



Rules & Regulations



June 2012

Staff Contact Day to day operations, domestic water system issues please call, email or stop by: Site/Community Manager- Jeri Fifer	Clubhouse Office 509-784-1166 509-670-9879 (cell) jeri@suncove.net
Board of Directors Contact	Board of Directors, 250 W Beach Dr., Orondo, WA 98843 Suncove.net FEEDBACK to post comments for Board review Board email: board@suncove.net
Emergency (Fire, Burglary, etc.)	Douglas County Sheriff - call 911 then call the safety services phone number
Safety Services	Operational year round just call 509-670-6635
Power outage	Douglas County PUD @ 509-884-7191

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Authority

RCW 64.38.020 "Association Powers"

Unless otherwise provided in the governing documents, an association may:

1. Adopt and amend bylaws, rules, and regulations.

Intent

It is the intent of these rules and regulations to augment the recorded Covenants of Lake Entiat Lodge Associated, also known as Lake Entiat Estates or Sun Cove, to protect the value and desirability of the property and homes within our community and protect the value, function, and use of the common areas and facilities.

This guide is a summary of the Governing Documents and Board Resolutions that affect day to day life in the Community of Lake Entiat Estates. It does not replace the Articles of Incorporation, Restrictive Covenants (also known as CC&R's), Bylaws or Collections Policy. Rather it provides an overview and supplements our legal documents.

Community Rules and Regulations

Any violation of the rules and regulations below will be considered a documented offense. A violation notice will be issued for violations stating the timeframe for compliance and the fine schedule. Association employees attempting to enforce rules shall not be verbally or physically threatened.

1. COMMUNITY PROPERTY

Definition Community property is Association owned common space including but not limited to the clubhouse, pool and pool area, all community maintained grounds/buildings/structures /pathways/systems, community parking areas, tennis/basketball courts, boat docks, boat launch and lagoons. Also designated as community property are the following roadways: West Beach Drive, Lakefront Road, and Lakefront Drive. All other roads within Sun Cove are public roads and are owned by Douglas County.

A. Usage

- I. All Association members in good standing (current on all dues, fines and assessments) and guests, either accompanied by a member, or staying at a member's home or lot, may use all community property as prescribed by these rules.
- II. Members will be responsible for ensuring their guests or anyone using their property is familiar with Association rules and regulations and for any damage to Association property caused by their guests.
- III. Private parties/functions must be approved by the Association through the Community Manager in writing. The event will be posted in advance in the clubhouse (or at BBQ cabana or beach, or etc...). All such group activities must have current members in attendance.
- IV. \$300 deposit required for use of the Clubhouse by any member-sponsored group. The deposit is refundable if all facilities used are left in the original condition.
- V. Community property cannot be reserved on (holiday) weekends
- VI. Rentals are not for exclusive use.

B. Hours of Operation

Unless otherwise posted (on property, website or via mailing). No overnight camping on community grounds or sleeping in the clubhouse.

I. Clubhouse Hours

Summer Hours—Memorial Weekend to Labor Day Weekend

- Sunday thru Thursday 8:00 AM to 10:00 PM
- Friday & Saturday 8:00 AM to 12:00 Midnight, Sundays included on Holidays

Winter Hours

- Sunday thru Saturday 8:00 AM to 10:00 PM

Members may contact the Community Manager to request Clubhouse remain open till Midnight on Friday or Saturday. *72 hours notice required.*

II. Pool Hours

- 8:00 AM to 9:00 AM Adult Lap Use Only
- 9:00 AM to 10:00 PM General Use

III. Community Property Hours

(Excluding West Beach Drive, Lakefront Road, Lakefront Drive)

- 6 AM – 10 PM
- Boat launch access prior to 6 AM may be requested with 72 hours notice to the Community Manager.

C. Identification required

All vehicles parked on community property or in community parking areas must clearly display a current parking sticker on the dashboard or hanging in the rearview mirror or attached to bumper on rear of vehicle. Any vehicle not clearly displaying such pass will be provided a written warning for the first offense and towed at the owners' expense for all following offenses.

D. Restrictions

- I. No alcohol consumption by anyone under the age of 21 on community property.
- II. No smoking within 25' of the clubhouse, gazebo or pool area.
- III. No hunting on community property.
- IV. Use of the Association member directory is for the private use of residents only. Mass email, phone or mailing of members in mass without the approval of said homeowners or the Association Board of Directors for any purpose is strictly prohibited.

E. Pets

- I. While on Community Property, pets are required to be on leash at all times except when wearing "Sun Cove Goose Patrol" identification. Goose Patrol service allows one (1) volunteer dog wearing a Goose Patrol ID off leash privileges to chase geese under the supervision of its owner for up to one (1) hour. Goose Patrol ID must be

checked out from the staff. Pets not on a leash can be removed from community property at the owner's expense and are subject to fine.

- II. No animal shall be allowed to make an unreasonable amount of noise or become a nuisance, as determined by the Board, at its sole discretion.
- III. Members are required to "clean up" after their pets.
- IV. All pets will have an identification tag with the owner's name and phone number.
- V. No pets in Clubhouse or pool area.
- VI. All pets must be under the control of the owner when off of personal private property.
- VII. All service animals must have identification.

F. Swimming Pool

We are required, as a Water Recreation Facility, to enforce Washington State pool rules. Refusing to obey the pool rules is subject to removal.

I. Pool Hours

- 8:00 AM to 9:00 AM Adult Lap Use Only
- 9:00 AM to 10:00 PM General Use

II. SUN COVE POOL RULES	III. WASHINGTON STATE POOL RULES
Appropriate swim attire only	Shower before entering pool
Pool toys only, all items from river prohibited	No food or drink within 4' of pool
No pets allowed	No running or rough play
No smoking	Swim "diaper" or protective covering required
No glass container on lower pool deck	Children 12 and under must be with an adult (18+)
Parents are responsible for their children	Children 13-17 must not use pool alone
Have fun	Do not use pool under the influence of alcohol or drugs

G. Community Trail Rules & Etiquette

- I. **Walkers, joggers, and riders** – All trail users should use the right side of the trail to allow oncoming users and those coming up from behind to pass on your left, just like the rule of the road for automobiles.
- II. **Riders** – Bicycle riders should ride single file on the right side of the trail
- III. **Passing from behind** – Bicycle riders should pass walkers, joggers, and slower riders on the left when the trail is clear of oncoming trail users. Passing bicycle riders should announce their presence and intent to pass with "passing on your left" or similar phrase.
 - No motorized vehicles or golf carts allowed on community trails
 - Waste: Please remove all trash and recycling and place in the nearest container

2. MOTORIZED VEHICLES/GOLF CARTS/TRAILERS

A. County and State Law

All vehicles driven on County/Community roads are subject to county licensing and all County and State motor vehicle laws.

B. Licensed Driver

The operator of any motorized vehicle on community property must be a licensed driver. This includes, but is not limited to, golf carts, and motorcycles.

C. Safety

- I. There must be at least 14' of clearance on Community roads. Community roads are defined in section 1 under definition.
- II. Motorized vehicles must have spark arresters and mufflers. This includes motorized scooters, bikes and motorcycles, etc. Motorized vehicles are not to be driven on others' vacant lots.
- III. Motorized vehicles and golf carts are not to be driven on community property with the exception of community owned roads, parking lots and such other special events designated by the association board of Directors.

GOLF CART RULES & REGULATIONS

Effective October 25, 2011, by Douglas County Ordinance TLS 11 05-3CB and RCW 46.08.175 Golf Carts shall be allowed on all roads public and private within Sun Cove, beginning and ending with signage placed near the Sun Cove entrance monument signs on Sun Cove Road.

Golf Cart Definition.

Golf Cart (Chapter 46.04 RCW) "Golf cart/ Mule" means a gas-powered or electric-powered four-wheel vehicle originally designed and manufactured for operation on a golf course for sporting purposes and has a speed attainable in one mile of not more than twenty miles per hour. A golf cart is not a non-highway vehicle or off-road vehicle as defined in RCW 46.09.020.

A. Required Golf Cart Equipment as defined by the State of Washington

The following safety equipment is required by the State and Douglas County and is subject to change: Reflectors (Chapter 46.08 RCW and RCW 46.20.500), Seat belts (49 CFR 571.500 – Chapter 46.08 RCW), Rearview Mirrors, and appropriate restraints such as Seat Belts.

B. Obedience to Rules of the Road

Any person operating a golf cart within Sun Cove shall be subject to all of the duties and obligations applicable to the operator of a motor vehicle set forth by the State of Washington and Douglas County, and further shall be subject to the same penalties as provided pursuant thereto as though the person was operating a motor vehicle.

C. Additional Requirements

Any person operating a golf cart within Sun Cove shall comply with the following:

- I. Vehicle Operator License. No person may operate a golf cart unless such person has a valid Washington State vehicle operator's license.
- II. Daylight Operation. No person may operate a golf cart anytime from a half hour after sunset to a half hour before sunrise without headlights and taillights.
- III. Restricted Highways. No person may operate a golf cart at any time upon State Highway 97. As a precaution, no golf cart shall travel on Sun Cove road past the golf cart zone signage near the entrance monuments.
- IV. Violation/Penalty. Violations of the rules of the road or any applicable motor vehicle law will be subject to the same penalties as automobiles; enforceable by the Douglas County Sheriff (DCS) or applicable agency. Parking on community property without a current and valid registration sticker is prohibited. Driving on community property excluding community owned roads and parking lots with the exception of such other special events designated by the association board of Directors is prohibited. (Golf carts

are prohibited from Association Trails) Underage driving is prohibited and subject to a \$500 fine per occurrence. Violation of any other golf cart related rule is subject to a \$100 fine per occurrence and may be in addition to any penalty enforced upon by DCS.

V. Capacity. The capacity of the persons riding in the golf cart is typically two; or more if additional seated positions are available with seat belts. Maximum capacity based on available seats and belts may not be exceeded.

VI. Golf Cart Registration. All golf carts shall be registered with Lake Entiat Estates prior to operating within the Golf Cart Zone. The purpose of the registration is to identify the owners of the golf carts being operated as provided herein. Registration of a golf cart is not intended to and shall not warrant or guarantee that the golf cart meets any particular standard or condition or that it may be safely operated upon the roadway. Registration shall be made in a matter set forth as follows:

- a. Application for golf cart registration shall be made by completing and submitting a form provided by Lake Entiat Estates.
- b. Lake Entiat Estates upon receiving proper application is authorized to issue a golf cart registration number.
- c. Lake Entiat Estates shall not register or issue a registration number when there are reasonable grounds to believe that the applicant is not the owner of, or entitled to the possession of, such golf cart.
- d. Lake Entiat Estates shall keep a record of the number of each registration, the date issued, the name(s) and address of the person to whom issued.
- e. Lake Entiat Estates, upon issuing a registration number, shall also issue a decal bearing the registration number assigned to the golf cart.
- f. Such decal shall be permanently affixed to the rear driver's side of the golf cart which shall be plainly visible from the rear.
- g. No person shall remove a decal during the period for which issued except upon a transfer of ownership or in the event the golf cart is dismantled and no longer operates within the Golf Cart Zone.
- h. Lake Entiat Estates reserves the right to refuse and or revoke golf cart privileges to anyone within the Sun Cove community.

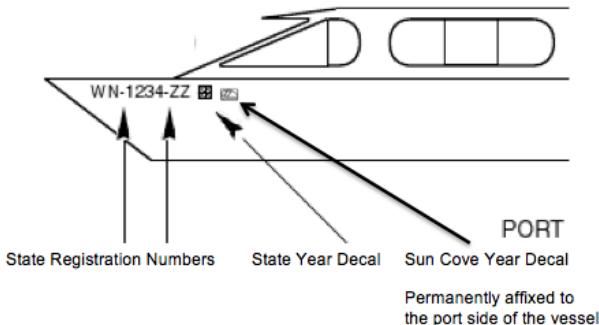
D. Parking

- I. Park only in designated parking areas. A State issued Disabled Parking Permit is required when parking in designated disabled parking areas.
- II. Trailer Parking. Unattended (detached from tow vehicle) boat trailers left in the boat launch or on community property will be subject to fines and may be locked or removed.

3. MOORAGE

A. Moorage Policies

- I. All owners must provide the Sun Cove Manager a copy of their boat registration to which they are assigning their tag.
- II. Boat stickers are for the owners use only and may not be transferred or sold.
- III. Member boats are only to be moored at the marina while the owner is in residence at Lake Entiat Estates, Sun Cove. Boat docking facilities are to be used by members only. Guests must trailer their boats.



Permanently affixed to the port side of the vessel.

- IV. Homeowners with multiple “owned” boats may inquire with the Community manager to acquire multiple stickers for a fee, but are still allowed only one boat in moorage at any time.
- V. All boats must clearly display the current year Association issued decal on the port side (left) of the bow of the boat adjacent to the WA State Year sticker. The decal may not be covered by a boat cover and it must be permanently affixed utilizing the adhesive from the decal.
- VI. Boats without approved Sun Cove stickers will be impounded (locked to the dock). Boats owners' will pay applicable fines to retrieve impounded boats.
- VII. Docks are available on a first come basis and may not be reserved. Any equipment, ropes, tubes, etc. left unattended and unattached to a boat will be placed on shore.
- VIII. Fueling of boats and watercraft (or any vehicle) is prohibited on community property and is subject to immediate fines. Violation of this rule could be grounds for large fines against the Association and loss of use of moorage facilities. No warnings will be given.
- IX. Personal watercrafts such as Jet skis are required to register and receive a sticker.
- X. PWC's are not allowed to be parked in a boat moorage slip. Personal watercrafts are required to park in designated areas only.
- XI. The designated area for PWC's are the outer perimeter of the upriver docks in the center lagoon, along the rope line in the upriver lagoon and at any designated PWC mooring buoy in the coves. Personal PWC moorage buoys in the coves are not allowed.
- XII. Mooring buoys in the lake in front of Association Community property must provide a current Permit and License or will be removed.

4. COVES & LAKE

- I. Maintain 200 feet from shoreline, while skiing or riding personal watercraft.
- II. Boaters, personal watercraft users and skiers are to observe common water safety rules.
- III. No swimming in or near the boat launch area or boat coves.
- IV. Comply with “no wake zone” signs.
- V. No beaching of boats on community property (this includes all watercraft such as canoes and paddle boats).

5. WASTE DISPOSAL

A. Household

- I. Household garbage may be disposed of at the community compactor site.
- II. Items such as furniture, appliances and construction materials are not considered “household” garbage. (If you are unsure if an item is allowed or not, please consult with a staff member).
- III. No item shall be left at or around the disposal area.
- IV. Do not leave trash at site if compactor is away being dumped.

B. Grass clippings/Other yard debris

Do not deposit grass clippings or other yard debris in any other area including but not limited to the following areas: Garbage compactor, Columbia River, vacant property, adjacent open range land.

- I. Disposal options include:
 - Transfer stations in Chelan or Wenatchee
 - Ross Compost: Contact Otto Ross @ 509-784-1859 for permission to use his compost area at the end of Lake View Place.

6. OUTDOOR FIRES & FIREWORKS

A. Outdoor Fires & Fireworks policies

- I. No campfires, anytime, anywhere, including outdoor wood fireplaces, wood or coal fire pits. Controlled outdoor gas fueled fire bowls or pits and outdoor gas fueled enclosed fireplaces are allowed.
- II. BBQ's are to be used for their intended purpose.
- III. For safety reason, use of fireworks is prohibited unless sponsored by the Home Owners Association and performed by a licensed pyrotechnic technician.

7. FALSIFIED COMMUNITY DOCUMENTS

A. Falsified Community Documents Policies

- I. Any person found to have duplicated (falsified) a parking or boat sticker, or any Association related document will be assessed a monetary penalty and homeowner access to the community facilities will be denied for the following calendar year.
- II. Falsified (or questionable) documents will be immediately surrendered to any Association employee.

8. RENTAL PROPERTY

A. Rental Property Policies

Rental forms for registration and a condensed copy of the Association rules are available on the Sun Cove web site; suncove.net. Hard copies of the forms can be requested by coming in or by calling the Association office at 509-784-1166. Completed forms need to be sent to the Community Manager via email; jeri@suncove.net or by mail; 250 W. Beach Drive, Orondo, WA 98843.

- I. Effective June 1, 2007, every home in Sun Cove that is going to be offered for rent by an owner will pre-register with the Association utilizing forms provided by the Association, regardless of the term of rental. Short-term rentals are subject to rental fees outlined on the rental declaration form.
- II. All rental agreements between renter and owner will be forwarded to the Association prior to rental period. This applies to long and short-term rentals. In addition to the rental agreement the owner is required to forward to the managing agent* a completed *Weekly Information Occupancy Form* for each separate rental period.
- III. Every renter must sign an acknowledgement of receipt of the Association community rules, which will be sent in with rental agreement or occupancy form. This applies to long and short-term rentals.

B. Requirements for All Rentals

- I. Copy of the lease agreement to be provided to Association. (per paragraph 2 of the Amended and Restated Declaration of Restrictive Covenants for Lake Entiat Estates 6-3-2005)
- II. Every Renter must sign an Acknowledgement of Receipt of Association Rules Form when provided said rules and send to the Association with a copy of the lease agreement.

C. Requirements for Short-term Rentals

- I. Owners electing to rent their home at Lake Entiat Estates (Sun Cove) must pre-register with the Association utilizing the "**Declaration of Rental**" form supplied by the Association.
- II. **Application deadline is January 31st of the year requesting rental status. A lottery will take place on February 15th should the annual cap be exceeded.** (2.3 of the 1st Amendment of Restrictive Covenants for Lake Entiat Estates 10/28/08)
- III. Payment of a "Rental Fee". The current annual fee is located at the bottom of the "**Declaration of Rental**" form. This fee should be submitted with the "**Declaration of Rental**" form. (Bylaws paragraph 3B dated April 30, 1994 amended 4/26/08 by the members allows for the Board of Directors to set rental fee)
- IV. Owners are required to forward to the Association a completed Sun Cove "**Weekly Information Occupancy Form**" for each separate rental period.

9. COMPLAINTS AND/OR PROBLEMS

The Board of Directors urges all owners to make every attempt to solve problems themselves before using the procedures below. The name and lot number of the person filing the complaint will not be released except to the Board of Directors.

A. Complaints and/or Problems Policies

- I. Should an attempt to resolve the complaint themselves not be successful the owner should then file a written complaint to the Board of Directors.
- II. Any owner has the right to a hearing before the Board of Directors at a reasonable time during the enforcement process.
- III. Any owner filing a complaint shall write an original letter to the Board of Directors, giving a full, detailed account of the problem, including who, what, when and where.
 - a. In a bona fide emergency, the board will accept a phone call, with written complaint to follow.
 - b. Any owner filing a complaint must identify himself or herself.
 - c. Any owner still has the right to file a complaint with the police or other civil authority.
 - d. Petitions shall not be considered an original letter.
- IV. If the original problem persists, the owner may file additional complaints in writing with the Board of Directors.
- V. The Board of Directors shall respond to all non-frivolous complaints within 10 working days of receipt of the complaint, will mail to the owner in violation a notification letter stating the nature of the complaint and the penalty, if any.
- VI. The Board of Directors reserves the right to reject any complaint if:
 - a. It is of a frivolous nature.
 - b. It is intended to be harassment.

- c. It is vague and lacking in necessary concrete detail.
- VII. Repeated frivolous complaints by a homeowner shall be subject to fine.

10. ENFORCEMENT OF RULES / FINES

A. Personnel

No Association employee will be treated in a disrespectful manner. Employees attempting to enforce rules shall not be the target of verbal or physical abuse or threats. Any person on Association community property will provide as requested (i.e....name, address, phone number, etc.....) information to any Home Owners Association employee.

B. Process

What You Can Expect From Staff if you are found in violation of a rule:

- I. That the staff member is courteous and professional and treats you in a respectful manner.
- II. That you will receive an explanation of the violation.
- III. If you are issued a warning or fine, that it will be explained to you as well as your options for resolving it.

C. Enforcement Compliance

Owners in violation of the Bylaws, Declaration, or Rules and Regulations adopted by the Board shall be subjected to the following procedures to enforce compliance.

- I. First Notice of Violation: Written notification of fine, plus costs, specifying time to come into compliance delivered in person or sent via mail; or at the staff members discretion a written warning for first violation, specifying time to come into compliance. Fines for forged stickers and fueling violations are not subject to written warning. These fines are immediate.
- II. Second Notice of Violation: Written notification of fine, plus costs, specifying time to come into compliance sent via certified mail in 30 days after mailing of first notice.
- III. Third Notice of Violation: Written notification of double of fine, plus costs, and date set for sanction hearing sent via certified mail in 60 days after mailing of the first notice.

D. Association Rules Violation Reviews

Association Board (or a committee thereof) will review infractions reports. The board may choose to address owners in writing with corrective action requests in addition to the fines as previously stated.

E. General Fine Schedule

The fine schedule is as follows:

- I. \$50 fine for any violation of the Association's Rules and Regulations. This fine may be levied multiple times until infraction is corrected.
- II. \$50 per day fine for violations of the Association's Covenants until corrected.
- III. \$300 immediate fine for disposal of non-household garbage at the dumpster.
- IV. \$500 immediate fine per occurrence for underage driving of any vehicle on community property
- V. \$100 immediate fine per occurrence for violation to golf cart rules.
- VI. \$300 immediate fine for fueling boat on community property.

- VII. \$500 fine for falsified community stickers or tags and homeowner access to the community facilities will be denied for the following calendar year.
- VIII. \$500 fine for failing to register and report rental property per the rules and homeowner access to the community facilities will be denied for the following calendar year.

F. Fines on Delinquent Association Assessments

- I. The Association shall pursue collection of all delinquent Assessments in accordance with its Collections Policy, which may be amended from time to time.
- II. Any Assessment not paid within 15 days of its due date will be subject to interest and late fees. Interest shall accrue at the higher of 12% per annum or the maximum rate allowed by law on the unpaid balance until paid. In addition, a late fee of \$50 per month will be assessed on the 15th day after the due date, then every month thereafter until paid. For example, an Assessment is due January 1, a \$50 late fee will be assessed if such Assessment is not paid by January 16; an additional \$50 per month late fee will be assessed on the 16th day of each month beginning February 16 until the Assessment is paid.
- III. If multiple Assessments are due on the same due date, they will be treated as a single Assessment.
- IV. Additional fees and costs may apply; the Association may take other action to pursue collection of delinquent Assessments. See Collections Policy for details.
- V. Members who are not current with dues and assessments may NOT use, or allow their guests to use, the community property amenities (pool, launch, clubhouse, etc.).

G. Payment

Any fine imposed shall be paid within 15 days of notice of the imposition of the same, and if not so paid will be assessed to the lot. If not paid in 30 days the owner will be charged interest at 12% per annum. If not paid in 60 days the account will be turned over for collections.

H. Expenses

All expenses and costs incurred by the Association or the Board of Directors, including all legal and collection costs, will be specifically assessed to the lot owner in violation.