

**PARKWOOD SOUTH
HOMEOWNERS' ASSOCIATION
RULES & REGULATIONS**

TABLE OF CONTENTS

PARKWOOD SOUTH HOMEOWNERS' ASSOCIATION	4
GENERAL INFORMATION	4
DEFINITIONS:	4
RESPONSIBILITY	4
MONTHLY HOMEOWNER ASSESSMENT & OTHER PAYMENTS	5
LANDSCAPING & MAINTENANCE	5
LAWN MOWING PROVIDED BY THE ASSOCIATION	5
PETS (YOURS AND PETS OF YOUR CHILDREN, GUESTS OR SERVICE PROVIDERS)	6
PET DROPPINGS AND SECRETIONS.....	6
SNOW PLOWING, BLOWING OR SHOVELING OR PRIVATE DRIVEWAYS AND WALKWAYS	6
INDIVIDUAL YARDS	6
DECK AND PORCH STORAGE.....	7
DECORATIONS	7
WEBSITE AND APPFOLIO	7
ARCHITECTURAL REVIEW COMMITTEE (ARC)	7
COURTESIES IN A CLOSE NEIGHBORHOOD.....	8
COMMUNITY CENTER – INDIVIDUAL KEYPAD CODE AND EXERCISE ROOM KEY	8
GARBAGE AND RECYCLE PICKUP	8
MAIL BOXES	9
EMAIL COMMUNICATION.....	9
PARKING	9
GUEST PARKING.....	9
HOMEOWNER PARKING	9
NARROW STREETS – PARKING PERMITTED ON ONE SIDE OF THE STREET ONLY.....	9
MOVE GUEST CARS FROM COMMON AREA PARKING DURING SNOWPLOWING, STREET SWEEPING AND DURING ASPHALT SEALANT APPLICATIONS	10
FIRES & FLAMES.....	10
VENDORS/CONTRACTORS	10
POLICE AND FIRE DEPARTMENT	10
ANNUAL MEETING OF THE HOMEOWNERS' ASSOCIATION	10
PSHA BOARD OF DIRECTOR'S MEETINGS:.....	10
REQUEST FOR IMPROVEMENTS TO PARKWOOD SOUTH.....	10
MEETING MINUTES.....	11

CC&RS, BYLAWS, RULES AND REGULATIONS	11
MOVING SALES	11
FINES	11
PARKWOOD SOUTH HOMEOWNERS' ASSOCIATION YARD AND GARDEN MAINTENANCE STANDARDS	11
YARDS	11
General Appearance.....	11
Weeds.....	11
Bedding Areas	11
Landscape Trimming	11
PARKWOOD SOUTH HOMEOWNERS' ASSOCIATION HOME MAINTENANCE STANDARDS.....	12
COMMUNITY CENTER RULES & REGULATIONS.....	13
USE.....	13
RESPONSIBILITY	13
RESERVATIONS	13
POOL PARTIES.....	13
POOL RULES & REGULATIONS	13
CLOSING.....	13
RECREATIONAL FACILITIES ARE UNSUPERVISED, NO LIFEGUARD IS ON DUTY	13
TOBACCO & FIREARMS	13
COMMUNITY CENTER BUILDING	14
Hours of Operation.....	14
Keypad Entry Access.....	14
Pets.....	14
Supplies, Food & Beverages	14
Noisy Events	14
Lights	14
Clean-Up.....	14
Programmable Thermostat(s) Automatically Return to the seasonal default positions:	15
Lock Doors and Windows	15
Garbage	15
Soiled Diapers.....	15
Restrooms & Supplies	15
Exercise Room	15
Sauna Room	15

Gym/Racquetball Court.....	15
INSTRUCTIONS FOR USE OF THE COMMUNITY CENTER AND CLEAN-UP FOLLOWING PRIVATE EVENTS.....	17
Supplies	17
Candles	17
Fireplace	17
Pets.....	17
Thermostat & Lights	17
Cleaning Checklist	17
POOL RULES & REGULATIONS.....	18
GATE INFORMATION	20
ENTRANCE GATE: Open from 6:00 A.M. to 6:30 P.M.	20
KEYPAD CONTACT INFORMATION.....	20
REMOTE TRANSMITTER.....	20
INTERNAL VEHICLE REMOTE PROGRAMMING	20
DELAY GATE CLOSURE FOR PRIVATE EVENTS.....	20
MANUAL OPENING	20
IF YOU USE UBER	20
EXIT GATE OPENS AUTOMATICALLY BY SENSOR	21
SNOW INTERFERENCE WITH GATE	21
WEST GATE:	21
RULES AND REGULATIONS FOR CONSTRUCTION AND SERVICE PROVIDERS.....	22
SPECIAL ASSESSMENT/FINE SCHEDULE	23
GUEST PARKING MAP	24
MAP OF COMMON AREAS	26

PARKWOOD SOUTH HOMEOWNERS' ASSOCIATION

GENERAL INFORMATION

Parkwood South is a private neighborhood regulated by the Parkwood South Homeowners' Association ("PSHA") or the "Association"). People have elected to live here to enjoy the benefits of a safe, nice, well-kept, beautiful environment where property values of homes and common areas & buildings are well-maintained and people can live peacefully and quietly. Below are general guidelines of Parkwood South. One of the most important duties of the Association's Board of Directors is to enforce the governing rules of the Association. It is essential that we strive to enforce upon everyone all rules and regulations with consistency and fairness. Let a Board member know of any violation, being sure to include the name of the person, date and time of the event. Fines will be levied against Owners for any violation of the Association's Rules & Regulations caused by: (i) such Owner; (ii) any Permanent Resident residing on such Owner's Lot; (iii) such Owner's family; (iv) such Owner's Guests or invitees; or (v) such Owner's pets or pet of a Guest of invitee. This document, along with the Community Center Rules & Regulations, Gate Information, Pool Rules & Regulations, Construction and Service Provider Rules, Special Assessment/Fine Schedule, and any other rules and regulations duly adopted by the Board of Directors shall collectively be considered the "Rules & Regulations" of the Association. Any capitalized terms not otherwise defined herein shall have the same meaning given such term in the CC&Rs of the Association.

DEFINITIONS:

The following definitions shall apply throughout the Rules & Regulations:

Reminder: Pursuant to CC&Rs Section 1.26, "Owner" shall mean the Person or Persons, holding the fee simple interest of record to, or the real estate contract purchaser of, any Lot which is part of the Properties. Lessees, those leasing a home located in Parkwood South, or trustees/beneficiaries of a trust holding the fee-simple interest of record of a home located in Parkwood South shall be considered "Owners" for purposes of the Rules & Regulations of the Association.

"Permanent Resident" shall mean an Owner or any person who primarily resides on a Lot which is part of the Properties.

"Guest" shall mean any person who is not a Permanent Resident.

All Guests of a Permanent Resident must be accompanied by a Permanent Resident in every common area facility. Owners are solely responsible for the Permanent Resident residing on the Owner's Lot, their family members, pets and Guests, including pets of Guests. Fines incurred by any such person will be assessed against the Owner.

All Permanent Residents must be put on the roster of the Association and provide contact information for safety and security purposes.

RESPONSIBILITY:

Owners are responsible for themselves, any Permanent Resident living on their Lot, their family members, family pets, Guests or pets of Guests visiting or working with or for an Owner or such Owner's Permanent Resident in Parkwood South. Pursuant to Section 6.04 of the CC&Rs, Owners are required to pay for any maintenance, repairs or replacements with respect to common areas of the Association, including the recreational facilities, caused by the willful or negligent act of any Owner, their family, Guests or invitees, including but not limited to any Permanent Resident residing on the Owner's Lot.

In order to effectively enforce the Rules & Regulations of the Association, the Board of Directors and Officers of the Association must be able to rely on the representations made by an Owner. Any misrepresentation made by an Owner that results in violation of the Rules & Regulations or any harm to the Association may result in a fine or assessment against such Owner.

MONTHLY HOMEOWNER ASSESSMENT & OTHER PAYMENTS:

The monthly Homeowners' Association fee covers water, sewer and garbage utilities. It covers weekly mowing, fall and spring leaf and debris clean-up, lawn fertilizing, sprinkler open/close, maintenance of common area grounds, snow plowing and de-icing of streets and the maintenance of all common buildings and facilities.

The current monthly Homeowners' Association fee is \$325.00 (payable in advance by ACH) Dues are delinquent if not processed by the 10th of the month, which may result in late fees, penalties, and assessments. (See CC&Rs, Article VII).

Monthly Assessments are made by Automatic withdrawal/ACH from your bank account (initiated by PSHA/HOA Services, Inc. Bank). The instructions and ACH form are available by contacting HOA Services at Info@HOAAgent.com or 509-922-2494 or by visiting your Appfolio Acct via our website at Parkwoodsouth.HOAAgent.com. ACH refers to Automated Clearing House, which is a national automated electronic funds transfer system. Many types of payments are made using the Automated Clearing House, including direct deposits, tax payments and bill payments. Most consumers establish ACH transactions as a normal part of their monthly banking routine. ACH transactions may be authorized to make a payment for one time or on a recurring basis. The Board may impose a fee for processing manual checks for Association Dues.

If other personal charges occur (additional assessments, larger garbage cans, fines, replacement or repair of Common Property, etc.) payments are made by check made out to Parkwood South HOA and mailed to Homeowners Association Services, Inc. 11808 E Mansfield Ave. Suite #1, Spokane, WA 99206. On the memo section of the check, note that payment is being made as an "PSHA Owner Lot #_____".

Appfolio can be accessed via our website Parkwoodsouth.HOAAgent.com or (<http://hoaservices.appfolio.com/connect>):

HOA Services, Inc., our Property Manager, has adopted Appfolio, a Property Management Software program. The Appfolio program has a portal for each resident of the properties they manage. HOA Services will send you an email link for you to get set up in the Appfolio system.

If your Association dues are paid up-to-date, your Appfolio account will read a 'Do Not Pay' message. Monthly association dues are paid via ACH bank draft so you shouldn't have a balance showing for dues. Everyone in Parkwood South is (or should be) on ACH for automatic bank draft. If you don't want to view your account information, you don't need to do so. In fact, if you don't want to receive email alerts from Appfolio, you can check the box to be omitted from that distribution.

Governing Documents:

Once set up in Appfolio, please take time to read through the Revised Rules and Regulations so that you are not caught off guard by a warning or a fine. It is a good idea to review the CC&Rs, the Bylaws and the Rules and Regulations from time to time. Being warned or fined is not a good way to learn the Rules of Parkwood South. It is important to know the responsibilities in your HOA.

LANDSCAPING & MAINTENANCE:

Lawn and common area maintenance, snow plowing of the streets, water, sewer, and garbage (one thirty-two-gallon container) and recycle pickup fees are included in your monthly assessment. Also included is the cost of managing and maintaining the properties of Parkwood South, including the gate, streets, street lights, Community Center, swimming pool, pond and all grass/shrub common areas.

LAWN MOWING PROVIDED BY THE ASSOCIATION:

Lawn mowing is done once a week. You will be notified of the scheduled day. Make sure your sprinkler timer is not scheduled to water after midnight of the night before or anytime during the day of mowing. Be water conscious and turn off your sprinkler system when the weather is consistently cool and/or rainy.

PETS (YOURS AND PETS OF YOUR CHILDREN, GUESTS OR SERVICE PROVIDERS):

Parkwood South is a pet friendly community. However, no non-domesticated animals may be kept as pets. All pets must be kept on a leash and supervised at all times. For safety purposes pets must be on a leash at all times, even when pets are in your private yard. Animals are not permitted to be tied in front yards or porches at any time. Damage by a pet to any part of the Properties or personal injuries or damage to personal property caused by a pet is the responsibility of the Owner of the unit where the pet is kept or was visiting. Barking is offensive to many neighbors. No unreasonable noise caused by any animal brought or kept on an Owner's property is permitted. Incessant barking inside a home that can be heard by neighbors is also offensive and is not permitted in Parkwood South. Fines may be imposed for incessant barking that is not promptly addressed. The Board may, after notice and hearing as provided in Article XVI of the Association's Bylaws, require the removal of any pet which it finds is disturbing other Owners unreasonably and may exercise this authority for specific pets even though other pets are permitted to remain.

PET DROPPINGS AND SECRETIONS:

Pets' droppings, urine or spray must be cleaned up immediately on any property in Parkwood South, private front yards and back yards included. Pick up after your pet anywhere in Parkwood South including your own property. Neighbors do not appreciate pet droppings no matter where they are. Animal droppings are unsightly and negatively odorous. As a courtesy to everyone, all droppings left in any front or back yards are to be removed immediately. Dispose of droppings in a secured bag in **your own garbage can**. Dilute with water any animal urine or spray deposits. Pet urine spots will burn the lawn requiring additional costs to repair. Cat spray must be cleaned immediately. Never throw animal droppings over any fence, they are to be disposed in your own garbage can.

Lawns in private and common areas that have pet excrement on them will not be mowed.

Short of DNA testing of animal excrement, or a security system with multiple cameras throughout our entire external neighborhood, we have to rely on each other to enforce the pet rules. Please help enforce these rules by politely asking the pet handler to pick up after the pet that left animal excrement. Please also remind pet owners who walk animals without visible equipment for picking up animal droppings or water for diluting urine or spray to do so.

SNOW PLOWING, BLOWING OR SHOVELING OR PRIVATE DRIVEWAYS AND WALKWAYS:

Snow plowing, blowing or shoveling of private driveways and walkways is the responsibility and duty of each Owner. Parking in the Common Area Parking Lots is not permitted by Owners or Permanent Residents except in emergency situations. Clear your garage and driveway to be able to park in your own garage and driveway. Contact a neighbor or Board Member for referrals to people who will snow-blow or snow-shovel your driveway for a fee, paid by you personally. In the event any person is injured due to an Owner's failure to maintain such Owner's driveway or walkway, said Owner shall be solely liable for said injury and shall indemnify and hold harmless the Association from said injury and all claims arising therefrom.

All fire hydrants must have a 3' perimeter clearance around them. If a fire hydrant is on your property, Lots Number: 2023, 2029 and 2090, you are responsible for ensuring the 3' snow clearance.

From time to time a snow plow provider may damage the grass or part of the irrigation system on a homeowner's lot. Press the sod back into place and it should regrow by spring. If there is any grass damage or irrigation damage caused by the snow plow company that will require repair, send an email message with the photo included, to the Snow Removal Company for follow-up. If responsible, the snow plow company will make the repairs at their cost.

INDIVIDUAL YARDS:

Maintenance of individual Owner trees and shrubs, beds and operation and repair of sprinkler systems are the responsibility of each Owner. Owners of individual yards (lawn, sprinklers, watering, trees, shrubs, beds) not maintained will be notified of work to be done within a 14-day deadline. When necessary, work with Lance Ficklin

of HOA Services on an agreed upon deadline. Each year, owners must complete initial spring yard clean-up on or before Memorial Day weekend. After that, on-going weed control and lawn maintenance, shrub, tree, and flower bed care is expected. To avoid fines, keep your yard beautiful and healthy year-round. All fire hydrants must have a 3' perimeter clearance around them. If a fire hydrant is on your property, Lots Number: 2023, 2029 and 2090, you are responsible for ensuring the 3' yard clearance. For further information regarding maintenance standards, see the PSHA Yard, Garden and Home Maintenance Standards, below.

DECK AND PORCH STORAGE:

Front or backyard decks and porches that are used for storage must be fully enclosed allowing no visibility to any neighbor or view to anyone walking or driving by.

DECORATIONS:

Outside simple, tasteful and attractive holiday decorations are permitted. To avoid the possibility of offending neighbors and the presumption that everyone enjoys similar decorations, holiday decorations, including outdoor lights, may be put up on the exterior of individual homes and yards beginning the day after Thanksgiving and must be taken down 30 days after December 25th. Not attending to tastefulness of decorations and untimely removal of decorations reflects on the entire neighborhood and gives the impression of lack of pride in ownership and a general laziness in maintenance. Other holiday decorations are limited to **PORCHES ONLY**. Common Areas are designed for the use and enjoyment of everyone in Parkwood South. Adding yard decorations to any Common Area is prohibited.

WEBSITE AND APPFOLIO:

Our website is www.Parkwoodsouth.HOAAgent.com.

Appfolio can be accessed via our website.

You will find the Articles of Incorporation, CC&Rs, Bylaws, Rules and Regulations, ARC forms, Bank forms for monthly assessments and other documents are on Parkwood South website or in the Appfolio program. **Appfolio** is the accounting and property management program used by HOA Services, Inc. for our Account Management and for housing the Library of our Governing Documents. Appfolio allows you to view your PSHA financial account, gives you quick and easy access to all of the Parkwood South forms, the HOA Services forms and all of the PSHA Governing Documents, the Reserve Study and Board Minutes. Request a log-in link from HOA Services. (info@HOAAgent.com). Please log onto the program and set up your credentials to be able to view your account information and other private Parkwood South information. If you want a second Appfolio account for a second homeowner, send HOA Services the second email address and they will set up that one in Appfolio and send that email address a link to create a second Appfolio account.

Any other information may be requested from HOA Services and either an electronic or hard copy of such requested information will be sent to you. Hard copy charges may apply.

ARCHITECTURAL REVIEW COMMITTEE (ARC):

Per the CC&Rs, any significant alterations to the exterior of your home, including paint colors or personal landscape must be reviewed by Chair or the ARC or by HOA Services and approved in writing by the ARC. Owners must submit a request in writing using the ARC Request Form that can be downloaded from our website www.Parkwoodsouth.HOAAgent.com. The Chair of the ARC or Lance Ficklin of HOA Services will review the ARC request for completeness and forward it to the members of the PSHA ARC for three approval signatures. Please allow a minimum of two weeks for approval before the project is started. Once approved, the work is to be completed within ninety (90) days or a deadline approved by the Chair of the ARC or Lance Ficklin of HOA Services. Because of the short construction season in Spokane, a 90-day time frame is necessary to guard against work being delayed an unreasonable period of time after work is commenced. If such 90-day period is insufficient, the Chair of the ARC or Lance Ficklin of HOA Services may approve a longer period of time, so long as such period is within the same construction season in which the work commences.

Planting or removal of trees on personal property requires ARC approval. If an ARC requirement, replacement trees or shrubs are to be planted by the date designated by the ARC.

COURTESIES IN A CLOSE NEIGHBORHOOD:

Parkwood South is a small community with homes very close to one another. As a courtesy to all neighbors, we ask that everyone consider this when planning an activity that creates noise and commotion that could irritate others. No obnoxious, lewd or offensive activity shall be conducted on any Lot, Common Area or facility, nor shall anything be done therein which may be or may become an annoyance or nuisance to other Owners.

Games, including baseball, basketball, softball, field or street hockey, soccer and other activities that create a nuisance, damage any part of the common areas, or disrupt the peace or require a temporary or fixed sports apparatus are strictly prohibited. Please use the gym for such gaming and ball related activities. The Community Center exterior walls are not to be used as ball backboards. As a reminder, Section 10.11 of the CC&Rs states: "No temporary or fixed sports apparatus, including, but not limited to, any basketball backboard, shall be placed, constructed or maintained on the Properties except in Common Areas after approval by the Board, making such sports apparatus available for use for all Owners." No Owner shall permit anything to be done or kept on the Owner's Lot which would interfere with the right of quiet enjoyment of the other Lots in Parkwood South.

Please use earbuds for outside private music enjoyment. Music must not be able to be heard by neighbors.

The use illegal of drugs or engaging in any illegal or dangerous activity in the Common Areas or anywhere in Parkwood South is prohibited.

Use of **Drones** are ONLY permitted for use by Realtors and Real Estate Agents.

Due to the hazards related to water and ice, people cannot be in the **Pond** or use the Pond for ice skating or any other activity.

COMMUNITY CENTER – INDIVIDUAL KEYPAD CODE AND EXERCISE ROOM KEY:

The Community Center is entered via a Keypad Code which is programmed once the Confirmation Form (the form that each Owner signs agreeing to comply with the CC&Rs, Bylaws and Rules & Regulations) is signed and returned. The Community Center is accessed by using a 4-digit code on the front or rear doors. This 4-digit numerical code is one that you select and email to the Board President. The "do not duplicate" key is for the exercise room. For a replacement exercise room key, contact the President of the PSHA Board (text or email preferred) or Lance Ficklin (email preferred) at Info@HOAAgent.com or 509-922-2492. There is a \$25 replacement fee. Upon moving out of Parkwood South, keys are to be turned in to HOA Services to avoid at \$50.00 replacement fee per key.

GARBAGE AND RECYCLE PICKUP:

Garbage and recycle pickup is on Tuesdays beginning at 7:00 AM. You can order a garbage can and recycle container by calling the City Utilities Department at 509-625-7878. The small 32-gallon container is included in your monthly assessment. To order a larger container, 68 or 95-gallon, contact the City of Spokane. Additional fees for larger garbage cans will be charged to individual Owners by HOA Services, in April or May of each year. There are no reimbursements for garbage fees once billed to the Owner. Garbage and Recycle cans may be put out for pick-up no sooner than 24 hours prior to scheduled pick-up and emptied Garbage, Recycling, and Yard Waste cans must be returned to their enclosed, out-of-sight location within 24 hours of garbage pick-up. If you want to add more trash to another person's garage can, please do so only after you have been given permission by that Homeowner.

Additional garbage, overfilled containers or lids not completely down, will incur an additional fee and will be charged to the individual Owner. Garbage is not to be packed so hard into the garbage can that garbage does not release into the City's truck. A larger garbage can may be in order. HOA Services will receive any extra charge assigned to a specific Owner's address by the City Utilities department. HOA Services will pass on the additional

charges to the Owner. Recyclables put in the recycle bin must comply with the City's list of acceptable items. Fines due to 'contaminated' recycle material will also be charged to the Owner.

MAIL BOXES:

The mailbox location is at the Community Center. Contact the Regal Street Post Office for your keys to the box assigned to your address. The phone number is (509) 443-9440. The location is 5428 S. Regal Street. For your protection, do not use the key used by the previous home owner.

EMAIL COMMUNICATION:

The Board of Parkwood South Homeowners Association primarily communicates with Owners and Permanent Residents by email.

The roster of Permanent Residents in Parkwood South is distributed for the purpose of contacting neighbors of Parkwood South for Parkwood South business or personal communication. The information on the roster is not to be used or shared for any other purpose without an Owner's or Permanent Resident's permission. Any communication from PSHA that goes out to all Owners or Permanent Residents must be approved and sent through the Board President, Vice-President, Secretary or Treasurer. Communication with neighbors regarding activities such as book clubs and prayer groups can be sent by Permanent Residents but cannot be represented as coming from the Association or PSHA Board. Permanent Residents are not to use the information on the roster for business or solicitation purposes. The PSHA Board is not able to send group emails for personal communications.

PARKING:

Reminder: CC&R Section 10.05 Parking and Vehicular Restrictions.

No Owner shall park, store or keep on their Lot or in the Common Areas any large commercial-type vehicle (including, but not limited to, any dump truck, cement mixer truck, oil or gas truck or delivery truck), any recreational vehicle (including, but not limited to, any camper unit or motor home), any bus, trailer, trailer coach, camp trailer, boat, aircraft, mobile home, inoperable vehicle or any other similar vehicle or any vehicular equipment, mobile or otherwise, deemed to be a nuisance by the Board, so as to be visible from anywhere in the Premises.

Vehicles owned, operated or within the control of any Owner or Permanent Resident shall be parked in the Owner's garage or completely within the driveway of such Owner. No inoperable vehicle or equipment is to be visible from anywhere in the Properties. No repair work of any vehicle is permitted anywhere except wholly within the Owner's garage with the door closed.

GUEST PARKING:

Common Area parking spaces are for Guests. They are located around the property. Attached to the Rules and Regulations is a map with Common Area Guest Parking marked with Xs. **Any violation of the parking rules contained herein (including the Homeowner Parking provision below) may result in the offending vehicle being towed at the expense of the vehicle owner or the Permanent resident within the control of the vehicle.**

HOMEOWNER PARKING:

Vehicles owned, operated or within the control of any Owner or Permanent Resident shall be parked in their garage or completely within the driveway of such Owner or Permanent Resident. **Owners must ensure that garages and driveways are cleared for vehicle parking. Parking in the Common Area Parking Lots by Owners or Permanent Residents or anyone living with an Owner is not permitted except in unusual, emergency circumstances.**

NARROW STREETS – PARKING PERMITTED ON ONE SIDE OF THE STREET ONLY:

Parkwood South streets are very narrow. Vehicles may only park on one side of the street. **This is a serious requirement for 24/7 emergency vehicle access.** Have Guests park in the following order: first in the Owner's driveway, second in the Common Area Parking, and third on **one** side of the street. When Owners have large numbers of people attending a private event and all Common Area parking spaces are filled, parking on the street

may be necessary as a last resort. Owners or Permanent Residents are encouraged to request the use of a neighbor's driveway to accommodate an excessive number of Guests. If parking on the street is necessary, then parking must be on **one** side of the street only. Owners are responsible for seeing to it that this rule is followed. The Owner will be charged a violation fee of \$25 per day and may be charged for **each** vehicle that is parked in violation of this rule.

MOVE GUEST CARS FROM COMMON AREA PARKING DURING SNOWPLOWING, STREET SWEEPING AND DURING ASPHALT SEALANT APPLICATIONS:

For safe entrance and exit of the Community Center during the snow and ice season, plowing, shoveling or de-icing must be done to the Common Parking Areas. Gravel must be swept following the winter months to protect the sealant on our roads. Whenever possible, have your Guests park in your driveway until the snow plowing, blowing, shoveling, and sweeping is complete. Please be mindful of the Common Area Guest Parking space in front of the Community Center main entrance. To be able to safely walk in and out of the Community Center in heavy snow and ice weather, this area needs to be kept clear. If an alternative space is available, please have your guests park there during snow and ice removal times. To maintain the asphalt located in Parkwood South, occasional applications of asphalt sealant are necessary. Please accommodate such application by having your Guests park in alternative parking spaces or driveways until work is complete.

FIRES & FLAMES:

Open wood fires or flames are not permitted in any Parkwood South Common Areas or anywhere in Parkwood South unless such fires are in designated fire pits made available or provided by PSHA. Any Parkwood South Common Area fires are to be completely extinguished by 10:00 PM. Personal BBQs and personal gas fire pits are permitted on the property of the Owner. Only flameless candles are permitted in the Community Center.

VENDORS/CONTRACTORS:

If you have a problem with a vendor or their services rendered on behalf of Parkwood South, contact a Board Member and s/he will contact and remedy the issue with the vendor. If you have a private contractor doing work for you, please follow the Construction and Service Provider Rules.

POLICE AND FIRE DEPARTMENT:

First responders have universal keys for 24 emergency access to all gated communities.

ANNUAL MEETING OF THE HOMEOWNERS' ASSOCIATION:

The annual meeting for all Owners is the third Monday in June at 7:00 PM at the Parkwood South Community Center, 2091 S. Parkwood Circle. Other Association meetings may be called as needed throughout the year. Each Owner is responsible for attending the annual meeting to review the budget proposed by the Board for the next fiscal year and to be updated on any important changes that have developed. If unable to attend, a proxy form will be provided and must be signed and provided to an attending Owner.

PSHA BOARD OF DIRECTOR'S MEETINGS:

PSHA Board of Director's meetings are generally held the 3rd Monday of every month at 4 PM at the Parkwood South Community Center, 2091 S. Parkwood Circle. The day and time of the meeting could be subject to change. If you are planning to attend a meeting, check with a Board member before the meeting. Owners are always welcome to attend and participate in discussions unless the Board holds an executive session, in which case only Board members or their invitees may attend. Only Board members may vote. If you have an issue to address, email or text the President at least 48 hours in advance to be put on the agenda.

REQUEST FOR IMPROVEMENTS TO PARKWOOD SOUTH:

If you have a request for an improvement to Parkwood South and the request does not put any association legal rights at risk, prepare a proposal to include the scope of the project, the pros and cons of the project, cost of the project using only licensed and bonded vendors and present the proposal to the Board at one of the Board meetings. If the scope of the improvement suggestion is bigger than just hard costs and could impose a legal issue

to the association, present the topic to the Board and enlist the Board to work together with you on a proposal. If there is enough community interest in the project, the Board will do the legal footwork and continue working together with you on the project.

MEETING MINUTES:

Minutes of Board meetings are available through Appfolio or by contacting HOA Services. Owners may request other records or documentation from HOA Services, provided such Owner pays the reasonable costs and expenses of producing such records or documentation.

CC&RS, BYLAWS, RULES AND REGULATIONS:

The CC&Rs, Bylaws and Rules and Regulations are available on our website or by contacting a Board Member.

MOVING SALES:

If an Owner is moving out of Parkwood South, a one-time, two-day maximum, moving sale will be allowed. The Board must be notified, and the Owner must have a designated person to control traffic and parking. 'Garage sales' are not allowed.

FINES:

The Board may automatically assess fines for any Routine Violations of Parkwood South Homeowners' Association CC&Rs, Bylaws or Rules & Regulations. See Fine Schedule. Other fines or special assessments may be levied against Members for any other violations of the CC&Rs, Bylaws or Rules & Regulations. See Fine Schedule.

PARKWOOD SOUTH HOMEOWNERS' ASSOCIATION YARD AND GARDEN MAINTENANCE STANDARDS:

Yard and home appearance are the most noticeable aspects of a gated community. Poorly maintained yards, gardens and homes can both individually and collectively reduce the resale value of a home as well as the homes of its immediate neighbors, while negatively impacting the desirability and value of the entire neighborhood. Poorly maintained yards and homes also have the potential to cause bad feelings between neighbors, which in turn affect neighborhood harmony and livability. Following are acceptable basic requirements for all homes and yards in Parkwood South.

YARDS:

General Appearance:

The appearance of the lawn (grassy areas) during the growing season should be predominantly green. It is the homeowner's responsibility to maintain good irrigation practices, and to treat brown or bald areas of lawn as they occur to facilitate regrowth and re-greening.

Weeds:

Homeowners are individually responsible at all times to maintain weed-free lawns and planting beds. This means pulling weeds by hand or applying chemical treatments to eradicate weeds. At no time is it acceptable to have weeds over 3 inches tall.

Bedding Areas:

All bedding areas should be designed to be aesthetically pleasing to any passerby and should be weed-free. Dead plants and vegetation need to be removed on a regular basis. Fresh mulch, bark or topsoil should be applied as necessary to maintain the visual appearance of bedding areas.

Landscape Trimming:

Landscape shrubbery and trees must be trimmed on a regular basis to maintain appeal, symmetry, definition and proportion to each home in the neighborhood. Dead landscape shrubbery and plantings need to be removed within 14 days of browning. Dead trees must be removed within 30 days. Diseased trees and shrubs must be treated for improved health and removed when the stress/disease is deemed irreparable. Please note that any debris, yard debris or other, is never to be thrown over any fence. Dispose of any debris in your garage can.

PARKWOOD SOUTH HOMEOWNERS' ASSOCIATION HOME MAINTENANCE STANDARDS:

The exterior of homes must be in good repair to give the look and feel of care of pride in ownership. The following maintenance is required:

1. Roofs and chimneys must be in good repair, cleared of moss and debris.
2. Gutters are to be in good repair with down spouts directed appropriately.
3. Garage and porch lights operable.
4. Siding and all exterior paint must be in good repair and refreshed as necessary to prevent chipping, cracking, or other undesirable conditions.
5. Windows must be free of broken seals and have a clean appearance. Window coverings must have a neat and tidy appearance from the exterior view.
6. Doors and garage doors must be stained/painted and operational.
7. Decks, patios, and porches must be maintained, stained/sealed regularly. Rotted wood must be promptly replaced.
8. Under decks are not to be used for storage unless enclosed so storage items are not exposed and visible from any exterior direction. The exterior of the home, yard and decks are not to be used for storage.

COMMUNITY CENTER RULES & REGULATIONS

The Community Center, pool and decks are benefits of home ownership in Parkwood South. These rules and regulations are part of the Rules and Regulations of Parkwood South and reflect the need for safety, respect for all homeowners and property in Parkwood South and ensure with respect to the use of the Community Center compliance with the CC&Rs, Bylaws, and state and federal regulations.

USE:

The facilities are available for use by Permanent Residents and their Guests provided Guests are accompanied by a Permanent Resident at all times.

RESPONSIBILITY:

Each Owner is responsible for any violations, damage or fees resulting from their own use or from that of their Permanent Residents' children or Guests (of any age) or of their pets or pets of Guests.

RESERVATIONS:

Reservations are required for the Community Center and the upper deck. To schedule a group function do so by writing the Owner's name and time frame on the calendar located inside the Community Center on the wall by the pool entrance door. Availability is on a first come, first served basis. **Only the Community Center and upper deck area may be reserved. The pool and pool deck may not be reserved.** See "Noisy Events," below.

POOL PARTIES:

Pool parties are permitted however the pool may not be reserved. Out of courtesy to the Parkwood South community, inform the community of a scheduled pool party, by noting it as a pool party on the calendar located inside the Community Center on the wall inside the pool entrance door. Note the name of the "Owner," time, duration of the event and number of swimmers. Please be mindful of the limited pool size when planning your party. Persons failing to follow rules are subject to fines and/or removal from the premises.

POOL RULES & REGULATIONS:

The pool rules and regulations are extensive. **Please refer to Pool Rules & Regulations, below.**

CLOSING:

The pool and decks open at 5:00 AM and close at 10:00 PM.

USE AT YOUR OWN RISK:

RECREATIONAL FACILITIES ARE UNSUPERVISED, NO LIFEGUARD IS ON DUTY:

The Community Center, exercise room and equipment, sauna, racquetball court, and swimming pool are unsupervised and are used at your own risk. **See Pool Rules and regulations.** Owners are liable for any injuries suffered by themselves, their Permanent Residents, children or other Guests when using the Community Center's amenities the pool, pool deck, outside deck, or any Common Area. Children under 18 years of age are not permitted to use any workout equipment and are not permitted in the work out room or the sauna room. The building exterior walls are not to be used as backboards for any ball games.

TOBACCO & FIREARMS:

Smoking of any kind, including vapor, is not permitted in the interior or exterior of the Community Center or on or near the pool patio and decks or in any Common Area. Use of tobacco of any kind, use of any drugs, including marijuana, is not permitted. Firearms are not permitted at any time in any of the PSHA facilities or Common Area property.

COMMUNITY CENTER BUILDING:

Hours of Operation:

The Community Center shall be open from 5:00 AM to 10:00 PM unless an extended time is approved by the Board of Directors.

Keypad Entry Access:

Each Owner has an access code to the Community Center. If a Guest requires access to the Community Center, the sponsoring Owner may provide Guest access. Owners are responsible for their Permanent Residents or Guests when they use any of the Parkwood South facilities and Common Areas. For an Owner to gain access to the Community Center, a 4-digit numeric security code is needed. Following the execution of a form agreeing to follow the CC&Rs, the Bylaws and the Rules and Regulations, the Owner may obtain his/her code by contacting the Board President.

Pets:

Pets are not permitted inside the Community Center or within the pool fence or upper deck.

Supplies, Food & Beverages:

Bring your own equipment, plates, cups, glasses, cutlery, napkins, etc. Disposable supplies are for use only for Parkwood South neighborhood sponsored functions. They are not for personal or personal event use. Take your own equipment with you when you leave. The Association furnishes garbage bags, paper towels and soap. Bring your own food, beverages and condiments. No food, beverages or trash are to be left on the patios, decks or stored in the Community Center including the refrigerator. All trash is to be removed from the building after every event. Leave nothing in the refrigerator. Any items left in the Community Center will be considered abandoned and will become the property of the Association, which may use or dispose of the items as it sees fit.

Noisy Events:

Any events that are expected to be noisy or involve the playing of loud music must be approved by the Board of Directors prior to reserving the Community Center. While large events and celebrations are welcome, the Association needs to be aware of such planned events in order to prevent activities that disrupt the peaceful and quiet enjoyment of the neighborhood.

Lights:

Lights in the Community Center are controlled by motion or time sensors. The motion-sensored lights will turn on automatically when you enter portions of the Community Center, and turn off after no detected motion for a pre-programmed amount of time. The manual timed lights will go off at the designated time.

Clean-Up:

When finished using the Community Center please leave it clean and remove all your personal items, food and trash.

The Community Center is cleaned by a cleaning service only once a month. Homeowners using the Community Center building, pool or surrounding areas are responsible for leaving the premises clean. If you prefer to hire out the cleaning following your event, you may arrange to personally pay for and have the Center cleaned by Rebekah Terril of Batman Janitorial. Rebekah@batmanjanitorial.com or 208-699-3429. Email or text preferred. Rebekah is one of our service providers, has access to the Community Center and is bonded and licensed. The current fee is \$90.00 when Rebekah is notified more than 72 hours before the end of your event and \$150.00 with less notice than 72 hours. Prices may be higher if the Center was left overly dirty and disheveled. If you use the Community Center and do not clean or make arrangements to have it cleaned, you will be assessed a fine and will also be billed for the cost of the cleaning service. The Center must be cleaned by 10:00 AM the morning following your evening event or within 2 hours following a daytime event so that others may promptly enjoy the facility for another use. A Cleaning Checklist is included at the end of this document and on a clipboard on the kitchen counter. A Checklist **must** be completed and signed after each Center personal use. Check off each item that you

have cleaned. Leave the completed Cleaning Checklist on the Community Center kitchen counter. If cleaning is insufficient, the Board may require the Owner to complete the cleaning or may charge such Owner the expense of cleaning.

Programmable Thermostat(s) Automatically Return to the seasonal default positions:

When arriving before your event, adjust the heat or air conditioner to your desired level and time on the programmable thermostat(s). Do nothing to the thermostat(s) when you leave, the thermostat(s) will automatically return to their default position.

Lock Doors and Windows:

Check to make sure all doors and windows are securely closed and all appliances are turned off.

Garbage:

Empty all inside garbage cans, kitchen and bathrooms, and replace the liners as part of your clean-up. Line the kitchen recycle bin with paper sacks only. Garbage must be placed in the large brown trash can that is outside on the north end of the building. Do not leave any garbage in the kitchen garbage cans or restroom waste baskets.

Soiled Diapers:

Soiled diapers/covers must be secured in a plastic bag and disposed in the brown trash can outside the north end of the Community Center building or in your personal receptacle. Under no circumstances are soiled diapers to be disposed of or left inside the Community Center.

Restrooms & Supplies:

Restrooms are furnished with paper towels, toilet paper and hand soap. There is a shower in each restroom with soap provided. Towels are not provided. Take your towels with you when you leave.

Exercise Room:

To open the doors to the exercise room, use your assigned key. From outside, the doors are always in a locked position, requiring a key to open. It is recommended that you leave the door open while you are working out. Close the door when you have finished exercising or using the sauna. Make sure all electrical work-out equipment is turned off. One key will be furnished to you upon moving into Parkwood South. Replacement keys available for \$25.00 by contacting the Parkwood South Board President or Lance Ficklin at HOA Services. Info@HOAAgent.com or 509-922-9424. Email preferred.

Use the exercise equipment in a responsible, safe manner. Anyone failing to do so may have access suspended for a period of time as set forth by the Board of the Association. Association exercise equipment is not to be removed from the Community Center. Personal exercise equipment is not to be left at the Community Center. Children under the age of 18 are not permitted in the exercise room or in the sauna.

Proper attire is required for the exercise facilities. Bathing suits are not to be worn in the exercise room.

Sauna Room:

Follow directions for sauna use. The sauna is co-ed; bathing suits are required. Children under age 18 are not permitted in the sauna. Remove any personal belongings and return sauna to original condition. When leaving, turn sauna heater OFF.

Gym/Racquetball Court:

Gym clothes are to be worn when using the court. Bathing suits are not to be worn in the gym/racquetball court. **NO** black soled tennis shoes or street shoes are allowed on the racquetball court even when not playing racquetball.

Any recreational equipment placed in the court, must have prior Board approval and if approved must be available for use by all homeowners & Guests.

Eye guards must be worn when playing racquetball.

INSTRUCTIONS FOR USE OF THE COMMUNITY CENTER AND CLEAN-UP FOLLOWING PRIVATE EVENTS

See clipboard with these forms on Community Center kitchen counter.

An Owner may reserve the Center for a private function. There is no charge for use of the facility however it must be cleaned to its original condition by 10:00 AM following an evening event or within 2 hours following a daytime event. The Owner may hire our licensed and bonded cleaning service provider, Rebekah Terril of Batman Janitorial. With 72-hour notice, the charge is a minimum of \$90.00. With notice less than 72 hours, the charge is \$150.00. Charges under both scenarios could be more depending on how dirty and disheveled the Center was left. Email Rebekah@batmanjanitorial.com. Text or Phone: 208-699-3429. Email or text preferred. If the Center is left uncleaned, a fine will be assessed and PSHA will hire the cleaning service to clean the Center and the Owner will be billed for that service.

Supplies: All of the supplies (napkins, paper plates, cups, glasses, flatware and condiments) are for Owner use during neighborhood functions. Provide your own disposable/other products for personal events.

Candles: For safety purposes, non-flammable candles are the only candles permitted in the Community Center.

Fireplace: Until further notice, the fireplace may not be used for fire, non-flammable candles permitted.

Pets: No pets are permitted in the Community Center.

Thermostat & Lights: Turn heat or air conditioner to desired level and time for your event. Do nothing to the thermostats and lights when you leave, they will automatically return to their default position.

Cleaning Checklist

- Vacuum & dust
- Wipe clean the living room tables, buffet tables, banquet tables & chairs, dining room tables & chairs
- Wipe clean the living room furniture
- Return extra banquet tables and chairs to the storage area
- Sweep the kitchen floor (mop if necessary)
- Empty all trash containers from kitchen and bathrooms into the large brown garbage can or recyclables in the blue container outside the Community Center, north side of building. Replace clean liners in all garbage cans and waste baskets. Line the kitchen recycle bin with paper sacks only. **Dirty diapers are never to be left in the Center. Do not leave any garbage in the kitchen garbage cans or restroom waste baskets.**
- Wipe down countertops, bread boards and the pull-out bread board
- Wipe clean inside and out, all appliances: stove, oven, refrigerator, microwave
- Clean small appliances: coffee pots, water dispenser. Wash knives, serving pieces
- Remove all food from the center including from the refrigerator and freezer
- Launder the tablecloths, hand towels and pot holders and return the next day by 10:00 AM or within 2 hours of a daytime event
- Clean marks from doors and windows
- Clean observable messes from toilets, sinks, bathroom mirrors
- Put everything away where it was when you arrived
- Do not remove items that belongs to the Community Center

Check off as tasks are completed.

Owner who reserved Community Center: print name, sign, date that cleaning is complete.

Leave this sheet on clipboard on Community Center kitchen counter. Notify a Board member to sign off for completeness or further cleaning directions. Thank you for respecting the Parkwood South property.

_____	Printed Name of Owner	
_____	Signature of Owner	_____ Date
_____	Signature of Board Member	_____ Date

POOL RULES & REGULATIONS

NO LIFEGUARD ON DUTY - USE POOL AT YOUR OWN RISK

1. **ALL Guests must be accompanied by a Permanent Resident.**
2. Swim alone at your own risk. For safety reasons, it is recommended that two people be present at all times.
3. Persons with seizure, heart, circulatory or other serious health conditions should never swim alone.
4. No person with a communicable disease or anyone who has been ill with vomiting or diarrhea in the last two weeks shall use the pool.
5. Children under thirteen (13) years of age must be supervised at all times. Under no circumstances may a child younger than 13 years old be left in the pool or on the pool decks without the close supervision of at least one capable, supervising adult. Children between the ages of 13 and 17 must be accompanied by another person.
6. No running, dunking, or horseplay allowed in pool area or on the pool decks. No throwing or pushing people into the pool. All activities which are hazardous or could cause injury to the person participating in such activity or a third party who is at the pool are strictly prohibited.
7. No diving allowed.
8. No pets permitted within the pool fences.
9. No bicycles, skateboards, scooters, strollers or other such equipment permitted within the pool fences.
10. No large floating devices, air mattresses or inflatable toys permitted in the pool or on the pool deck or upper deck **when children are present**. These obstruct the view of swimmers, can trap swimmers under the device and reduce the space available for pool use. Child-size arm and waist tubes and noodles are permitted at any time.
11. Playful activities and noises are always welcome. However, loud noises, screaming, or open music that creates a nuisance is prohibited. Music is permitted via earbuds only, unless otherwise authorized by the Parkwood South Board of Directors.
12. No person under the influence of alcohol or drugs may enter the pool.
13. All persons must have a cleansing shower before entering the pool. Showers are inside the restrooms located in the Community Center.
14. No food or drink allowed in the pool water.
15. NO GLASS BOTTLES OR GLASSWARE or glass of any kind permitted in the pool, on the pool deck or on the upper deck.
16. Proper swim attire must be worn at all times. No thong swimsuits, no cut-offs or any street clothes allowed in the pool, pool area or pool decks.
17. No lewd or offensive conduct is permitted in or around the pool. Any form of indecent exposure contemplated by RCW 9A.88.010 is strictly prohibited.
18. No person with an open wound may use the pool.
19. Persons wearing diapers must wear swim diapers or protective coverings.
20. Diapers must be changed in a designated diaper changing area within the Community Center Restrooms.
21. All used/soiled diapers/coverings are to be removed from the premises, from the pool decks and the Community Center. Do not leave soiled diapers inside the Community Center trash cans or restroom waste baskets. Take them with you or secure them in a sealed plastic bag and dispose of them in the large brown trash can outside the pool fence on the north side of the Community Center. All used/soiled diapers/coverings are to be removed from the premises.

22. If a fecal accident occurs, all swimmers must exit the pool immediately and the pool will be closed for the minimum time frame as allowed by law from the time the pool has been chemically treated. Incidents should be immediately reported to a local Board member or to Homeowners Association Services at 509-922-2494.
23. Anyone found to be responsible for a closure due to fecal matter may be assigned all cost to clean and reopen the pool.
24. No smoking of any kind or use of any tobacco products, vapor, marijuana, or other product, in the pool area, decks, Common Areas or the Community Center. No drugs, including marijuana, are permitted in the pool area, in or around the Community Center or any Common Area. While alcohol may be consumed in these areas, the excessive consumption of alcohol is strictly prohibited.
25. Under no circumstances will firearms be permitted in the pool area or in or around the Community Center or any Common Area.
26. Pool parties are permitted, but the pool cannot be reserved. The upper deck and the Community Center may be reserved. Any other Permanent Resident and their Guests may be using the pool during any reserved use. Please be mindful of the limited pool size when planning a party. As a courtesy to all Permanent Residents, note the Permanent Resident's name, the date and time of the event and number of Guests expected, on the Community Center calendar located inside the pool entrance door.
27. The Parkwood South pool is self-regulated. Everyone is responsible for assisting those using the pool with complying with these rules. Please kindly remind people to cease any inappropriate behavior or activities in violation of these rules. Any resident may call a Parkwood South Board Member or Homeowners' Association Services at 509-922-2494, to report the witnessing of any unsafe behavior or violations of these pool rules. Conduct by any person deemed to be dangerous, unreasonable or offensive is not allowed and should be reported to a Board Member.
28. Persons failing to follow rules are subject to fines and/or removal from the premises.
29. Location of first aid kit: Exterior Northwest wall of Community Center.
30. Location of closest phone for emergency use: Exterior Northwest wall of Community Center.
31. The Association shall offer no organized program (including, but not limited to, formal swimming or diving lessons, swim meets, or exercise classes) at the pool facility.
32. **In case of emergency call 911.**

Pool and decks open at 5:00 AM and close at 10:00 PM for safety, security and noise restrictions.

By using the pool, you acknowledge that there is no lifeguard on duty and you cannot and will not hold the Parkwood South Homeowners' Association Board of Directors, its Members and Agents liable in the event of an accident. **Anyone failing to follow these rules is subject to removal from the premises, and may lose pool privileges.**

It is the responsibility of the Owner to ensure that Permanent Residents, their family members and Guests abide by these written and the posted pool rules. Abuse of these privileges or noncompliance of any of the rules and regulations may result in fines, special assessments, or more restrictive rules. The PSHA Board of Directors, by authority given through the CC&Rs to impose fines or special assessments, may revoke an Owner's or any Permanent Resident's right to use the pool for said Owner or Permanent Resident, their family members and their Guests or put more restrictive rules in effect which will impact all homeowners.

If the rules are not followed, please inform any member of the Board of Directors as soon as possible, providing the name of the Owner or other violator. Take with you what you bring in and clean up after yourself. If you have moved furniture around, please return it to its original and intended location. Leave nothing behind. Dispose of all trash in the large garbage can outside the pool fence.

GATE INFORMATION

ENTRANCE GATE: Open from 6:00 A.M. to 6:30 P.M.

KEYPAD CONTACT INFORMATION:

TO ADD, DELETE OR CHANGE NAME OR TELEPHONE NUMBER:

The telephone keypad entry system allows you to let your Guests in through the gate remotely. Contact homeowner Pat Johnston pjohnston47@q.com 509-998-2330 or if Pat Johnston is not available contact homeowner Tom Neupert neupert@windermere.com 509-995-2487 to make changes to your personal information, to add or delete your name or change your telephone number on the gate entry keypad. One personal telephone number (land or cell) is allotted for each home which is needed to connect your phone with the entry gate system and assign you a keypad number for the homeowner directory at that gate.

Once the gate is closed in the evening, this system will allow you to let your Guests in from your personal telephone. Visitors can obtain access to our Parkwood South neighborhood when the gates are closed by calling you from the gate keypad phone located on the directory panel at the entrance. Your guest is to press the A to Z key until your name appears, then presses the 'Call' key which will call your personal phone. Calling instructions are on the gate panel. When someone calls you from the gate keypad phone, your personal telephone will ring as normal. After answering, press 9 on your personal telephone, the gate will open. Your cell phone can provide remote access, even when you are out of state.

REMOTE TRANSMITTER:

Contact Rick Nelson at Ornamental Gate for purchase and programming of remote transmitters for operating the entry gate. 509-238-6042 or rick@ornamentalgate-fence.com. Rick provides remote transmitters from the manufacturer to ensure quality coordination of your personal code with our gate entry system. Upon moving out of Parkwood South, remote transmitters are to be left with a Board Member to program for the new owner.

INTERNAL VEHICLE REMOTE PROGRAMMING:

Contact Tom Neupert, PSHA homeowner, (text or email preferred) 509-994-2487 or neupert@windermere.com for help programming your internal vehicle remote for gate entrance.

DELAY GATE CLOSURE FOR PRIVATE EVENTS:

Contact by phone, email or text, (text or email preferred) homeowner Pat Johnston 509-998-1584 to program the gate to leave it open past 6:30 PM for any private parties or events that will require multiple people entering the gate after 6:30 PM. If Pat Johnston is not available, contact homeowner Tom Neupert 509-994-2487. Provide 48 hours' notice for time to respond and adjust the program.

MANUAL OPENING:

The gate can be opened manually by pressing **# and your 4 digit code** on the key pad of the directory board located on the outside of the gate. Your 4 digit code is the same as your Community Center code with the # prefix. **If your Personal Community Center Code is 5678 your Personal Entry Gate Code is #5678.** Press each key firmly and only once. **For your protection and the security of everyone in Parkwood South, do not give out your gate code.**

IF YOU USE UBER:

If Uber picks you up here at Parkwood South note that the Uber app asks you for your first name, **INSTEAD ENTER YOUR LAST NAME ON THE UBER REQUEST** so that the Uber driver will be able to locate you on our alphabetical keypad directory. Then you will simply press 9 as usual after you have answered the phone call from the gate and the gate will open.

EXIT GATE OPENS AUTOMATICALLY BY SENSOR:

The exit gate automatically opens when cars approach the gate. Stay to the right to trigger the sensor. It will not open for pedestrians or bikes. For pedestrians or bikers, there is a keypad mounted on the fence to the left of the gate, on the inside looking out. The code is 79270. It will open the *entrance* side of the gate. Walkers can open the gate from the outside by pressing his/her personal code on the gate telephone keypad.

SNOW INTERFERENCE WITH GATE:

There are times in the winter when the depth or amount of the snow interferes with the operation of the gate. When this happens, the gates will be left open until the situation subsides.

WEST GATE:

There is a walk-through gate with access to Lincoln Park. The combination is 7927. Keep gate closed and locked at all times. Lock them when you go out of Parkwood South and upon your return. **Do not give the combination out to Guests.**

RULES AND REGULATIONS FOR CONSTRUCTION AND SERVICE PROVIDERS

Parkwood South is a Planned Unit Development (PUD) with 46 homes, a Community Center and park-like Common Areas. Parkwood South Homeowners' Association (PSHA) and the individual homeowners place a high priority on the safety, security and tranquility of our gated community.

It is the responsibility of the PSHA property homeowner to inform their personal contractors, service providers or anyone in your employ, of these rules and regulations for the Common Area facilities and individual properties. The Owner or Permanent Resident is responsible for any violations/fines caused by these workers, their pets or their Guests or pets of their Guests.

1. Site safety must meet all applicable OSHA and local building codes.
2. The general security of this community is very important. Please do not give out any codes or keys to service providers. Report to local authorities, any obvious or sense of unusual criminal activity.
3. Have contractors park all vehicles close to the work site without blocking driveways, mail boxes or in a manner which restricts traffic flow for emergency or normal traffic. When feasible, the service provider should first park in the homeowner's driveway, second in the Common Area Guest parking and third, if necessary on ONE side of the road. Cars may never be parked on both sides of the road. In necessary, please have workers re-park to accommodate one-side-of-the-street parking.
4. Construction hours are restricted to City of Spokane rules.
5. Workers are to keep the work site and streets clean and clear of material and debris on a daily basis.
6. Music on site is limited to earbuds so not to disturb neighbors.
7. Contractors must comply with all of PSHA Architectural Review Committee (ARC) controls in effect at the time the work is being performed. Homeowner is responsible to provide instructions.
8. Workers are to use common sense and common courtesies on all matters relating to their activities while working in our community. The homeowner must monitor and hold the service provider accountable for all activities.

Contact any member of the PSHA Board of Directors or ARC member for questions or information regarding working in Parkwood South.

SPECIAL ASSESSMENT/FINE SCHEDULE

1 st Offense	Warning
2 nd Offense	Scheduled fine
3 rd Offense	Double scheduled fine, with daily continuing fine and access to facilities suspended or denied and/or voting rights suspended.

ROUTINE VIOLATION	SPECIAL ASSESSMENT/FINE
Late dues, parking, unaccompanied guests, pet droppings or spray, pet infraction, decorations violations, garbage can & recycle cans, noise, nuisance, minor violations of pool rules, other minor infractions of Rules & Regulations.	\$25.00 with a \$50.00/month continuing fine if not paid within 14 days.
Failure to cooperate with Association officers, contractors, and/or agents in the conduct of routine or scheduled maintenance after receiving notice thereof.	\$100.00 plus costs resulting from said failure to cooperate with a \$100.00/month continuing fine if not paid within 14 days.
ARC, landscape or home repair violation. Pool, Pond, Community Center including Work-out room, Sauna, Gym violation.	\$150.00 plus cost of repair and/or replacement with a \$100.00/month continuing fine if not paid within 14 days
Community Center Cleaning (includes fine and cleaning charge).	\$200.00 plus cost of repair and/or replacement with a \$100.00/month continuing fine if not paid within 14 days.
Vandalism of any kind.	\$200.00 up to \$400.00 plus cost of repair and/or replacement with a \$100.00/month continuing fine if not paid within 14 days.

Bylaws 16.01 Notice of Violation: In the event of an alleged violation of the Declaration, these Bylaws, the Articles or the Rules and Regulations of the Association that the Board believes has merit pursuant to Section 16.03, written notice of such alleged violation ("Notice of Violation") will be delivered by mail or other method as allowed by law to the Member or any agent of the Member (Respondent) alleged to be in default. The written notice shall outline the violation and give the Respondent the opportunity to correct the alleged violation, pay the Special Assessment or request a hearing within fourteen (14) days of receipt of the notice, unless it falls into the category of Routine Violations as outlined in Section 16.02. Should the Member or Respondent fail to correct the violation or respond to the notice, a second notice will be sent with the corrective action decided by the Board as outlined below in Section 16.04.

NOTE: The foregoing fine schedule is not binding, nor does it establish any limit to the fines or assessments the Board of Directors may impose on behalf of the Association to enforce its governing documents. The Association, through its Board of Directors, may assess such fines or special assessments necessary, in their sole discretion, to enforce the CC&Rs, Bylaws and Rule & Regulations of the Association.

GUEST PARKING MAP

(see attached)

PARKWOOD SOUTH HOMEOWNERS' ASSOCIATION GUEST PARKING MAP Page 25

NOTE: Guest Parking areas represented on the map by X marks

PARKWOOD SOUTH HOMEOWNERS' ASSOCIATION GUEST PARKING MAP



MAP OF COMMON AREAS

