

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

RULES & REGULATIONS

Parkwood South is a private, gated community, governed by the Parkwood South Homeowners' Association ("PSHA"). Board members are neighbors who have volunteered their time to help ensure a peaceful, safe, and well-maintained neighborhood for the common good and benefit of all residents. One of the most important responsibilities of PSHA's Board of Directors is to ensure that the governing rules, which include the Articles of Incorporation, the Bylaws, the Covenants, Conditions, Restrictions and Reservations ("CC&Rs"), and these Rules and Regulations (collectively, the "Governing Documents") are followed by all Owners, Residents, and Guests. The Board must equitably, consistently, and fairly enforce all the Governing Documents.

For quick reference, the following definitions apply throughout the Rules and Regulations.

"Owner" is the person(s) holding fee simple interest of record to a home in Parkwood South.

"Resident" is any person who resides in a home at Parkwood South.

"Guest" is any person who is not an Owner or Resident.

Additional definitions and detailed information can be found in the Bylaws and CC&Rs (4th Amended & Restated). These documents are located on the AppFolio, which is made available through the professional management company for PSHA. Please take time to read through these documents. They are binding on all Owners, Residents, and Guests.

GENERAL INFORMATION

MANAGEMENT COMPANY

Parkwood South employs a management company. There is a secure area on the management company's webpage for Parkwood South Owners/Residents, which allows access to documents relative to Parkwood South such as the Governing Documents, ARC Request and Maintenance Request Forms, Board and Annual Meeting Minutes, and Budgets. Each Owner/Resident is assigned an individual login and password for access to this information and their personal account. All Owners/Residents should be familiar with all Governing Documents for PSHA and review them at least annually, especially these Rules and Regulations.

Contact and access information for the management company is listed in the PSHA Roster.

KEY RESPONSIBILITIES FOR OWNERS/RESIDENTS (*Really important things to know*)

- ✓ All Guests must be accompanied by an Owner/Resident while in Common Area facilities which include the Community Center, Gym, Exercise Room, Sauna, Pool, and outdoor decks.
- ✓ Clean up after pets. They must be kept on a leash when off the Owner's/Resident's private property.
- ✓ Submit an ARC form (Architectural Review Committee) prior to making modifications or improvements to the exterior of a residence or private landscape area, including planting or removal of trees. If in doubt about the need to submit a request, contact a member of the ARC committee listed in the roster. For more specific information, see additional details and definitions in the ARC Regulations section of the CC&Rs, Article VIII.
- ✓ It is important for all Residents to have their contact information listed on the PSHA roster for safety and security purposes as well as receiving timely notifications from the management company or the Board. The information contained in the roster is for PSHA official use only.
- ✓ Parkwood South is a **NO SOLICITATIONS COMMUNITY**.

HOA COMMON ASSESSMENT & OTHER PAYMENTS

The current monthly HOA fee is due by the 10th of the month. Payments for monthly and additional fees can be made online through the AppFolio account or by the Owner/Resident through autopay services with a financial institution. Overdue payments are fineable; see Fines/Assessments section on page 13 of these Rules and Regulations.

The HOA fee covers water, sewer, garbage, weekly mowing, fall and spring leaf and debris clean-up, lawn fertilizing, initial sprinkler opening/closing, maintenance of Common Area grounds and facilities, snow plowing and de-icing of streets.

Additional assessment information can be found in the CC&Rs, Article VI.

LAWN MOWING and SNOW REMOVAL (Vendor provided services)

Lawn mowing is done once a week. Watch for notification in the Spring regarding the specific day of the week. Owners/Residents must adjust sprinkler timers as needed to prevent watering after midnight of the night before or anytime during the day of mowing.

Snow plowing of the streets and Common Area parking is done as needed and managed by contract with a vendor. Damage of private property requiring repair from snow plowing should be reported via email to the landscape manager listed in the roster. Include a description of the damage and an attached photo. If responsible, the vendor will make the repairs at their cost.

Clearing of snow from private driveways and walkways is the responsibility of the Owner/Resident.

OWNER/RESIDENT YARD MAINTENANCE

All private landscaping maintenance, repair or restoration and sprinkler maintenance and repair (including timer management) are the responsibility of each Owner. Please tend to lawn/planting bed appearance and remove weeds and prune as needed.

Any changes to landscaping need to have ARC approval. If making modifications or improvements to a resident or private landscape area, including planting or removal of trees, submit an ARC request form, which is located on the Appfolio. Hard copies can be found in the Community Center. If in doubt about the need to submit a request, contact a member of the ARC committee listed in the roster.

For more specific information on **ARC requirements**, see additional details and definitions in the ARC section of the CC&Rs, Article VIII.

For specific information on **Owner Maintenance and Repair Obligations**, refer to CC&Rs, Article IX.

Fire Hydrants: Owners/Residents of Lots 2023, 2029, and 2090 have fire hydrants on their property and are responsible for ensuring visibility and access of fire hydrants for fire and public safety crews. Fire hydrants must have a 3' perimeter clearance around them, not be obstructed by plantings, and kept visible during snowy weather.

HOME MAINTENANCE STANDARDS

The exterior of homes, patios, porches, decks, and yards must be well maintained. Owners/Residents are responsible to maintain, repair, replace and restore areas subject to their exclusive control. This includes roofs, chimneys, siding, gutters, sidewalks, driveways, home exteriors and all glass portions. Refer to CC&Rs Article IX for more detailed information.

No clothing or household fabrics shall be hung, dried, or aired in such a way in the properties as to be visible to other property. (CC&Rs Article X: Section 10.07)

The exterior of a residence is not to be used for storage. Decks, porches, or patios with open space underneath them cannot be used for storage unless fully enclosed. Enclosing these open spaces will also deter wild animals from using the space for shelter or permanent residency. The exception to this rule is outdoor furniture, BBQs and heavy planters which may be stored outdoors year-round.

HOMEOWNER BASIC RESPONSIBILITIES

A checklist titled Attachment A is provided at the end of this document and on Appfolio to assist homeowners with their yard and home maintenance responsibilities. Seasonal updates and reminders will come out in the PSHA newsletter.

DECORATIONS

Holiday lights and decorations can be placed on private property in Parkwood South after November 1st. The lights and decorations cannot be turned on or illuminated until Thanksgiving weekend. They must be removed before January 31st. Failure to do so will result in a monthly assessment until they are taken down. Holiday lights and decorations do not need approval by the ARC.

Decorations or decorative lighting during other times of the year are limited to patios, porches, and decks.

LIGHTING

Exterior landscaping or structural accent lighting for homes are permitted on stairs, walkways, patios, porches and decks for safety and security purposes. Any such lights shall be solar or low intensity with no visible extension cords. All lights are not to be unduly bright or directed to create a nuisance to adjacent Owners.

Motion sensor lights shall be set to limit the length of duration once activated. Also, set the sensitivity setting and the direction of the light so it does not shine in another owner's home.

FIRES and FLAMES

Exterior fires are not allowed in any Common Areas in Parkwood South unless in the designated fire pit by the pond. Use only in compliance with City and County restrictions or regulations and fully extinguish by 10:00 PM. Items such as BBQs, deck heaters, and fire pits are permitted on private property, if used in such a manner that they do not create a fire hazard.

PETS (YOURS, GUESTS OR SERVICE PROVIDERS)

Owners/Residents are responsible for keeping their pets on a leash within Parkwood South and for picking up after them and disposing of their excrement in the homeowner's container. **Not doing so is a finable offense.** See Fines/Assessments section on page 13 of these Rules and Regulations.

Please be respectful of neighbors' yards and all areas within Parkwood.

Be aware that barking dogs, inside or outside of homes, are considered a nuisance to neighbors.

Lawns in private and Common Areas will not be mowed if pet excrement is present.

Pets are not permitted in the Community Center, pool, or outdoor deck areas of the Community Center.

See CC&R's Article X; Section 10.03 & 10.06 and Article XVI; Section 16.01(b) for further details.

GARBAGE AND RECYCLE PICKUP

Garbage and recycle pickup are once a week, generally on Tuesdays any time after 7:00 am.

The brown 32-gallon and blue recycle containers are included in your monthly assessment. To order a larger garbage container, contact our management company. A fee is assessed to the Owner/Resident for the larger container. Overfilled containers or lids not completely down will incur a fee and will be charged to the Owner/Resident.

Garbage and Recycle containers may be put out 24 hours prior to pick-up and must be returned to their enclosed, out-of-sight location within 24 hours of garbage pick-up. Community Center trash and recycle bins are not for personal use.

Check the City of Spokane's website for the list of acceptable recyclables. Contaminated or non-recyclable materials may result in fines being assessed to the Owner/Resident.

MAILBOXES

All mailboxes are located at the Community Center. For security purposes, **do not use** the previous Owner/Resident's key. Contact Regal Street Post Office at (509) 443-9440 to register a new address and receive keys for an assigned box. The Post Office that services this neighborhood is located at 5428 S. Regal Street.

ELECTRONIC COMMUNICATION

Some notifications to Owners/Residents are required by the CC&Rs to be sent via USPS; however, the Board of PSHA communicates with Owners/Residents primarily by email.

ROSTER

A list of all Owners/Residents is updated and circulated to all Owners/Residents by the Board Secretary as needed. Individuals wishing to contact Owners/Residents are welcome to use the information to contact each other but not for solicitation or broadcast emails to the entire community. Communication with neighbors regarding activities such as book clubs, card groups, etc., cannot be represented as coming from PSHA.

Contact information for the Board, management company or individuals and companies that provide services and assistance needed by residents can be found on the roster.

PARKING

Important Reminder: Violating these rules is a finable offense. See Fines/Assessments section on page 8 of these Rules and Regulations.

Please review the CC&Rs, Article II, Section 2.02; Parking Restrictions and Article 10, Section 10.05; Parking and Vehicular Restrictions.

Owner/Resident Parking: Vehicles owned, operated or within the control of an Owner/Resident must be parked in the attached garage or completely within the driveway of such Owner/Resident. Board approval is required if Owners/Residents need to use Common Area parking for more than 24 hours.

Garages: Per the CC&Rs, garages are to be used for vehicle parking. Garage doors are to be kept closed except for temporary periods of time when doing home or yard maintenance projects that necessitate them being open. This is not only for aesthetics in the neighborhood, but for safety and security as well.

Guest Parking: Common Area parking spaces are located around the property and are for Guest use only. See attached map. Guests should first park in the driveway, second in Common Area Parking, and lastly on one side of the street. **If a Guest has not been forewarned, quickly check after they arrive to make sure there are not cars on both sides of the street.** Delivery trucks and emergency vehicles cannot get through when two or more cars are across from each other.

Parking on One Side of the Street Only: This is because the streets are narrow. This is by fire/emergency code for 24/7 emergency vehicle access. Owners/Residents having large numbers of people attending a private event

and all Common Area parking spaces are filled, parking on the street may be necessary. If so, Owners/Residents are responsible for monitoring and managing this situation. There are parking signs available for homeowner's use in the storage cabinet in the Women's restroom at the Community Center.

Recreational Vehicles: Recreational Vehicles (RVs, Trailers, Campers) belonging to Owners/Residents or Guests may be parked in Common Area parking for up to 48 hrs. Any additional time must be approved by the Board.

Snowy Weather: When it snows, please move any vehicle from Common Area parking and/or the street so the plows can clear the areas.

VENDORS/CONTRACTORS

If a problem should arise with a vendor or their services that has been contracted by Parkwood South, contact a Board Member and they will communicate with the vendor to remedy the issue.

Homeowners/Residents working with private contractors or vendors must take responsibility for resolving the issue. 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 FOR HOMEOWNERS

The annual meeting for all Homeowners is the third Monday in June at 7:00 PM at the Parkwood South Community Center. Other meetings of the Homeowners' Association may be called as needed throughout the year. Each Owner is encouraged to attend the Annual Meeting to vote on the Board of Directors and other critical issues that impact every Owner and the entire Parkwood South community. It is important to stay updated and submit input on any significant changes. If unable to attend, proxy forms are provided and must be signed and provided to any attending Owner except the President of the Board of Directors.

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. The day and time of the meeting could be subject to change. Owners/Residents are welcome to attend. If an Owner/Resident has an issue or agenda item to address, email or text the Board Secretary at least 48 hours in advance.

NOTE: If the Board calls an Executive Session, all non-Board Members will be excused, as only Board Members and those summoned may attend during the executive session.

MOVING SALES

If an Owner/Resident 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/Resident must have a designated person to control traffic and parking. 'Garage sales' are not allowed.

NEIGHBORHOOD REMINDERS

Playing or setting up games in the Common Area is allowed. Be respectful and careful of surrounding private property and Owners/Residents.

- ✓ Owners/Residents must be present with their Guests when hosting games or activities in the Common Area.
- ✓ When finished, restore the area, and remove any game apparatus and personal items.
- ✓ Smoking of any kind, including vaping, the illegal use of drugs, or engaging in any illegal or dangerous activity in Common Areas or PSHA facilities is not permitted.

- ✓ Firearms are not permitted in Common Areas or PSHA facilities.
- ✓ For privacy and safety concerns, the use of drones is only permitted by Realtors and other business professionals for the purpose of real property transactions. FAA approved business deliveries are also allowed.
- ✓ The pond is a landscaping feature. It is chemically treated. **Stay out of the pond.**

FINES/ASSESSMENTS OF MINOR VIOLATIONS

The Board may, with delivery of notice, automatically assess a fine for minor violations of PSHA's Rules and Regulations, Bylaws, and CC&Rs. If an Owner/Resident contests the fine, they may, within 14 days of receipt of the notice, submit a written request to the Board. A copy of the fine schedule is shown in Attachment C.

Additional information on fines and assessments, notices and hearings can be found in the CC&Rs, Articles VI & VII; and in the Bylaws, Article VII, Board of Directors, Section 7.08 Policies, Rules and Regulations.

COMMUNITY CENTER

The Community Center, including the exercise room and equipment, sauna, gym, pool, and decks are **USE AT YOUR OWN RISK.**

Hours of Operation

5:00 AM to 10:00 PM unless an extension of time is approved by the Board of Directors.

ENTRANCE CODE AND EXERCISE ROOM KEY

The Community Center is accessed by a 4-digit numerical code entered on the door keypad. Codes are assigned to Owners/Residents once the Confirmation Form has been signed and submitted. Along with an access code, each Lot will be given ONE key for the Workout and Sauna room. A replacement key can be obtained by contacting the President of PSHA (text or email preferred) or Management Company. There is a \$25 replacement fee. Keys are to be returned to the President when a resident moves out. Do not pass any keys on to new homeowners.

RESERVATIONS

Reservations are required for using the Community Center, the gym, and the exterior upper deck. Use the calendars in the entryway of the Community Center to schedule a Community Center/upper deck function. Use the "GYM" calendar for gym reservations, but first check to make sure no one has signed up to reserve the Community Center. Use the Owner's/Resident's name and time frame (allowing for set up and clean up) on the specific date. Availability is on a first come, first served basis. The pool and pool deck may not be reserved.

PETS

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

CANDLES

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

SUPPLIES, FOOD & BEVERAGES

Disposable supplies such as plates, cups, napkins, and silverware are for PSHA sponsored functions only.

Supplies for private use/events are to be provided by the Owner/Resident. All personally furnished supplies, food and beverages must be removed when leaving the building.

The Association furnishes garbage bags, paper towels and soap. Empty all trash and recyclables in the large external containers. Leave nothing in the refrigerator. Items left become the property of PSHA.

Restrooms are furnished with paper towels, hand soap and toilet paper. There is a shower in each restroom. Bring your own shampoo, soap, etc., and take them with you when you leave.

NOISY EVENTS

Events expected to be noisy or that involve the playing of loud music must be approved by the Board prior to reserving the Community Center. While events and celebrations are welcome, the Board must consider the impact on the enjoyment of the neighborhood.

LIGHTS AND THERMOSTAT FOR ADJUSTING ROOM TEMPERATURE

Some lights are controlled by motion sensors, which will turn on automatically and will also turn off after no detected motion for a pre-programmed amount of time. The manual timed lights will go off at the designated time. Manually turn off living room lamps.

Adjust the heat or air conditioner to a comfortable level, then do nothing else to the thermostat functions. The thermostat time(s) and temperature(s) will automatically return to the default positions.

CLEAN UP

When the Community Center is reserved for a private function, it must be cleaned by 10:00 AM the following day or within 2 hours following a daytime event. Arrangements can be made for the janitorial service listed on the roster to clean following an event. If the Center is not left clean, Owner/Resident will be assessed a fine along with the cleaning fee. See Attachment B for checklist and instructions. Copies are available in the Community Center.

EXERCISE ROOM

Owners/Residents gain access with a key. The doors remain in the locked position.

Personal exercise equipment is not to be left at the Community Center. No one under the age of 18 is permitted in the exercise room.

NO bathing suits in the exercise room.

SAUNA

Follow directions for sauna use. The sauna is co-ed; bathing suits are required. No one under age 18 is permitted in the sauna. Remove any personal belongings and return sauna to original condition. When leaving, turn sauna heater OFF.

GYM

Gym is to be used for ball games and exercise activities only.

No bathing suits in the gym.

ONLY clean, non-marking shoes are to be worn for the protection of the hardwood surfacing.

If any equipment is left in the gym, it must have Board approval and will be available for use by all Owners/Residents.

Pickleball equipment is stored in the Men's restroom.

Formal instruction of exercise or athletic classes may not be conducted in the Gym, Pool, or Community Center without Board approval and all participants and instructors must sign a release of liability.

Eye guards must be worn when playing racquetball or handball.

When using the gym, leave the floor blower ON and move it to the hall outside the gym door. The door can be closed when playing in the gym. Upon leaving the gym, return the floor blower to the inside of the gym door to hold the door open and permit blowing air into the gym. The blower is on a timer and goes on intermittently throughout the 24 hours in the day. Do not change the settings. Do not unplug the floor blower.

POOL

NO LIFEGUARD ON DUTY - USE POOL AT YOUR OWN RISK Pool Hours 5:00am – 10:00pm

1. ALL Guests must be accompanied by an Owner/Resident.
2. Persons with seizure, heart, or circulatory problems should not swim alone.
3. No person with a communicable disease, including vomiting or diarrhea in the last two weeks, shall use the pool. No person with an open wound may use the pool.
4. When the pool is used by children 12 years of age or under, a responsible adult 18 years of age or older shall accompany the children and be at the pool or pool deck at all times the children use the facility.
5. When the pool is used by persons 13 to 17 years of age, at least two people, 13 years of age or older, must be at the pool facility at all times the pool is in use.
6. No running or horseplay allowed in pool area.
7. No diving allowed.
8. No pets permitted within the pool fences.
9. No bicycles, skateboards, or scooters permitted in the pool area.
10. Floating devices, small toys and balls are permitted in the pool. Use with care and regard for others.
11. Playful activities and noises are always welcome. Please be considerate of others.
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.
14. No food or drink allowed in the pool water.
15. NO GLASS of any kind permitted in the pool, on the pool deck or on the upper deck.
16. While swimming, clean swim attire must be worn. No cut-offs or street clothes allowed in the pool.
17. No lewd conduct is permitted, including indecent exposure.
18. Persons wearing diapers must wear protective coverings. Diapers must be changed in designated diaper changing areas located in the Community Center restrooms. All used, soiled diapers and coverings are to be removed from the premises.
19. If a fecal accident occurs, all swimmers must exit the pool immediately and the pool will be closed. Incidents should be immediately reported to a Board member. The Owner/Resident of the person responsible for a closure due to fecal matter will be responsible for all costs to clean the pool.

20. Pool parties are permitted, but the pool cannot be reserved.
21. Remove all personal items and dispose of all trash or recyclables in the garbage cans outside the north pool gate.
22. It is the responsibility of the Owner to ensure that Residents, their family members, and Guests abide by these Rules and Regulations as well as all posted pool rules. Persons failing to follow the rules are subject to fines and/or removal from the premises.
23. Owners/Residents witnessing violations should report them to the Board noting the violation, persons involved, the time and place of infraction.

LOCATION OF FIRST AID KIT

NW wall of Community Center

LOCATION OF CLOSEST PHONE FOR EMERGENCY USE

CALLS 911 ONLY.

NW wall of Community Center

GATES

Entrance Gate, Entry Systems, Walking Gate

KEYLESS ENTRY SYSTEM & REMOTE TRANSMITTERS PROGRAMMING

The entry gate will open automatically by using a remote or vehicle keyless entry system. The keypad entry system allows Owners/Residents to open the gate remotely when a Guest calls through the system. After answering the gate phone, press 9 on the phone that has been programmed into the system and the gate will open.

For help programming a vehicle keyless entry system for gate entrance **use the contact listed in the roster.**

MANUAL OPENING

The gate can be opened manually by pressing # followed by the 4-digit code on the keypad of the directory board located on the outside of the gate. The 4-digit code is unique to each Owner/Resident for use on the gate keypad and the Community Center. **For your protection and the security of everyone in Parkwood South, do not give out your gate code.**

EXIT GATE OPENS AUTOMATICALLY BY SENSOR

The **exit** gate automatically opens for approaching cars. Stay to the right to trigger the sensor.

ADD, DELETE OR CHANGE NAME OR TELEPHONE NUMBER AT THE MAIN GATE

Phone numbers (land or mobile) can be added, deleted, or changed on the gate keypad system by contacting the Entry Gate committee chair, backup, or contractor. All are listed on the roster.

To purchase a new remote transmitter, contact the gate contractor shown in the roster.

DELAY GATE CLOSURE FOR PRIVATE EVENTS

Contact the Entry Gate committee chair, backup, or gate contractor listed in the roster 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. Provide 48 hours' notice for time to respond and adjust the program.

USING TAXIS OR RIDE HAILING SERVICES (UBER OR LYFT)

After hours, Taxis and Ride Hailing services will need to contact the Resident from the gate's access panel to gain access through the gate. Use or enter the Owner/Resident's **Last Name** so the driver can locate the name on the keypad.

WALKERS OR BIKERS

For exiting, TAKE YOUR GATE TRANSMITTER WITH YOU. Open the gate from the outside using the Manual Entrance instructions – enter # and the 4 digit code into 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 shown in the roster.** Always keep gate closed and locked. Please do not give the combination to Guests. NOTE: *This gate may be left open in winter for snow removal.*

CONSTRUCTION AND SERVICE PROVIDERS

The Owner/Resident is responsible for informing contractors or service providers employed by them about Parkwood's rules relative to their activity, for instance, parking and site clean-up. Owners/Residents are responsible for any violations/fines/damage caused by their activity.

Site safety must meet all state and local codes.

Contractors should park all vehicles close to the work site without blocking driveways, mailboxes or in a manner which restricts traffic flow for emergency, service vehicles 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 the road – one side only.

Construction hours are restricted to City of Spokane regulations.

Workers are to keep the work site and streets clean and clear of material and debris daily.

COMMON AREA MAP

