should be handled within the community first. The owner should be approached first; if this doesn't work, the issue should be presented to the community.

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10. Number of pets allowed: The number of pets per unit is limited to two pets (cats or dogs). Existing residents who have more than two pets will be grandfathered in. An emergency meeting can be held to consider a request from prospective owners for an exception.
[Effective 5/14/2010]
11. Landlords may limit pets for their rental units as they see fit.
12. Permission for must be obtained from the community for:
 - 12.1. Outdoor pet areas, such as dog yards.
 - 12.2. Any animals to be housed temporarily or permanently out doors.
13. Pet owners are responsible for controlling fleas on pets.

Smoking

1. Smoking is permitted near the pond and in the uncovered parking area (except the short term parking next to the common house). (Approved 9/22/06)
2. Smoking shall be consistent with the state Smoking in Public Places law (RCW 70.160): smoking is prohibited within 25 feet of public places or places of employment.
 - 2.1. "Public place" means that portion of any building or vehicle used by and open to the public... A public place does not include a private residence. (RCW 70.160.020)
3. Smokers must clean up after themselves.
4. Landlords may limit smoking in their rental units as they see fit.

Woodstove Emissions

1. Residents are responsible for managing emissions from wood fires consistent with state law. [WAC 173-433-110 Opacity standards. References: <http://www.pscleanair.org/actions/woodstoves/law.aspx> ; <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-433-110>]
2. [TBD – *Pending recommendation from woodstove owners (Coes, Tollivers and Buckhams).*]

Community Building

All owners and renters are expected to participate in community activities, including dinners in the Common House, as time allows. It is understood that participation is voluntary. (Approved 12/02/06)

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Getting the Work Done

We agree on the importance of sharing the work required to maintain and improve our common areas in order to (1) maintain our property values, (2) keep homeowner dues as low as possible, and (3) build our sense of community. Therefore, it is our goal that residents age 16 or over will work an average of 8 hours per month for the community, at least during the spring, summer, and fall. These hours will be on the honor system and may include work day projects, yard maintenance, work teams, cooking, cleaning, committees, etc. Those who are unable to work are encouraged to contribute to the Work Projects Fund or supplies needed by committees, e.g., bark, topsoil, etc. *[Approved 10/13/06; Updated 12/2/06; Revised 7/23/08 & 6/12/09]*

Facility Use

The Meadow Wood Common House and Common Areas are extensions of our homes and yards. As such, we welcome compatible uses by members and their guests, and ask that you help us make this possible by honoring these conditions and guidelines.

- 1 Member Sponsor – All events in the Common House and in the Common Areas must be sponsored by the Community or a Meadow Wood Member in good standing. Events sponsored by outside users are not permitted.
 - a. The Member Sponsor is responsible for signing a contract of responsibility, paying applicable fees, being present at the event from set-up through clean-up, and seeing that the rules are followed, particularly clean up and security.
 - b. A Facilities Committee (AKA Committee) Representative will inspect the facility against a checklist after the event.
- 2 Exceptions/Modifications
 - a. The Committee reserves the right to make exceptions and/or modify all Usage Policies, Applications, Fee Schedules and Signed Contracts at their discretion.
 - b. Members may request exceptions/modifications or appeal committee decisions using the “Bright Idea” process.
- 3 Keys for Meadow Wood facilities may never (under any circumstances) be given, loaned or passed along to usage applicants except at the discretion of the Committee and/or its representatives for “Special Groups and Users.”
- 4 Scheduling
 - a. Minor Events – Members may schedule minor events on a first-come-first-served basis, (e.g., a small group using one room and/or low-impact activity).
 - b. Major Events - Approval of a Facility Use Application is required:

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- i. For more than a small number of people and/or events using two or more rooms.
 - ii. If the event is a religious service, will be advertised to the public, will run longer than one day, or will occur repeatedly (e.g., a discussion group).
 - iii. For closed events with families, friends and/or professional or business associates.
 - c. Events may only be reserved up to three (3) months in advance. Exceptions may be approved by the Committee for good cause.

- 5 Admission Charges – Admission may not be charged for any event. Donations may be accepted to help cover costs of utilities and wear and tear of facilities.

- 6 Common House Occupancy Limit – By law, no more than 142 persons are allowed in the Common House at any one time.

- 7 Usage Requirements – Please read carefully:
 - a. Arrive no earlier than scheduled.
 - b. Use only those rooms or areas that have been approved for your use.
 - c. All decorations must be pre-approved. Be extremely cautious when decorating any area of the Common House so as to not damage walls, equipment, etc.
 - d. Keep all areas clear of debris and clutter, particularly passageways to exits.
 - e. All functions attended by minors must be appropriately supervised. The ratio of adults to minors must be pre-approved.
 - f. For everyone's safety, no running is permitted in the Common House.
 - g. No refreshments are permitted in the Game/Rec Room or Library without prior approval.
 - h. No alcohol is permitted without prior approval.
 - i. No controlled substances are permitted. Failure to comply with this condition will result in the forfeiture of the deposit.
 - j. No smoking is permitted inside any building, including restrooms. Smoking is permitted near the pond and in the uncovered parking areas (except the short term parking next to the Common House. Smokers must clean up after themselves.
 - k. Use of fragrances should be respectful to those who may be sensitive to any allergens.
 - l. No commercial use is permitted. Events with incidental sales such as "art walks" or fund-raisers for non-profit use may be permitted at the Committee's discretion.
 - m. As this is a residential area, all functions must be over and the facilities cleaned up no later than 10:00 pm except by prior approval.

- 8 Kitchen Usage – Use of the kitchen requires prior approval from the Meals committee, which may impose special requirements.

- 9 Monitoring - Sponsor agrees that MWCA may monitor applicant's use of facilities, and applicant agrees to comply promptly with any reasonable request made by said monitor to take action or to refrain from action which in the Association's absolute discretion is necessary for its welfare.

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- 10 Clean-up – Applicant is responsible for clean-up. Please leave facilities in the same or better condition than you found them. *Failure to comply with this condition will result in forfeiture of the deposit.*
 - a. General cleaning supplies are stored in the janitorial room and kitchen and are available for your use.
 - b. Return all furniture to original locations unless otherwise agreed in advance.
 - c. Bag all bulk trash, remove from building, and place it in the appropriately labeled trash containers in fenced dumpster area at east end of parking lot.
 - d. Ensure that all doors and windows are secure.
 - e. After 10:00 pm: Turn off lights and heating/cooling system and lock doors.
 - f. When leaving, please be respectful of neighbors by keeping noise to a minimum.
 - g. Facilities Committee may require a walk-through inspection after the event.
- 11 Facility Access – All Members have access to the Common House during scheduled events (to pick up mail, etc.). Other activities, such as meal preparation or discussion groups, may be going on in separate areas during scheduled events (unless exceptions are made, such as for a funeral reception). Special requests will be honored whenever possible. Examples: “Meditation in progress; Please do not disturb,” or “Event in Progress; please enter via another door.”
- 12 Parking – Parking is extremely limited. Please do not park illegally on the streets or on any space not specifically designated for parking. The Member Sponsor is responsible to make other parking arrangements as needed.

*Facility Use Conditions & Guidelines approved 6/17/08
(Incorporated into the Rules & Regulations document on 12/29/08)*

Mediation

There are two basic reasons for seeking mediation:

1. The breaking of consensus-based rules (not criminal laws, ordinances, civil matters, or moral codes)
2. Personal tensions between individuals or families of different units, but not between family members or residents of the same unit.

Mediation is NOT a substitute for other valid processes and resources:

- The police and court system address law-breakers
- The humane society and/or animal control handle dangerous animals
- Social services address child abuse and neglect
- Qualified professionals address psychological or marital counseling
- Spiritual counselors, mentors or clergy (with whom a voluntary relationship exists) address spiritual and moral matters

Mediators should be relationally mature, safe people who volunteer and/or are elected, and undergo specific training to learn good mediation techniques. As a goal, we recommend at least 3 if not 4 or 5 mediators in the community. The community should pay for training.

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The following mediation process is NOT a rigid, step-by-step procedure. If any of these steps is not possible, it is perfectly acceptable to start out of sequence, or skip steps. For example, if someone is really uncomfortable with speaking to another directly about a problem, it is reasonable and proper to go to use a mediator as a sounding board for possible solutions – so long as it is done respectfully and in confidence.

Mediation process for rule breaking

1. Try to address issues, in private and at the time of the incident, in a respectful calm manner.
2. Inform the person about the rule he or she has broken. Avoid using email if at all possible.
3. If the rule is broken again, and in the same manner, try to address it again – calmly and in private. Avoid gossip.
4. Without disclosing specifics, ask a Board member or committee head to clarify the rules.
5. Try to use a mediator as a sounding board (in private and in confidence) on possible solutions to the problem.
6. If you feel that the issue must be addressed, ask for mediation.
7. If someone asks you to meet with a mediator, you should comply and participate as a responsible member of our community.
8. Both parties should agree on a particular mediator with whom they feel comfortable.
9. If someone feels at a disadvantage (shy, under-age, tongue-tied or otherwise unable to communicate), he or she may ask someone to be an advocate – to help communicate his or her position clearly.
10. Mediation...
 - a. If mediation is undertaken in a situation involving community rules, the Board must be notified.
 - b. The mediator's job is to bring both parties together, encourage them to really hear each other and understand the other's perspective, to help find common ground, and to help identify practical steps that both parties (and other community members) may take.
 - c. The mediator's job is not to dictate a solution, but to creatively facilitate the parties' own ideas towards a reasonable solution, within the bounds of the community rules.
 - d. The end result of mediation is a written contract to resolve the issue or issues, to bring about compliance with the rules. Both parties have a part in writing the contract, and must be willing to sign it and agree to its terms.
 - e. The contract must include specific actions and a timeline, as well as a clear understanding about the outcomes for the lack of rule compliance within that time frame.
 - f. If the mediator and the parties cannot agree on a contract, another mediator (within the community or an outside mediator) may be sought.
 - g. If the rule is broken again or if the parties fail to follow the conditions of the mediated contract, then the terms of the agreement must be enforced.
 - h. The Board may, in its discretion, withhold enforcement of a rule violation while mediation is in progress. However, it is not bound to do so, and may take appropriate action, as defined in the Meadow Wood Bylaws, at any time.

Mediation process for relational tension between community members

1. Try to address issues, in private and at in a timely, respectful, calm manner.

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2. Inform the person about the issue that bothers you. Avoid using email if at all possible. Avoid gossip.
3. If the problem becomes an issue again, try to address it again – in private and calmly.
4. Try to use mediator as a sounding board (in private and in confidence) on possible solutions to the problem.
5. If you feel that the issue must be addressed in a more formal way, ask for mediation.
6. If someone asks you to meet with a mediator, you should comply and participate as a responsible member of our community.
7. Both parties should agree on a particular mediator they feel comfortable with.
8. If someone feels at a disadvantage (shy, under-age, tongue-tied or otherwise unable to communicate), he or she may ask someone to be an advocate – to help communicate his or her position clearly.
9. Mediation...
 - a. The mediator's job is to bring both parties together, encourage them to really hear each other and understand the other's perspective, to help find common ground, and to help identify practical steps that both parties (and other community members) may take.
 - b. The mediator's job is not to dictate a solution, but to creatively facilitate the parties' own ideas towards a reasonable solution.
 - c. There may be a contract to resolve the issue or issues. However, the issue may be settled without contact if both parties agree. If a contract is agreed upon then both parties will have a part in writing the contract and should be willing to sign it and agree to its terms.
 - d. There may or may not be a timeline set. There should be a clear understanding about reasons for tensions and an agreement that will diminish or resolve tensions.
 - e. If the mediator and the different parties cannot find a means of reducing tensions or finding solutions, then another mediator or an outside mediator may have to be found.
 - f. There may not be a perfect solution. The community may have to live with unresolved tensions.
 - g. Unless the conflict creates a violation of the rules, the Board has no authority to act in a tension-producing situation that arises between two members of the community.

*Mediation Process approved 7/27/07
(Incorporated into Rules & Regulations 3/1/10)*