



*Lake Entiat Estates*

## 2018 ANNUAL MEETING NOTICE

April 13, 2018

Members,

The 2018 Annual Meeting of Members is scheduled for **Saturday, April 28th at 9:00 am** at the Orondo Elementary School.

### Electronic Attendance

In 2016, the membership voted to amend the Association By-laws to allow for remote attendance & voting. Invitations for remote attendance will be sent to all members currently on the Email Notification list so if you have not signed up, you may do so on the Association website by going to [www.suncove.net](http://www.suncove.net) and clicking on the @ icon on the home page.

### Board of Directors

There are four Director position's expiring for the following; Dan Russell, Bill Tucker, Greg Zeller and John Howgate. Mr. Howgate and Mr. Zeller will not be running for another two year term. Thank you for your service John and Greg!

We encourage all members to consider serving on the Board of Directors. Anyone seeking election for a Board position may ensure their name is placed on the ballot by obtaining a copy of the Board Candidate Application Form by contacting the Association office 509-784-1166 or visit the Association website and click CONTACT and select BOARD APPLICATION.

### Voting item

The only voting item planned is the election of directors.

### Discussion items

Due to the complexity of some of these items, please find additional documentation for your review to prepare for discussion at our upcoming meeting.

- Maintenance/Repairs funding **ENCLOSURE "A"**
- Greater Wenatchee Irrigation District pedestrian crossing
- Douglas County encroachment enforcement **ENCLOSURE "B"**
- Lot Maintenance Covenant consideration **ENCLOSURE "C"**
- Short-Term Rentals **ENCLOSURE "D"**
- Firewise

Non-perishable food donations for the Orondo Food Bank will be accepted before and after the meeting. In addition, plants and pies will be offered with all proceeds benefiting the Orondo Schools scholarship program.

Please mark your calendars! We look forward to seeing you on Saturday, April 28th.

Sincerely,

*Your Board of Directors*

# LAKE ENTIAT LODGE ASSOCIATED

## Annual Meeting of Members

April 29, 2017

### **WELCOME and INTRODUCTIONS**

The Annual meeting of Lake Entiat Lodge Associated was called to order at 9:05 AM by Board president, Dan Russell. The meeting was held in the multi-purpose room of the Orondo Elementary School, Orondo, Washington. He announced that members in attendance represented 109 lots of which 4 new members introduced themselves. The board of Directors were then introduced and thanked for their commitment and volunteer service to the community.

Dan Russell, President

Nick Nelson, Vice President

Darrell Richards, Director

Ryan Haggard, Director (not in attendance)

John Howgate, Director

Greg Zeller, Director

Bill Tucker, Director

J. Anderson, Treasurer

Mr. Russell introduced the Lake Entiat Lodge Associated staff in attendance and recognized them for their service: Jeri Fifer, Community Manager; Jason Knight, Water/Facilities/Grounds Manager; and Jessicah Curry, Administrative Assistant.

Thanks were also offered to the volunteers who provided service of refreshments and member sign-in support: Patricia Sells, Kim Richards, Jason Gamble, Melissa Erickson, Lynn Wheeler, Karla Wheeler, Peggy Cornish, and Teri Qually.

### **APPROVAL OF MINUTES**

The minutes of the April 16, 2016 Annual Meeting of the Membership were presented.

***After a motion made by Neil Doherty and seconded by Jody Oster, the minutes were unanimously approved as submitted.***

### **2016 YEAR IN REVIEW**

Mr. Russell provided a review of Association business for 2016, which included 9 Board meetings and one Long-Range Planning Membership meeting.

### **2016 FINANCIAL REVIEW**

Mr. Anderson, Association Treasurer, explained the four reserve account funds: Capital, Water System Capital and Water Loan. He shared that the 2016 financials summary and provided highlights.

He also shared that the delinquency rate is the lowest it's been in years, and that members may now pay assessments via credit card and E-check.

#### WATER LOAN REPAYMENT FUND RETIREMENT

Mr. Anderson shared that the Association will be retiring the Water Loan Repayment Reserve account as the loan will be paid in full this fall which is three years early. Mr. Anderson stated the estimate of approximately \$30,000 will remain in the Water Loan Repayment Reserve account by year end 2017 and presented his recommended to transfer these funds to the Capital Reserve account. Mr. Russell opened the floor for questions. After lengthy discussion, Cindy Bradeen made a motion to authorize the transfer of all remaining funds from the Water Loan Reserve Account upon retirement, to the Capital Reserve account with a second by Mr. Zeller, and Mr. Russell called for the vote. Mr. Harney, member attending in house, called for a point of order. Mr. Russell then called for a vote to end the discussion. With none opposed, the ballot collection commenced. Treasurer/Secretary, Mr. Anderson, provided verification of the ballots.

#### MAINTENANCE/REPLACEMENT RESERVE ASSESSMENT

Mr. Anderson reported that the Board had hired a Reserve Study professional who reported that the Association reserve accounts were inadequate for proper replacement and maintenance of existing amenities at only 20% funded. To help build adequate reserves and avoid unplanned for lump sum "Special Assessments" to fund replacement and repairs, Mr. Anderson proposed the members approve an annual increase of \$338 to the Maintenance/Replacement Reserve account in 2018. As this amount was being allocated to the Water Loan Repayment Reserve account until the end of 2017, it will not increase the overall assessment amount members were used to paying.

A member asked for clarification on the differences between the current reserve accounts and whom has spending authority for each. Mr. Tucker detailed that in 2018 the Capital Reserve Account will be renamed Maintenance/Replacement Reserve Account to insure these funds are accessed and approved by the Board of Directors for current amenities. The Water System Reserve account is self-explanatory and controlled by the Board of Directors.

Mr. Russell opened the floor for discussion to consider continuing the \$338 annual assessment payment beginning in 2018, allocated to the Water Loan Repayment Reserve Fund until the end of 2017, into the renamed Maintenance/Replacement Reserve Account. Member Kevin Kalberg made an amended motion to authorize the continuation of the \$338 annual assessment, beginning in January 2018 for 60 months, with all funds being allocated to the Maintenance/Replacement Reserve Fund. The motion was seconded by Pat Harney. Mr. Russell called for comments and discussion followed. Mr. Russell then called for a vote to end discussion. With none opposed, the membership was instructed to use the ballot Topic A for the amended motion. A point of order was called by a member that a motion had not yet been made. The amended motion was restated by Mr. Anderson;

*To authorize the continuation of a \$338 annual assessment beginning January 2018 for 60 months to fund the Maintenance/Replacement Reserve account.*

Collection of the amended ballots commenced. Treasurer/Secretary, Mr. Anderson, provided verification of the ballots.

***Mr. Russell shared that the vote to authorize the transfer of all remaining funds from the Water Loan Reserve Account upon retirement in 2017, to the Capital Reserve account had passed, 105 FOR, 3 AGAINST.***

### **FIREWISE**

Mr. Tucker relayed that there would be a community wide fire hazard debris pickup service available to the members on May 20<sup>th</sup> as part of the Association's FireWise endeavors. He also thanked the FireWise committee members; Marcia Kindig, Patricia Sells and Dave Wilson for their participation.

***Mr. Russell shared that the vote to authorize the continuation of the \$338 annual assessment, beginning in January 2018 for 60 months, with all funds being allocated to the Maintenance/Replacement Reserve Fund had passed, 77 FOR, 44 AGAINST.***

### **ELECTION OF OFFICERS**

Mr. Nelson, Mr. Richards, and Treasurer J. Anderson, whose terms were ending in 2017, had declared their desire for re-election. Mr. Haggard was not running for re-election. The other two Board candidates, Bill Kneadler and Michael Harn, provided a short biography and statement of declaration of their desire to represent the community as a Board member.

The Election of Directors ballots were called for. Mrs. Fifer, Community Manager, verified the ballots.

### **ORONDO COMMUNITY SCHOLARSHIP PROGRAM**

Scott Shriner, the President of the Orondo Scholarship Fund, shared details about the fund and thanked the community for their ongoing support.

### **COMMITTEE REPORTS**

#### **LONG RANGE PLANNING**

Long-Range Planning co-chairs, Mr. Zeller and Mr. Tucker, shared several project options if assessments increased, stayed the same, or decreased.

They then presented the option to establish a Special Capital Reserve Account, to be controlled by membership vote, by creating a reserve fund for new amenities with a \$200 annual assessment beginning in 2018. After extensive discussion, Ryan Bukoskey, member attending online, made a motion to authorize the \$200 annual assessment, from 2018 to 2022 (60 months) to fund a Special Capital Reserve Account for new amenities. The use of these funds will require membership approval at annual or specially called membership meetings. After a second by Randy King discussion followed. Mr. Russell then called for a vote to end discussion. With none opposed, he requested the vote. Treasurer/Secretary, Mr. Anderson, provided verification of the ballots.

## **ANNOUNCEMENT OF THE ELECTION OF OFFICERS**

Mr. Russell announced the newly elected Board of Directors: Bill Kneadler, Nick Nelson and Darrell Richards. Jay Anderson will resume his role as the Association's Treasurer.

## **FACILITIES AND MAINTENANCE**

Mr. Nelson shared that community member Otto Ross has allowed the membership the utilization of his property for the disposal of yard waste, and requested that members contact him in order to obtain his permission to dispose of yard waste in advance of dumping.

### **WATER SYSTEM UPDATE**

**Consumption** - Water Manager, Jason Knight, shared that consumption numbers for member's properties are available for viewing on the Association website, as well as via an annual 'Water Usage Checkup' letter.

**Cross-Connection Control Program** – Mr. Knight also shared that the Association has created a program wherein one Backflow Assembly Tester has been hired to service the backflow devices of all requisite community members at a discounted price, and provided instructions how to 'opt into' the program, and what to do in the event that they choose not to.

**Conservation** - Tips and reminders about Water Conservation were shared with information showing that the majority of members are within the target usage range. Approximately 30 properties are using over 200% of the annual target.

To close, Mr. Russell reminded members that the Association does not monitor water leakage during the winter other than for water conservation (leak loss) purposes. As such, members need to protect their homes against freezing.

## **RULES AND REGULATIONS**

Mr. Richards presented the members with details on a potential 'community wide approach' to the Association Rules, noting the golf cart and dogs off leash rules, which would ensure that anyone coming past the monuments signs would fall under the umbrella of the Association's Rules regardless of whether they are on community property or on the County roadways. The Rules and Regulations Committee is continuing to work on this community wide approach to allow for consistency within the community.

***Mr. Russell shared that the Special Capital Reserve Account implementation had passed, 65 FOR, 50 AGAINST.***

## **COMMUNICATIONS**

Mr. Howgate reminded members that the revamped Sun Cove website is a main tool wherein members may find current relevant information and answers to their questions and that the Association does not manage or monitor a community Facebook page.

### **SOCIAL EVENTS**

Mr. Howgate shared the need for more volunteers for the 4<sup>th</sup> of July event. A rock and roll band, "Sanity's End," will play on July 1<sup>st</sup>. Aaron Crawford will play on the evening of July 2nd, with all other events to remain on July 4<sup>th</sup>. He invited the members to attend the Pancake Breakfast, scheduled for tomorrow at the clubhouse and, informed members of the garage sale event over Memorial Day Weekend.

Mr. Howgate also shared that the extraordinary 2016 fireworks show was due to the fact that Waterville's show had been cancelled because of high winds, and that the Association had been gifted their show. This year, therefore, the show will not be as extensive as the previous year.

Mr. Richards gave information on the upcoming Golf Tournament at Bear Mountain Ranch, June 24<sup>th</sup>.

Mr. Russell opened the floor for questions.

### **ADJOURNMENT**

There being no further business to come before the membership, and following a motion made by Mr. Nelson and seconded by Cindy Bradeen, the meeting was adjourned at 11:57 am.

Submitted by Jeri Fifer, Acting Assistant Secretary

"A"

# Lake Entiat Estates Capital Reserves 5 Year Plan

## *Capital Reserve Accounts Planning*

	Major Maintenance		Water System		Special Capital (LRP Plan \$)	
	<u>Low</u>	<u>High</u>	<u>Low</u>	<u>High</u>	<u>Low</u>	<u>High</u>
Needs for Next Five Years ('18-'22)	\$649,250	\$921,600	\$10,000	\$14,000	\$0	\$436,000
Fund totals over five years *	\$1,197,913	\$1,202,793	\$348,650	\$349,650	\$438,000	\$440,000
* Future Reserve account deposits assumed based on 2017 HOA Meeting Vote						
Reserve needs in red font						
Reserve funds in black font						

"A"

## Lake Entiat Estates Water System Capital Reserve 5 Year Plan

DISTRIBUTION SYSTEM		Useful Life	Remaining Useful Life	Replacement Cost	
Component	Quantity			Low	High
Water Meters - Replace	(400) water meters	20	13	\$110,000	\$120,000
WATER TOWER		Useful Life	Remaining Useful Life	Replacement Cost	
Component	Quantity			Low	High
Dialer/Tower Level Alert - replace	(1) AD-2000	15	7	\$3,000	\$4,000
Reservoir Structure - Repair/replace	(1) Structure	40	27	\$150,000	\$250,000
PUMP HOUSE		Useful Life	Remaining Useful Life	Replacement Cost	
Component	Quantity			Low	High
Electric Pump Controls - Repair/replace	(1) panel	7	2	\$10,000	\$14,000
<b>Expected Water System Maintenance Needs</b>				<b>\$10,000</b>	<b>\$14,000</b>

*Green Highlights indicate items included in totals*

## Lake Entiat Estates Special Capital Reserve 5 Year Plan

2018 Lake Entiat Estates Special Capital ( for New Amenities) 5 Year Plan						
Special Capital Reserve Fund Approved						
Paying lot count assumed =	438	\$87,600	Reserves Added per year			
Annual Fund Contribution per lot =	\$200					
Sample New Amenities Schedule						
	Amount	2018	2019	2020	2021	2022
Stage in Park	\$20,000	\$20,000				
Gazebo Kitchen	\$20,000	\$20,000				
Pool Bubble cover	\$6,000		\$6,000			
Parking Addition dependent on new courts below	\$50,000		\$50,000			
Putt Putt Course	\$30,000			\$30,000		
Park Restrooms	\$100,000				\$100,000	
Two (2) Tennis Courts with new fences	\$210,000					\$210,000
Annual Special Capital Spend		\$40,000	\$56,000	\$30,000	\$100,000	\$210,000
Special Capital Fund Available Annually		\$87,600	\$135,200	\$166,800	\$224,400	\$212,000
The sample New Amenities are examples remaining from prior community survey						



# Lake Entiat Estates Major Maintenance Capital Reserve 5 Year Plan

## POOL

Component	Quantity	Useful Life	Years of Use left	Replacement Cost	
				Low	High
Pool - Resurface to gunite and lights	Extensive square ft	20	0	\$42,000	\$52,000
Chlorinator - replace	(1) Chlorinator	7	0	\$2,500	\$3,500
Pool Pump - replace	(1) Pump	7	2	\$3,000	\$4,000
Pool furniture - replace	5 year warranty- 2014-2019 Extensive amount	7	2	\$28,000	\$38,000
Flower Pots (All)	10	8	4	\$1,800	\$2,500

## Clubhouse

Component	Quantity	Useful Life	Years of Use left	Replacement Cost	
				Low	High
Clubhouse Carpet - replace	Approx. 215 sq yards	12	0	\$6,450	\$8,600
Security Cameras - refurbish/replace	Extensive System	7	0	\$4,500	\$5,500
Access Control System - replace	renamed from Keri Security system	10	0	\$6,000	\$8,000
Radio System	Sound system should be replaced now.	10	0	\$300	\$500
Clubhouse Furniture - replace	Tables/chairs	10	4	\$4,000	\$6,000
4 Bathrooms - refurbish	Clubhouse	20	5	\$20,000	\$30,000
Clubhouse Game Tables - replace	3 assorted	10	5	\$6,000	\$9,000
Clubhouse Deck - Repair/replace	(1) wood deck	25	5	\$5,000	\$15,000

## OFFICE

Component	Quantity	Useful Life	Years of Use left	Replacement Cost	
				Low	High
Office Equipment - replace	Limited amount	5	1	\$3,000	\$5,000

## Docks

Component	Quantity	Useful Life	Years of Use left	Replacement Cost	
				Low	High
Boat Launch/ <b>Docks 3 &amp; 4</b> R/R	Boat launch/docks 3 & 4	35	4	<b>\$500,000</b>	<b>\$700,000</b>
Dock Lights - replace	Moderate amount	15	4	\$26,000	\$36,000
<b>Dock 5</b> R/R	Dock 5	35	5	<b>\$100,000</b>	<b>\$150,000</b>

## COURTS/PLAY EQUIP

Component	Quantity	Useful Life	Years of Use left	Replacement Cost	
				Low	High
Tennis/Basketball Court - <b>Repair</b>	Extensive square ft	40	2	\$7,000	\$10,000
Play Equipment - Replace	(2) Play Structures	15	2	\$30,000	\$50,000
Tennis/Basketball Court - Seal/Repair	Extensive square ft	5	5	\$12,000	\$13,000

## VEHICLES/**EQUIPMENT**

Component	Quantity	Useful Life	Years of Use left	Replacement Cost	
				Low	High
Grounds Cart - <b>replanned \$ for large cart to delay truck</b>	(1) Kawasaki	10	0	\$15,000	\$18,000
Snow Plow	1	10	0	\$4,000	\$6,000
Lawn Mower - replace	(1) Toro	10	1	\$15,000	\$25,000
Gem Car	NEEDS ADDED TO NEXT RESERVE	10	2	\$2,000	\$3,000
Speed Check device - replace	(1) device	10	3	\$6,000	\$8,000
Picnic Tables/Park Benches/garbage cans		20	3	\$4,000	\$6,000

## OTHER

Component	Quantity	Useful Life	Years of Use left	Replacement Cost	
				Low	High
Area Asphalt - seal (this is Association roads)	Approx. 130,000 sq ft	5	1	\$16,000	\$26,000
<b>Expected Major Maintenance Needs</b>				<b>\$649,250</b>	<b>\$921,600</b>



April 9, 2018

Association members,

On January 3, 2018, association members owning properties on East Marine View Drive and our association office received the attached letter from the Douglas County Transportation and Land Services. Douglas County has initially selected East Marine View Drive for encroachments upon the county right-of-way and correcting/replacing drainage ditches back to their original condition. Additionally, the Board of County commissioners' has directed Transportation and Land Services to identify, eliminate and remove all encroachments on county roadways though-out our community on a street by street basis.

On February 27th, 2018, three Association members, J. Anderson, Nick Nelson and Darrell Richards, attended a Douglas County public hearing where a resolution regarding enforcement of encroachments was proposed, and was adopted. After the hearing, our district County Commissioner, Mr. Jenkins and another Commissioner, Mr. Steinburg, shared their recommendation for all effected members to form a coalition to work with the County toward compliance.

The Association additionally requested a meeting with the Douglas County Commissioner and engineering staff to take place at Sun Cove so all representatives could walk the streets in the community to gain clarity of the requirements being requested of members.

The County subsequently declined the invitation to meet at Sun Cove but did invite the Association representatives to a meeting held at the county Public Services. The meeting occurred on March 21st, 2018. Attending the meeting were board members Bill Kneadler, J. Anderson, Nick Nelson and Community Manager Jeri Fifer. They met with Douglas County Commissioners Sutton & Steinberg and the engineering staff. Requests provided in advance were:

*Is there a comprehensive storm water plan?*

*Is there any possibility for Douglas County to suspend enforcement?*

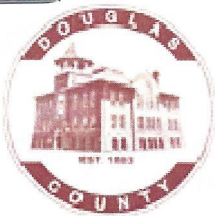
Neither were answered with the meeting concluded but requirements were announced as follows:

ALL encroachments in the 60' roadway right-of-ways must be removed. If a good suggestion for a remedy to the encroachments is presented, the County will consider.

A meeting is to be scheduled with Mr. Reister, County engineer, who will provide a review of existing encroachments on E. Marine View Drive at the Douglas County Public Service building mid-April. The Commissioner set an additional follow up meeting with the Association for May 30<sup>th</sup>, 2018.

Unsure if you have encroachments? Go to <http://douglaswa.taxsifter.com/Search/Results.aspx> , type your last name in search field, locate your property record and click MAPSIFTER. Although the map cannot be used to identify actual surveyed property lines for your Sun Cove property, it is very close.

**Please take the time to review the attached letter from Douglas County as we do plan to provide for discussion of this matter at the association's Annual Membership Meeting on April 28<sup>th</sup>.**



**DOUGLAS COUNTY**  
**TRANSPORTATION & LAND SERVICES**

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802-4191

PHONE: 509/884-7173 • FAX: 509/886-3954

[www.douglascountywa.net](http://www.douglascountywa.net)

"B"

RECEIVED JAN 04 2018

January 3, 2018

LAKE ENTIAT LODGE ASSOCIATION  
250 W BEACH DR  
ORONDO, WA 98843-0000

**NOTICE REQUIRING CORRECTIVE ACTION**  
**Encroachments – East Marine View Drive**

For several years, there have been continuing and increasing encroachments into the County's right-of-way at Sun Cove. Property owners have filled road ditches to create wider driveways and/or parking areas, eliminated ditches to construct expanded front yards through terracing, or have actually constructed structures within the right-of-way. The elimination of road ditches and unauthorized surfacing/construction within right-of-way have created storm water impacts affecting both public and private property. Encroachments also present risks to users of these roads.

These encroachments into the County's rights-of-way are illegal. The County has, in the past, worked on a parcel-by-parcel basis to eliminate these encroachments. This approach has been inefficient and ineffective. The Board of County Commissioners has directed Transportation and Land Services to identify all right-of-way encroachments in Sun Cove and to address elimination and removal of all encroachments on a block-by-block basis. The property you own at Sun Cove is within the block now focused upon for compliance.

**This letter has been sent to all East Marine View Drive property owners. If there are no right-of-way encroachments adjacent to the frontage of your Sun Cove property, no action is required by you.** You should confirm with Transportation and Land Services that there are no encroachments.

**If your property or use of your property encroaches upon the frontage right-of-way, you must remove all right-of-way encroachments.** The encroachments include structures, retaining walls, terraces and removal of all fill, gravel, asphalt and/or concrete within ditch lines. Property owners must reestablish the road ditch fronting the parcel.

Prior to working within the right-of-way, a property owner or a designated representative must contact Transportation and Land Services and provide a plan for the work. At a minimum, the plan must include a sketch with the proposed final driveway width and material, the culvert length (30-ft maximum), size and material of any culvert (minimum 12" diameter), invert elevations and confirmation of 1-ft minimum cover. The plan will



be reviewed and no work may begin until the plan is approved. A permit to perform work in the right-of-way will be issued, at no charge for this corrective action.

In lieu of taking any required corrective action, the property owners along **East Marine View Drive** may opt to petition the Board of County Commissioners for vacation of this portion of East Marine View Drive. If vacated, the road will no longer be a county road, which means the county will no longer provide snow plowing, ditch maintenance, or other road services. A Petition for Vacation form and a list of property owners are enclosed. County staff is available to assist you with seeking vacation of the county road.

**If corrective action or vacation has not commenced by April 9, 2018, the County will begin to remove all encroachments within the East Marine View Drive right-of-way and reestablish road ditches.** Removal includes all structures, retaining walls, terraces, surfacing and fill. Each property owner will be billed for all labor, material, equipment and related expenses incurred by the County for removing encroachments and restoring ditches for that owner's property. Unpaid billings will be referred to the Prosecuting Attorney for collection.

Encroachments within the County's Sun Cove right-of-way are not limited to East Marine View Drive. Notices will be forthcoming to additional Sun Cove property owners. Corrective action and/or right-of-way vacations will be addressed incrementally.



Mitchell S. Reister, PE  
County Engineer

cc: Lake Entiat Lodge Association  
Board of County Commissioners  
Prosecuting Attorney

Attachments

## Lot Maintenance Amendment to the Covenants

It is the responsibility of the member to maintain their property and all improvements and landscaping thereon in a manner consistent with the Community-Wide Standard. For the purposes of this rule, "Community-Wide Standard" means the standard of conduct, quality, maintenance and design generally prevalent within Lake Entiat Estates. Such standard shall be subject to reasonable interpretation by the Board. The Community-Wide Standard may evolve as the development of Lake Entiat Estates progresses and the needs and demands of the Community change, as dictated and driven by the majority of the membership.

Maintaining the Community-Wide Standard may include, but is not limited to, members keeping their property free of:

- Excessive trash and recycle materials
- Fire hazards, such as longstanding yard waste piles, unmaintained trees and/or bushes (should comply with Firewise standards), unsafe woodpiles and dead weeds

### FireWise standards:

- Maintain non-combustible area to the property line.
  - Use fire-resistive landscaping.
  - Wood shake roof treated or replaced.
  - Thin or remove overcrowded or weakened trees.
  - Tree limbs pruned up at least six feet from the ground, and not in contact with structures.
  - Grass and weeds consistently cut.
  - Needles, leaves and debris removed regularly and disposed of at approved locations.
- Excessive clutter or junk, such as:
    - Old furniture/mattresses.
    - Inoperable/unlicensed vehicles, trailers or equipment not in use for a period of at least one month, or other unsightly material(s).
    - Unreasonable or outrageous exterior paint jobs (inconsistent with the prevailing aesthetics of the community).
    - Shocking, inflammatory or insensitive material(s), such as animal carcasses or recognizably hateful/racist symbols.

Relevant member possessions kept in a member's own storage areas, such as a shed or garage, are not subject to the above rules.

Members are also responsible for:

- Repairing damage caused by fire, flood, storm, earthquake, vandalism, age, weather or other relevant occurrences, within a reasonable period of time following any such event
- Posting their house numbers so that they are clearly visible from the street of their official address as recorded by Douglas County

"C"

\* Would you be interested in implementing a Covenant that outlines rules regarding lot maintenance?

Answer	0%100%	Number of Responses	Response Ratio
Yes		<a href="#">103</a>	63.5%
No		<a href="#">32</a>	19.7%
Unsure		<a href="#">27</a>	16.6%
	Totals	162	100%



## SHORT-TERM RENTAL RULES & REQUIREMENTS

### **APPLYING FOR SHORT-TERM RENTAL STATUS**

Members electing to rent their property for periods of less than 30 days must pre-register each year utilizing forms provided by the Association. The *Short-Term Rental Application* can be found on the Sun Cove website ([www.suncove.net](http://www.suncove.net)) or requested from the Association office. Applications must be submitted to the Association prior to January 31<sup>st</sup> of the year requesting rental status and, unless the cap is exceeded or multiple compliance issues recorded, will be approved. If the cap is exceeded, valid applicants will be subject to a lottery which will take place on February 15th.

*(2.3 of the First Amendment to Amended and Restated Declaration of Restrictive Covenants- June 1, 2008.)*

Short-term rental fee: The annual fee is located on the *Short-Term Rental Application*. This fee must be received by the Association by February 28<sup>th</sup> or member previously selected in the lottery will be rejected and a member will then be selected for approval from the wait list.

*(IV 3.2. of the By-laws allows the Board to set and adjust rental fee annually.)*

Association Office:

Lake Entiat Lodge Associated

250 W. Beach Drive

Orondo, WA 98843

509.784.1166     [admin@suncove.net](mailto:admin@suncove.net)

### **RULES & REGULATIONS FOR SHORT-TERM RENTALS**

*The Homeowner's Association will track violations of Rules and Regulations which may lead to future revocation of short-term rental status.*

1. The Association office must be supplied a *Short-Term Occupancy* form, signed by the Renter(s), prior to each rental period. This form may be found on the association website or by contacting the Association office.
2. Occupancy cap – The rental property occupancy cap is based upon the number of bedrooms in the house:
  - a. 1-Bedroom home: 4 renters maximum
  - b. 2-Bedroom home: 6 renters maximum
  - c. 3-Bedroom home: 8 renters maximum
  - d. 4-Bedroom home: 10 renters maximum
  - e. 5-Bedroom home and larger: 12 renters maximum



3. Vehicle cap – Renters must register their number of vehicles with the Association. The vehicle cap is based upon the presence of off-street parking at the property. All renter vehicles must be parked off the street overnight, regardless of the vehicle cap:
  - a. 1 and 2-Bedroom homes: 2 vehicles maximum
  - b. 2 and 3-Bedroom homes: 3 vehicles maximum
  - c. 4 and 5-Bedroom home: 4 vehicles maximum. Must be a double-lot with available on-site parking for all vehicles.
4. Contact Availability – Member must be available 24/7 for all reported incidence or complaints from neighbors or staff, and cannot forbid staff from giving out their contact information to Association members. If the member does not answer their phone at least twice in a row (under 10 minutes between each phone call), they will be fined accordingly.
5. Short-term rental approval is dedicated to the member and is non-transferable. The short-term rental fee will not be pro-rated or refunded.
6. Short-term rentals are a privilege and is available for members in good standings (current on all dues, fines and assessments).

## **VIOLATIONS PROCEDURE**

### **ENFORCEMENT PROCESS**

1. Should a member's attempt fail to resolve an issue with a short-term rental property, that member should then contact the Association office.
  - a. In a real emergency the Board will accept a phone call, written complaint to follow.
  - b. Any owner filing a complaint must identify himself or herself.
  - c. Members still have the right to file a complaint with the police or other civil authority.
  - d. 'Petitions' shall not be considered an original letter.
  - e. If it cannot be verified that an issue involves a short-term rental property, the incident will be transferred to the generic Security Log and will not be attached to any short-term rental property.
2. For a complaint to be successfully logged regarding a short-term rental property, short-term rental status will be verified by the **property address, photographs, physical correspondence (or reported physical correspondence), staff familiarity with the individuals, confirmation from the property manager/owner, or parking permit numbers.**

Valid complaints against short-term rental properties will include **phone calls, emails, written letters, reports given in person, and incidents witnessed in person by staff.**





3. When an actionable incident occurs, the Association will notify the alleged offending member as soon as possible via phone and provide a follow-up email, providing all given details and requesting that the member rectify the problem. Owners of short-term rental properties are solely responsible for resolving all problems with their renters.
4. The member will be informed that the relevant infraction—Hard, Soft, or Incidental—is being allocated to their short-term rental account. Should the member wish to appeal or contest the allegations, all members have the right to a hearing before the Board of Directors at a reasonable time during the enforcement process.

## **FINES**

If the member fails to supply the Association office with the signed *Short-Term Occupancy* form prior to short-term rental periods, they will be put on a daily fine schedule of \$100 per day until this document is supplied, and a Demerit will be added to their short-term rental account status in the Association's annual records.

A Demerit may be assigned to the account if there is delay in excess of three (3) days in the procurement of this document for any reason, and additional Demerits assigned for each successive 3-day delay. Further delays may result in revoking the member's short-term rental status.

## **IMMEDIATE FINES**

- \$1,000 Member renting property on a short-term basis without Association approval
- \$500 Member advertising property as a short-term rental property without short-term rental status approval
- \$500 Violating the occupancy limit
- \$100/day Member fails to supply the Association with a signed *Short-Term Occupancy* form prior to the rental period
- \$500 Excessive frivolous complaints against a short-term rental property.

## **DEMERITS**

A short-term rental property is assigned a 'Demerit' once it triggers an infraction(s). Three such Demerits will result in a denied application for short-term rental status the following year. After one year of exclusion, the member may once again apply for short-term rental status accordingly. Should a short-term rental application for such member be approved in future years and 3 Demerits occur a second time, the member's applications will be denied as long as they own the property.



One Demerit is equal to **1 'hard infraction,'** or **3 'soft infractions,'** or **15 'incidental infractions.'** The Association Board of Directors may allot 'hard,' 'soft,' or 'incidental' infraction status to any incident based upon the contextual circumstances of the incident, as deemed necessary.

## **INFRACTIONS**

Infractions include violations to the Association Covenants and/or Rules and Regulations.

1. **'Incidental infractions'** are complaints lodged that **are immediately rectified** by the renter after a warning has been provided (to that end, these type of infractions may be considered 'warning instances'). These, include, but are not limited, to members being enforced to:
  - a. Leash a dog
  - b. Remove glass or pets from the pool deck
  - c. Remove a golf cart from the park
  - d. Respect the speed limit
  - e. Respect the noise ordinance
  - f. Remove excess, inappropriately-parked vehicles

Incidental infractions also cover complaints that are essentially 'unverifiable.' These types of infractions primarily involve member reports regarding an incident that has already occurred, or incidents that are refuted/denied after appropriate parties are contacted, and there are no other witnesses to corroborate.

If five (5) incidental infractions are filed against one short-term rental property from multiple sources, they qualify as a soft infraction. If all five (5) infractions filed against one short-term rental property are from **the same Sun Cove community member**, the Board of Director or Community Manager may deem that member is excessively/maliciously logging complaints about another rental property resulting in the following process:

- a. All lodged complaints against the one specific rental property will be temporarily stricken from that property's account and they may not file any more complaints against that property until the Community Manager has provided the complaint logs and all other relevant correspondence to the Board for review.
- b. The Board will determine the appropriate action to be taken against the rental property in question based upon the information provided. In the event that more information is required the Board of Directors may request the owner to attend the next Association Board Meeting or set a meeting/conference call.



- i. **If the Board rules in favor of the member lodging the complaints**, all of those complaints will become actionable (soft or hard infractions) and be allocated to the short-term rental property.
  - ii. **If the Board rules in favor of the short-term rental property**, all of the complaints lodged by the complaining member will be dismissed.
2. **'Soft infractions'** are violations to the Covenants/Rules that are **NOT** immediately rectified *after warning has already been provided* (i.e., the offenses are repeated or continued). As such, this 'previous warning' will have come in the form of a logged incidental infraction. The occurrence of three 'soft infractions' will result in a Demerit.

Soft infractions include, but are not limited, to:

- a. Dogs off-leash within the community
  - b. Parking or mooring without an Association permit
  - c. Having glass or pets on the pool deck
  - d. Driving golf carts on the park
3. The following infractions, or **'hard infractions,'** will result in an *immediate* Demerit:
  - a. Fueling on community property
  - b. Underage or drunken driving
  - c. Conducting open-flame fires, or utilizing fireworks, anywhere within Sun Cove
  - d. Failing to supply the *Short-Term Occupancy* form before the rental period
  - e. Failing to clean up their pet's waste outside the rental property
  - f. Unruly, destructive or offensive behavior, as determined by the Board
  - g. Speeding
  - h. Unreasonably loud noise from 11pm – 7am Sun-Thurs. & 12 – 7am Fri & Sat.
  - i. Exceeding the renter occupancy limit and/or vehicle cap
  - j. Members failing to respond via the 24-hour contact information given on the rental application (i.e., members attempting to contact are unable to make contact; if the member denies/contests this allegation, the complaining member must supply proof of their phone calls/emails to the Association)
  - k. Confrontational, hostile and/or aggressive behavior toward members and/or staff