

Suncadia Residential Owners Association
RESOLUTION NUMBER 101b

Relating to Exterior Holiday Decorations within the Suncadia Neighborhoods

WHEREAS, the Governing Documents of Suncadia Residential Homeowners Association ("CCR'S") assigns the Board all powers and duties necessary for the administration of the affairs of Suncadia Residential Homeowners Association ("Association") and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Article 3, Section 3.1 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

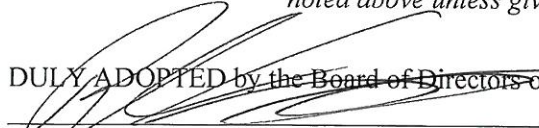
WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

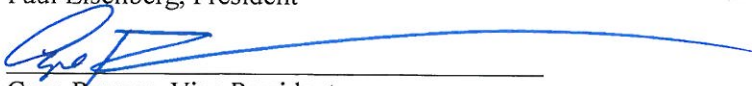
WHEREAS, the Board has determined that it is in the best interests of the Association and the Association's members to adopt *a uniform policy for the use and style of exterior holiday decorations*

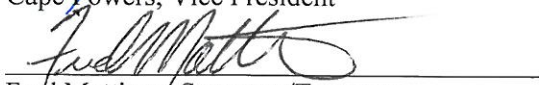
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby amends existing Resolution 101a, and adopts the following policy as a guide to the use of exterior holiday decorations within the Suncadia neighborhoods. The following Exterior Holiday Decorations Policy will go into effect as of July 26, 2012 and supersedes Resolution 101a.

- Operation Duration:** *Holiday decoration lights may be turned on from dusk to midnight beginning Thanksgiving Day and ending on January 7*
- Location(s):** *Holiday decoration lights may be attached only to house, garage structures and trees. Wreaths and small holiday themed decorations must be attached to the house. Nothing may be installed on the roof.*
- Style:** *No animated or blinking lights, no inflatable objects, no free standing figures, wire or standard topiaries. Icicle Lights are acceptable. No upward spotlighting or internal lighted objects.*
- Color:** *Multi-Color or Solid*
- Type:** *Low-wattage bulbs such as LED, fluorescent or incandescent light sources*
- Removal:** *All wreaths and other holiday themed objects (other than clear/white single string lights) are not to be place until 2 weeks prior to Thanksgiving and must be removed on or prior to January 15. Holiday decoration lights may remain in place until weather permits safe removal. All lights on trees and colored or icicle type lights on structures must be removed no later than April 15. Small clear/white single string lights on the house and garage roof edges may remain in place year round but may not be illuminated except as noted above unless given special written permission.*

DULY ADOPTED by the Board of Directors on July 26, 2012:


Paul Eisenberg, President


Cape Powers, Vice President


Fred Mattison, Secretary/Treasurer

Suncadia Residential Owners Association

RESOLUTION NUMBER 102a Relating to use of charcoal within the Suncadia

WHEREAS, the Governing Documents of Suncadia Residential Owners Association (Association) assign the Board all powers and duties necessary for the administration of the affairs of Association and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Article 3, Section 3.1 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association;

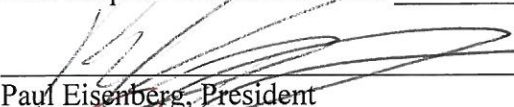
WHEREAS, the Board has determined that it is in the best interests of the Association and the Association's members to adopt *uniform policy for the use of charcoal as a fire prevention and safety measure*.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby amends existing Resolution 102, and adopts the following policy as a guide to the use of charcoal within the Suncadia neighborhoods. The following Policy will go into effect as of 10/12/12 and supersedes Resolution 102.

Not only the use of charcoal and but also the possession of charcoal burning grills is strictly forbidden within the Association.

Duration: *Year Round*
Location(s): *All residential homes and Common Areas within the Association*

IN WITNESS WHEREOF, the Directors of Suncadia Residential Owners Association have adopted this resolution on 10/12/12.



Paul Eisenberg, President



Cape Powers, Vice President



Fred Mattison, Secretary/Treasurer

SUNCADIA RESIDENTIAL OWNERS ASSOCIATION
Resolution #103c
AMENDED COLLECTION PROCEDURES FOR PAST DUE ACCOUNTS

WHEREAS, Article 3, Section 3.1 of Suncadia Residential Owners Association (“Association”) Bylaws grants the general power to conduct the business and affairs of the Association to the Board of Directors; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a uniform procedure for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interest of the Association to refer these accounts promptly for collection so as to minimize the Association’s loss of assessment revenue.

THEREFORE, be it resolved that the Board of Directors hereby amends existing Resolution 103a, and adopts the following policy as a guide to collect all past due accounts regarding homeowner assessments within the Association. The following Collection Procedure will go into effect as of February 12, 2012 and supersedes Resolution 103b.

Interest and Late Fees:

All assessments shall be due on the first day of each quarter (Jan 1, April 1, July1, October 1). Any assessment not received within 25 days of its due date shall be considered delinquent. Accounts that are delinquent shall be charged a late fee of \$30.00 and past due balances shall be charged interest at the rate of 12% per annum from the date of delinquency.

Courtesy Notice:

The Association shall send a courtesy notice after an account becomes delinquent to remind the Owner of the amount due and stating that the Association will waive all late fees and interest if the total past due amount is paid within 15 days of the date of the notice. Failure to provide such notice shall not preclude the Association from proceeding with delivery of the First Notice and further collections efforts as described immediately below, but the Association will waive all late fees and interest if such notice is not given so long as the Owner pays all past due amounts within 15 days after first being notified of such delinquency, whether through delivery of the First Notice or otherwise. Owners, who are delinquent more than once, will not have the late fees or interest waived on any subsequent delinquency after the first delinquency.

First Notice:

The Association shall send notification of intent to record a Notice of Claim of Lien to all Owners of accounts that remain delinquent after sixty days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner that a claim of lien shall be recorded if the balance due is not received within 15 days. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.

Claim of Lien:

If the account is not paid in full within 15 days of the date of the First Notice, a Notice of Claim of Lien will be recorded against the Unit having the delinquent account in the real property records of Kittitas County and a copy thereof will be forwarded to any holder of the

first mortgage against the Unit. The lien shall include all past due assessments, late fees, interest and charges related to collection attempts. A charge of \$100.00 plus the expense of filing the notice of claim of lien shall be levied against the account and shall be included in the lien amount.

Second Notice:

The Association shall send notification of intent to submit the account to collections to all owners of accounts that remain delinquent after ninety days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner of the legal remedies available for securing payment of assessments. The notification shall also state that the account shall be submitted for collection if the balance due is not received within 15 days and the Owner shall be liable for payment of charges and all other expenses related to collection attempts. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.

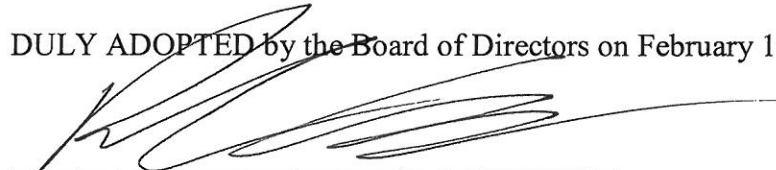
Collection:

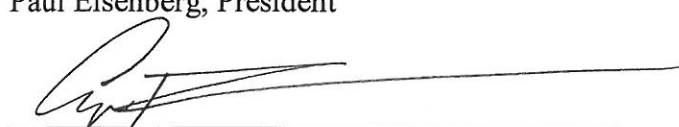
Full payment for all past due assessments, fees, interest and other charges is required to clear an account. However, the Association's management company, operating under general collection guidelines established by the Board, may negotiate and approve payment plans, waive all or a portion of fees, interest and other charges, or accept partial payment on a case by case basis.

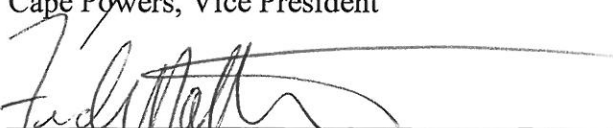
Once an account is cleared, the Association will file a notice of satisfaction of lien with Kittitas County with no additional charge to the Owner.

The Board shall approve the submittal of delinquent accounts to collections. These approvals can be made by Board unanimous consent outside of a regular meeting. However, for accounts that have been foreclosed on or ownership transferred, the Board authorizes Management to proceed with collections process without prior approval.

DULY ADOPTED by the Board of Directors on February 14, 2012:



Paul Eisenberg, President

Cape Powers, Vice President

Fred Mattison, Secretary

RESOLUTION #104 -2013
SUNCADIA RESIDENTIAL OWNERS ASSOCIATION
DIRECTORS FIDUCIARY RESPONSIBILITY RESOLUTION

Members of the Board of Directors of the Suncadia Residential Owners Association ("Association") volunteer their services for numerous reasons ranging from a desire to participate more closely in making decisions that affect the community to a desire to undertake a significant challenge. Frequently, however, Directors accept positions on the Board without an appreciation and understanding of the responsibilities which they have undertaken. Board members owe a fiduciary duty to the Association in accordance with RCW 24.03.127, which obligates Directors to perform their duties in good faith, in a manner the Director believes to be in the best interests of the Association, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

In performing the duties of a Director, RCW 24.03.127 authorizes Directors to rely on information, opinions, reports, or statements, including financial statements and other financial data, prepared by (i) one or more officers or employees of the Association whom the Director believes to be reliable and competent in the matter presented; (ii) counsel, public accountants or other persons as to matters that the Director believes to be within such person's professional or expert competence; or (iii) a committee of the Board upon which the Director does not serve, as to matters within its designated authority, so long as, in any such case, the Director acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted. These fiduciary duties begin at the time a person becomes a Director and terminate once he or she is no longer a Director.

A Director may incur personal liability for a violation of these duties. While, pursuant to the Association's Amended and Restated Bylaws, a Director may be indemnified by the Association, to the extent permitted by law, for certain actions taken as a Director, a Director must be aware of the responsibility he or she has and the duties each Director owes to the Association in order to avoid potential liability. Directors must also be aware of the potential for conflicts of interest to develop and the appropriate method of addressing such conflicts should they arise.

WHEREAS, the Board wishes to avoid self-dealing, actual or apparent, in its administration of the Association; and

WHEREAS, the Board wishes to adopt requirements for Directors in order to assure sound management of the Association:

NOW THEREFORE BE IT RESOLVED THAT that the Board of Directors hereby rescinds existing Resolution 104 and adopts Resolution 104-2013 which will go into effect as of April 19, 2013 and supersedes Resolution 104 and the following shall apply:

* No Director shall use his or her official capacity to make or participate in making a Association decision in which he or she may have a direct or indirect financial interest.

* A Director shall disclose to fellow Directors the potential for a conflict of interest as soon as it is apparent and will work to avoid even the appearance of impropriety in the discharge of his or her duties as a Director. Known conflicts will be disclosed prior to the Director's appointment or election to the Board.

* Each Director shall exercise his or her powers and duties in good faith, to the best of each Director's abilities, and with the utmost loyalty to the Association.

* Each Director shall have sufficient familiarity with the Governing Documents (Articles of Incorporation, Amended and Restated Bylaws, and relevant covenants) and the budgets and financial statements so that he or she can effectively access and use the information presented in those documents to assist the Board in the procedural and substantive decision-making process.

* Each Director shall seek to understand and fulfill the responsibilities of his or her position as a Director, including the additional responsibilities he or she may assume as an officer and/or committee member. If unable to perform these duties because of the time required, or for any other reason, that Director must advise the full Board.

* Each Director shall prepare in advance for meetings so as to make the best use of all participants' time. This includes review of relevant material received prior to meetings.

* A Director shall not discuss Executive Session business outside of Board meetings, unless expressly authorized to do so by the Board. This duty extends even after his or her term has expired. (See attached Exhibit "A" for a description of the circumstances under which the Board is entitled to meet in Executive Session. Executive Sessions under certain enumerated circumstances in which there are transactions involving the Associations and actions and deliberations of the Board that merit confidentiality in order to protect the best interests of the Association and its members, as a whole.

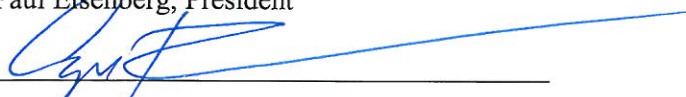
* Copies of any documents or correspondence from the Association's legal counsel that are marked as "Attorney/Client communications" or "Confidential Communications/Attorney Client Privilege," or which contain words of a similar nature, are privileged and are not to be distributed beyond the Board, unless such distribution is expressly authorized by the Board. This duty to maintain the confidentiality of Attorney/Client communications continues even after a Director's term of service has expired.

Caution: It is not the intent of these resolutions to establish a Director's standard of care for a particular situation. Rather it is intended to assist and encourage Directors to act in a manner that may well be above the minimum standard of care required of corporate directors in order to avoid claims or accusations having merit as well as those without merit.

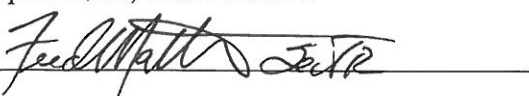
Duly adopted by the Board of Directors on April 19, 2013,



Paul Eisenberg, President



Cape Powers, Vice President



Fred Mattison, Secretary/Treasurer

Exhibit A

Description

EXECUTIVE SESSION MEETINGS

Purpose: Executive sessions of the board of directors are private sessions which members are not allowed to attend. Executive sessions are provided for boards to address issues which involve privileged information or matters of a private nature. These include:

1. Litigation. Both current and potential litigation matters may be discussed in executive session. This preserves attorney-client privilege, litigation strategy and settlement strategies.
2. Matters relating to the Formation of Contracts. So as to avoid unfair bidding practices, the Board may meet in executive session to review and vote on bid proposals. The Board may also meet in executive session to discuss the formation of offers or counter-offers that may be offered or presented in the course of negotiating contracts on behalf of the Association.
3. Disciplinary Hearings. Boards must meet in executive session, if requested by a member who may be subject to a fine, penalty, or other form of discipline. Under such circumstances the member who is the subject of the action or proposed action shall be entitled to attend the executive session.
4. Personnel Issues. Personnel matters include, but are not limited to the hiring of employees (including, without limitation, the terms of employment that the Association may offer), the firing of employees, employee disciplinary matters and performance reviews.
5. Payment of Assessments. Board may meet with members in executive session to discuss requests by such members for payment plans for delinquent assessments.

Who May Attend Executive Sessions? Directors, managers, recording secretaries, association attorneys, members subject to disciplinary action as well as witnesses called by either side (but only for that portion of meeting involving them), and others invited by the Board (such as vendors bidding on a project) may attend executive session meetings. As a general rule, in order to protect the confidentiality of matters discussed in Executive Session attendance should be limited to those persons who have a right to be in attendance by law, or those persons whose attendance is considered by the Board to be necessary or appropriate to enable the Directors to make informed decisions that are in the best interest of the Association.

The Board can meet in executive session apart from an open meeting and may vote on matters in executive session and then generally note the topics discussed in minutes of the next open meeting (such as: the board discussed a settlement offer made by the defendant in the association's current litigation).

Suncadia Residential Owners Association

RESOLUTION NUMBER 105

Relating to General Financial Policies

WHEREAS, the Governing Documents of Suncadia Residential Owners Association assigns the Board all powers and duties necessary for the administration of the Association's affairs;

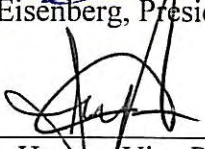
WHEREAS, the Board deems it to be in the best interests of the Association to adopt general financial policies to guide the Association's accounting procedures, purchasing and contracting, budgeting and budget control, and asset management.

THEREFORE, be it resolved that the Board of Directors hereby adopts the attached policies as a guide to the management of Association finances.

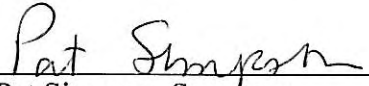
DULY ADOPTED by the Board of Directors on February 25, 2009.

 2-25-09

Paul Eisenberg, President

 2-25-09

Gregg Harper, Vice President

 2/25/09

Pat Simpson, Secretary

SUNCADIA RESIDENTIAL OWNERS ASSOCIATION
GENERAL FINANCIAL POLICIES
Adopted February 25, 2009

Financial Transactions

1. Accounting for financial transactions will be in accordance with generally accepted accounting principles (GAAP). The Association will conduct all financial transactions in compliance with all laws and regulations, including all local, state and federal reporting requirements.
2. Financial statements will be prepared on the accrual basis of accounting where revenues are recorded when earned and expenses are recorded when incurred.
3. Association funds will be kept in accounts in the name of the Association and will not be comingled with the funds of any other association, nor with the funds of the Suncadia Management Company or its Managing Member.
4. Funds to finance operations (Operations Fund) and funds designated for future major repair and replacement of capital assets (Reserve Fund) will be kept in separate bank accounts and classified separately for accounting and reporting purposes.
5. Interest earned on funds deposited in the Reserve Fund will be accumulated in the Reserve Fund.
6. Operations and Reserve Funds for all Limited Common Areas and Villages subject to governance of the Suncadia Residential Owners Association will be classified separately for accounting and reporting purposes.
7. Financial institutions providing banking services must be insured by the Federal Deposit Insurance Corporation. Association funds will be subject to interest bearing repurchase agreements, when practicable.
8. The Association will maintain good relations with vendors by paying bills in a timely manner to meet each vendor's terms for payment. Invoices will be paid to take advantage of available discounts.

Financial Records

1. All financial records will be kept in a sufficiently detailed manner that they may be easily audited at the conclusion of the fiscal year and enable the Association to fully declare the true statement of its financial status and affairs.
2. All financial records are the property of the Association and will be made reasonably available for examination by any owner, the owner's authorized lessees and agents and all Mortgagees.

3. Financial records will be maintained in accordance with the Association Records Retention Policy.
4. The general ledger and subsidiary ledgers will be balanced and posted monthly. All bank statements will be reconciled and posted monthly.
5. Complete financial statements, with an explanation of significant variances from the adopted budget, will be presented to the Finance Committee and approved by the Board of Directors (Board) quarterly.

Internal Controls

1. The Board will approve the opening of all Association bank accounts and designate the required signatories.
2. Duties will be assigned to individuals in such a manner that no one individual can control all phases of processing financial transactions in a way that permits errors or omissions to go undetected.
3. All checks will be pre-numbered and accounted for. Voided checks will be retained and defaced. Checks will be stored in a safe place that is available only to accounting staff. Persons with signature authority will not have access to check stock.
4. All checks must be manually signed and the Accounting Manager will be responsible for maintaining a current signature card with the appropriate financial institutions. Officers of the Board are the only persons authorized to sign Association checks. Two signatures, including one by a Financial Officer, are required on each check. Checks presented for signature must have all documentation attached.
5. The Board must approve writing off receivables that are considered uncollectible.

Audit

1. The Association will engage the services of an independent certified public accountant (CPA) to conduct an annual audit of the Association's financial statements and supporting documentation.
2. The purpose of the audit is to insure that the financial statements are properly presented in accordance with generally accepted accounting principles (GAAP) and fairly present the financial position of the Association.
3. The footnotes to the annual audit will be of sufficient detail and clarity to allow owners to understand and appreciate the importance of the financial information presented.
4. The annual audit will be presented to the Finance Committee for review and to the Board for adoption. Summary results of the audit will be mailed to each owner within one hundred twenty days following the close of the fiscal year and the entire audit will be made available to an owner upon request.

5. The performance of the Association's audit firm will be reviewed at least every three years by the Finance Committee which will make a recommendation to the Board to retain the services of the current firm or to initiate an audit firm selection process.

Risk Management and Insurance

1. The Association will ensure that its facilities and activities present minimal risk exposure to adverse claims against the Association. Program activities, contractual obligations, property and activities will be assessed for risk exposure at least annually.
2. The Association will take prudent actions to maintain its property in a hazard-free condition for the safe use of owners, guests and visitors. The Association will modify policies and procedures to reduce risk while accomplishing program goals.
3. The Association will maintain insurance policies to adequately cover risk exposures. The Board will annually review the adequacy of Association insurance coverages.
4. The performance of the Association's insurance brokerage firm will be reviewed at least every three years by the Finance Committee which will make a recommendation to the Board to retain the services of the current firm or to initiate a brokerage firm selection process.

PURCHASING & CONTRACTS

General

1. The Suncadia Management Company Director of Community Associations (Director), acting under the direction of the Board, has the responsibility for all purchasing activities. Only the Director and designated staff members may make purchases on behalf of the Association.
2. The Association's primary purchasing objective is to negotiate competitive prices in all purchases of and contracts for goods and services. Quality of goods, vendor performance, scheduling, delivery and warranties may be considered as well as price.
3. Multiple bids or quotes will be obtained whenever possible. On purchases in excess of \$2,500 and contracts in excess of \$5,000, written documentation will be placed in the file when less than three bids or quotes are obtained and when the contract is awarded to other than the lowest bidder.
4. Suncadia Management Company employees and Association Directors will not accept remuneration from vendors, independent contractors or others providing goods or services to the Association, whether in the form of commissions, finder's fees, service fees, prizes, gifts or otherwise. Anything of value received from those providing goods or services will benefit the Association.
5. Suncadia Management Company employees and Association Directors who may have a conflict or perceived conflict of interest will make a written declaration of any potential

conflict before participating in the procurement process, or making recommendations or decisions concerning the purchase of goods and services.

Bid Process

1. Bids are required for all purchases of \$10,000 or more, except when alternative procurement methods are used. Bids do not have to be advertised and the Association, in its sole discretion, may decide which vendors and contractors will be invited to bid.
2. Identical bid packets containing all information required for preparation of a bid proposal (e.g. bid submittal instructions, specifications, plans) will be provided to potential bidders. Bid documents will be drafted as tightly as possible to produce the desired results without limiting the bidder pool or driving up prices. Any clarifications or supplemental information provided to one bidder will be provided to all recipients of bid packets.
3. Bid documents will designate that the Association may reject any or all bids, and that the Association may accept any bid it determines is in its best interest, without regard to the bid price. Warranties must be clearly identified in writing as part of the bid documents submitted by vendor or contractor.
4. Under no circumstances will bids or proposals be accepted after the closing date and time for submittals.
5. The Association will comply with good business practices by maintaining strict confidence regarding details of bid proposals submitted by vendors and contractors during the bidding process. Once a contract is awarded, a summary of bid amounts may be provided to bidders.

Alternatives to Bid Process Requirements

1. The Director may approve procurement through methods other than the bid process when it is in the best interests of the Association to do so.
2. A Request For Proposal (RFP) may be issued instead of a standard bid packet in situations that require evaluation of non-cost factors (e.g. vendor experience, applicability of experience to Association needs, scope of work) or negotiation and refinement of the scope of work and/or price based on vendor response to the RFP.
3. A Sole Source contract may be awarded when the vendor provides unique goods or services that can not be obtained from other vendors. This option should be used rarely and only in those situations where obtaining the goods or services through another source would clearly compromise the Association's ability to provide quality, cost-effective services.

Contracts

1. Formal contracts are not required for purchase of most goods and services (e.g. supplies, routine maintenance or repairs by tradesmen). However, contracts are required for all capital projects, major equipment purchases, maintenance services in excess of \$10,000 and consulting or professional services.

2. The Association may use contractor proposal forms to authorize work on smaller projects. However, the Association Standard Contract is required for projects in the amount of \$10,000 or more. Use of any proposal or agreement other than the Association Standard Contract requires approval of the Director. The American Institute of Architects (AIA) standard contract forms will be used for major building projects.
3. All contracts other than the Association Standard Contract, which has been pre-approved, must be approved by Association Legal Counsel before being authorized and signed. Contracts that contain the same legal provisions as previously approved contracts do not need additional approval.
4. All contracts for services that involve the use of vehicles or equipment on Association property, or work by the contractor's employees must contain an indemnification clause, with a duty to defend, and a requirement for proof of general liability and workers' compensation insurance policies in the amounts and in accordance with the conditions specified in the Association Standard Contract.
5. The Association does not regularly require bid or performance bonds of contractors bidding on Association projects, but the Director may require bonds at his discretion.

Authorization

1. The Treasurer or Assistant Treasurer is authorized to approve the following budgeted expenditures, regardless of amount:
 - Transfers between Association bank accounts;
 - Approval of the monthly General Ledger Journal by signature.
2. The Director is authorized to approve the following budgeted expenditures, regardless of amount:
 - Payments due under the terms of previously approved contracts;
 - Payments for purchases for which the Association has no control over price (e.g. utility bills, property taxes);
 - Payments for insurance premiums, including the authority to bind insurance policies on behalf of the Association.
3. The Director may approve and sign contracts that meet all of the following criteria:
 - The contract calls for expenditures of less than \$10,000;
 - The contract expenditures are included in an adopted budget;
 - The contract does not obligate the Association for more than one year.All other contracts must be authorized by the Board and signed by two Officers of the Board.
4. Purchase Orders or Check Request Forms for items not covered in Paragraph 2 of this Section will be approved as follows:
 - The Director may authorize Department Heads to approve purchases up to \$500, without prior approval of the Director;

- The Design Review Committee Administrator may authorize deposit refunds of any amount;
- The Director may authorize purchases of less than \$10,000, without approval of an Officer of the Board;
- An Officer of the Board must approve purchases of \$10,000 or more.

BUDGETING AND BUDGET CONTROL

Budget Preparation and Adoption

1. The Director, or the Community Associations Manager under the general supervision of the Director, is responsible for preparation of the annual budget for review by the Finance Committee and adoption by the Board.
2. The General Operations budget will contain a contingency account in an amount not less than three percent of the total General Operations budget.
3. Within thirty days after adoption by the Board, the Board will set a date for a meeting of the owners to consider ratification of the budget not less than fourteen nor more than sixty days after mailing a summary of the adopted budget to the owners.
4. The Association will use the annual adopted budget to allocate Association resources to accomplish program goals as adopted by the Board.

Budget Control

1. The Director is responsible for carrying out Association programs within the adopted budget. He may delegate budget monitoring and control to Department Heads who would then be responsible for cost centers under their control.
2. The Finance Committee and Board will review financial statements and capital project projections at least quarterly to monitor actual revenues and expenses compared to the adopted budget.
3. The Finance Committee may recommend and the Board may approve mid-year revisions to the adopted budget, if conditions warrant. Revisions to monthly allocations of budgeted amounts may be made by the Accounting Manager to produce a more accurate monthly statement of the Association's financial position.
4. Adopted budget amounts in a Cost Center may not be exceeded without approval from the Board.

ASSET MANAGEMENT

Investments

1. Investment objectives are preservation of capital, liquidity and rate of return net of expenses, in that order.
2. The investment portfolio will be structured so that securities maturity dates match cash requirements. In addition, the portfolio will include a prudent amount of securities with an active secondary market providing liquidity through sale of a security prior to maturity, should that be necessary.
3. Authorized investments are:
 - U.S. Treasury bills & notes;
 - U.S. Government Agency obligations (with maturities up to ten years);
 - Certificates of deposit;
 - Money market funds.
4. The investment portfolio will be diversified by limiting principal investment in any one issuer, except the U.S. Government and its agencies. Principal and accrued interest upon maturity for certificates of deposit will not exceed maximum amounts insured by FDIC or FSLIC.
5. Investment securities may be held by the commercial and investment banks that perform investment services for the Association.
6. The Accounting Manager will prepare a quarterly analysis of investment activity for review by the Finance Committee. Investments exceeding one year must be approved by the Board.

Accounting for Assets

1. Any item of a capital nature, such as land, land improvements or capital assets that costs at least \$3,000 and is expected to have a useful life of three years or more will be capitalized as a fixed asset. The total acquisition cost should include delivery, taxes and costs to prepare the item for service.
2. All capitalized fixed assets will be depreciated following the guidelines of generally accepted accounting principles (GAAP) over the estimated accounting life of the asset using the straight line method.
3. The Accounting Manager will keep an inventory of all capitalized fixed assets, adding assets as they are acquired and removing assets as they are disposed of. The inventory will contain the following information: asset identification number, description of asset, date of acquisition, acquisition cost, accounting life, and accumulated depreciation.

4. The Association will conduct a physical inventory of all capitalized fixed assets every five years. Classes of assets or assets at specific locations may be inventoried at any convenient time as long as each asset is inventoried at least every five years. The results of this inventory will be reported to the Finance Committee and Board.
5. The Association will dispose of assets in a manner prescribed by the Director. Asset disposal will produce maximum net benefit to the Association. In general, proceeds from the disposal of an asset should accrue to the fund used to acquire the asset.

Replacement Reserves

1. The Association will maintain a Reserve Fund for replacement or major repair of Association assets which normally require replacement or major repair in three to thirty years. Contributions to the Reserve Fund will be made monthly in accordance with the Reserve Study recommended contribution rate. Separate sub-accounts may be maintained for management purposes. Capital expenditures will be made by the Operating Fund and reimbursed quarterly by the Reserve Fund by motion of the Board.
2. The Association will fund reserves so current owners contribute adequately to future costs of ownership of current assets. This insures that future buyers of property are never faced with the need to fund costs deferred from prior years. Conversely, the Association will fund reserves in such a manner that current owners are not subsidizing the costs of asset ownership for future owners by excessive contributions to reserves.
3. The Association will prepare a Reserve Study that estimates the funds necessary for replacement, major repair or maintenance costs of current assets, whose infrequent and significant nature make them impractical to be included in an annual budget. This estimate is based on the current replacement or major repair cost of each asset, the useful life of the asset, and assumptions concerning inflation and earnings.
4. The Reserve Study will account for replacement or major repair of all capital assets with an acquisition cost of at least \$3,000 and an expected useful life of three years or more over a thirty year period. The Study will be reviewed annually by the Finance Committee and updated every three years by a reserve study professional to ensure that current replacement costs, life cycles and model assumptions are as accurate as possible. The updated Study will be adopted by the Board upon Finance Committee recommendation.
5. To meet reserve goals, the Association will contribute current year assessments to the Reserve Fund in an amount equal to at least five percent of the total replacement or major repair cost of all existing assets, adjusted for inflation. The Association will use a cash flow model to test the adequacy of the reserve contribution level. The cash flow model will take into account increased costs due to inflation and interest earnings on fund balances.

Suncadia Residential Owners Association

RESOLUTION # 106

Related to the Schedule of the Annual Meeting of the Association Amendment to the Bylaws

WHEREAS, the Governing Documents of the Suncadia Residential Owners Association ("CCRs") assigns the Board all powers and duties necessary for the administration of the affairs of the Suncadia Residential Owners Association ("Association");

WHEREAS, Section 3.1 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, Section 6.7 of the Bylaws grants power to the Board to make, alter, amend and repeal the Bylaws of this Association; and

WHEREAS, the Board has determined that it is in the best interests of the Association and the Association's members to amend the Bylaws of the Association to allow for a more flexible schedule for the Association's Annual Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves the following amendment to the Bylaws of the Suncadia Residential Owners Association:

ARTICLE 2, Section 2.3, Annual Meetings. The first meeting of the Residential Association, whether a regular or special meeting, shall be held within one year from the date of incorporation of the Residential Association. Except for the annual meeting of Members and unless otherwise required, meetings shall be of the Voting Representatives or their alternates. Subsequent regular annual meetings shall generally be held on the first Saturday of December or at such time and place as shall be determined from time to time by the Board of Directors.

President

Date

Vice President

Date

Secretary

Date

10-23-08

10/23/08

10/23/08

The Suncadia Residential Owners Association
RESOLUTION # 107b
Related to Elections Procedures

WHEREAS, the Governing Documents (“CCRs”) of the Suncadia Residential Owners Association (“Association”) assigns the Board all powers and duties necessary for the administration of the affairs of the Association;

WHEREAS, Article 3, Section 3.1 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board deems it to be in the best interest of the Association to adopt a uniform policy dealing with elections and voting procedures;

THEREFORE, be it resolved that the Board of Directors hereby rescinds Resolution #107a and adopts the following policy in its stead as a guide to manage elections for the Association.

1. Elections Committee: The Elections Committee (“Committee”) will consist of a chairman, who shall be a member of the Board, and one or more members of the Association. Committee members shall be appointed by the Board not less than 90 days prior to each election to serve a term of one year or until their successors are appointed. Within 10 days after the close of nominations, if more than one application for candidacy is received, the Elections Committee will verify the eligibility of each nominee to serve on the Board and deliver a slate of candidates to the Association President. If there is only one candidate for election to the Board, Management will confirm the candidate’s eligibility and present the candidate to the Board.
2. Self Nomination Qualifications: Nominations may be made through self-nomination. Members will be notified through e-mail that the Board Candidate Application (“Application”) is available on the Association website. Nominations shall close not less than 60 days prior to the date of the Annual Meeting. Any Member desiring to nominate himself or herself as a candidate for election to the Board must: (i) be in good standing with all assessment and other obligations current; and (ii) complete and deliver an Application on or before the due date referenced on the Application to the Committee for the presentation of its list of candidates. Candidates’ names shall be arranged in alphabetical order.
3. Voting Eligibility: Each Member of the Association is entitled to cast one vote for each Unit that the Member owns as set forth in the Declaration and the Bylaws. In order to be eligible to vote the Member must be in good standing, with all assessment obligations current and the Member cannot be subject to any other suspension of voting rights privileges as a result of disciplinary action duly imposed by the Association. Because membership voting rights are appurtenant to the ownership of particular Units, if a Member is delinquent in the payment of assessments as to any particular Unit owned, that Member can be denied voting rights as to the Unit where the assessment obligations are delinquent.
4. Ballot Preparation: The Association Manager shall prepare the ballot which shall set forth the slate of candidates, and provide an opportunity to vote for the candidate(s) of choice.

5. Voting Method: If there is more than one qualified candidate that applied for nomination prior to the close of nominations, the Association shall engage an electronic voting service specializing in Association elections. This service shall set up and manage the process of voting. This service shall set up and manage the process of voting to ensure everyone has the opportunity to vote. The service shall report the status of the quorum as votes are received. The results of the election will be delivered to the Chairman of the Committee after the closing of the polls. The Chairman will keep the results confidential until the announcement of results in the annual meeting.

If there is only one qualified candidate who has applied for nomination prior to the close of nomination, the election will be held at the annual meeting. The ballots used in the election of directors shall be secret ballots which shall not identify the voter by name, address or Unit number.

6. Provision of Mailing Labels: **For campaign purposes only**, Candidates are entitled to purchase labels with Association Members' name and addresses for mailing at a cost of \$100.00 to be paid at the time the labels are ordered. The Association will not provide email addresses, telephone numbers or any information in electronic format.
7. Closing of Polls: Polls shall be closed per the date established by Board resolution.
8. Determination of Election Results/Succession to Office: The candidates receiving the highest number of votes in the election, up to the number of vacancies to be filled, shall be elected as directors and shall take office immediately following their election. In the event there is a tie vote between those candidates who receive the lowest number of votes necessary to qualify the candidate for election, the tie shall be broken by random drawing.
9. Announcement of the Results of the Election. The results of the election shall be promptly reported to the Board of Directors of the Association and shall be recorded in the minutes of the next meeting of the Board, which are available for review by Members of the Association. The results of the election will be announced at the Annual Meeting, and posted on the Member's website. Within fifteen (15) days of the election, the Board shall publicize the results of the election in a communication directed to all Members.



Paul Eisenberg, President

10-20-2011

Date



Cape Powers, Vice President

Oct 20, 2011

Date



Fred Mattison, Secretary/Treasurer

10-20-2011

Date

Suncadia Residential Owners Association

RESOLUTION NUMBER 108

Relating to Association Assessments and Design Review Services

WHEREAS, the Governing Documents of Suncadia Residential Homeowners Association (“CCRs”) assigns the Board all powers and duties necessary for the administration of the affairs of Suncadia Residential Homeowners Association (“Association”) and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

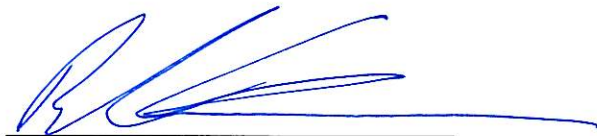
WHEREAS, Section 3.17 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board has determined that it is in the best interest of the Association and the Association’s members to adopt a policy to provide Design Review Services to owners who are current with their assessments.

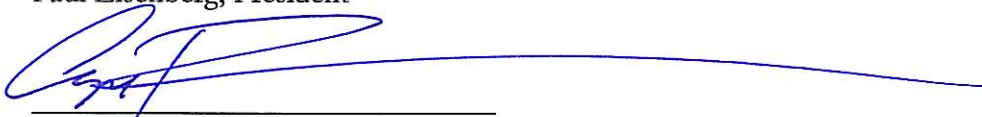
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the following policy related to Association Assessments and Design Review Services:

1. Prior to providing Design Review services, the DRC (Design Review Committee) will verify that all assessments owed by the property owner have been paid in full. In addition, the DRC will verify account status at the Preliminary Design Review, Final Design Review, Final Approval and Construction phases.
2. Prior to the return of the Damage and Compliance deposit, all Associations accounts must be current.

IN WITNESS WHEREOF, the Directors of the Suncadia Residential Owners Association have adopted this resolution on January 26 - 2010.



Paul Eisenberg, President



~~Gary Kittleson~~, Vice President

Cape Powers



Fred Mattison, Secretary/Treasurer

Suncadia Residential Owners Association

RESOLUTION NUMBER 109

Relating to Revised Design Review Fees

WHEREAS, the Governing Documents of Suncadia Residential Homeowners Association (“CCRs”) assigns the Board all powers and duties necessary for the administration of the affairs of Suncadia Residential Homeowners Association (“Association”) and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Section 3.17 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board has determined that it is in the best interest of the Association and the Association’s members to adopt a policy for Revised Design Review Fees.

THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the following policy:

Revised Design Review Fee Schedule and Description of Fees

See Exhibit A and Exhibit B.

IN WITNESS WHEREOF, the Directors of the Suncadia Residential Owners Association have adopted this resolution on January 26, 2010.



Paul Eisenberg, President



Gary Kittleson, Vice President

Cape Powers



Fred Mattison, Secretary/Treasurer



EXHIBIT A

2010 Design Review Fees

Design Review Fee	3,000.00
Pre Approved Plans	2,000.00
Construction Monitoring Fee	500.00
Construction Monitoring hourly rate	30.00
Additional Site Visits (2 included)	100.00
*Alterations or Additions of an existing structure	TBD
Designer Approval	150.00
*Driveway Revisions	50.00
Excessive Review Time	100-150 hr.
*Fireplace Addition/Deletion	100.00
*Lighting Fixture Changes	50.00
*Major Exterior Changes	500.00
*Major Remodel	1,500.00
*Major Site and/or Landscape Improvements	700.00
*Minor Exterior Changes	250.00
*Minor Site and/or Landscaping Improvements	250.00
Request for Plan Copies	Cost+10%
*Resubmission of Plans	1,000.00
* Review of Detached Ancillary Structures	500.00
Special Meetings	100 per hr.
*Terraces, Balconies, Decks, Porches & Railings	250.00
Tree Removal and Thinning Requests	250.00
*Walls, Fences and Gate reviews	250.00
*Water Features, Pools and Spas	250.00
*Window and Door Changes	100.00

*Denotes fees that apply only after final approval has been granted by the DRC. Items not listed will be charged at a rate appropriate for the service provided.

A complete description of services is available by contacting the DRC office at 509-649-6272.

EXHIBIT B

Description of Design Review Fees

Design Review Fee

This is the standard fee that covers the DRC process through the end of construction.

Compliance Monitoring Fee

This fee covers onsite monitoring of construction site compliance throughout the building process. Up to 12 site visits are included. Additional fees will be charged at an hourly rate if it is determined additional compliance inspections are required for repeat violations. Homes exceeding the building period of one year are also subject to additional compliance monitoring fees.

Additional Site Visits

2 site visits are included. If the owner would like to request additional site visits, a fee of 100.00 per visit will be charged.

Modifications or Additions of an Existing Structure

For review of modifications or additions of an existing structure.

Designer Approval

Architects or Designers that are unlicensed in the State of Washington must receive approval from the Design Review Committee before submitting plans.

Driveway Access

Modifications to driveways.

Excessive Review Time

Time exceeding the normal amount generally spent reviewing plans.

Fireplace Addition/ Deletion

Removal of stone or other siding material or the deletion of the entire fireplace.

Lighting Fixture Changes

When owners select new light fixtures, the DRC must review to verify that the fixtures are in compliance with International Dark Sky Requirements. In some cases, a site visit is required to view the fixtures in the dark.

Major Exterior Changes

Some examples are: Changes in siding, orientation of siding, addition of stone, addition of covered porches.

Major Remodel

Some examples are: Addition of rooms, garages, garages with living quarters above.

Major Site and or Landscaping Improvements

Some examples are: Addition of water features, pools and spas.

Minor Exterior Changes

Some examples of minor changes are: New color selections, , dormers, skylight, and solar panels.

Minor Site or Landscaping Improvements

Some examples on minor landscaping are: Addition of plants and trees, hot tub, dry creek, fencing and dog runs.

Request for Plan Copies

The fee for reprinting plans is cost + 10%

Resubmission of Plans

Review time for plans resubmitted after Final Approval has been granted and after a period of one year's time has lapsed.

Review of Detached Ancillary Structures

Garages, guest houses, home offices, art studios, playhouses, and garden sheds.

Special Meetings

Special meetings requested by owners or their design team.

Terraces, Balconies, Decks, Porches & Railings

Additional reviews for terraces, balconies, decks, porches and railings after final approval has been granted.

Tree Removal and Thinning Requests

Trees requested to be removed must be flagged, photographed and reviewed by our arborist to evaluate the health and determine if there the tree is a hazard.

Window and Door Changes

Deletion or addition of windows or doors.

The DRC will determine what constitutes a "Minor or Major" revision.

Suncadia Residential Owners Association

RESOLUTION NUMBER 110

Relating to Construction and Builder Violation Procedures and Fine Schedule

WHEREAS, the Governing Documents of Suncadia Residential Homeowners Association (“CCRs”) assigns the Board all powers and duties necessary for the administration of the affairs of Suncadia Residential Homeowners Association (“Association”) and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Section **3.17** of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board has determined that it is in the best interest of the Association and the Association’s members to adopt a policy for Construction and Builder Violation Procedures and Fines.

THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the following policy and Fine Schedule:

Procedure:

Courtesy Verbal Warning Notice:

The Contractor will be notified in person or by phone of the violation and will be given ample time to resolve the issue. If the Contractor does not comply within the given time frame agreed upon, a First Warning Notice will be issued.

First Warning Notice:

The First Warning Notice will be sent to the Contractor by email and regular mail. The owner will be copied. The Contractor is to resolve the issue within **7 business days** from the date of the letter, otherwise, a Second/Final Warning Notice will be sent.

Second/Final Warning Notice:

The Second/Final Warning Notice will be sent to the Contractor by email and regular mail. The Owner will be copied. The Contractor is to respond within **7 business days**, otherwise, a fine will be imposed.

Fine Imposed: The DRC will arrange for the appropriate fine to be deducted from the Owners Damage and Compliance Deposit and a Fine Letter will be sent to the Owner and the Contractor notifying them of the deduction.

Or the DRC will send:

Letter of Compliance:

A Letter of Compliance will be sent to the Owner and Contractor verifying that the violation has been addressed to the satisfaction of the DRC.

All documents will be filed electronically and in the Owner's hard file.

Contractor Notification of Fine Schedule:

The Contractor will be required to sign the Contractor's Acknowledgement of Fine Schedule prior to commencing any work. See Exhibit A.

Payment of a fine does not grant a variance for the violation. It is the responsibility of the property Owner to deposit the Damage and Compliance deposit with the DRC prior to any site disturbance. The Owner is responsible for the fine.

The Board has the right to impose additional fines for repeat violations.

Any illegal violation will be reported to the appropriate local, state or federal agency.

Violation of the association's governing documents will result in a Warning Letter, a First and Second Warning notice and a possible fine.

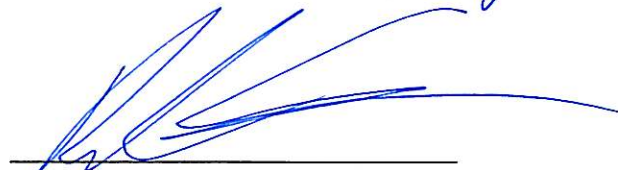
Opportunity to Be Heard

Owners shall have the right to send a letter, send a representative, or appear in person at a hearing to present evidence as to why they should not be fined. In the event the violation is corrected prior to the hearing date, then, if appropriate, the hearing may be discontinued. Within seven (7) days of the hearing, the Member will be given written notice of the decision.

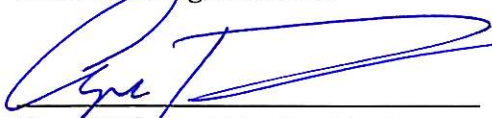
Fine Schedule

See Exhibit B.

IN WITNESS WHEREOF, the Directors of the Suncadia Residential Owners Association have adopted this resolution on January 26 - 2010



Paul Eisenberg, President



Gary Kittleson, Vice President

Cape Powers



Fred Mattison, Secretary/Treasurer

EXHIBIT A

Contractors Acknowledgement of Fine Schedule

As the General Contractor selected to build the home located on Division____Homesite _____, I acknowledge that I have received a copy of the Fine Schedule and that I will abide by the rules and regulations of the Suncadia Construction Guidelines.

I assume responsibility for myself and subcontractors working under my direction, and, I understand that fines will be imposed for non compliance. Fines will be deducted from the Damage and Compliance Deposit and the property owner will be notified.

The DRC may use, apply or retain any part of the Compliance Deposit to the extent required to reimburse the DRC for any cost it may incurred on behalf of the project's construction activity. The DRC is to be reimbursed for any fees incurred to restore the Compliance Deposit to its original amount. Construction activity shall be halted until the Compliance Deposit is brought to its original amount.

It is the responsibility of the owner to deposit the Damage and Compliance Deposit with the DRC prior to any site disturbance.

Contractor

Date

EHXIBIT B

Construction & Builder Regulation Violations 2010 Schedule of Fines

Access to Construction Site

Driveway access road not graveled	100.00	each occurrence
Only 1 access to construction site unless approved by DRC	100.00	each occurrence

Air Quality

Open burning of removed vegetation	500.00	each occurrence
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Construction Trailers and /or Temporary Structures

Unapproved trailers or temporary structures on jobsite	200.00	each occurrence
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Damage Repair and Restoration

Damage and scarring to other property	Cost to	repair plus 200.00
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Debris and Waste Removal

Construction site debris and trash	100-300	each occurrence
Tracking dirt, mud and debris onto roadway	100-300	each occurrence
Failure to use the designated disposal site	100.00	each occurrence

Excavation and Grading

Silt fence not erected	100.00	each occurrence
Silt fence is down in areas or requires repair	50.00	each occurrence
Uncovered dirt piles	50.00	each occurrence
Damage to existing trees	Cost to	repair plus 200.00

Fire and Safety Precautions

Improper disposal of smoking materials	500.00	each occurrence
improperly stored rags & flammable materials	500.00	each occurrence
Required fire safety equipment not on jobsite	500.00	each occurrence

Hazardous Waste

Dumping or burying hazard waste material	300.00	each occurrence
Improper disposal of mortar, cement concrete, etc.	200.00	each occurrence

Hours of Construction

Working unauthorized hours	100.00	each occurrence
Working on designated holidays or Sundays	200.00	each occurrence

Noise Disturbance

Radios, stereos or similar devices	100.00	each occurrence
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Pets

Pets brought to the development	100.00	each occurrence
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Sanitary Facilities

Refusal to install sanitary facility	100.00	each occurrence
Use of sanitary facilities other than own	100.00	each occurrence
Vandalism to sanitary facilities	100.00	each occurrence

Signage

Refusal to remove construction sign	100.00	each occurrence
Refusal to remove unauthorized signage	100.00	each occurrence

Speeding

Speeding and or/ reckless driving 100.00 each occurrence

Storage of Materials and Equipment

Building materials stored outside Approved Construction Area 100.00 each occurrence

Temporary Living

Sleeping overnight in the Job trailer, home or vehicle 200.00 each occurrence

Vehicles and Parking Areas

Blocking Fire Hydrants within 10 feet 100.00 each occurrence

Blocking emergency vehicle access 100.00 each occurrence

Blocking the roadway 100.00 each occurrence

Not parking in uniform manner 100.00 each occurrence

Parking on neighboring property or open spaces 100.00 each occurrence

Parking overnight 100.00 each occurrence

Driving or parking within the staked drip line canopy of trees 100.00 each occurrence

Entering through Firehouse Road or unauthorized entrance 100.00 each occurrence

Warming fires/ BBQ use

Open fires or BBQ on jobsite 500.00 each occurrence

Water/ Storm Drains

Tapping into fire hydrant or water source other than own 200.00 each occurrence

Dumping material into storm drains 200.00 each occurrence

Suncadia Residential Owners Association
RESOLUTION #111b

Relating to Community Associations Violation Procedures and Fines

WHEREAS the Governing Documents of Suncadia Residential Owners Association ("CCRs") assigns the Board all powers and duties necessary for the administration of the affairs of Suncadia Residential Owners Association ("Association"), and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Section 3.17 of the Bylaws provides that the Directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board has determined that it is in the best interest of the Association and the Association's members to adopt a policy for Community Associations Violation Procedures and Fines;

THEREFORE, IT IS RESOLVED that the Board of Directors hereby adopts the following amended policy of procedures and fine schedule. This resolution 111b will go into effect as of April 24, 2015 and supersedes Resolution 111.

Procedures: Violation of the Association's governing documents, **unless of a nature that needs immediate action ***, will follow the process as outline below.

First: Courtesy Notice

The Board will first assume that the Owner is unaware of the violation and if such violation does not require immediate action, a Courtesy Notice will be given verbally and followed up by e-mail along with the Fine Schedule. The Owner will be notified of the Owner of the issue and will be educated on the reasons behind this particular rule or regulation. The Owner will be allowed appropriate time to address the problem or to respond concerning resolution of the issue. If the Owner does not have an e-mail address, the Courtesy Notice will be sent by regular mail and followed up with a phone call. The appropriate time is determined by the Board in its sole discretion, taking into account the nature of the violation. Copies of any correspondence will be kept and referenced in any follow up actions.

Second: Warning Notice

If the issue is not remedied after the Courtesy Notice, a Warning Notice will be sent via e-mail and regular mail. The Owner is to respond to Community Associations with resolution within **seven (7) business days** from the date of the First Warning Notice letter or request a hearing before the Board; otherwise a fine or other remedy as listed on the Fine Schedule will be imposed. If the violation is one that requires immediate action, the time period in which the Owner has to respond to the Community Associations may be less than seven (7) business days.

Third: Impose Fine

Community Associations will issue the appropriate fine (see Exhibit A - Fine Schedule) if the Owner does not comply by the stated date. The fine will be billed on the Owners account and the Owner will be notified of the fine. The Board has the right to impose additional fines for repeat violations. Repeat offenders will be fined as listed on the Fine Schedule for repeated

offenses. The Board may impose other penalties or if appropriate impose self help at the expense of the Owner.

Fourth: Self Help

If the situation warrants immediate action or has not been remedied, the Board may authorize self help at the expense of the Owner. Self help is the term meaning that the Association will, at the Owner's expense, arrange to have corrective actions taken. i.e. If the Owner doesn't remove fire fuels from his property, the Association may hire a contractor to remove the fuels and charge it to the Owner.

Once Owner has corrected the issue that gave rise to the violation:

Letter of Compliance

A Letter of Compliance will be sent to the Owner verifying that the violation has been addressed to the satisfaction of Community Associations.

***Any violation that needs immediate action will result in a warning and then a fine if not remedied. Any action that cannot be undone, such as the cutting of trees greater in diameter than 6 inches without permission, will result in an immediate fine and other self help remedies.**

Any illegal violation will be reported to the appropriate local, state or federal agency.

All documents related to violations will be recorded in the Owner's file in the Association database.

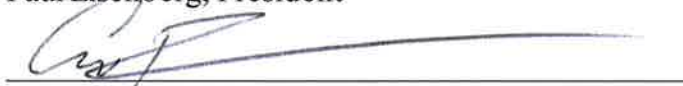
Opportunity to be heard: Within seven (7) business days from the date of the First Warning Notice letter, the Owner may request a hearing before the Board. The Board will schedule a hearing within 10 days of the request or sooner. Owners shall have the right to send a letter, send a representative, or appear in person at the hearing to present evidence as to why they should not be fined. In the event the violation is corrected prior to the hearing date, then, if appropriate, the hearing may be discontinued. Within seven (7) days of the hearing, the Owner will be given written notice of the decision.

Fine Schedule: See Exhibit A.

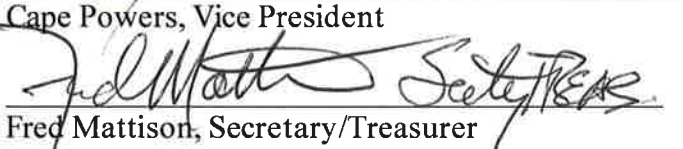
IN WITNESS WHEREOF, the Directors of Suncadia Residential Owners Association have adopted this resolution on April 24, 2015



Paul Eisenberg, President



Cape Powers, Vice President



Fred Mattison, Secretary/Treasurer

Suncadia Residential Area Schedule of Violations and Fines - Exhibit A Violations and Schedules of Fines Exhibit A Resolution 111b			
Violations Needing Immediate Attention	1st Offense	Warning Notice	Repeat Offenses (in addition to the 1st fine)
Animals			
Not controlling (uncontrolled) pets that become a nuisance, harass or chase wildlife or disturb the peace.	Warning	\$100	\$200
Letting pets loose or off leash pets within Suncadia. Not properly picking up or disposing of pet droppings.	Warning	\$50	\$100
Discharging of weapons or fireworks			
No firearms (including air guns) or fireworks are to be discharged within the Suncadia.	Warning	\$500	\$1,000
Noise Disturbance			
Violation of quiet hours (10 pm to 7 am) (Charged per home not occupant)	Warning	\$250	\$500
At any time, creating any loud, unpleasant, or raucous noise which unreasonably disturbs the peace, and comfort of others. i.e. Playing amplified or otherwise loud music and voice amplification either live or recorded; yelling or shouting at a continuous loud level of sound; allowing pets to bark, howl for extended periods of time.	Warning	\$150	\$250
Hanging of Wind Chimes or similar item that can be heard by other residents or from the common areas.	Warning	Removal	
Offensive or Unlawful Activities			
Carrying on noxious or offensive activities or placing on any Unit something which interferes with or jeopardizes the enjoyment of other Units or the Common Areas, or which is a source of annoyance to residents.	Warning	\$250	\$500
Open Burning Fires			
Burning charcoal or having an open fire except for gas BBQ's and approved gas fire pits. (Charged per home not occupant)	\$500	\$500	\$1,000
Prohibited Vehicles			
Operating of snowmobiles and other off road vehicles within the Residential Areas. Snowmobiles and ATVs must remain on trailers at all times when in Suncadia or Tumble Creek. No motorized vehicles are allowed on paths, trails, or in open spaces. Only licensed vehicles are allowed on roadways with the exception of Golf Carts in Tumble Creek	Warning	\$250	\$500
Solicitation/ Door to Door Promotion			
Door to door selling or promotion of any item, including handbills, literature or advertisement. The wearing or displaying of any advertisement i.e sandwich boards.	Warning	\$250	\$500
Solid Waste/ Discarding of Trash			
Discarding, dumping, burying, burning or other improper disposal of garbage, trash or litter in Suncadia.	Warning (& Possible clean-up at Owner's expense).	\$250	\$500
Speeding			
Speeding and/or reckless driving	Warning	\$100	\$250
Temporary Living Accommodations			
Temporary Structures. No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other outbuildings nor any uncompleted building shall be used on any Unit at any time as a residence either temporarily or permanently. Erecting tents and/or camping equipment upon residential property is not allowed.	Warning	\$50	\$250
Trees and Vegetation			
The removal of any tree that has a diameter greater than 4 inches, as measured 4 feet above grade, or any shrub measuring greater than 5 feet in height, must be approved in advance by the DRC. - Any tree designated as a Wildlife Tree, as marked by a card attached to the tree, may only be removed with the approval of both the Declarant and the DRC. - Removal of any trees and/or shrubs of the above-mentioned size or type without DRC approval will result in a fine per tree/shrub and/or additional tree/shrub mitigation as specified by the DRC. The DRC reserves the right to periodically adjust fines for unapproved tree/shrub removal.	\$2500 and replacement of tree with one of similar size	\$5000 and replacement of tree with one of similar size	\$7500 and replacement of tree with one of similar size
Wildlife Protection			
The capturing, trapping, injuring, or killing of wildlife within the Residential Areas is expressly prohibited, except when reasonably necessary to avoid an imminent threat of personal injury or death to any person or except when reasonably necessary to protect property from damage by rodents or other pests and then only to the extent permissible under applicable laws. The chasing, injuring and killing of wildlife within the Residential Areas by pets is also expressly forbidden.	Warning, possible fine and possible notification of governmental authority.	\$500	\$1,000

Suncadia Residential Area Schedule of Violations and Fines - Exhibit A Violations and Schedules of Fines Exhibit A Resolution 111b			
General Violations	1st Offense	Warning Notice	Repeat Offenses (in addition to the 1st fine)
Abandoned Vehicles			
Parking of stripped down, partially wrecked, inoperative or junk motor vehicles on any Unit or Common Area.	Warning	\$250	\$500
Address Markers			
Installing or maintaining an address marker not in compliance with the DRC guideline.	Warning	\$50	\$75
Not installing an approved address marker prior to occupancy.	Warning	\$50	\$75
Animals			
Raising, breeding or keeping an animal of any kind except dogs, cats and such other household pets as may be approved by the Board, and then only provided they are not kept, bred or maintained for any commercial purposes.	Warning	\$100	\$500
Completion of Construction/Landscaping			
Not completing the construction of any building of any Unit, including painting and all exterior finish or driveway paving within twelve (12) months from the beginning of construction without written approval for an extension which has been granted by the DRC.	Warning	\$100/ mo	\$250/mo after 3 months
Not completing landscapingwithin ten (10) months from the date occupancy of the Unit constructed thereon is approved by the applicable Governmental Authority. In the event of undue hardship due to weather conditions, this provision may be extended for a reasonable length of time upon written approval of the Design Review Committee.	Warning	\$100/ mo	\$250/mo after 3 months
Construction, landscaping, painting and exterior improvements or revisions being conducted without written approval from the Design Review Committee.	Warning	\$2,500	\$3,500
Exterior Lighting			
All exterior lighting not preapproved by the DRC or use of nondark sky compliant bulbs	Warning	\$25 per week	\$50 per week after 6 weeks
Holiday or Other Outdoor Decorations			
Using holiday decorations not in accordance with current Holiday lights resolution	Warning	\$25 per week	\$50 per week after 6 weeks
Landscape & Irrigation			
Exceeding the maximum area of approved irrigation	Warning	\$25	\$25
Installation of an above-ground irrigation system as a permanent system.	Warning	\$25	\$25
Mowing of native areas outside of the 2 times allowed per year. Mowing is allowed once in the Fall after October 1st and once in the Spring before June 15th. Failure to preserve the natural landscaping look by mowing native area or mowing areas visible from roadways. Excluded from this restriction is the 15' Fire Free Zone measured from the building eaves.	Warning	\$150/ mow	\$200/ mow after 6 mows
Failure to maintain individual unit grounds and structure in a clean, attractive and good repair.	Warning	\$250	\$400
Outside Storage			
Failure to maintain an interior solid waste disposal enclosure. Exceptions can be grandfathered. Garbage cans are not permitted outside of this enclosure except for removal by Waste Management Staff or on trash collection day.	Warning	\$25	\$50
After any allowed construction period, placing storage areas, machinery and-equipment upon any Unit, unless obscured from view of neighboring property and streets by an appropriate screen or enclosure approved by the DRC.	Warning	\$25 per week	\$50 per week after 6 weeks
Using tarps and covers except as otherwise provided in the Design Review Guidelines. Tarps and furniture covers must be earth tones and blend in with the environment.	Warning	\$250	\$500 after 6 weeks
Landscaping for each Unit shall be in compliance with forest fuels management and fire prevention practices as outlined in the currently published Firewise guidelines	Warning	\$500	\$1000 per month
Parking			
Parking on roadways, road shoulders, along the culdesacs, or in the landscaped areas of a yard. Parking is permitted only in driveways, autocourts or parking lots. Note: Special parking permits will be issued for special needs or events. Homeowners are responsible for notifying their guests of parking policy. Fines will be assessed by property not by individual vehicle.	Warning	\$50	\$100/ PossibleTowing
Constructing of a gravel or paved areas built along the street edge or within the road right of way	Warning	\$200	Removal by Association at Owners Expense or Blocking of access
Paths and Trails			
Creating paths or trails within the Residential Areas without prior written approval from the Design Review Committee. No pathway may be built within the golf buffer to connect residence to a golf course.	Warning	\$250	\$250

Suncadia Residential Area Schedule of Violations and Fines - Exhibit A Violations and Schedules of Fines Exhibit A Resolution 111b			
Prohibited Vehicles			
No mobile home, recreational vehicle (including campers), snowmobiles, all terrain vehicles, dirt bikes and other vehicles designed primarily for off-road use, commercial vehicles, any vehicles exceeding 9,000 pounds in gross vehicle weight, any trailer of any kind, any truck with a rated load capacity greater than one ton, or any boat, shall be kept, placed, maintained or parked for more than 48 hours in any 30 day period on any Unit or Common Area except in enclosed garages approved by the Design Review Committee, areas designated by the Board, or screened from view in a manner approved by the Design Review Committee.	Warning	\$50 per day after 48 hours	Towing
Residential Use			
Using a unit for non-residential purposes. Except with the consent of the Board, no trade, craft, business, profession, commercial or similar activity of any kind shall be conducted on any Unit, nor shall any goods, equipment, vehicles, materials or supplies used in connection with any trade, service or business be kept or stored on any Unit. Nothing in this paragraph shall be deemed to prohibit (a) activities relating to the rental or sale of Units, (b) the right of Declarant or any contractor or homebuilder to construct Improvements on any Unit, to store construction materials and equipment on such Units in the normal course of construction, and to use any Unit as a sales or rental office or model home or apartment for purposes of sales or rental in Suncadia, and (c) the right of the Owner of a Unit to maintain his professional personal library, keep his personal business or professional records or accounts, handle his personal business or professional telephone calls or confer with business or professional associates, clients or customers, in his Unit The Board shall not approve commercial activities otherwise prohibited by this paragraph unless the Board determines that only normal residential activities would be observable outside of the Unit and that the activities would not be in violation of applicable governmental ordinances.	Warning	\$100	\$250
Satellite Dishes/Hot Tubs/Outdoor Art			
Installing a hot tub , satellite dish or outdoor art in a location visible from the street, golf course and adjacent properties which is not adequately screened with approved fencing or landscaping. Satelite dishes may be painted to blend in with the environment.	Warning	\$500	\$1000 after 6 weeks
Signage			
Placing signs in conflict with Resolution 113a.	Warning & Immediate Removal	\$200 & Immediate Removal	\$300 & Immediate Removal
Solid Waste			
Not removing garbage and litter left on a regular basis so that it becomes unsightly, odorous or a nuisance.	Warning	\$250	\$250
Structures Permitted			
Erecting or maintaining any structure except structures containing residential dwellings and structures approved by the Design Review Committee. Tree houses and play houses must be approved by the DRC.	Warning	\$2,500	Removal

SROA RESOLUTION NO. 112

SUNCADIA RESIDENTIAL OWNERS ASSOCIATION OWNERS ADVISORY COMMITTEE CHARTER

WHEREAS, it is in the best interest of the homeowners and Suncadia Residential Owners Association (Association) to have a committee to act as advisors to the Board of Directors and to act as an advocate for Owners in all aspects of property ownership in the Association. The committee will listen to and give a voice to Owners, and recommend positive changes, additions and adjustments to the Board of Directors with the intent of enhancing the community experience; and

WHEREAS, the Board of Directors has identified the need for such a committee;

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Association does establish by this resolution a committee as a special committee of the Association whose powers are only advisory in nature; and whose purpose is to insure that members of the Association are kept informed of events and policies of relevance to the Association and that the Board of Directors are kept informed of issues of relevance to the Owners;

There is established herein a special committee to be known as Suncadia Residential Owners Association Owners Advisory Committee (Committee).

PURPOSE

The Committee is to assist the Board of Directors in its efforts to preserve, protect, enhance and communicate with the Owners by providing information and recommendations pertaining to Association matters.

ORGANIZATION

There shall be no less than seven (7) and no more than thirteen (13) members on the Committee. Committee members shall be appointed by and serve at the discretion of the Board. An Association Board member as well as the past president shall serve as an ex-officio member of the Committee.

MEMBERSHIP

Committee members must be members in good standing of the Association. The first Committee members shall serve either two- or three-year terms based on a lottery to be held at the first official meeting of the Committee. Future members will serve two year terms. Members' terms shall be staggered so that the terms of no more than three (3) members expire in any one year. Committee members may be considered for re-appointment if needed to provide continuity or expertise.

OFFICERS

Qualifications: After the initial year, all officers must have been a member of the committee for one year. The originally appointed officers shall serve terms as follows: Chairperson and Vice-chairman shall be elected for a period of two (2) years and Secretary for one (1) year. Subsequent terms will be two (2) years.

1. Chairperson: The Committee Chairperson shall be selected by the Committee. The Chairperson shall:
 - a. Schedule and conduct meetings;
 - b. Send notice of meetings in advance of each meeting to all members by hard copy, fax, email or similar means;
 - c. Act as a liaison between the Committee, the Board and the Association Manager.
 - d. Communicate Board directives to the Committee and;
 - e. Report Committee recommendations to the Board.

2. Vice-chairperson shall:
 - a. Assist the Chairperson in the performance of his/her duties, and
 - b. In the event of absence or incapacity of the Chairperson, is empowered to perform all duties and exercise all authority vested in the Chairperson.
3. Secretary: The Committee Secretary shall be appointed by the Chairperson. The Secretary shall be responsible for:
 - a. Ensuring that notes of the meeting are recorded and records of the meetings are maintained;
 - b. Ensuring that records are maintained for any actions undertaken outside of a meeting; and
 - c. Other administrative duties as assigned by the Chairperson.

QUORUM AND VOTING

A Quorum shall be the majority of the members of the Committee, and all members of the Committee have the power to vote.

ADMINISTRATION

1. **Meetings**: The committee shall meet at least every other month or more frequently at the discretion of the Chairperson. Any Committee member that misses two (2) concurrent meetings without being excused by the Chairperson will be deemed to have resigned his/her position.
2. **Agenda**: The agenda shall be set by the Chairperson. The Chairperson or designee will circulate agendas and any relevant documents/presentation(s) at or in advance of each meeting, with copies to the Secretary.
3. **Notes**: The Secretary will record notes of each meeting and submit them to Management for approval prior to communicating to Owners.
4. **Review and self assessment**: The Committee will conduct an annual self-assessment of the effectiveness of the Committee. The assessment shall cover at a minimum: committee membership, process, information flow and responsibilities. This assessment will be presented to the Board.
5. **Reporting**: The Chairperson shall report on its activities and make recommendations by submitting a written report at least ten days in advance of a regularly scheduled Board meeting. The Chairperson or designee may present the report at any regular Board meeting. The Committee will make a presentation at the Annual Meeting.
6. **Vacancies**: In the event of member resignation, the Committee will submit a list of names for replacements to the Board for approval.

FUNCTIONS AND RESPONSIBILITIES

1. The committee shall:
 - a. Communicate with the Owners and represent their issues of relevance to the Association to the Board of Directors;
 - b. Make suggestions to the Board of Directors on enhancements, programs or projects that the Owners desire;
 - c. Assist the Board in researching and implementing Board-approved projects that benefit the Owners; and
 - d. Assist the Board of Directors as the Board feels necessary.

This resolution is adopted and made a part of the minutes of the January 26, 2010 Board of Directors meeting.

ATTESTED BY: _____
Secretary

TO: Association Owners Advisory Committees
From: Association Board of Directors
RE: Clarification of Roles and Responsibilities
Date: September 30, 2011- Revised

Individuals, committees and board members need to be very careful about their communications. Neither they nor the Associations are protected from liability for libel, slander, defamation, invasion of privacy or business interference. In order to protect the Associations, committees and individual owners must be careful to keep all communications and work on the level of policy and procedure. It is one thing for an individual to talk directly to their neighbor about resolving a problem between them, but it is entirely different to communicate with third parties. Individual situations should never be emailed or e-blasted or otherwise communicated directly to anyone other than management staff who will handle every situation in a consistent, uniformly careful, private and respectful manner. A person or organization can be liable for damages, even if they are technically accurate, if they go about it in a manner that causes unwarranted harm or damage. **All intra committee correspondence must include Management.**

It is for these reasons that the Boards of Directors would like to review the functions and responsibilities of the Owner Advisory Committees as noted in their Charters:

FUNCTIONS AND RESPONSIBILITIES

1. The committee shall:
 - a. Communicate with the Owners and represent their issues of relevance to the Association to the Board of Directors;
 - i. *This communication is to be in the form of written letters/emails, surveys, and/or forums. All communication is to be preapproved by management or action of the Board before distribution.*
 - ii. *Individual homeowner concerns or questions should be forwarded to Community Associations Management - CommunityAssociations@suncadia.com or 509-649-6270*
 - b. Make suggestions to the Board of Directors on enhancements, programs or projects that the Owners desire;
 - i. ***Within the scope of authority of each individual Association***, using letters/emails, surveys, and/or forums, solicit the owners concerning programs and enhancements that they desire. All communication is to be preapproved by management or action of the Board before distribution. The Committee must show documentation to validate the opinions and desires of the owners before action is taken. Many actions will have a financial consequence and the Board must validate that the majority of owners are in favor of these actions.
 - ii. *The Advisory Committees act on behalf of all members of the Association and for the benefit of the community as a whole. The opinions of the Committee are not to be represented as the opinions of the community unless validated by survey or poll.*

- c. Assist the Board in researching and implementing Board-approved projects that benefit the Owners; and
 - i. *The Committee will present the above to the Boards of Directors at their regularly scheduled meetings. The Board will approve/disapprove projects or enhancements as they feel appropriate. No action can be taken by the Committee prior to approval by the Board.*
 - ii. *The Committee will submit their report as defined in the attached style guide sample.*
 - iii. *Reports are to be factual and proactive with recommendations that are free from criticism, defamation or personal opinion.*
- d. Assist the Board of Directors as the Board feels necessary.
 - i. *The Board will explicitly assign tasks to the Committee to undertake. Unless it has been authorized by Board action, the Committee has no authority to act.*
 - ii. *The Committees are not empowered as a standards enforcement authority but rather will report to the Board advising about policies and procedures it thinks should to be enacted or modified.*
 - iii. *Individual Committee members acting solely as an owner may report alleged violations of community standards in the following manner:*
 - 1. *All reports are to be made to the Community Associations Management in confidence.*
 - 2. *Any reports containing personal information/addresses must specifically be noted as “confidential- not for distribution”*
 - 3. *No report of alleged infraction can be cc’d or bcc’d to any other person.*
 - 4. *There may be no defamation of fellow property owners or commercial entities. This pertains to both written and verbal communications.*
 - 5. *No opinions or judgments shall be rendered concerning the fault or intent of any supposed violator.*
 - 6. *Only Community Associations Management will investigate alleged violations. They will determine the process for notice or enforcement. Processes will be followed as directed by Board adopted policies and procedures.*
 - 7. *No individual owner is empowered to direct staff to take enforcement action in any manner.*
 - 8. *All rules and regulations shall be enforced equitably and no class of owners shall be singled out for additional scrutiny.*

The mission of the Committees is to make owners [Residential (rental and non-rental), Private Amenities and Commercial] feel heard and welcomed rather than policed or harassed.

Owner Advisory Committee Report

Report for Board of Directors/Annual meeting on _____

Submit a copy of this report to the Association President and Secretary at least ten days prior to each Board meeting and two weeks prior to the Annual meeting.* Keep a copy for the Committee records.

Committee Meeting Dates: _____

Committee Chair: _____

Committee Members: _____

Board assigned projects (Projects) and estimated completion dates: (include Summary of activities related to the Projects:

Items needing Board action: (Write a motion explicitly stating the action needed to be taken by the Board)

Circle one: I will make an oral report to the Board. (Estimated time needed.) _____

I will only submit a written report.

Date

Submitted by

*Meeting dates referenced: Board Meeting: October 21, 2010; Annual Meeting date: December 4, 2010
Reports are to be factual and proactive with recommendations that are free from criticism, defamation or personal opinion.

Suncadia Residential Owners Association

RESOLUTION NUMBER 113a

Relating to Temporary Signage

WHEREAS, the Governing Documents of Suncadia Residential Homeowners Association (“CCR’S”) assign the Board all powers and duties necessary for the administration of the affairs of Suncadia Residential Homeowners Association (“Association”) and state that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Article 3, Section 3.1 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

WHEREAS, the Board has determined that in order to preserve the Suncadia aesthetic and to protect the best interests of the Association and the Association’s members that the Board needs to clarify the signage policy within the Residential areas of Suncadia.

NOW, THEREFORE, BE IT RESOLVED that due to conflicts with Section 7.11 of the Amended and Restated Declaration Covenants, Conditions and Restrictions for Suncadia Residential Areas (CC&Rs) the Board of Directors hereby rescinds Resolution 113, and adopts Resolution 113a as a replacement resolution.

General: The CC&Rs state the only allowed signs are as outlined below:

7.11 Signage.

7.11.1 General Prohibition; Exceptions. No sign or billboard of any kind (including, but not limited to, commercial or political signs to the extent such prohibition is permitted by law) shall be displayed on any Unit to public view, except for:

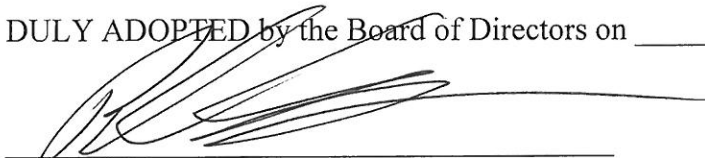
- (i) traffic and directional signs established by Declarant or the Board;
- (ii) signs that are required for legal proceedings;
- (iii) during the time of construction of any Improvement, one job identification sign, the size, color and design of which shall be subject to the approval of the Design Review Committee; and
- (iv) signs, billboards or other advertising devices or structures used by Declarant or any builder authorized by Declarant in connection with the

development, marketing, advertising, sale or rental of any interest in a Unit or other portion of the Residential Areas.

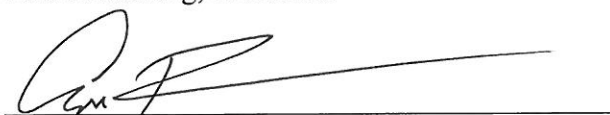
THEREFORE, BE IT RESOLVED *that the above signage prohibitions and exceptions (CC&Rs 7.11) are further clarified, but not superseded, modified, or limited, by the following.*

- *Temporary signs of a cautionary, directional or traffic control nature may be displayed and installed by Community Services on a temporary basis and will be removed as soon as practicable. Any permanent directional signs require the prior approval of the Board of Directors.*
- *Signs that are required for legal proceedings will be allowed but will be removed as soon as allowable.*
- *Approved construction signs are allowed at a construction site subject to the approval, terms and conditions of the Design Review Committee.*
- *No for sale, open house or for rent signs may be erected except as stated in 7.11.1 (iv).*
- *Signs, billboards or other advertising devices or structures used by Declarant or any builder authorized by Declarant in connection with the development, marketing, advertising, sale or rental of any interest in a Unit or other portion of the Residential Areas require the prior approval of the Design Review Committee.*

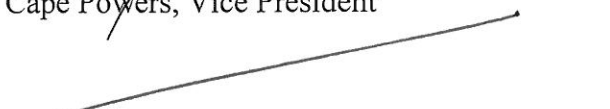
DULY ADOPTED by the Board of Directors on 7-28, 2011:



Paul Eisenberg, President



Cape Powers, Vice President



Fred Mattison, Secretary/Treasurer

CORPORATE RESOLUTION CERTIFICATION

I. ACCOUNT INFORMATION

ACCOUNT TITLE: Suncadia Residential Owners AssociationACCOUNT NUMBER: 1111111111

II. CERTIFICATION

I HEREBY CERTIFY that a meeting, duly called, of the Board of Directors of Suncadia Residential Owners Assoc. a corporation, which said meeting a quorum was present and acting throughout, the following preamble and resolution was adopted and ever since has been and now is in full force and effect.

WHEREAS this Corporation is duly authorized and permitted by its Charter and Bylaws to:

- (1) Engage in cash and margin transactions in any and all forms of securities including, but not limited to, ~~stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bond debentures, notes, scrips, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidences of indebtedness, commercial paper certificates or indebtedness, and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise, and margin transactions, including short sales.~~
- (2) ~~Receive on behalf of the Corporation or deliver to the Corporation or third parties monies, stocks, bonds, and other securities. To sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter, registered in the name of the Corporation.~~
- (3) Establish and maintain an asset management account with ~~debit card, check writing, and margin privileges~~, from which account funds are directly spent, the responsibility for which is entirely that of the Corporation, such that check writing and ~~debit card~~ privileges will be limited to the following persons designated by the Corporation: 2 required

Brian HorstmanCape PowersPaul EisenbergFred Mattison

NOW THEREFORE BE IT RESOLVED that this Corporation open an account or accounts in its name with _____

and that this Paul Eisenberg, President, Cape Powers, Vice President

Fred Mattison, Treasurer, or Brian Horstman or any one of them or their successors in office, may, on behalf of this Corporation or any one of them acting individually, be and they are hereby authorized to (1) give orders in the said account or accounts for the purchase, sale, or other disposition of stocks, bonds, and other securities, (2) deliver to and receive from Pershing LLC (Pershing), on behalf of this Corporation monies, stocks, bonds, and other securities, (3) sign acknowledgements of the correctness of all statements of accounts, and (4) make, execute, and deliver under the corporate seal any and all written endorsements and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to each of said officers to remain in full force and effect until written notice of the revocation thereof shall have been received by _____

III. CERTIFICATION AND SIGNATURE

I FURTHER CERTIFY that the following are the signatures of the officers (or others) authorized by the foregoing resolution to act for this Corporation:

[Signature][Signature]Fredrick K. Mattison

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this

(AFFIX CORPORATE SEAL HERE)

22 21st day of October 2010SECRETARY: Fredrick K. Mattison

NOTE: This certificate must be executed by an officer other than one of those authorized to act.



CORP

**SUNCADIA RESIDENTIAL OWNERS ASSOCIATION
RESOLUTION NUMBER 115**

Association Website External Hyperlink Policy

WHEREAS, the Governing Documents of Suncadia Residential Homeowners Association (“CCR’S”) assigns the Board all powers and duties necessary for the administration of the affairs of Suncadia Residential Homeowners Association (“Association”) and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Article 3, Section 3.1 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

WHEREAS, the Board has determined that it is in the best interests of the Association and the Association’s members to adopt a uniform website external hyperlink policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the following policy as a guide:

Since it is a common practice for organizations with a website to include hyperlinks to other websites that have related information, the inclusion of such links on the Suncadia Associations Website (Website) is for the convenience the Owners within Suncadia. The inclusion of any link does not imply endorsement by or association with the Associations and the operators of the site. The Suncadia Associations have neither control nor are responsible for the content of any linked site, or any link contained in a linked site, or any changes or updates to such sites. The Website is not intended to be an open public forum. Links to external content on web pages operated by the Suncadia Associations will be permitted at the Associations sole discretion.

This policy applies to the Website and all pages and subsidiary Websites operated and maintained by Suncadia Associations, including, but not limited to, the following:

Internal

- Suncadia Commercial Entities
- Suncadia Private Amenities
- Events sponsored by Suncadia Commercial entities
- Events sponsored by the Suncadia Fund for Community Enhancement

Local & Regional Community

- Emergency Service providers
- Chambers of Commerce
- County recreational, informational and governmental links and maps
- Regional recreational, informational and governmental links and maps
- Links to local non-profit entities deemed appropriate.
- Kittitas Conservation Trust
- U.S. Forest Service

Basic Information Links

- Weather
- Pass conditions
- Utilities providers

Services

- Links to service providers listed in the Website directory

Content Guidelines

In determining whether to allow external content links on the Website, the Suncadia Associations will be guided by the purpose of the Website which is to provide Owners with a broad range of useful information particular to the enjoyment of Suncadia and the surrounding community. The Associations, at their sole discretion, will determine whether external content meets the purposes of the Website.

Generally, external content does not meet the purposes of the Website if the content contains, suggests, or infers or has links to any of the following. (This list is a nonexclusive list.):

1. Advocacy of or opposition to any politically, environmentally, or socially controversial subjects, ballot measures issues, or candidates.
2. Disparaging or libelous remarks or promoting any person or class of persons.
3. Content not suitable for visitors of all ages, or links to or other promotion of businesses whose products or services are not suitable for persons of all ages.
4. Promoting or inciting illegal, violent, or socially undesirable conduct.
5. Promotion or availability of alcohol, tobacco products, weapons, illegal drugs or adult material.
6. Promotion of any religion or religious viewpoint
7. Claims of efficacy, suitability, desirability, or other non-objective statements about businesses, products, or services.
8. Content that infringes on any trademark, copyright, or patent rights of another.
9. Claims or representations in violation of advertising or consumer protection laws.
10. Content that a reasonable citizen may not consider to maintain the dignity and decorum appropriate for a community association.

Link requests

Required contact information includes:

1. Name of the organization operating the website.
2. Physical address (i.e., a postal address) of the organization.
3. Name of the person responsible for the website.
4. E-mail address of the person responsible for the website.
5. Telephone number of the person responsible for the website
6. Internet address (URL) of the website.

In addition, for external websites linked from the Website, the specific page that is opened when a visitor goes to the URL provided (usually referred to as the “home” or “start” page) must meet the following technical requirements:

1. The page must contain a valid HTML title tag that provides the name of the site or the organization that operates the site.

2. The page must provide contact information available to any visitor to the site. This contact information may be in the form of an e-mail address, postal address, or telephone number.

Requests for links from the Website will not be granted automatically and are not guaranteed for website operators who provide the required contact information. Links to external content on the Website will be added at the Suncadia Associations sole discretion.

Oversight and Monitoring

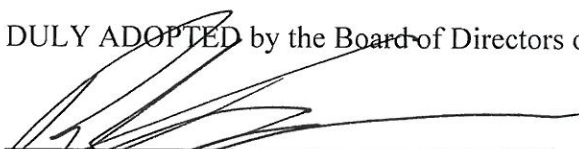
The Suncadia Associations will establish procedures to monitor the implementation and continuing oversight of this policy. These procedures will include:

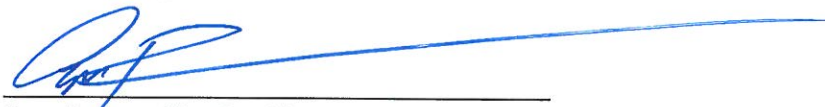
- Review of all new requests for links from the Website to other websites to verify compliance with this policy prior to granting the request; and
- A periodic review of a sample of existing external website links to ensure that the links still comply with this policy.

Removal of Content

The Suncadia Associations will remove links to an external website, in their sole discretion. This discretion may be exercised if the external website is either in violation of any of the above listed guidelines.

DULY ADOPTED by the Board of Directors on July 26, 2012:



Paul Eisenberg, President

Cape Powers, Vice President

Fred Mattison, Secretary/Treasurer

Suncadia Residential Owners Association
RESOLUTION NUMBER 116

Relating to Tree Disease and Pest Control on Individual Homesites

WHEREAS, fire and plant disease are each conditions that, once present, are very difficult to contain and are likely to spread outward from their source of origin unimpeded by property lines demarking where one Unit ends and another Unit begins.

WHEREAS, the existence and spread of fire and of plant disease are a threat to people and property throughout Suncadia.

WHEREAS, the prevention of fire and of plant disease within Suncadia is important to advance the Association's interest in protecting people and property from harm caused by fire and by plant disease.

WHEREAS, the Governing Documents of Suncadia Residential Homeowners Association ("Governing Documents") create rights and obligations intended to enable the Association to take actions aimed at preventing fire and tree disease.

WHEREAS, the Governing Documents obligate each Unit Owner to maintain vegetation in a manner so as not to create a fire hazard, to refrain from doing or placing something upon a Unit that might jeopardize the rights of other Owners, and to act to prevent any thing or condition from existing upon a Unit which shall "induce, breed or harbor infectious plant diseases or noxious insects or vermin." *Suncadia Covenants, Section 7.18.*

WHEREAS, the Governing Documents confer upon the Association various rights it may exercise in its enforcement of the Owner maintenance obligations described above and in its pursuit of the fire and disease prevention objectives described above, including, but not limited to, the rights to (a) enter upon a Unit at a reasonable time and with reasonable notice to the Owner to inspect the health and condition of vegetation located there, (b) to take such actions to restore compliance with the Governing Documents where the condition of vegetation located there does not comply with the Governing Documents, (c) to assess the costs of doing so to the Owner of the Unit as an Individual Assessment, and (d) to create a class of services for Units and to Individually Assess the Owners of Units within such class. *Suncadia Covenants, Sections 4.2, and 9.6.*

WHEREAS, the Board of Directors (Board) has determined that the best interests of the Association and of its Members are served by the establishment of standards and of an Association-wide inspection and treatment program for the control of the spread of tree disease and pest infestation, in order to help prevent the spread of fire and of tree disease, and to help prevent the harmful consequences associated with the spread of fire and of tree disease.

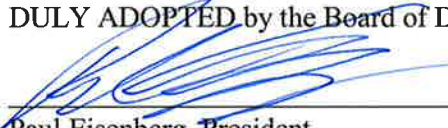
NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the following policy relating to Tree Disease and Pest Control on Individual Homesites within the Suncadia neighborhoods. The following policy will go into effect as of October 17, 2014:

1. Unless specifically exempted by the Association in writing as provided below in Section X of this Resolution, all improved and unimproved Units within the Suncadia Residential Owners Limited Common Area shall be included in an Association-wide program to mitigate the spread of tree disease and/or pest infestation, the cost of which will be allocated on a per-participating-Unit pro rata basis against Units included in the program as an Individual Assessment against each Unit included in the

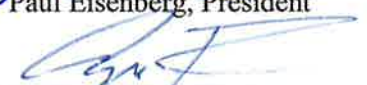
program. The Individual Assessment shall be paid quarterly and may be included by the Association in the general assessment billing.

2. This program may encompass targeted ground spraying, aerial spraying or other silviculture methods. The most effective method(s) will be determined by the Board after consultation with forestry and land stewardship experts.
3. A Unit Owner desiring that the Unit be exempted from this program may make written request to the Association for a written exemption from this program, which request shall be supported by proof that proves, to the reasonable satisfaction of the Board, that:
 - a. The Unit has no tree(s) of any species included on the then current Association list of tree species "at risk of infestation," or
 - b. The Unit has a tree(s) of any species included on the then current Association list of tree species "at risk of infestation," but the Owner of the Unit is already taking specific actions, with the assistance and supervision of a competent, well qualified forester, that in the written opinion of such forester is likely to be at least as effective in preventing or treating infestation as the Association's program is likely to be.
4. The Board may, in its sole discretion, require an Owner who has requested an exemption to provide additional proof before taking final action on the request for exemption.
5. The Board may, in its sole discretion, delegate to Association management the authority to review such exemption requests and to make the determination about whether or not to grant the exemption requested and, if so, whether to condition granting of the exemption upon certain terms and conditions set forth in the written decision on the exemption decision.
6. If an Owner requests and is granted an exemption, the Association shall take such action as is appropriate to adjust that Unit's account with the Association so that the exempt Unit is not Individually Assessed for the Association's program.

DULY ADOPTED by the Board of Directors on October 17, 2014:



Paul Eisenberg, President



Cape Powers, Vice President



Fred Mattison, Secretary/Treasurer

**SUNCADIA RESIDENTIAL OWNERS ASSOCIATION
PROSPECTORS REACH NEIGHBORHOOD COMMITTEE CHARTER**

WHEREAS, it is in the best interest of the homeowners within the Prospectors Reach Neighborhood and Suncadia Residential Owners Association (Association) to have a committee to act as advisors to the Board of Directors on behalf of the Prospectors Reach homeowner;

WHEREAS, the Board of Directors has identified the need for such a committee;

NOW THEREFORE LET IT BE RESOLVED, that there is established herein a special committee to be known as the Prospectors Reach (PR) Neighborhood Committee (Committee) to function under the authority and guidance of the Suncadia Residential Owners Association Board of Directors (Board). The Committee shall serve in an advisory capacity to the Board.

PURPOSE

The Committee is to assist the Board in its efforts to ensure a high level of maintenance, repair and improvement to the PR neighborhood.

MEMBERSHIP

There shall be no less than three and no more than seven members on the Committee. Committee members shall be appointed by and serve at the discretion of the Board.

Committee members must be members in good standing of the Association. The first Committee members shall serve either two- or three-year terms based on a lottery to be held at the first official meeting of the Committee. Future members will serve two year terms. Members' terms shall be staggered so that the terms of no more than three (3) members expire in any one year. Committee members may be considered for re-appointment if needed to provide continuity or expertise.

The Committee shall select a Chairperson who shall schedule and conduct meetings, communicate Board directives to the Committee and report Committee recommendations to the Board.

The Committee shall meet as needed in advance of the quarterly Board meetings and shall report on its activities and make recommendations by submitting a written report at least one week in advance of a regularly scheduled Board meeting.

FUNCTIONS AND RESPONSIBILITIES

After surveying the PR Neighborhood members

1. The Committee shall recommend policies and procedures related to the governance of the PR neighborhood as needed,
2. The Committee shall review current PR Neighborhood amenities, maintenance activities and services and recommend improvements or changes to Management by September 1st of each year for possible inclusion in the following calendar year budget. Any major changes or improvements must be approved by a majority vote of the PR Neighborhood members and the Board.
3. The Committee shall review Management's proposed annual budget prior to September 15th each year and make recommendations to the Finance Committee for inclusion in its recommended budget to the Board.
4. The committee shall address other topics as assigned by the Board.

This resolution is adopted and made a part of the minutes of the October 17, 2014 Board of Directors meeting.

ATTESTED BY: _____

Paul Eisenberg - President



Rules for Operation of Low Speed Electric Vehicles/Street Licensed Golf Carts (EVs)

Suncadia Residential Owners Association

Low Speed Electric Vehicles – Must meet the requirements of (RCW 46.04.357 and 46.04.295) Any electric vehicle that travels on four wheels at a speed less than 35 mph may be classified as a Medium Speed Vehicle (25-35mph) or a Neighborhood Electric Vehicle (up to 25mph). These vehicles must meet the state and federal requirements for low speed electric vehicles.

Examples:

- a) A Neighborhood electric vehicle (NEV) – for road use on roads 35 mph or under and in accordance to state and local restrictions (RCW 46.04.357) (RCW 46.61.725)
- b) A Medium Speed Vehicle (MSV) – for road use on roads 35 mph or under and in accordance to state and local restrictions (RCW 46.04.295) (RCW 46.61.723)

License

Operators must have a valid drivers' license (RCW 46.20.001)

The vehicle must be registered and display a valid Washington State license plate (RCW 46.12)

Insurance

Drivers must have liability insurance.

Community Association Registration

Vehicles must be registered with the Association and display a valid Suncadia Owner Vehicle Decal. Owners must sign an acknowledgement of the Rules before a decal will be issued.

Equipment Requirements

1. 4 wheels (RCW 46.04.295 & RCW 46.04.357)
2. Electrically powered (RCW 46.04.295 & RCW 46.04.357)
3. Roll cage or crush-proof body (Medium Speed Vehicles Only RCW 46.04.295)
4. 20 mph – 25 mph (Neighborhood Electric Vehicle Only RCW 46.04.357)
5. 25 mph – 35 mph (Medium Speed Vehicle Only RCW 46.04.295)
6. Headlamps (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)
7. Turn Signals (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)
8. Tail lamps (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)
9. Stop lamps (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)
10. Reflectors – one red on each side to the rear (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)

11. Mirrors - Must have a mirror on the driver's side of the vehicle and at least one additional mirror located on either the passenger's side or in the center of the vehicle (a rearview mirror) that must reflect a distance of at least 200 feet (RCW 46.37.400; 49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)
12. Parking Brake (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)
13. Windshield (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)
14. VIN (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)
15. Seat belts (49 CFR 571.500 – RCW 46.04.295 & RCW 46.04.357)

Operation of Vehicle

(EVs may not operate at a speed faster than 25 miles per hour (mph) and may only be used on roads that have a posted speed limit of less than 35 mph. EVs must display a notice of the operational restrictions (either painted or otherwise permanently attached) on the vehicle in a location that is in clear view of the driver.

Regarding the use of these vehicles in the Suncadia; EVs must be driven only on roadways and on the far right side of the street. These vehicles are not to be driven on paved and unpaved pathways, golf cart paths or within parks or common areas.

Exceptions

Community Association vehicles; such as those used by Community Service personnel and authorized landscape workers are considered "farm equipment". These vehicles do not fall under the same guidelines as the EVs. These vehicles may be driven in areas in order to reach the area where work is needed, including paved and unpaved pathways. However, when driving on the roadways they must obey the speed limit and drive on the far right side of the street. Association workers must be courteous to pedestrians/bicyclists and move out of the way to let them pass by. Please notify the Association if these rules are not adhered to.

Authorized by the Board of Directors on October 12, 2012:



Paul Eisenberg, President

Cape Powers, Vice President

Fred Mattison, Secretary/Treasurer