

Twin Lakes Homeowner's Association

Governing Documents Summary

Congratulations for choosing to live in the Twin Lakes Homeowner's Association. We are a community in Federal Way that consists of 1363 homes in a combination of private and common property. The Twin Lakes Homeowner's Association, hereafter called the TLHOA or HOA, is governed by Covenants, Conditions and Restrictions [CC&R] as recorded Jan 10, 1966. From time to time the TLHOA Board of Directors has exercised its statutory authority to interpret and supplement the CC&R. The result has been Rules, Regulations and Policies [RRP], see the TLHOA website for most recent version. The following is a summary of all CC&R and RRP for quick reference.

The official reference remains the original documents. This summary does not replace the CC&R and RRP, and all owners are responsible for familiarizing themselves with the specific requirements of those governing documents. This summary is intended to simplify and clarify some of the more frequently referenced provisions in those documents.

All Owners, tenants, guests, and pets are subject to the **Twin Lakes HOA** rules and regulations, hereinafter referred to as Rules and Regulations. It is the responsibility of the Owner(s) to notify tenants and guests of these rules, and the Board of Directors shall hold the Owner responsible for actions of the residents/guests in violation of these Rules and Regulations. It is the legal responsibility of all owners and individuals occupying a lot who are not the legal owner (hereinafter occupants) to know and abide by the provisions of the Declaration, Bylaws, and these Rules and Regulations.

The Board of Directors and/or the Managing Agent will work to enforce the Rules and Regulations and other governing documents of the Association, but the participation and cooperation of every owner and occupant is essential to our success in maintaining a desirable residential area.

Twin Lakes Homeowner's Association

Governing Documents Summary

Table of Contents

Section One

General Rules and Regulations

Section Two

Esthetics

Section Three

Architectural Control of Exterior Maintenance of Homes

Section Four

Vehicles and Parking

Section Five

Pets and Animal Care

Twin Lakes Homeowner's Association

Governing Documents Summary

Section One - General Rules and Regulations

1. All rules and regulations created by the Board apply to Owners, tenants, invitees and guests.
2. Owners shall be responsible for the actions of all occupants and guests of their lots.
3. Owners shall give any tenant a copy of the Rules and Regulations and will take action to ensure that tenants complying with the Governing Documents.
4. Owners are required to submit a Resident Information Sheet, that includes all contact and registration information for tenants prior to the tenant's residency in the home.
5. All residents, including tenants, of Twin Lakes HOA are expected to alert their guests and invitees to the rules of Twin Lakes HOA and to correct any violations that their guests are responsible for.
6. Owners and occupants shall be responsible for compliance with all state, county and City of Federal Way laws, rules and other governmental decrees.
7. Owners and occupants shall maintain their home and all structures in compliance with the requirement of the Declaration of CC&R's that a uniform, presentable exterior appearance be preserved.
8. Exterior maintenance is the under the Esthetics Committee. See the Esthetics section for the specifics of Esthetics.
9. Changes to the existing building, structures and landscape and all new construction is governed by the Architectural Control Committee. Nothing shall be erected, placed or altered on any property without the written approval of the Architectural Control Committee has approved the changes. See the Architectural Control Committee section for the specifics.
10. No illegal activity shall be conducted on the property or in any residence.
11. No home business that exhibits evidence of commercial traffic or activities is allowed. This prohibition includes sounds, smells and visual evidence of commercial activity.
12. Littering is not permitted anywhere on the grounds.
13. Concerns or suggestions are encouraged and may be made to the Board at meetings or to the Community Manager between meetings.
14. Complaints must be made in writing to the Twin Lakes HOA office. Complaints will be forwarded to the Board for review at the next Board meeting. Board members are not expected to keep track of verbal complaints made outside of Board meetings.
15. Quiet hours are from 10:00 pm – 8:00 am. During quiet hours it is expected that noise will be kept to a minimum.

16. The volume of radios, TV sets, stereos, and voices, etc. shall always be kept at a reasonable level to avoid disturbing other residents.
17. Residents shall report all incidents of theft, vandalism, and breaches of peace to the police immediately, and to the security team or the HOA office.
18. If you have an emergency that threatens the safety of your residence or other residences and must have attention immediately, call 9-1-1 first, and then notify security team or the HOA office.

Twin Lakes Homeowner's Association

Governing Documents Summary

Section Two - Esthetics

Each individual owner shall be obligated to provide exterior maintenance on his own lot. Owners and their tenants, if applicable, are expected to keep their properties in accordance with the following rules year around and to promptly address any issues that the HOA brings to the owner's attention via written notification. * Items will be reviewed from the street, sidewalk or golf course. In the case of backyards not visible from the street, sidewalk or golf course, homeowners are expected to maintain these same standards. Be a good neighbor.

In May each year, the Homeowner's Association conducts a general esthetics review of all 10 divisions of Twin Lakes. The Association and/or its agent will carry out the spring esthetics inspections to confirm all owners' compliance with the governing document requirements regarding property maintenance and other exterior appearance issues. Any home not in compliance with the rules will be notified in writing.

If you receive notice of Esthetics Violation in writing from the TLHOA office, you are expected to correct all noted deficiencies in a timely manner [typically within 4 weeks]. **In all instances, it is the obligation of the Owner to advise the Association in writing that the violation has been corrected.** The TLHOA will then re-inspect the property to verify that all corrections have been made so that the office can stop the Violation process. Violations not corrected within the period designated in the Violation letter will be pursued by TLHOA with additional notification and possible fines.

Esthetics Rules by Category:

1. Yard Maintenance

- a. The individual homeowners shall make a reasonable effort to maintain their front yards, including the side yards forward of any fences enclosing the backyard (for corner properties it will include the entire side yard facing the street). This maintenance shall include weeding, fertilizing, watering and mowing as required to retain that quality. The watering may be curtailed during periods of officially declared water shortages.
- b. Lawns must be uniform, fertilized, mowed, edged, with weed and moss control. Dead spots should be reseeded.
- c. Planting areas must be weed free and cleared of dead and dying trees, limbs and shrubs. Leaf piles and other debris must be removed. Tree stumps should be cut down to ground level.
- d. Woodpiles, garbage cans and recycling bins must not be visible from the street.

- e. Moss must be removed from driveways, ramps, walkways, etc.
- f. Driveways should be free of weeds, moss or grass. Damaged, crumbled or displaced driveways may require repair or replacement.
- g. Tree limbs, shrubs, bushes must be cut back so not to obstruct the sidewalk or city signs.
- h. Back yards visible from the street, sidewalks, golf course and lakes should be neat and free of trash. Tools, lawnmowers, wheelbarrows, etc., should be stored out of sight.

2. Home Exterior Maintenance

- a. Paint and/or stain on each structure (house, fence, deck, mailbox, sheds, etc.) must be uniform in color, and without fading, cracking, or peeling.
- b. Moss must be removed from the roof, gutters cleaned.
- c. No accumulations of material of any kind can be visible from the street.

3. Holidays Decorations

- a. Holiday decorations and lighting can be displayed up to 30 days prior to the holiday and removed within 30 days of the official date of said holiday. Icicle lights are considered holiday decorations and shall be removed by the expiration of the holiday period.

4. Tarps

- a. Tarps used to cover debris, woodpiles, vehicles, roofs, fences etc., are strictly prohibited. The use of tarps in general is prohibited if visible from street or neighboring properties.
- b. Under no circumstances may tarps be used to cover vehicles if visible from the street or neighboring property.
- c. Fitted car covers in good condition are acceptable.

5. Vehicles

- a. All inoperable/non-running vehicles, which includes vehicles with expired tabs and recreational vehicles, including without limitation all, golf carts, motorcycles, go-carts, etc., must be stored in garages, carports or within screened areas (subject to prior submission and approval under ACC Rules), so they are not visible from the street or to neighbors. At no time shall such vehicles be kept, parked or stored on public streets, walkways, lots or driveways.
- b. All vehicles must be in operable, running condition, currently licensed and tabbed.
- c. Regardless of whether a vehicle might be considered as a classic or collectible model, and regardless of whether operable or licensed or

tabbed, vehicles in a state of disrepair or deterioration may not be kept, parked or stored on a lot where visible from the street or to neighboring owners.

- d. The addition of additional parking area for vehicles is governed by the approval process of the Architectural Control Committee provisions.

6. Interior Window Coverings

- a. All window coverings shall be a neutral color and in good condition without significant defects. Blinds shall not have missing, bent or broken slats. Draperies and/or curtains shall not contain visible stains or tears. Blankets, sheets, shower curtains, tarps, garbage bags, or any other material is not allowed for use as window covering in any window visible from the street and/or neighboring properties, including garage windows.

7. Signs

- a. Only the following signs are permitted in the Association:
 - i. Political signs: each Owner is permitted to place a maximum of two (2) candidate/ballot issue signs on his or her Lot visible from the street, whether placed inside or outside the home. The signs shall not exceed eighteen (18) inches high and twenty-four (24) inches long. Candidate and/or ballot issue signs can be displayed no sooner than thirty (30) days before a primary or general election and must be removed within seven (7) days after the last day of voting (the election date). Political signs with vulgar language or images are not permitted under any circumstances.
 - ii. Slogan signs: Each Owner is permitted to display one sign per lot, not to exceed twenty-four (24) inches high and thirty-six (36) inches long may be placed outdoors by an owner on his/her lot. Slogan signs may not be displayed directly from the building, fascia or windows. Slogan signs with vulgar language or images are not permitted under any circumstances. Signage pertaining to slogans may be displayed for no more than ninety (90) days in one (1) calendar year.
 - iii. For Sale/Rent signs: Each Owner is permitted to display one sign per lot, not to exceed eighteen (18) inches wide and twenty-four (24) inches long. The sign must be freestanding and mounted on a post, and it may include an "information box." For Sale/Rent signs are only permitted when the property is actively for sale or rent, or its sale is pending. For Sale/Rent signs must be removed within five (5) days after transfer of ownership (closing) or lease commencement, whichever is applicable.

- iv. Real Estate Open House signs: Place signs two (2) days prior/remove at end of open house not to exceed 5 consecutive days or 10 days in a calendar month.
- v. Garage Sale: Signs advertising a garage/yard sale may be posted one (1) day before the sale and must be removed within one (1) day after the sale. Directional signs are permitted during the sale.
- vi. No Soliciting signs: Each Owner is permitted to place one (1) "No Soliciting" sign, provided that the sign must be mounted on the Owner's home or freestanding and mounted on a post or stake
- vii. Security Signs: Each Owner is permitted to place one (1) security sign, defined as a temporary or permanent sign installed by the owner identifying a security system or other protective system operating on the premises. The sign must be mounted on the Owner's home or freestanding and mounted on a post or stake.
- viii. **No Signs allowed on common properties under any conditions.**
- ix. **No Signs are permitted on golf course side of any fairway lots.**

8. Flags

a. United States flag

- i. Owners may display one (1) flag of the United States. The flag must be displayed from a flagpole and may not be attached directly to the building, fascia, or windows. A flag on a staff properly mounted to the building is considered acceptable. An Owner may install a flagpole for the display of the flag of the United States after obtaining prior written approval from the ACC as to the location and size of the flagpole.

b. Other flags

- i. Officially licensed sports team flags and other tasteful decorative flags and banners may be displayed from a flagpole on the exterior of the home during the appropriate season. Flags and banners may not be attached directly to the building, fascia, or windows of any home. Such flags and banners shall not exceed eighteen (18) inches high and twenty-four (24) inches long. Flags or banners with vulgar language or images are not permitted under any circumstances.

9. Trash/Garbage Cans

- a. Homeowners will make every attempt to see that garbage cans, yard waste or recycling containers are not visible from the street except from the evening prior to the scheduled pickup and through the day of the scheduled pickup. They must be stored in the garage or screened in such a manner as to not be seen from the street. They may not be stored on driveways, walkways or porches. It is the owner/occupant responsibility to clean up any spilled trash.

10. Fences

- a. Fences should be in good repair, painted, stained or sealed, with moss control. Broken boards must be replaced promptly.

11. Mailboxes

- a. Mailboxes and posts should be firmly set, clean and in good condition and without rust.

12. Unauthorized structures

- a. Fences, storage sheds, etc. should meet all Architectural Control Committee standards. Refer to ACC section for more information.
- b. Temporary buildings are not allowed for any purpose.
- c. Port a Potties require TLHOA permits and must be placed in an inconspicuous location.
- d. Temporary dumpsters, portable outhouses, storage containers [i.e. PODs] and heavy equipment require TLHOA permits prior to placing it/them on site. See Section 3, ACC, Item 13 for the full statement.

Twin Lakes Homeowner's Association

Governing Documents Summary

Section Three - Architectural Control of Exterior Maintenance of Homes

ACC Rules Policies

General Statement: All construction within Twin Lakes must be harmonious with the other homes in the immediate neighborhood. Please remember that any changes to the exterior of your property or residence, including remodeling, paint, driveway, ramps, steps, fences, sheds, roofs and landscaping, require '**prior**' approval by the Architectural Control Committee [ACC]. ACC forms are available on the Association website and the TLHOA office.

Rules by Category:

Definitions:

'Building' and 'Structure' is interpreted as any improvement, addition or change of any kind, including fences, affixed in any way to the land or secured to wood, concrete or pads on the ground consisting of other materials.

'Altered' is considered to include repainting of the structure, reroofing and revisions to the visible landscaping.

NOTE: If a dumpster or portable outhouse is required for a period time to accommodate workers on your home, please contact the HOA office to obtain a permit. See Temporary Structures below for more information.

1) New House Construction

- a) New house construction within Twin Lakes must be harmonious with the other homes in the subdivision. This harmony includes but is not limited to, height, square footage, lot coverage, landscaping, materials, finishes and colors.
- b) No building shall be erected or placed on any lot on the property until the building plans, specifications, and plot plan showing the nature, kind, shape, height, materials and location of such building have been approved in writing obtained from the ACC.
- c) Date for Completion of Construction. Any new dwelling structure erected or placed on any residential lot shall be completed as to external appearance, including finished painting, within nine (9) months from date of commencement of construction and shall be connected to the public sewer system.

2) Fences

- a) All fences can be no more than six [6] feet high and constructed of suitable material.
- b) Fence heights are measured from the highest exposed face. If the fence sits on top of a retaining wall the exposed wall height is included in this height restriction.
- c) Chain link fences are not allowed.
- d) Installation of fences must maintain all setbacks as follows:
 - i) **Front:** no closer than twenty [20] from front property line or back of sidewalk when sidewalk exists.
 - ii) **Side:** Can be built up to the side property line unless other setbacks take precedence as follows.
 - (a) Side Street: no closer than twenty [20] from the property line on the side street side.
 - (b) Golf Course: no side fence can extend closer than 15' from rear property line.
 - (c) Lake: side fence can extend to the lake edge but cannot extend into the lake.
 - iii) **Rear:** Can be built up to the rear property line unless other setbacks take precedence as follows,
 - (1) Golf Course: no closer than twenty feet from the rear property line.
 - 1. A fence may be built to enclose a patio [patio is defined as Concrete Slab on Grade] constructed **immediately adjacent to the house** on any lot but under no circumstances can enclosing fence be built closer than fifteen feet to the rear property line. This exception only applies to the area immediately adjacent to the above-described patio.
 - (2) Lake: no closer than twenty feet from the rear property line.

3) Exterior Painting

- a) Selection of paint colors must be harmonious with the other homes in the subdivision
- b) Prior to painting all homeowners who wish to change exterior color, or repaint existing exterior color, must submit color schemes prior to the start of the project to the ACC for approval. Replacing paint color with same color still requires pre-approval from the ACC.

4) Decks and Patios

- a) Patio is defined as Concrete Slab on Grade.
- b) Deck is anything built above grade to include wood, steel, etc. materials of construction. A deck is considered a structure.

- c) New decks
 - i) Design and construction plans must be submitted to the ACC for approval prior to start of construction.
 - d) Existing decks
 - i) Revisions to existing deck must be submitted to the ACC for approval prior to start of construction. Revision does not include replacement of decking materials.
 - e) No structure [deck] can be constructed closer than twenty [20] feet to the rear property line on a golf course lot.
- 5) Roofing
- a) Examples of new roofing material must be submitted to the ACC for approval prior to start of construction.
- 6) Remodeling
- a) Interior remodeling that does not alter the exterior of the existing building envelope in any way does not need to be submitted for approval.
 - b) Remodeling that does change the exterior of the existing building in any way must submit detailed construction plans, a detailed description of materials and samples, and a site plan showing all setbacks to be used must be submitted to the ACC for approval prior to work taking place.
- 7) Driveways, Walks, Ramp, Walls [Hardscape]
- a) Driveways: Driveways must be harmonious with the existing community and in good repair. To maintain the landscaped appearance of the subdivision driveways should not extend to the edge of the property lines. A landscaped area between the driveway and lot line should be maintained to soften the hard lines of the paving material. The landscaped area between edge of driveway and property line must be no less than two [2] feet wide and extend the length of the driveway. Replacement of any existing driveway or new driveway must be submitted to the ACC for approval prior to work taking place.
 - i) If an additional parking area is to be added to a driveway as needed for operable running vehicles, the location, design and materials for any such addition are subject to the requirements and approval process provided for in the Architectural Control Committee provisions, Acceptable materials are cement, brick and five-eighth (5/8) inch gravel. No pea gravel or gravel under the five-eighth (5/8) inch requirement is permitted.

- b) Walks: Installation of new or replacement of walkways with hard surfaces [concrete, pavers, bricks, etc.] must be submitted to the ACC for approval prior to work taking place.
- c) Walls: Install of new landscape walls, whether retaining or not, must be submitted to the ACC for approval prior to work taking place. Submittal is to include construction plans and a detailed description of materials.
 - i) Retaining wall tops cannot extend more than two [2] feet above the grade at the visible face of the wall.
 - ii) Bulkheads are walls and may be erected on lakefront property but cannot be built out into the lake.
- d) Ramps: Installation of ramps, including Handicap ramps, temporary or permanent, must be submitted to the ACC for approval prior to work taking place.

8) Storage Building[s] (Attached or Detached]

- a) Construction plans and a description of materials be used must be submitted to the Architectural Control Committee for approval prior to the work taking place.
- b) The outside dimensions of the structure, if detached may not exceed 8' x 8' x 8' in height at the highest point.
- c) Only one (1) detached storage structure per residential lot is allowed.
- d) All storage buildings will be constructed of materials that match or complement the existing residence, with workmanship comparable to that of the residence.
NOTE: Metal and Rubber materials are prohibited.
- e) The Storage building may be placed on all fence setback lines. The roof must be designed so that rainwater is not dumped onto the neighboring property.

9) Antennas

- a) No radio, television antennas shall be permitted to extend more than ten (10) feet above the roof line of an y residence without the written approval of the said committee.
- b) Placement of satellite dishes requires ACC approval.

10) Landscaping

- a) Major Landscaping (i.e. 25% or more change to existing landscaping) new or revised, must be submitted to the ACC for approval prior to work taking place.
- b) Submittal to include drawing showing placement of all Hardscape and Landscape.
 - i) Hardscape: see sections of this document for driveways, walks and walls and follow those guidelines for submittal.
 - ii) Softscape: submittal to include a list of shrubs, vines, ground cover and trees.

11) Outdoor Lighting

- a) All outdoor lighting must be a long-term installation, well maintained and all wiring shall be discreet and unseen. All outdoor lighting installations must consider the harmony of the community and shall not be set to create a nuisance to their neighbor and the neighborhood. Major outdoor lighting additions/changes require prior approval by the Architectural Control Committee [ACC].

12) Energy Technology Policy [Solar Panels]

- a) All proposed installations MUST be submitted for ACC assessment through the standard ACC process.
 - i) Installations are preferred on the back [non-street facing] side of a roof.
 - ii) If an alternative placement is necessary for the energy device to work as intended, an alternative location will be considered if not using the street facing location would result in an energy efficiency loss of 10% or more.
 - iii) No ground-mounted equipment will be placed in the front yard of a lot, or on the side of the house where it extends beyond the rear-most line of the front of the house.
 - iv) All ground mounted equipment must be screened from view and painted in harmony with the color scheme of the home.

13) Temporary Structures

- a) Dumpsters, portable outhouses, storage containers [i.e. PODs] and heavy equipment require TLHOA permits prior to placing them onsite. Contact the HOA office for a permit; officemanager@twinlakeshoa.com

Twin Lakes Homeowner's Association

Governing Documents Summary

Section Four - Vehicles and Parking

1. No owner or occupant shall park or allow to be parked any vehicle in an area other than a driveway, street or any other approved area. Vehicles may not park on the sidewalk at any time.
2. No owner or occupant shall park or allow to be parked any boats, recreational vehicles, motor homes or inoperable motor vehicles on the premises or the street for more than forty-eight (48) hours unless in an enclosure previously approved by the ACC.
3. Owners may contact the HOA office to obtain a seven-day parking permit for guest's RVs.
4. No owner or occupant shall store or allow to be stored any large commercial vehicles, such that exceed the Owners' garages.
5. Parking must comply with City of Federal Way and State of Washington laws.
6. All vehicles parked in driveways or visible from the street must be operable and licensed.
7. Excessive oil or other drips should be cleaned up immediately. Products used to absorb oil must be removed within 24 hours. Drip pans or cardboard may not be used to collect dripping vehicle fluids in driveways or streets. Any drained vehicle fluids shall be disposed of in an appropriate manner compliant with Washington State Department of Energy standards. Pouring fluids down storm drains IS NOT permitted.
8. Residents are not permitted to park commercial vehicles in the Association. This includes any vehicle with commercial logos but also refers to oversized trucks (such as tow trucks or semi-trucks), vehicles with ladders and other affixed equipment, etc. The Board has exclusive authority to determine whether a vehicle is a prohibited commercial vehicle.

Twin Lakes Homeowner's Association

Governing Documents Summary

Section Five – Pets and Animal Care

1. Only domestic household pets, such as dogs, cats and other indoor only animals may be kept by the TLHOA residents.
2. No pet shall be allowed to run loose within Twin Lakes HOA, except those animals may roam free on their own lot inside a fence or when accompanied by their owner.
3. Pets must be on a leash anywhere outside of their Owners' Lot, including all common areas, parks, streets and sidewalks
4. Pets shall not be permitted on any barked or planted areas or on any neighbor's property. No tethering of pets is allowed in common areas.
5. Pet owner is responsible for cleaning up immediately any mess or damage left by the pet in any public area.
6. Owners and occupants are responsible for the actions of their pet and shall not keep any pet that disturbs or interferes with the right of others to peaceful use of their property and the common areas of Twin Lakes HOA.
7. All dogs and cats must be properly immunized and licensed according to city, county and state requirements.
8. Pets may not cause or create a nuisance or unreasonable disturbance, or noise. If the pet endangers the physical safety of any resident, Animal Control is to be contacted immediately to request the removal of the animal at the owner's expense.
9. Visiting pets are subject to the same rules as residential pets.