

Suncadia

Residential Association

Policies and Procedures

**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;

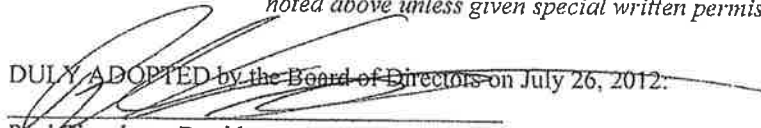
WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

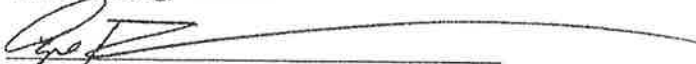
WHEREAS, the Board has determined that it is in the best interests of the Association and the Association's members to adopt *a uniform policy for the use and style of exterior holiday decorations*

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 102

Relating to use of charcoal 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, Section _____ 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 of charcoal at Suncadia*.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the following policy as a guide to the use of exterior charcoal within the Suncadia neighborhoods:

Duration: *Prohibited from June through October*
Location(s): *All residential homes in the Suncadia neighborhoods*

[Suncadia Residential Owners Association]

RESOLUTION ACTION RECORD

Resolution Type: **Policy** No. **102**

Pertaining to: Charcoal use in Suncadia neighborhoods

Duly adopted at a meeting of the Board of Directors held: January 10, 2007

Motion by: Paul Eisenberg Seconded by: Del Goehring

	VOTE:				
	YES	NO	ABSTAIN	ABSENT	
<u>Paul Eisenberg</u> President	<u>X</u>	<u> </u>	<u> </u>	<u> </u>	
<u>Bill Wethe</u> Vice President	<u> </u>	<u> </u>	<u> </u>	<u>X</u>	
<u>Del Goehring</u> Treasurer	<u>X</u>	<u> </u>	<u> </u>	<u> </u>	

Leanne Larsen
Secretary

X

Chris Kelsey
Director

X

ATTEST:

Secretary

Date

FILE:

Dated Minutes – January 10, 2007

Book of Resolutions: _____

	<u>Type</u>	<u>Page No.</u>
Policy	_____	_____
Administrative	_____	_____
Special	_____	_____
General	_____	_____

Resolution effective: _____, 2007

Del E. Goehring
Del Goehring

Chris Kelsey
Chris Kelsey

Paul Eisenberg
Paul Eisenberg

William Wethe

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

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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 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.

* 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 January 17, 2008

President



Secretary

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;

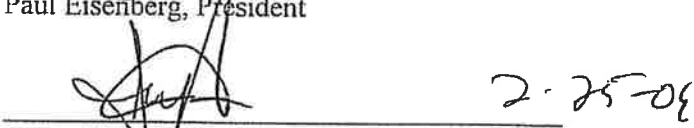
WHEREAS, the Board deems it to be in the best interests of the Association to adopt general financial policies to guide the Association's accounting procedures, purchasing and contracting, budgeting and budget control, and asset management.

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

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.

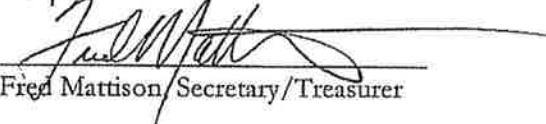


Paul Eisenberg, President



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:

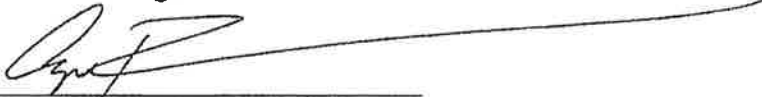
Revised Design Review Fee Schedule and Description of Fees

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.

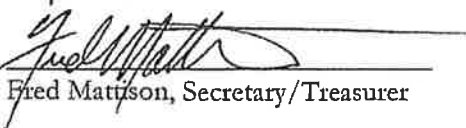


Paul Eisenberg, President



Gary Kiddleon, 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.

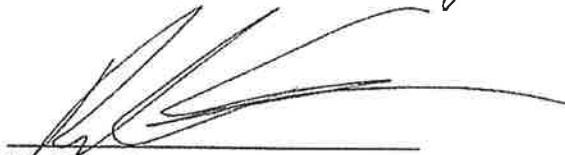
Opportunity to Be Heard

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

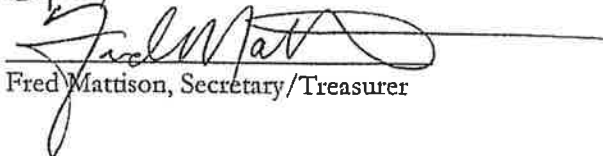


Paul Eisenberg, President



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

EXHIBIT 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
Construction Trailers and /or Temporary Structures		
Unapproved trailers or temporary structures on jobsite	200.00	each occurrence
Damage Repair and Restoration		
Damage and scarring to other property	Cost to	repair plus 200.00
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
Pets		
Pets brought to the development	100.00	each occurrence
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
Schedule of Violations and Fines - Exhibit A

Violations and Schedules of Fines 111a			
Violations Needing Immediate Attention	1st Offense	Warning Notice	Repeat Offenses (in addition to the 1st fine)
Animals			
<i>Not controlling (uncontrolled) pets that become a nuisance, harass or chase wildlife or disturb the peace.</i>	Warning	\$100	\$200
<i>Letting pets loose or off leash pets within Suncadia. Not properly picking up or disposing of pet droppings.</i>	Warning	\$25	\$100
Construction			
<i>Not keeping a building site clean, free of litter, brush, vines, weeds and other debris.</i>	Warning	\$50	\$100
Offensive or Unlawful Activities			
<i>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.</i>	Warning	\$250	\$500
<i>Hanging of Wind Chimes or similar item that can be heard by other residents or from the common areas.</i>	Warning	Removal	
Open Burning Fires			
<i>Burning charcoal or having an open fire except for gas BBQ's and approved gas fire pits.</i>	Warning	\$500	\$1,000
Prohibited Vehicles			
<i>Operating of snowmobiles, golf carts and other off road vehicles within the - Residential Areas.</i>	Warning	\$250	\$500
Solicitation			
<i>Selling or promoting any item or proposal by personal contact, including handbills, literature or advertisement, the wearing or displaying of any advertisement or door to door.</i>	Warning	\$250	\$500
Solid Waste			
<i>Discarding, dumping, burying, burning or other improper disposal of garbage, trash or litter in Suncadia.</i>	Warning & Possible clean up at Owner's expense).	\$250	\$500
Speeding			
<i>Speeding and/or reckless driving</i>	Warning	\$100	\$250
Temporary Living Accommodations			
<i>Erecting tents and/or camping equipment upon residential property.</i>	Warning	\$50	\$250
Trees and Vegetation			
<i>Unauthorized - removal of any tree that has a diameter greater than 6 inches or any shrub measuring greater than 5 feet in height.</i>	\$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			
<i>Capturing, trapping, injuring, or killing of wildlife within the Residential Areas. Deliberately feeding of native or feral wildlife, except songbirds.</i>	Warning	\$500	\$1,000

Suncadia
Schedule of Violations and Fines - Exhibit A

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	\$25	\$50
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			
Not completing the construction of any building of any Unit, including painting and all exterior finish 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
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 pre-approved by the DRC.	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
Installing unscreened outdoor art and other ornamentation on any residential lot	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 one time allowed per year and outside of the June 15 through October 1 time period.	Warning	\$150/ mow	\$200/ mow after 6 mows
Failure to preserve the natural landscaping look by mowing native area or mowing areas visible from roadways.	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 is required. Garbage cans are not permitted outside of this enclosure except for removal by Waste Management Staff. Exceptions can be grandfathered	Warning	\$25	\$50
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.	Warning	\$250	\$500 after 6 weeks
Using a trailer, outbuilding or temporary structures on any unit at any time as a residence either temporary or permanently.	Warning	\$250	\$500 after 2 weeks/ Tow or removal
Parking			
Parking on roadways, road shoulders, along the cul-de-sacs, 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.	Warning	\$50	Towing
Constructing of a gravel or paved areas built on the street or in the 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.	Warning	\$250	\$250
Prohibited Vehicles			
Keeping, placing, parking or maintaining a mobile home, recreational vehicle, (including campers), snowmobiles, all terrain vehicles, dirt bikes and other 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 for more than 48 hours on a residential property.	Warning	\$50	Towing
Residential Use			
Using a unit for other than residential purposes without the consent of the Board. Conducting trade, craft, business, profession, commercial or similar activity of any kind in any Unit, or storing of goods, equipment, vehicles, materials or supplies used in connection with any trade, service or business.	Warning	\$100	\$250
Satellite Dishes/Hot Tubs			
Installing a hot tub or satellite dish in a location visible from the street, golf course and adjacent properties which is not screened with approved fencing or landscaping.	Warning	\$500	\$1000 after 6 weeks
Signage			
Posting of signs not approved by the DRC.	Warning	\$25	Removal without notice
Solid Waste			
Not removing garbage and litter left on a regular basis so that it becomes unsightly, odorous or a nuisance.	Warning	\$250	\$250
Speeding			
Speeding and/or reckless driving	Warning	\$100	\$250
Structures Permitted			
Erecting or maintaining any structure except structures containing residential dwellings and structures approved by the Design Review Committee.	Warning	\$2,500	Removal
Wood Burning Fireplaces and Stoves			
Use of Wood-burning fireplaces and stoves within a residence in the residential areas.	Warning	\$500	\$1,000

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

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.

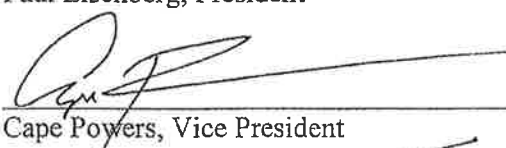
THEREFORE, BE IT RESOLVED that the above signage prohibitions and exceptions (CC&Rs 7.11) are further clarified, but not superseded, modified, or limited, by the following.

- 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.

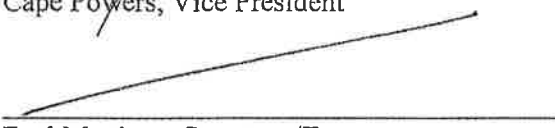
DULY ADOPTED by the Board of Directors on 7-28, 2011:



Paul Eisenberg, President



Cape Powers, Vice President



Fred Mattison, Secretary/Treasurer

CORPORATE RESOLUTION CERTIFICATION

I. ACCOUNT INFORMATION

ACCOUNT TITLE: Suncadia Residential Owners AssociationACCOUNT NUMBER: 111H111111

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 Mathison

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 Mathison, 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:

Brian HorstmanCape PowersPaul EisenbergFred Mathison

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

(AFFIX CORPORATE SEAL HERE)

20 24th day of October 2010SECRETARY: Fred Mathison

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



CORP

PAGE 1 OF 1
FPM-CRC-11-01

**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

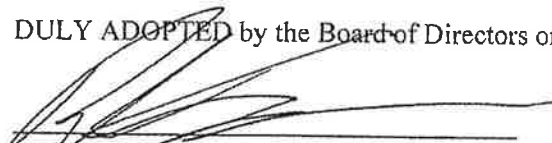
The Suncadia Associations will establish procedures to monitor the implementation and continuing oversight of this policy. These procedures will include:

- 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 Community Council Policies and Procedures

Suncadia Community Council

RESOLUTION NUMBER 302

Relating to use of charcoal

WHEREAS, the Governing Documents of the Suncadia Community Council ("CCR'S") assigns the Board all powers and duties necessary for the administration of the affairs of Suncadia Community Council 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 4.15 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Council and its members;

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

WHEREAS, the Board has determined that it is in the best interests of the Council and the Council's members to adopt *a uniform policy for the use of charcoal..*

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

Duration: *Prohibited from June through October*
Location(s): *All residential homes*

[Suncadia Community Council]

RESOLUTION ACTION RECORD

Resolution Type: Policy No. 302

Pertaining to: Charcoal use

Duly adopted at a meeting of the Board of Directors held: January 10, 2007

SUNCADIA COMMUNITY COUNCIL

Resolution No. 303

DIRECTORS FIDUCIARY RESPONSIBILITY RESOLUTION

Members of the Board of Directors of the Suncadia Community Council ("Council") 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 Council 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 Council, 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 Council 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 Council's Amended and Restated Bylaws, a Director may be indemnified by the Council, 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 Council 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 Council; and

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

NOW THEREFORE BE IT RESOLVED THAT the following shall apply:

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

Suncadia Community Council

RESOLUTION NUMBER 304

Relating to Park Use Policies

WHEREAS, the Governing Documents of Suncadia Community Council assigns the Board all powers necessary for the purpose of carrying out the functions of the Council or otherwise promoting the general benefit of the Owners within Suncadia;

WHEREAS, Article 4.3.8 of the Covenants and Article 4.16 (d) of the Bylaws provide that the duties of the Board shall include adopting and enforcing Policies & Procedures relating to use and enjoyment of the Community Improvements by the Owners; and

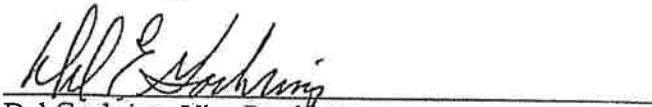
WHEREAS, the Board has determined that it is in the best interests of the Suncadia community to have a uniform policy for use of park facilities located within Suncadia.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the attached policy as a rule governing the use of Dawson Park within Suncadia;

BE IT FURTHER RESOLVED that the Board of Directors hereby adopts the attached Application for Special Event Permit Guidelines for use in Dawson Park and other Suncadia Community Council property.

DULY ADOPTED by the Board of Directors on July 23, 2008


Paul Eisenberg, President


Del Goehring, Vice President


Patricia K. Simpson, Secretary

SUNCADIA COMMUNITY COUNCIL

Dawson Park Rules

1. Use of the park is restricted to owners of property in Residential Areas and Commercial Areas, and owners of Privately-Owned Amenities within Suncadia and such owners' guests.
2. Other persons may use the park only if they are invitees attending a special event sponsored by an owner as defined above.
3. A Special Event Permit shall be obtained from the Council in accordance with its permit application guidelines for the following park uses:
 - a. Any use that limits access to all or a portion of the park to a specific group or to attendees of an event;
 - b. Any use that differs substantially from the normal use of an area of the park or involves use after 10:00 pm;
 - c. Any use that requires the erection of booths, canopies, stages or other temporary structures;
 - d. Any use that involves sound amplification equipment;
 - e. Any use for which admission fees are charged, or food and/or alcohol will be sold;
 - f. Any use that requires special arrangements for traffic, parking and crowd control;
 - g. Any use that requires special arrangements for sanitation (toilets, garbage disposal, litter pick-up) or for water or electricity beyond that provided for regular park users.
4. The attached special rules governing the use of the tennis courts and the dog park shall be posted at these facilities.

DAWSON PARK TENNIS COURT RULES

- 1. Courts are available on a first-come, first-served basis and operate on a user honor system**
- 2. Total court play time, including rallying and practice, shall not exceed a period of ONE HOUR, except when there is no one waiting to use the court**
- 3. Players awaiting the arrival of other players in their party may not hold a court**
- 4. No use or activity except tennis is permitted on the courts**
- 5. Bicycles, rollerblades, skateboards and pets are not permitted on the courts**
- 6. No food or beverages are permitted on the courts, excepting water in non-glass containers.**
- 7. Only tennis shoes with non-marking soles may be worn when playing on the courts**
- 8. Suncadia-sponsored classes take precedence over individual play**

Rules adopted by Suncadia Community Council – Resolution #304 – July 23, 2008

DAWSON PARK DOG PARK RULES

- 1. Dogs may be off-leash in areas designated as such, but must be under verbal control of dog owner or caretaker at all times**
- 2. Dog owners or caretakers must pick up after their pet(s) – plastic bags are provided for your convenience – dispose of bag in garbage can or carry it out of park**
- 3. If your dog bites, injures or attacks another person or animal or if your dog places a person in fear of being bit or injured, the dog must be placed on a leash and removed from the dog park**
- 4. It is the responsibility of any owner or caretaker of any dog involved in an attack or biting incident to:**
 - Offer assistance to the person attacked or bitten**
 - Provide the attacked or bitten person with your name and telephone number**
 - Provide an injured party with the dog license number and/or rabies vaccination number**
 - If serious injuries are involved, report the incident to emergency responders (Call 9-1-1) – remain at the scene – provide identification to responders**

Rules adopted by Suncadia Community Council – Resolution #304 – July 23, 2008

SUNCADIA COMMUNITY COUNCIL

***Application
For
Special Events***

Event Name:

Event Date:

Event Location: _____

Sponsor(s): _____

Approved: _____ Date: _____

SUNCADIA COMMUNITY COUNCIL

Guidelines for Special Event Permit Procedures

When is a Permit Required?

Special Event Permits are required for all events that occur entirely, or in part, on Suncadia Community Council (SCC) property that:

- Are not covered by any reservation system for SCC recreation areas (events involving groups that exceed reservation system size limitations or differ substantially from the normal use of the area require Special Event Permits)
- Are not normally scheduled recreational activities or SCC-sponsored events
- Require exceptions to the Suncadia Community Covenants or the Suncadia Policies and Procedures, when such exceptions are allowed by these documents

How is a Permit Issued?

- Applicants must submit a Special Event Permit Application (attached) a minimum of 60 days prior to the event. Applications submitted less than 60 days prior to the event may be accepted at the sole discretion of the Director of Community Associations depending on the scale and nature of the event. It is recommended that large-scale event applications be submitted as far in advance as possible and a pre-event meeting with Suncadia Community Associations staff be arranged. Applications for events with conflicting dates will be considered on a first come, first served basis.
- The applicant shall complete the application, sign the Permit and Indemnity Agreement and return the completed application to Suncadia Community Associations along with required certificates of insurance listing **SUNCADIA COMMUNITY COUNCIL, ITS BOARD OF DIRECTORS, OFFICERS, AGENTS AND EMPLOYEES** as additional insureds and a check in the amount of the required deposit.
- The Application and supporting materials will be routed to Community Associations staff and appropriate third parties, including the Board of Directors, for comment.
- The Director of Community Associations will decide if the application can be approved and if approved will sign the permit and return a copy of the completed application, signed permit and any conditions of approval to the applicant.
- A copy of the approved Permit shall be distributed to affected Suncadia departments.

What Fees & Deposits are required?

- A deposit in an amount determined by SCC may be charged to cover SCC costs of providing services to the applicant in support of the event and the costs of repairing damages to SCC property.
- The amount of the deposit shall be determined by the Director of Community Associations based on an estimate of the cost of support services, the potential for damage to SCC property and the nature of the event.
- SCC shall refund excess deposit monies to the applicant and shall bill the applicant for costs in excess of the deposit amount.
- SCC shall charge adopted use fees if the event occurs on SCC property for which a use fee is charged.

SPECIAL EVENT PERMIT APPLICATION

(Please Type or Print Clearly)

Date of application: _____

Name of Event: _____

Sponsor(s): _____

Proposed Location of Event _____

Type of Event: _____

Date(s) of Event: _____

Beginning Time: _____ Ending Time: _____
(Attach additional information for multi-day events or events with complex schedules)

Expected Number of Participants: _____

Applicant: _____

Address: _____

Work Phone: _____ Home Phone: _____

Email address: _____ Cell Phone: _____

Local Agent (must be present at event): _____

Address: _____

Work Phone: _____ Home Phone: _____

Email address: _____ Cell Phone: _____

Check all of the following that apply to your event:

- | | |
|---|--|
| ☐ Food will be served | ☐ Alcohol will be served |
| ☐ Food will be sold | ☐ Alcohol will be sold |
| ☐ Admission fees/donations will be collected | ☐ Goods/services will be sold |
| ☐ Booths, canopies, stages or other temporary structures will be erected | |
| ☐ Use of amplified equipment (indicate type & hours of use): | |
| ☐ Public address system | ☐ Stereo equipment |
| ☐ Band/performers | |

Hours of use for the above:

Describe below how you will address the following issues. Be sure to designate the responsible person for each issue and how we can reach him/her during the event. (Add additional sheets of paper if necessary):

- Safety and emergency medical needs
- Sanitation, including toilets, water, garbage disposal, litter pick-up
- Use of vehicles on bike paths or commons & parking of vehicles along roads
- Signs and pavement markings (all signage and banners must be approved in accordance with Design Review Committee Guidelines)
- Notification of impacted businesses and residences
- Traffic and crowd control
- Clean up and restoration of damages

To avoid delays submit the following items with your application:

- Location Map showing routes or areas to be used, road/pathway closures or crossings, staging areas, aid stations, etc.
- Site Plan showing staging areas, areas with temporary structures, sanitary facilities
- Certificate of general liability and workers' compensation insurance (see guidelines)

Indemnity Agreement & Insurance Requirements

If Suncadia Community Council decides to issue a permit for this event, the following Indemnity Agreement will be required:

In consideration of the issuance of a permit by Suncadia Community Council for the following event ("Event"): _____

To be held on the following date(s): _____

The undersigned Applicant for the Event hereby agrees to defend, indemnify and hold Suncadia Community Council, its Board of Directors, officers, agents and employees harmless from any claim, loss, or liability arising out of or related to the Event or the use of the Suncadia Community Council property by the Applicant.

Name of Applicant

Date

By (Signature)

Title

If Suncadia Community Council decides to issue a permit for this event, the following Certificate(s) of Insurance will be required before the permit is issued:

Applicant shall furnish a certificate of comprehensive general liability insurance with limits of not less than \$1,000,000 for injury to one person, \$1,000,000 for injury to two or more persons in one occurrence, and \$300,000 for damage to property, **OR** a single limit policy of not less than \$1,000,000 covering all claims per occurrence. Said certificate shall name **Suncadia Community Council, its Board of Directors, officers, agents and employees** as additional insureds and shall provide for notification in the case of cancellation or material changes to coverage.

Applicant shall furnish a certificate(s) of worker's compensation insurance if Applicant, and/or Applicant's subcontractor, employ any workers who perform any labor associated with this Event.

Deposit Requirement

If Suncadia Community Council decides to issue a permit for this event, a deposit in an amount determined by the Council may be required to be submitted to the Council before the permit will be issued

Applicant agrees that all, or a portion, of the deposit amount may be retained, at Suncadia Community Council's sole discretion, to cover the Council's costs of remedying Applicant's failure to comply with terms of the permit. The cost of services to be provided by the Council shall be deducted from the deposit amount and the balance refunded to Applicant, unless Applicant makes other arrangements in advance for payment of Council invoices.

Acceptance of this application does not obligate Suncadia Community Council to issue a permit. Special Event Permits will be issued at Suncadia Community Council's absolute and sole discretion. Should this application be approved by the Council, the undersigned agree to comply with the requirements and representations made in this application and any conditions of approval imposed by the Council.

Return completed application to:
Suncadia Community Associations
109 South First Street
Roslyn, WA 98941
(509) 649-6270
(509) 649-2706 Fax

Signature of Sponsor/Applicant

Title

Signature of Local Agent

Do not write below this line

===== FOR SCC USE ONLY =====

Special Event Permit

APPROVED APPROVED WITH CONDITIONS DENIED

DEPOSIT REQUIRED:

YES NO AMOUNT OF DEPOSIT: _____

CONDITIONS OF APPROVAL:

SUNCADIA COMMUNITY COUNCIL

William D. Chapman
Director of Community Associations

Date

Suncadia Community Council

RESOLUTION NUMBER 305

Relating to General Financial Policies

WHEREAS, the Governing Documents of Suncadia Community Council assigns the Board all powers necessary for the purpose of carrying out the functions of the Council or otherwise promoting the general benefit of the Owners within Suncadia; and

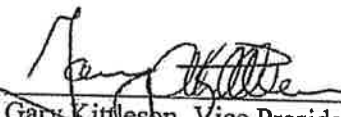
WHEREAS, the Board has determined that it is in the best interests of the Suncadia community to have general financial policies to guide the Council's accounting procedures, purchasing and contracting, budgeting and budget control, and asset management,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the attached policies as a guide to the management of Council finances.

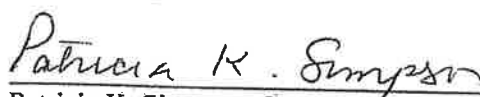
DULY ADOPTED by the Board of Directors on February 25, 2009


Paul Eisenberg, President

2-25-09


Gary Kittleson, Vice President

2/25/09


Patricia K. Simpson, Secretary

2/25/09

RESOLUTION NO. 306

**SUNCADIA COMMUNITY COUNCIL
NORDIC TRAILS TASK FORCE CHARTER**

WHEREAS, it is in the best interest of the homeowners and Suncadia Community Council (Council) to have a task force to act as advisors to the Board of Directors (Board) in the design and maintenance of the Nordic Trails with the intent of enhancing the community experience; and

WHEREAS, the Board has identified the need for such a task force;

NOW THEREFORE LET IT BE RESOLVED, that the Board does establish by this resolution a task force whose powers are only advisory in nature; and whose purpose is to insure that members of the Council are kept informed of issues related to the Nordic Trail System;

There is established herein a special task force to be known as Suncadia Community Council Nordic Trails Advisory Task Force (Task Force).

ORGANIZATION

There shall be up to five (5) members on the Task Force. Task Force members shall be appointed by and serve at the discretion of the Board. The Board will seek volunteers each September.

MEMBERSHIP

Task Force members will be appointed by the Board in September of each year and the Board will attempt to balance the membership to include members from Suncadia Residential Owners Association, Suncadia Commercial Association, Privately Owned Amenities and the Developer.

OFFICERS

Qualifications:

1. Chairperson: The Task Force Chairperson shall be selected by the Task Force. The Chairperson shall schedule, notice and conduct meetings and report recommendations to the Board.
2. Secretary: The Task Force Secretary shall be appointed by the Chairperson. The Secretary shall be responsible for making notes at each meeting

QUORUM AND VOTING

A Quorum shall be the majority of the Task Force members who all have the power to vote.

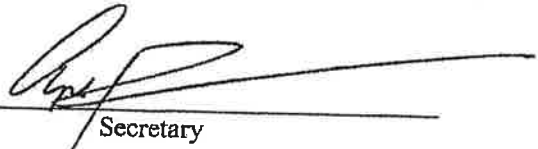
ADMINISTRATION

1. Meetings: The task force shall be held as needed but the first meeting can be held no later than October 1st
2. Agenda: The agenda shall be set and distributed by the Chairperson.
3. Notes: The Secretary will record notes of each meeting and submit them for approval to the Task Force.
4. Reporting: The Chairperson shall report on its activities and make recommendations by submitting a written report as needed to the Board.

FUNCTIONS AND RESPONSIBILITIES

1. The task force shall:
 - a. Make suggestions to the Board concerning trails structure and enhancements to the trail system.
 - b. Assist the Board in production of Nordic trail signage and maps

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

ATTESTED BY: 

Secretary

RESOLUTION # 307

SUNCADIA COMMUNITY COUNCIL ADVISORY COMMITTEE CHARTER

WHEREAS, it is in the best interest of the homeowners and Suncadia Community Council (Council) to have a committee to act as advisors to the Board of Directors (Board) in the maintenance and improvement of the Council assets with the intent of enhancing the community experience; and

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

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

There is established herein a special committee to be known as Suncadia Community Council Advisory Committee (Committee).

PURPOSE

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

ORGANIZATION

There shall be five (5) members on the Committee. Committee members shall be appointed by and serve at the discretion of the Board. A Council Board member as well as the past president shall serve as an ex-officio member of the Committee. The committee may with permission of the Board form task forces to assist in the performance of their duties.

MEMBERSHIP

Committee members will be comprised of one (1) member appointed by the Suncadia Residential Owners Association Advisory Committee, one (1) member of the Suncadia Commercial Association, one (1) member appointed by a Suncadia Privately Owned Amenity, one (1) member appointed by the Developer, and one (1) member at large. 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 unless they are serving a term as an Officer. 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 Council Manager.
 - d. Communicate Board directives to the Committee and;
 - e. Report Committee recommendations to the Board.

2. Vice-chairperson shall be selected by the Committee and the 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 hold meetings at least every 2 months or more frequently as needed. Committee members that miss two (2) concurrent meetings without being excused by the Chairperson will be deemed to have resigned their 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 for approval to the Committee.
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 by December 31.
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. Make suggestions to the Board concerning maintenance of and improvement to the Council assets such as parks, paths, trails and roadways,
 - b. Make suggestions to the Board concerning services and events offered by the Council,
 - c. Assist the Board in researching and implementing Board-approved projects that benefit the Owners within the scope of the Council assets such a park structures, signage, and other amenities ; and
 - d. Assist the Board as the Board feels necessary and as requested.

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

ATTESTED BY: _____

Secretary

CORPORATE RESOLUTION CERTIFICATION

I. ACCOUNT INFORMATION

ACCOUNT TITLE: Suncadia Community Council Reserve Fund

ACCOUNT NUMBER: 0000000000

II. CERTIFICATION

I HEREBY CERTIFY that a meeting, duly called, of the Board of Directors of Suncadia Community Council 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, checks 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 Horstman

Cape Powers

Paul Eisenberg

Gary Kittleson

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

and that this Paul Eisenberg, President, Gary Kittleson, Vice President
Cape Powers, Treasurer, or Brian Horstman two or any one of them
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:

Chris Hunt

Gary Kittleson

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

(AFFIX CORPORATE SEAL HERE)

21st day of October 2010

SECRETARY: [Signature]

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



CORP

Suncadia Community Council

RESOLUTION NUMBER 309a

Relating to Temporary Commercial or Event Signage

WHEREAS, the Governing Documents of Suncadia Community ("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, Section 4.15 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 temporary Commercial or Event signage.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby rescinds Resolution 309, and adopts the following policy as Resolution 309a for the use and style of temporary Commercial or Event Signage:

General:

These regulations apply only to signage of a temporary nature that would be directional or informational in nature. This would apply to special events and occasionally granted as transitional signage during the construction of a permanent monument for a commercial property.

Signs of a cautionary or traffic control nature may be displayed and installed by Community Services on a temporary basis and will be removed as soon as practicable.

Community Special Events will be noticed in signage located prior to the Greeter's Cottage. Any information or directions concerning events will be provided by the sponsoring entity and given out by the greeter. Events that will use roadways, crossover roadways, involve temporary parking and or other unusual circumstances may be granted after review by Management.

Approval:

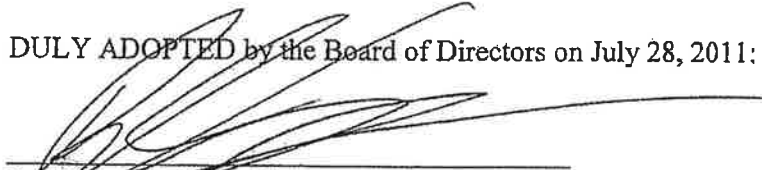
All signs with both verbiage and location must be approved in advance by Suncadia Community Association Management. All permitted signs shall be constructed of materials, styles, colors, and sizes as approved by the Community Associations Management.
CommunityAssociations@suncadia.com

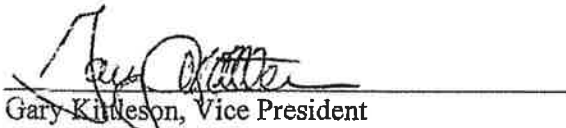
Operation Hours: *Signs may be erected no more than 24 hours before beginning of event and must be taken down as soon as practicable but no greater than 12 hours after the end of an event or as approved by the Association.*

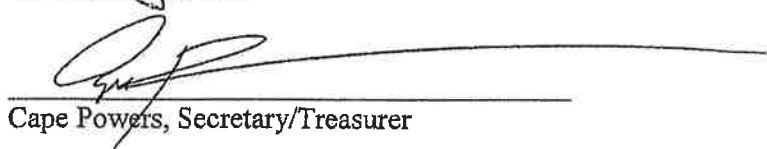
Signs of a cautionary nature may be displayed on a temporary basis and must be removed as soon as practicable or as approved by the Association.

Location(s): *All signs must be placed in preapproved locations which will be in areas that do not impede traffic flow, do not present a safety hazard, do not damage vegetation and do not encroach upon the roadways.*

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



Paul Eisenberg, President

Gary Kildeson, Vice President

Cape Powers, Secretary/Treasurer

SUNCADIA COMMUNITY COUNCIL**CODE OF CONDUCT RESOLUTION**

WHEREAS the Amended and Restated Declaration of Covenants and Easements for Suncadia Community Improvements (the "Declaration") sets forth certain rights and responsibilities of owners of property within Suncadia ("Owners").

WHEREAS the Declaration serves, in part, to enhance the Owners' peaceful enjoyment of their properties by preventing activities within Suncadia which are noxious or offensive or that would interfere with or jeopardize the enjoyment of the Community Improvements or which is a source of annoyance to Owners or occupants (*See Declaration, Section 4.3.6*).

WHEREAS each Owner is subject to restrictions contained in the Declaration and in the governing documents (*See Sections 2.1 and 4.3.9*).

WHEREAS each guest or invitee of an Owner has no greater rights than an Owner and, thus, is bound while present in Suncadia to conform to the same restrictions on conduct that an Owner must observe (*See Sections 4.3.6 and 4.3.9*).

WHEREAS each Owner and occupant must refrain from noxious or offensive conduct (*See Section 4.3.6*).

WHEREAS Suncadia Community Council (the "Council") has a right and responsibility to manage conduct on the Common Areas and to enforce the Declaration and the Policies and Procedures of the Council. (*See Section 7.2*).

WHEREAS the Council has authority to adopt Policies and Procedures (as defined in Section 1.27 of the Declaration) in furtherance of those purposes, rights and duties embodied in the Declaration. (*See Section 4.3.8*).

WHEREAS the Board has determined it to be in the best interests of the Council, the Owners, and the guests and invitees of the Owners to set out, in a Code of Conduct, those behaviors that shall not be permitted within Suncadia, to the end that each Owner's rights of peaceful enjoyment shall be protected and preserved.

WHEREAS the Board believes that it is in the best interest of Suncadia for the Council to adopt a Code of Conduct, to apply that Code of Conduct, and then to review that Code of Conduct for possible revision, in light of what the Board learns through its application of the initial Code of Conduct.

NOW THEREFORE BE IT RESOLVED that:

1. The Suncadia Code of Conduct, as set forth on EXHIBIT A to this Resolution, and incorporated by this reference as though fully set forth herein, is adopted;
2. This Suncadia Code of Conduct shall be effective immediately; and

3. The Council shall review the Code of Conduct not later than December 31, 2011, for the purpose of considering revisions to the Code of Conduct that may enhance its effectiveness in achieving the purposes the Code of Conduct is intended to achieve.

Approved by the Board at a meeting held on September 19, 2011, as reflected in the approved minutes of that meeting.

SUNCADIA COMMUNITY COUNCIL

By: 
Secretary

EXHIBIT A

Suncadia Code of Conduct

Suncadia is private property governed by restrictive covenants, policies and rules intended to preserve for Owners of property within Suncadia and their guests the peaceful enjoyment of the property they own. The following Code of Conduct governing the conduct of persons who enter Suncadia exists and is enforced in order to prevent conduct that would unreasonably interfere with others' peaceful enjoyment of property within Suncadia or that would create a risk of injury to person or property. The following conduct or activity likely to cause aggravation or a nuisance to other Suncadia Owners or their guests is not permitted within Suncadia:

- Engaging in any behavior that disrupts or impedes normal pedestrian or vehicular traffic flow. This may include, but is not limited to, participating in demonstrations or protests, and loitering.
- Using physical force, obscene or abusive language, obscene gestures or racial, sexual, religious or ethnic slurs, shouting or taunting.
- Creating noise (amplified or yelling) likely to annoy or to disturb another owner or guest. Noise sources that emanate sound that might cause such disturbance include, but are not limited to, television, radio, musical instrument, motor vehicle, and voices of a person or an animal.
- Engaging in criminal activity as defined by any applicable city, county, state or federal law or regulation. This may include, but is not limited to, consuming or possessing any type of alcohol except in areas specifically designed for the consumption of such, distributing, posting handbills, soliciting or panhandling on property without the express prior written permission of the Council.
- Any activity which constitutes a safety or health hazard. This may include, but is not limited to, discharging any explosives, fireworks or firearm.
- Any group or individual with the stated intent to interfere or disrupt the peaceful enjoyment of Suncadia's owners, guests or invitees, may be denied entrance to Suncadia.

Any person who fails or refuses to follow this Code of Conduct
may be asked to leave the property.

Any person who, when requested to sign an acknowledgment of receipt
of this Code of Conduct, refuses to do so may be denied entry onto the property.

Individuals who refuse to leave or stay off the property can be subject to arrest and prosecution for
criminal trespass.