

**NAUTICA SOUNDVIEW  
CONDOMINIUM OWNERS ASSOCIATION**



**HOUSE RULES**

**APRIL 20, 2025**

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## Section 1. Introduction

- 1.1 The following rules and regulations are officially cited as the "Nautica Soundview Condominiums House Rules, version **"04202025"** herein referred to as the "House Rules." The revised rules were approved by the Board at a regular Board meeting on \_\_\_\_\_.
- 1.2 New or revised rules become effective 30 days after mailing to owners.
- 1.3 The revised House Rules supersede all previously published House Rules, but do not supersede any rules or regulations stated in the Declaration of the Nautica Soundview Condominiums Owners Association. The House Rules are intended to supplement the Declarations and Bylaws, and do not necessarily repeat all rules contained within those documents.
- 1.4 These Rules implicitly include all rules posted in the Common Areas.
- 1.5 These Rules shall be construed in accordance with and governed by the laws of the State of Washington, specifically the Condominium Act, RCW 64.34.
- 1.6 The Board of Directors reserves the right to amend these Rules and to add or remove other rules from time to time as may be deemed necessary for the safety, care, and cleanliness of the premises; and for securing the safety, comfort, and convenience of the occupants thereof. **Owners will be notified of and provided with revisions of the House Rules.**

## Section 2. Homeowner/Resident Responsibilities

- 2.1 Assessments: The Association monthly assessment is due on the 1<sup>st</sup> of each month and is late on the 10<sup>th</sup> of the month. A fee of \$25 will be imposed for each billing period a payment is late. For owners who sign up for automatic deduction (ACH), the assessment is withdrawn on the 10<sup>th</sup> of each month.
- 2.2 Guests/Visitors: Owners and residents are responsible for ensuring their guests and visitors follow the House Rules. Fines for rule violations will be charged to the Owner of the unit.
- 2.3 Noise Control: (See Declaration 10.7 and 10.10.) Owners and residents need to ensure that the noise that emanates from their unit does not become an annoyance or nuisance for their neighbors.
  - 2.3.1 **QUIET HOURS\*** have been established as being:
    - Sunday through Thursday, 10:00 p.m. to 7:00 a.m.**
    - Friday and Saturday, 12:00 midnight to 8:00 a.m.**

\*Noise from appliances should be timed to avoid disturbing neighbors; this includes but is not limited to washers and dryers, dishwashers, vacuums, etc. Discretion is to be used when operating radios, televisions, stereos, and when entertaining guests so as not to disturb others.
- 2.3.2 Hard-surface Flooring: The Nautica Soundview buildings were constructed in accordance with the 1997 Uniform Building Codes, and the sound transmission standards were met by installing carpet across 80% of the unit's floor space. For that reason, the Board of Directors must approve the installation of any hard-surface flooring, including the replacement of the original flooring (example would be replacing the vinyl in the bathrooms with tile). The requirements for installing hard-surface flooring are found in the **"Resolution of the Board of Directors Regarding Hard-surface Flooring Policy."** Floors that are installed without the approval of the Board are subject to the enforcement actions outlined in Section 18.2.1 of the Declaration, which may include removal of the flooring.
- 2.4 Maintenance:
  - 2.4.1 Inside the Unit: Each Owner is responsible for reporting maintenance problems in their unit whenever the private property of other units or of the Common or Limited Common Areas may have been adversely affected. Reports should be made to the manager of the Property Management Company contracted by the Association.
    - a. Water Heater Replacement: In order to prevent costly damage to units and common areas, owners are required to replace water heaters at least every ten years per the "Resolution of the Board of Directors Adopting the Water Heater Maintenance and Replacement Policy" approved at a meeting of the Board on August 7, 2018.

- b. Remodeling:
  - b1. The removal of walls that may be structural requires the approval of the Board, see Declaration 23.2.
  - b2. Association dumpsters may not be used for unit remodeling debris.
  - b3. Debris may not be stored on unit decks or patios.
  - b4. Remodeling work needs to observe the Quiet Hour rule.
  - b5. Contractors must be licensed and bonded per state law.
  - b6. Remodeling work may not be conducted in the common areas or use Association power sources without the permission of the Board.
  - b7. The unit owner is responsible for any damage to the Common Elements, including carpet tears, scratches to the walls, broken light fixtures, etc.

#### 2.4.2 Outside the Unit:

- a. Each resident can help the overall appearance of the property by reporting building maintenance issues such as burned-out light bulbs, over-flowing trash cans, safety or trip hazards, garage doors or elevators that are not functioning, pet accidents, empty **pet waste** stations, etc.
- b. Building water shut-off must be coordinated with the Community Manager at least 48 hours in advance unless there is an emergency such as a broken pipe, see Exhibit C. Water Shut-off Procedure, revised **March 26, 2024**. Planned building-wide water shut offs will be scheduled on the 2<sup>nd</sup> **Thursday** of the month between 10 am and 2 pm to minimize disruptions to the residents and businesses.

Report maintenance issues to:

#### **Port Gardner Property Management**

Community Manager Tom Gish, Jr.  
425-339-1160 ext. 223 (9 am to 4:00 pm)

[tgish@portgardnermgmt.com](mailto:tgish@portgardnermgmt.com)

For emergencies after office hours call: 425-329-6210

#### **2.4.3 Maintenance Allocation Guidelines – A tool to assist with determining who is responsible for making and paying for repairs based on the Declaration. Revised March 20, 2025.**

#### 2.5 Safety and Security

- 2.5.1 Emergency Access: Residents should leave a key to their unit with an emergency contact and provide the contact's phone number to the Community Manager.
- 2.5.2 HOA Information Sheet: The Association is required to maintain a register of the names and addresses of the Owners. Owners are responsible for keeping their contact information up to date with the Association, and for providing leasing information to the Association. Periodically, the Community Manager will send out a form to collect this information. It is important to return the forms in the requested time frame. Failure to notify the Association of changes in occupancy may be subject to fines. The form is on the Nautica website, or at the back of this document.
- 2.5.3 It is the responsibility of each owner or resident to ensure that all doors remain closed and locked after entering or exiting the building. Doors may be propped open while moving in or out if the door is monitored and properly secured afterwards. Emergency exit alley doors should not be used as routine exits. A compliance violation may be issued to anyone observed propping doors open and leaving them unattended, or to anyone who fails to properly secure a door.
- 2.5.4 Keys and Garage Remotes: The security of garage door openers and door keys is the responsibility of each owner or resident. They should not be left in vehicles. Lost or stolen keys and remotes shall be reported to the Community Manager. Owners are responsible for providing keys and remotes to their tenants. Owners may purchase additional keys or remotes from the Community Manager. Garage remotes will only be issued for the door that is associated with the assigned parking stall.

Keys and Remotes: Keys: \$5 each      Garage Door Remote: \$40 each

- 2.5.5 Surveillance cameras are located throughout the property. Upon request, photos of thefts or incidents that are captured on the cameras may be provided to the investigating police officer.
- 2.5.6 Trespassers found in the building are to be reported to the police by calling 911. Police and/or a Board member shall escort the person off the property and give them a "trespass" warning.
- 2.5.7 Vehicle or property thefts are to be reported to the police by calling 911. The Community Manager shall also be notified.
- 2.5.8 Suspicious behavior: Security is everyone's responsibility. Report suspicious activity to the police by calling 911. Examples: Anyone who is tampering with the doors, the entry unit dialing system, or rolling under the garage doors, etc. Also report to our Community Manager.
- 2.5.9 Key boxes containing building keys may no longer be affixed to the building exterior for security reasons. Improperly placed locks will be forcibly removed when necessary. As an alternative, the realtor's phone number can be added to the Linear telephone access callbox so that they can let other realtors enter the building.

### Section 3. Unit Leasing and Sales

- 3.1 Timesharing of Units, as defined in RCW 64.36, is prohibited by Section 10.1.5 of the Declaration.
- 3.2 Any lease or rental agreement of a Unit:
  - 3.2.1 Shall be in writing.
  - 3.2.2 Shall be executed for a minimum term of six months (see Declaration 10.3) New and renewed leases shall be submitted to the Community Manager, prior to start of tenancy.
- 3.3 Homeowner policies may not cover all incidents caused by tenants, so owners should require their tenants to carry renter's insurance.
- 3.4 If any lease under this section does not contain the foregoing provisions, such provisions shall nevertheless be deemed to be part of the lease and binding upon the Owner and the tenant by reason of their being stated in the Declaration and these House Rules.
- 3.5 These provisions apply to leases of the Residential, Commercial, and Live/ WorkUnits.
- 3.6 The Owner or their Agent shall provide a current copy of the House Rules to the Tenant.
- 3.7 Copies of all leases and rental agreements shall be delivered to the Association through the Property Management Company before tenancy commences.
- 3.8 The Board may require the eviction of a Tenant who repeatedly violates these documents, at the expense of the Owner.
- 3.9 Rental of a unit does not constitute a waiver or relinquishment of the Owner's responsibility as specified in the Governing Documents, including ensuring tenants meet the "Use" restrictions.
- 3.10 The Owner shall be held responsible for any damage to Common Areas, Limited Common Areas, and property of other Owners caused by the tenant.
- 3.11 The Owner shall be held responsible for any fines imposed due to violation by the tenant of the House Rules.
- 3.12 Selling a Unit
  - 3.12.1 Real Estate Lock Box Procedure: When an owner lists their unit for sale, the current process for lock boxes is as follows:
    - a. Lock boxes are no longer allowed to be affixed to the exterior of the buildings.
    - b. The unit door hardware (lever) may be temporarily modified to a knob in order to accommodate the lock box, but it must be changed back when the use of the lock box is finished. Placement of lock boxes in common areas such as hanging on stairwell railings requires prior Board approval.

- c. Access to the building may also be allowed by way of the Linear callboxes. The listing agent's name and phone number may be added to the call box.
- 3.12.2 Realtors may not post flyers in common areas (except bulletin boards), on unit doors, or knock-on unit doors. Care will be taken so that Open House sandwich boards do not block entrances or exits, and do not become a trip hazard.
- 3.13 Moving Instructions
  - Moving large furniture items, boxes, and appliances shall be conducted through the alley garage doors to protect the lobby glass doors and to keep the lobby free of clutter. See Exhibit A, Moving Instructions.

## Section 4. Use Restrictions

### 4.1 Residential Units

The Residential Units (not including the Live/Work Units which are subject to the use restrictions set forth in the Declaration, Section 10.1.3) are intended for and restricted to use as single-family residences only, on an ownership, rental, or lease basis, and for social, recreational, or other reasonable activities normally incident to such use, ***including use as a home office not involving use by non-resident employees or visits by customers, clients, or the public.***

### 4.2 Live/Work Units

- 4.2.1 The Live/Work Units are intended for and restricted to use as live-work space. The Commercial use prohibitions set forth in Section 10.1.1 of the Declaration shall apply to the Live/Work Units, as well as the applicable City of Everett zoning code.
- 4.2.2 Furthermore, those Units are restricted to (a) use as single-family residences on an ownership, rental, or lease basis, and for social, recreational, or other reasonable activities normally incident to such use and (b) administrative and office uses.

### 4.3 Commercial Units

- 4.3.1 The Commercial Units are subject to the use restrictions set forth in Section 10.1.1 of the Declaration. Additionally, the City of Everett imposes certain zoning restrictions on the use of the Commercial Units.
- 4.3.2 No business or service in a Commercial Unit shall be open or available to the public between the hours of 10:00 p.m. and 6:00 a.m. This is a City of Everett restriction.

## Section 5. Common and Limited Common Areas – Appearance, Use, and Control

### 5.1 Common Elements – General Guidelines

- 5.1.1 Nautica Soundview is a non-smoking property.** The act of smoking in all forms (cigarettes, cigars, marijuana, electronic cigarettes, etc.) is prohibited in the common and limited common elements. **Smoking within Units must not create a nuisance for other residents.**
- 5.1.2 Smoking is not permitted within 25 feet of the building entrances.**
- 5.1.3 The Owner is ultimately responsible for any damage to the Common Elements and/or Limited Common Element caused by any tenant, guest, animal, contractor, or any other authorized user.
- 5.1.4 All residents, guests, contractors, and any other authorized users are responsible for maintaining the integrity of the Common Elements. This includes, but is not limited to, the upkeep and cleanliness of the Common Elements, and the prevention of damage and abuse to the Common Elements.
- 5.1.5 Residents who observe maintenance problems with the Common Elements and/or Limited Common Elements shall promptly report the concern to the Community Manager so an investigation can commence to determine any necessary repairs.
- 5.1.6 Common Elements may not be altered by residents without the prior written permission of the Board. This includes, but is not limited to hallway walls, fencing, lighting, courtyards, siding and flooring. This includes removing condominium furniture, appliances, and equipment, or adding or discarding furniture, appliances, or equipment.

- 5.1.7 The exterior of a unit, including doors, windows and masonry of a unit and balconies, patios, or terraces, are Common Elements or Limited Common Elements and not the owner's property and are therefore subject to Association rules.
  - a. Alterations to the Unit entry doors are not permitted, except for replacing the lockset keyway.
  - b. Occupants must apply to the Board to add or change hardware on the door, if it is different from the ADA lever-style handle and round deadbolt lock that were originally delivered, see the Resolution Regarding Unit Exterior Door Hardware. Combination deadbolts and small video cameras are allowed to be placed on the exterior of the door when they conform with the requirements of the Unit Exterior Door Hardware Resolution, revised April 20, 2023.
  - c. Repainting the interior Unit side of entry doors is permitted without Board approval. Repainting of the corridor side of entry doors by owners or occupants is not permitted.
- 5.1.8 Drones may not be operated in the Common Element spaces including garages and roofs.
- 5.2 Courtyards, Plants, Flower Beds
  - 5.2.1 Any modifications to plants, trees, planters, fencing and any part therein require prior approval of the Board.
  - 5.2.2 Any damage by a resident or tenant's pet must be fixed and reported to the Community Manager.
  - 5.2.3 No littering of items including cigarette butts.
- 5.3 Lobbies
  - 5.3.1 Residents may not allow entrance to the building to non-residents or unknown persons.
  - 5.3.2 The process of moving in and moving out shall be performed through the P-2 garage to protect the integrity of the lobby entrances. This includes delivery of large items, such as water heaters and other appliances.
- 5.4 Elevators, Stairwells, Hallways
  - 5.4.1 Residents must take care not to damage these areas. Carpet damage caused by dragging items in such a way as to cause scoring or indentations will be charged back to the offending party.
  - 5.4.2 Residents must report all damage of concern.
  - 5.4.3 No littering.
  - 5.4.4 No smoking.
  - 5.4.5 The hallways shall be kept clear of all personal items such as shoes, carts, furniture, statues, vases, bicycles, strollers, walkers, etc.
    - a. Small doormats (approximately 18"x24") are permitted. Doormats shall not extend into the hallway in such a way as to cause a potential trip hazard and must be in good repair. The resident is responsible for vacuuming under their doormat. The Board reserves the right to request the removal of any doormat.
    - b. A single wreath is allowed as door decoration if the hanging device does not harm the door. Wreaths with a holiday theme may be put up **30 days** prior to the holiday and need to be taken down within **15 days** following the holiday (i.e., New Year's, Valentine's Day, Easter, Independence Day, Labor Day, Halloween, Thanksgiving, and Christmas.) The Board reserves the right to request the removal of any door decorations.
  - 5.4.6 Carpet Stains. Animal urine, vomit, or feces must be cleaned up immediately. The resident pet owner is responsible for removing carpet stains regardless of the nature or cause. Failure to properly remove stains may result in a fine and an assessment for the damages.
  - 5.4.6 Emergency Evacuation Elevator Procedure. See Exhibit B.

## 5.5 Garages

- 5.5.1 The speed limit in all parking garage areas is **10 MPH** whether posted or not.
- 5.5.2 Parking within the Condominium is prohibited except in designated parking spaces.
- 5.5.3 All Units are allocated specific parking spaces; vehicles shall not be parked in a space designated to another Unit without the written permission of the Owner.
- 5.5.4 **Trading or leasing of stalls requires written approval from the Board.** See 10.2 of the Declaration.
- 5.5.5 Motor vehicles must be parked in a manner so as not to obstruct any normal use of other parking spaces or common areas; a parked vehicle blocking another vehicle from entry or exit is subject to immediate towing.
- 5.5.6 Parking spaces may only be used for the parking of operable passenger cars and motorcycles by Owners or Authorized Users of the Condominium
- 5.5.7 Recreational vehicles, boats, trailers, campers, or oversize trucks are prohibited.
- 5.5.8 Commercial vehicles that serve primary transportation of a resident may be parked in that resident's assigned space provided they comply with all other parking guidelines.
- 5.5.9 Commercial vehicles may be parked during the day when engaged in commercial endeavors specific to the maintenance or repair of areas within the Condominium. Commercial vehicles that are not parked within a designated stall may be towed unless the Board has provided authorization.
- 5.5.10 Visitors are prohibited from parking within the Condominium, except under following guidelines:
  - a. When it is for day use only (carpooling, commercial use as in 5.5.8 above).
  - b. When a guest is parked in the allocated space of the resident being visited.
  - c. When it has been authorized by the Board to facilitate Condominium maintenance.
- 5.5.11 All vehicles parked on Nautica Soundview Association premises must be currently licensed and operational. No inoperative vehicle may remain in any parking space or other Common Element for more than 72 hours. This includes unlicensed or improperly licensed vehicles or any vehicle with expired tabs. Physical features that would imply inoperability, such as a flat tire, will make the vehicle subject to fines and towing.
- 5.5.13 Washing vehicles in garages is prohibited.
- 5.5.14 Parking spaces must be kept **clean** and free of oil and grease, using a drip pan if required. The Board may assess a fine and a damage assessment for cleaning oil stains on the concrete.
- 5.5.15 Parking spaces are not to be used for storage and will be subject to fines and/or removal of the stored items.
- 5.5.16 Towing
  - a. The board reserves the right to tow any unauthorized vehicle from Common areas.
  - b. Any vehicle parked on Nautica Soundview Association property that is not in compliance with these parking provisions may be towed without warning at the Owner's expense and may incur fines.
  - c. Homeowners have the right to tow any unauthorized vehicles from their own parking space. Any dispute arising from a vehicle having been towed from a reserved spot shall be resolved between the owner of the vehicle and the owner of the reserved spot.
- 5.5.17 Bicycles in racks must be operational and shall be registered with the Association. The Association is not responsible for the damage or theft of bikes stored in the garage rack.
- 5.5.18 Vehicles will not be used for sleeping.

## 5.6 Garbage and Recycling

- 5.6.1 Recyclable items must be removed from plastic bags or other containers and be properly separated and placed into the appropriately marked bins.
- 5.6.2 Cardboard boxes *must* be broken down and flattened before placing in the recycle bin.
- 5.6.3 All trash must be placed inside the dumpsters.
- 5.6.4 Large or excessively heavy items, including but not limited to Christmas trees, furniture, appliances, and construction debris may not be disposed of in garbage bins or on Association property. The Association is charged for large or unauthorized items that are improperly placed in the garbage receptacles, and the Board reserves the right to issue fines to any resident who improperly disposes of items. The Board may review surveillance cameras to determine culpable persons.



- 5.6.5 Disposing of “Hazardous Materials” is prohibited. Oil-based paint and household hazardous waste materials may be taken to the drop off site at 3434 McDougall Avenue. Latex paint must be dried out before disposing of it in the trash.
- 5.6.6 Abandonment of furniture, books, lamps, vacuum cleaners, electronics, TVs, or fitness equipment in the dumpster area is not permitted. ‘**NO DUMPING**’ signs are clearly posted and any resident who abandons items in the garbage area may be assessed with the cost of disposing of the items.

#### 5.7 Decks/Fencing/Balconies/Patios:

- 5.7.1 The use of gas and charcoal grills is strictly prohibited. Electric grills are permitted.
- 5.7.2 Activity on exterior decks must not cause a disturbance for surrounding neighbors. See Declaration 10.7 Intrusive Activity.
- 5.7.3 Residents shall not cause for any items or other foreign objects to be blown, swept, tossed, thrown, or launched in any other manner, from one deck to another, or to a public sidewalk or roadway, or to a neighboring building.
- 5.7.4 Residents are responsible for cleaning their patios and decks.
- a. Decks and railings are to be kept clean.
  - b. No trash is to be stored on decks/patios. Pet litter boxes and trays are not permitted on the decks and patios, and pets will not be allowed to relieve themselves on the decks or patios.
- 5.7.5 Coating and repairing decks and patios is the responsibility of the Association, however, the cost may be assessed to the Owner in accordance with Section 16.6.3 of the Declaration.
- 5.7.6 No owner or renter may use his or her deck or patio as an additional storage area to include storage containers such as coolers, tubs, buckets, etc. **There is an exception for bicycles.**
- 5.7.7 Temporary decorations with holiday themes are allowed on decks and patios but may not be put up more than 15 days prior to the holiday and shall be removed within 15 days following the holiday. The Board reserves the right to request the removal of any decorations that it deems are unsafe, hazardous, unsightly, or that block neighboring views.
- 5.7.8 Planters must have drip tray and be elevated. Outdoor patio furniture is allowed and is defined as tables and chairs. **Due to weight-loading concerns on balconies, large pots (more than 10 lbs.) shall be limited to no more than two to every 6 feet of deck length.** Potting soil and tarps may not be stored on the decks. No bi-fold screens or umbrellas are allowed on the upper balconies. Carpeting is not allowed as it traps moisture that can damage the coating. See Exhibit D, “Deck and Patio Maintenance Memo” dated June 29, 2022. The Board reserves the right to request the removal of any item it deems to be unsightly or unsafe.
- 5.7.9 No fastening of items to building or fencing for hanging or storage purposes, including stickers, staples, screws, or bolts into the ceiling, walls, or railings. Ask for Board approval if in doubt. (Bird deflectors may be approved by the Board on a case-by-case basis.)

#### 5.8 Storage Units

- 5.8.1 The storage areas may only be used to store ordinary household items of the Owner or occupants of the Unit.
- 5.8.2 Per the Declaration, Section 10.11, hazardous substances may not be stored in storage units.
- 5.8.3 Storage of any household chemical or liquid that may spill, leak, or seep, or that may create any noxious odor, fume, or gas, by mixture or not, are prohibited from being placed within storage units, whether classified as hazardous or not.
- 5.8.4 Storage of ordinary household items is limited to the area of the storage area allocated to each Unit, and any items left outside these areas may be removed without cause or notice.
- 5.8.5 Leasing of storage units shall be in accordance with Section 8 of the Declaration, which requires written notification be provided to the Board. Sale or transfer of storage between Units requires Board approval, and a legal amendment per the Declaration, Section 8.3.
- 5.8.6 All storage units are assigned. Empty storage units may not be occupied by anyone except the assigned owner or their tenant without the permission of the Board. Unauthorized locks will be cut-off and the contents removed.

#### 5.9. Roof-top Deck/Patio

- 5.9.1 Residents shall not cause for any items or other foreign objects to be blown, swept, tossed, thrown or launched in any manner, from the rooftop to another deck, public sidewalk, roadway, uncovered roofing or to any neighboring building.
- 5.9.2 The roof-top deck is a **NO SMOKING** area.
- 5.9.3 Residents may not leave personal items, including chairs, on the roof-top deck. The Association reserves the right to confiscate or dispose of furniture that was not appropriated with the permission of the Board.

#### 5.10 Fitness Center

- 5.10.1 Hours: Mon – Thurs 7 am to 10 pm; Fri 7 am to midnight; Sat 8 am to midnight; Sun 8 am to 10 pm.
- 5.10.2 Proper attire is to be worn at all times including shorts/pants, shoes, and shirt.
- 5.10.3 Minors (under 18) must be supervised by an adult.
- 5.10.4 Weight machines and cardio equipment are not to be moved.
- 5.10.5 All weights, mats, and accessories are to be returned to the area in which they were found and may not be removed from the Fitness Center.
- 5.10.6 The user must sanitize all equipment after each use.
- 5.10.7 Lights, heaters, fans, and TV must be shut off after each use.
- 5.10.8 Doors, windows, and the sliding door must be locked after each use.
- 5.10.9
  - a. Broken and/or defective equipment shall be reported to the Community Manager immediately and marked “out of order” to prevent injury to others.
  - b. Obtain Board approval before donating fitness equipment. Non-professional equipment is not covered by our service agreement and may not be authorized for insurance reasons.

### Section 6. Animals

*Declaration 10.6 “Domesticated animals, birds or small reptiles (herein referred to as “pets”), may be kept in the Units, subject to rules and regulations adopted by the Board. Pets will not be allowed on the Common Elements unless they are on a leash and are being walked to or from the Unit to a public road. Each owner shall pick up any waste matter left by a pet. The Board may at any time require the removal of any pet, which it finds is disturbing other Owners unreasonably, and may exercise this authority for specific pets even though other pets are permitted to remain. The Board may adopt additional rules and regulations governing the keeping of pets, and the size, number, nature, conduct and impact of pets.”*

#### 6.1 Pets and Service Animals

- 6.1.1 The number of pets shall be limited to **TWO per unit**, except for small, caged animals such as birds and fish. Units having more than two pets at the time this rule is published may be ‘grandfathered-in’ upon written request of the Board.
- 6.1.2 The weight of a pet shall be limited to **25 pounds** or less. The Board may request proof of weight.
- 6.1.3 Whenever they are outside of the Unit, pets and service animals shall be restrained by a leash not to exceed **eight** feet in length, and under the physical control of a responsible person, or be in a carrier.
- 6.1.4 Pets are not allowed in the Fitness Center or on the roof deck, except for the service animal of a disabled resident.
- 6.1.5 Each owner shall “promptly” pick up any waste matter left by their cat or dog. This includes mopping up urine in the elevators, lobbies, or other Common Areas, and cleaning stains on the carpet.
- 6.1.6 Digging in flowerbeds and planters by pets is not allowed, and the owner shall immediately fill any holes and fix any damage that may occur because of their pet’s actions.
- 6.1.7 Breeding pets as a business is not allowed.
- 6.1.8 Sheltering stray pets is not allowed.
- 6.1.9 Pet-sitting as a business is not allowed.
- 6.1.10 All cats and dogs shall be licensed with the City as required by Municipal code, and barking shall be controlled so as not to cause a nuisance.

## 6.2. Wild Animals

### 6.2.1. Feeding or sheltering wild animals is prohibited. This includes but is not limited to:

- a. Birds such as seagulls, pigeons, and crows.
- b. Squirrels and other rodents.
- c. Feral cats.
- d. Any other wild animal that the Board deems to be a nuisance.

### 6.2.2 Interfering with the efforts of the Association to control pests, including pigeons, by removing or disturbing traps is prohibited.

## Section 7. Fines

### 7.1 Fine Schedule: **See the Enforcement and Fine Policy adopted by the Board on June 4, 2019.**

Fines may be levied for violations of the governing documents as follows:

First notice of violation – Warning letter (this may include an assessment if there were damages that resulted in a cost to the Association).

Second notice of violation - \$100 (plus any additional costs associated with property damage.)

Third notice of violation - \$150 (plus any additional costs associated with property damage.)

Subsequent violations - \$200 (plus any additional costs associated with property damage.)

Continuing Violations - \$5 per day or \$25 a week. This is for ongoing conditions that are not resolved within the requested time period, such as inoperable vehicles, signs in windows, etc.

**Fire Inspections: Failure to grant unit access for properly noticed fire inspections may result in a \$250 fine.**

## Section 8. Compliance and Due Process Hearings: **See Enforcement and Fine Policy Resolution.**

### 8.1 Authority: The Condominium Act, RCW 64.34.304, and Section 13.6.11 of the Declaration grant the Association with the authority to levy reasonable fines in accordance with a previously established schedule adopted by the Board of Directors and furnished to the Owners regarding the commission of violations of the governing documents.

### 8.2 Rule violations can be generated because of:

- a. Property tours conducted by the Board or their agent,
- b. Complaints from owners or residents,
- c. Activity captured on surveillance cameras.

### 8.3 Due Process: Owners are entitled to a due process hearing. The recipient of a violation has the right to appear personally or by representative to give testimony, or testimony may be submitted in writing or both. Hearings will generally be held in private or may be public at the Owner's request. If a hearing occurs, owners will be notified by letter as to the decision of the Board.

### 8.3 Violation complaints shall be reported in writing to the Community Manager.

## Section 9.0 Emergencies

1. Report fire or other life-threatening emergencies to 911. The fire department has keys to the building.
2. If a person is stuck inside an inoperable elevator, follow the emergency procedures posted on the bulletin board and attached herein as Exhibit B.

## EXHIBIT A

### Procedures for Moving In or Out

- Moves are to be conducted through alley garage door #3. Staging boxes and furniture items in the lobby or moving items through the lobbies on carts and dollies is not permitted because of the possibility of damage to the glass doors and causes disruption to other residents.
- To hold garage door #3 open, press the green button to open the door, then press the red mushroom button that is under the plastic box. **The red mushroom button will hold the door open once the door reaches the top.** To close the door, turn the red mushroom button to the right and it will close. **DO NOT SHUT OFF THE SWITCH ABOVE THE RECEIVER BOX OR DOORS WILL CONTINUE TO OPERATE ON BATTERY BACK-UP UNTIL THE BATTERY DIES.**
- All doors need to be monitored when open. The security of the building is your responsibility.
- Garage door openings are 7 Ft. 8 inches high. Check vehicle height before entering.
- Check moving van height before entering the alley to ensure powerlines will not be in the way.
- P2 stairwell doors and elevators are locked. Opens with front door key. Insert the key and turn it to the right. Then push the elevator up button.
- **DO NOT HOLD OR PROP OPEN ELEVATOR DOORS.** The elevators can get stuck and require service. This cost may be charged back to the owner.
- Do not discard large or unwanted items by placing them next to the dumpsters. The Association's garbage service is for normal household garbage only. Large items placed inside the dumpster will be logged by the garbage service and the Association will be charged. If the Association needs to remove large, dumped items (mattresses, dressers, etc.), the removal costs will be assessed to the unit owner's account. The area is posted with a NO DUMPING warning sign and covered by surveillance cameras. Violations and fines may be issued.
- Observe recycling rules and flatten cardboard boxes before placing them in recycle bin.
- There has been a history of carpet damage caused by dragging items. Be careful not to damage carpet, paint, light fixtures, or other components.
- Trailers, pods, and other moving items may not be stored in parking stalls, on the parking strip behind the building, or in the alley.
- Please report accidents or safety issues

## **Exhibit B**


### **Elevator Emergency Evacuation Procedures**

- I. Requirement: Elevator emergency procedures are required by the State of Washington, Department of Labor & Industries in compliance with American Standard Safety Code for Elevators and Escalators ASME A17, 1-8.6.11.5.
- II. Responsibility: The Board of Directors for the Nautica Soundview Condominium Owner's Association shall prepare and maintain the procedure on behalf of the owners.
- III. Procedure:
  - A. In the event that an elevator becomes stalled with passengers inside it, do not attempt a rescue yourself. While the elevator is equipped with an emergency escape exit, this exit should remain locked at all times and used only during an emergency by trained personnel.
  - B. Please follow these instructions carefully:
    - 1. Establish and maintain communication either with the passengers inside the elevator by using the elevators phone or intercom, or simply by calling through the doors. Reassure the passengers that steps are being taken to remove them from the elevator and encourage them to remain calm.
    - 2. Find out if anyone is hurt or ill. If so, arrange for medical assistance or call 911.
    - 3. Find out how many people are in the elevator.
    - 4. Ask passengers to stand clear of the door.
    - 5. Ask them not to smoke in the elevator.
    - 6. Find out whether the regular elevator lighting or emergency lighting is operating. This will help determine the degree of power failure.
    - 7. Contact your local Thyssenkrupp Elevator office at 425-702-1200 and inform them of the situation.
    - 8. Stand-by for instructions or until they arrive onsite.

## EXHIBIT C

### Water Shut Off Procedure

NAUTICA SOUNDVIEW CONDOMINIUMS OWNERS ASSOCIATION	
Procedure	
Title	Building Water Shut-off
Policy Owner	Board of Directors
Author	Katherine Greenwood
Effective Date	November 4, 2020
Last Revised	Rev 1 April 20, 2023; Rev 2 March 26, 2024
Document Number	NSVPRO-1

1. Purpose. The purpose of this procedure is to establish a standard for shutting off the water to the building complex when it is necessary to make repairs to water pipes and fixtures whether inside or outside of a unit. Water shut-off usually becomes necessary when the water shut-off valve inside a unit is faulty. 
2. Notice. In order to minimize disruption to the residents and businesses, all shut offs, except for emergency situations, will be scheduled on the second Thursday of the month between 10 a.m. and 2 p.m. The Association's manager at Port Gardner will be notified at least a week in advance of the shut-off so that residents can be notified. Tom Gish, Jr. at 425-339-1160 ext. 223, or by email to [tgish@portgardnermgmt.com](mailto:tgish@portgardnermgmt.com). The unit owner will provide management with the name of the plumbing company and whether the main valve is being replaced by glue splice or by SharkBite. Glue splice requires the water to be off for at least two hours. SharkBite is usually a 30-minute process.
3. Procedure. The water shut-off will need to be performed by the unit owner's plumber. In the event the plumber is not willing to shut off the building water, then the Association will call the City of Everett at 425-257-8821. If this method is used, the unit owner will pay for the shut-off charge. The shut-off on the sidewalk is located under a metal plate close to the Hewitt sidewalk.
  - a. Building water shut-off is located inside the sprinkler room which is located on the outside of the Hewitt corner of the building. Property manager or board member will need to open the door.
  - b. To turn the water back on, the valve must be opened very slowly to prevent too much pressure on the pipes.

This revised procedure was adopted by the unanimous written consent of the Board and becomes effective when published. Revised on March 26, 2024, to change shut off day from 2<sup>nd</sup> Wednesday to 2<sup>nd</sup> Thursday.



Kathy Greenwood, VP/Secretary  
Nautica Soundview Condominium Owners Association  
Board of Directors





**Exhibit D**  
**Deck and Patio Maintenance Memo, June 29, 2022**

**Nautica Soundview Condominium**  
PO Box 1007  
Everett, WA 98206

June 29, 2022

To: Owners of Nautica Soundview Limited Common Element Decks and Patios

RE: Deck and Patio Maintenance

Dear Owner,

The Nautica Soundview Declaration (Section 10.14) requires that Owners be responsible for the care and regular cleaning of the deck or patio allocated to their unit. To ensure that the Association can maintain our warranty for the Pacific Polymer coating materials that were applied to the deck and patio surfaces in 2021, owner of units with decks or patios are asked to do the following:

1. Weekly, sweep or rinse the deck to remove loose debris and dirt. Do not sweep dirt over the sides or let water run onto the deck below.
2. Monthly, thoroughly clean the deck to remove dirt, debris, oil and grease drippings, etc. Cleaning may be by:
  - a. Scrubbing with a mild cleanser such as Simple Green, or any other low suds, biodegradable detergent. Requires thorough rinsing to avoid being slippery when wet or stains from sun affecting detergent residue. **Avoid the use of strong solvents, especially hydrocarbon type of solvents.**
  - b. High pressure water blast. This may be acceptable for patios, not decks, due to run-off.
3. Snow removal and ice control:
  - a. Piled up snow can significantly load the deck surface beyond its design load capacity resulting in structural cracks and/or more serious structural damage. Therefore, immediate removal of piled snow is recommended.
  - b. The use of metal blades should be avoided at all times to prevent physical damage to the coating system.
  - c. Snow Blowers (with rubber blades) and Snow Brooms are recommended, as opposed to heavy snow removal equipment.
  - d. Ice should be removed with chemical deicing materials.
4. **Raise plants off the surface of the deck.** Planted pots shouldn't be allowed to sit directly on the surface of the deck where water can accumulate beneath them. Raise them up on feet or wheels.
5. **Don't put down carpeting or other surfaces.** Outdoor carpeting might look nice, but it can cause moisture to be trapped under the carpet, which will damage the coating and structure.
6. **Don't screw things through the protective coating on the deck.** Satellite dishes and other items should not be screwed into the surface of the deck. This will create holes in the protective coating, damaging it and causing it to be weaker in that spot.
7. **Watch your grill.** Only electric grills are allowed on our decks and patios, but even those can cause damage to the surface coatings if hot items fall or are placed on the deck surface.

The Board appreciates your attention to these matters, and hopes you enjoy the use of your decks and patios for many years to come. Direct questions to the undersigned at 425-339-1160 ext. 223.

  
Tom Gish, Jr. Community Manager  
Port Gardner Property Management

**Exhibit E**  
**GOVERNING DOCUMENTS - POLICY RESOLUTIONS**

1. Resolution of the Board of Directors Regarding Hard-surface Flooring Policy, April 16, 2017
2. Resolution of the Board of Directors to Transfer Management Agreement, January 27, 2018
3. Resolution to Submit Schedule C Amendment to Owners for Consent by Mail, August 23, 2018
4. Resolution to Submit Qualifications Amendment to Owners for Consent by Mail, August 23, 2018
5. Resolution of the Board of Directors Adopting the Hot Water Heater Maintenance and Replacement Policy, approved on August 7, 2018.
6. Resolution of the Board of Directors Regarding Disability Accommodations for Large Animals, approved on August 7, 2018.
7. Resolution of the Board of Directors Regarding Unit Exterior Door Hardware, approved on Aug. 7, 2018, revised on October 16, 2023.
8. Resolution of the Board of Directors Regarding Reserve Fund Withdrawals, approved on Aug. 7, 2018.
9. Resolution of the Board of Directors Adopting a Collection Policy for Delinquent Assessments, approved June 4, 2019.
10. Resolution of the Board of Directors Adopting an Enforcement and Fine Policy, June 4, 2019, effective date July 4, 2019.
11. Resolution of the Board Adopting the 2019 Special Assessment Budget, June 17, 2019. Superseded on July 22, 2019.
12. Resolution of Signing Authority adopted by the Board on July 22, 2019.
13. Resolution Adopting the Amended 2020 Special Assessment Budget on August 6, 2019.
14. Resolution Adopting the Budget for the 2020 Fiscal Year, February 25, 2020.
15. Resolution Adopting an Accounting Policy for Special Assessment Funds, February 25, 2020.
16. Record of Written Consent of intent to select Pacific Building Envelope, Inc. for the strip and reclad project, March 26, 2020.
17. Resolution of the Board Consenting to Modification of Loan Terms, August 5, 2020.
18. Resolution Adopting the 2021 and 2022 Special Assessment, August 4, 2021.
19. Resolution of Signature Authority (for Bridge Loan), September 16, 2021.
20. Resolution Regarding A212 Patio, August 15, 2024.
21. Resolution Regarding Commercial Unit Expenses, August 15, 2024
22. Resolution Regarding the Corporate Transparency Act, February 20, 2025



## **GOVERNING DOCUMENTS**

### **DECLARATION AND BYLAW AMENDMENTS**

Articles of Incorporation - Amended 10/13/2009 to delete and replace sections 8 and 9 having to do with liability of Directors.

Bylaws – Amended 9/9/2016 to add term limits for Directors.

Amended 11/1/2018 to add qualifications for Directors.

Amended 08/17/2023 changed terms limits to only apply to elected terms.

Declaration – Amendment 1 6/23/2006 Replaces the original Schedule B.

Amendment 2 12/21/2007 Replaces the previous Schedule B with a new one.

Amendment 3 4/09/2008 Amended Schedule C to add 6 additional parking spaces.

Amendment 4 10/15/2009 Amended or deleted and replaced Sections 10.14.2.3, 10.14.2.4, 12.1.6, 12.4.7, 13.6.4, 19.3, and 28.

Amendment 5 11/1/2018 Schedule C - Corrected scrivener's errors in storage assignments.

Amendment 6 11/1/2018 Section 15.1 - Amended such that Directors must be owners.

Amendment 7 10/16/2023 Section 13.7 Financial Statements and Records. Deleted incorrect guidance regarding waiving audits.

**Maintenance Allocation Guidelines – original version dated November 4, 2020, revised March 20, 2025**

Governing documents may be found on the Association's website at [www.nauticasoundview.com](http://www.nauticasoundview.com). The page is locked. Owners need to join the website to view locked pages. Contact the website administrator for access instructions.

#### **Procedures**

1. Move In Move Out, see House Rules Exhibit A
2. Elevator Emergency Evacuation, see House Rules Exhibit B
3. Building Water Shut-off, see House Rules, Exhibit C
4. Deck and Patio Maintenance, see House Rules, Exhibit D

## OWNER / RESIDENT INFORMATION

Nautica Soundview Condominium Owners Association / Unit # \_\_\_\_\_ Date \_\_\_\_\_

### UNIT OWNER'S INFORMATION

OFFICIAL MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OPTIONAL: Do you consent to receiving Association notices by email instead of mail? (check one) YES \_\_\_ NO \_\_\_

(You may stop email notices at any time by notifying Property Management. Email notices will stop if two notices are undeliverable.)

EMAIL YOU WANT TO USE FOR OFFICIAL NOTICES: \_\_\_\_\_

**OWNER 1 NAME** \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

PERSONAL EMAIL \_\_\_\_\_ WORK EMAIL \_\_\_\_\_

VEHICLE LICENSE NO (if parking at Nautica) \_\_\_\_\_ LICENSE STATE \_\_\_\_\_

**OWNER 2 NAME** \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

PERSONAL EMAIL \_\_\_\_\_ WORK EMAIL \_\_\_\_\_

VEHICLE LICENSE NO (if parking at Nautica) \_\_\_\_\_ LICENSE STATE \_\_\_\_\_

**OCCUPANCY INFORMATION** (Used for certifying owner occupancy percentiles to mortgage lenders and appraisers.)

1. Is the Unit vacant? (Check one) YES \_\_\_ NO \_\_\_ If yes, how long will it be vacant? \_\_\_\_\_

2. Do you rent the Unit? (Check one) YES \_\_\_ NO \_\_\_ If yes, complete the tenant information section below.

3. Is the unit occupied by family members? (Check one) YES \_\_\_ NO \_\_\_ If yes, provide their names below.

4. Is the Unit primarily used as a Second Home? (Check one) YES \_\_\_ NO \_\_\_

**FAMILY MEMBER OCCUPANTS** (Living in the Unit who are not Owners such as Siblings, Children, Elderly Parents, etc.)

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

**EMERGENCY CONTACT** (Person not living in the Unit)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

**OWNER PETS** (Nautica Soundview House Rules limit pets to two that weigh 25 pounds or less.)

TYPE OF ANIMAL \_\_\_\_\_ NAME \_\_\_\_\_ BREED \_\_\_\_\_ SIZE (LBS) \_\_\_\_\_

TYPE OF ANIMAL \_\_\_\_\_ NAME \_\_\_\_\_ BREED \_\_\_\_\_ SIZE (LBS) \_\_\_\_\_

**HOT WATER TANK INFORMATION** (Nautica Soundview requires owners replace water tanks at least every 10 years.)

MANUFACTURER \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_  
INSTALLATION DATE \_\_\_\_\_ LENGTH OF WARRANTY \_\_\_\_\_

**TENANT INFORMATION** (Nautica Soundview requires lease agreements be provided to Property Management prior to tenant move-in. )

**TENANT 1 NAME** \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELLPHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

PERSONA EMAIL \_\_\_\_\_ WORK EMAIL \_\_\_\_\_

VEHICLE LICENSE NO. (if parking at Nautica) \_\_\_\_\_ LICENSE STATE: \_\_\_\_\_

**TENANT 2 NAME** \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELLPHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

PERSONAL EMAIL \_\_\_\_\_ WORK EMAIL \_\_\_\_\_

VEHICLE LICENSE NO. (if parking at Nautica) \_\_\_\_\_ LICENSE STATE: \_\_\_\_\_

**RULES AND REGULATIONS**

**As the Owner the Unit, I verify that I have given the Tenant(s) a current copy of the Association's Rules and Regulations.**

OWNER NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**As the Tenant(s) residing in the Unit, I verify that I / we have received a copy of the Association's Rules and Regulations.**

TENANT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TENANT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TENANT FAMILY MEMBERS (Living in the Unit that are not on the Lease – Minor children)**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

**TENANT PETS** (Nautica Soundview House Rules limit pets to two that weigh 25 pounds or less.)

TYPE OF ANIMAL \_\_\_\_\_ NAME \_\_\_\_\_ BREED \_\_\_\_\_ SIZE (LBS) \_\_\_\_\_

TYPE OF ANIMAL \_\_\_\_\_ NAME \_\_\_\_\_ BREED \_\_\_\_\_ SIZE (LBS) \_\_\_\_\_

Direct questions to Nautica Soundview Community Manager Tom Gish, Jr. at 425-339-1160, ext. 223  
Mail completed form to Port Gardner Property Management PO Box 1007 Everett, WA 98206  
Or email form to: mickelle@portgardnermgmt.com