

RULES, REGULATIONS AND POLICIES

1. MONTHLY MAINTENANCE DUES / LATE FEES (2023.01.09) (Revised 2025.12.06)

A. Dues are payable by the 1st of the month

Payable to: Spinnaker Ridge Association

Mail to: Heggerness & Bronk CPA group

4423 Pt. Fosdick Dr. NW, Suite # 202

Gig Harbor, WA 98335

2026 dues are \$330.00

B. Collection and Management of Monthly Homeowners Dues

Homeowners' dues are payable on or before the first of each month. Effective June 1, 2011, dues not paid by the 15th of a given month will result in the assessment of late fees as follows:

Violation Late Fee

- First Notice to comply
- Second \$ 50.00
- Third \$100.00
- Fourth and subsequent offenses \$250.00

Payments received will be applied in the following order:

1. Fines and Sanctions
2. Late Charges
3. Interest due on any sum
4. Monthly dues, then
5. Special assessments, if any

2. SPINNAKER RIDGE HOA ACTIONS AND FINES (2023.4.18)

The following are actions and/or fines against a Spinnaker Ridge Member for not adhering to governing documents or rules set forth by the Board and/or found in the Bylaws of the Spinnaker Ridge Community Association.

1. Upon becoming aware of a violation, the Board shall send the Member a Notice of Violation. Within ten (10) days of the Member's receipt of the Notice of Violation from the Board the Member may submit a request, in writing, to the Board for a hearing on the Violation. Within ten (10) days of the Board's receipt of such request the Board shall confirm a hearing will be held before the Board, or a specially appointed committee or representative, regarding the proposed action or fine. (Section 7.3 of the Bylaws)
2. Second Notification: If a Member does not request a hearing and/or the violation is not resolved within the stated time period, the Board may issue a Second Notification and levy a fine up to \$50. The fine must be paid within fifteen (15) days of notification and the stated violation must be corrected.
3. Third Notification: If the violation is not resolved within fifteen (15) days of receipt of the Second Notification the board may levy a fine up to \$100. The fine must be paid within fifteen (15) days of receipt of the Third Notification and the stated violation must be corrected.
4. Fourth Notification: If the violation is not resolved within fifteen (15) days of receipt of the Third Notification, the board may levy a fine up to \$250. The fine must be paid within fifteen (15) days of receipt of the Third Notification and the stated violation must be corrected.
5. Final Notification: If the violation is not resolved within fifteen (15) days of receipt of the Fourth Notification, the board may levy a lien on the Member's property. The lien will remain on the property until all violation(s) are resolved and fines paid to the Spinnaker Ridge HOA.

3. SCRA- FINANCIAL RULES (2023.4.18)

1. Payment of Invoices

All invoices for purchases or services must have signatures from a minimum of ONE Trustee plus the TREASURER to be processed for payment.

2. Withdrawal of SRCA monies

Withdrawal of money from a bank requires signatures of two to three board officers depending on the bank's policies.

3. Expense Approval Process

The appropriate Trustee must approve any expense or service that falls within their area of responsibility and forward the expense to the Treasurer for the second approval.

4. NON-MEMBER SIGN IN TO SRCA PRIVATE MEETING (2019.03.13) (Revised 2023.04.18)

Persons attending a SRCA Private Meeting are to sign in, provide the information requested below and abide by all rules related to recording meeting discussions.

NON-MEMBER SIGN IN

This is a private meeting on private property and no recordings are allowed.

Date _____

Name _____

Resident you are representing _____

If you are employed by a company to be here, please complete the following:

Company _____

Address _____

Phone _____

If you are recording against the rules of SRCA you must complete the following: Is this transcription available to the SRCA? _____ I understand recording this meeting is against the rules of the SRCA _____

Any non-member must leave the building during Executive Session

5. CORPORATE RESOLUTION ON RECORDING MEETINGS (2017.10.09)

A Motion was approved for the following statement to be read preceding any SRCA committee meeting: (1&2)

“As part of the Corporate Resolution on recording meetings, please be reminded that this is a private meeting of a private HOA on private property. No recording is allowed.”

6. SPINNAKER RIDGE COMMUNITY ASSOCIATION (SRCA)

RECORD OF CONSENT TO RECEIVE ELECTRONIC TRANSMISSION (2018.05.14)

In accordance with RCW 64.38.035 and RCW 24.03.009, each member of the SRCA must provide written consent to receive formal notices and communications by electronic transmissions. On receipt of your Consent to Receive Electronic Transmissions, you will be given a password allowing you access to the community web site for general information about SCRA. You will be given a **second** password to use **each time** you access the Monthly and Annual Minutes, Monthly and Annual Financials, SCRA residents Communications information and Telephone Tree Contact List.

_____ I hereby consent to the electronic transmissions of all formal notices and communications by SRCA. I also agree that the SRCA will notify me in a timely manner by email when notices are available on the website www.spinnakerridge.com. Such consent can be revoked at any time upon written notice to the SRCA Secretary.

_____ I hereby do not consent to electronic transmissions by SRCA.

_____ Owner's
Signature/Signatures Date

_____ Property address/lot
number Phone Number

Email address

Please sign and return to the SRCA Web Administrator

7. SPINNAKER RIDGE COMMUNITY ASSOCIATION (SRCA) VEHICLE PARKING POLICY (2018.01.18)

A. POLICY PURPOSE: Parking in Spinnaker Ridge is limited. Conflicts between homeowners can arise. The purpose of this Policy is to clarify parking rules and avoid future conflicts.

B. DEFINITIONS:

1. Private Property Parking: Parking shall be in each home's garage or in the driveway immediately adjacent to the garage.

2. Common Property Parking: Parking on SRCA owned and managed property (defined as the entire Spinnaker Ridge Development minus private property). Limited common property parking is available by the Club House/Pool and on the shoulder of Spinnaker Ridge roads and cul-de-sacs.

3. Primary Passenger Vehicle: A passenger vehicle used by the homeowner for routine and regular transportation. Stored, and/or infrequently used vehicles, boats, trailers, trucks, campers, recreational vehicles or other equipment or devices do not satisfy this definition.

4. Overflow Parking: Parking on common property more than 48 hours but less than 30 days.

C. POLICY DETAILS:

1. Private Property Parking Policy: A primary passenger vehicle may be parked in the garage attached to the home, or in the driveway immediately adjacent to the garage. Because many homes in Spinnaker Ridge share a driveway, cars parked in a driveway may interfere with a neighbor's driveway access. If this occurs, the impacted homeowners are responsible to work out a suitable accommodation.

2. Common Property Parking Policy:

- Overflow parking on Spinnaker Ridge streets and cul-de-sacs is not permitted.
- Overflow parking in the Club House/Pool parking lot is not permitted except as approved by the Board based on extenuating circumstances.
- No more than two vehicles may simultaneously use overflow parking.
- Homeowners who wish to utilize the Club House/Pool parking lot for overflow parking must obtain, in writing, prior permission of the Board. Applications must outline the reason(s) for the request, identify the make and license of the vehicle to be parked, and state when the vehicle will be removed.
- The overflow parking rule will not apply to homeowners who need to park temporarily (week or less) due to construction work at their house, short term guests, etc. 3. The Board, at its discretion, may modify this policy in the event of emergencies or extreme hardship.

D. APPLICABILITY: This Policy applies to all Spinnaker Ridge homeowners, their family, guests, and renters.

8. CLUBHOUSE (2023.4.18)

A. Clubhouse Use: The clubhouse cannot be used for commerce (money exchanging hands), fund raising, political meetings or religious activities.

B. Clubhouse Reservations (2023.4.18)

The clubhouse can be reserved by a single member for a specified date and time for no more than three consecutive weeks.

9. GARAGE / ESTATE SALES IN SPINNAKER RIDGE (2020.04.08) (Revised 2023.04.18)

Residents are welcome to host or participate in garage or estate sales in Spinnaker Ridge. The following Rules have been approved by the Board of Trustees to ensure safety, security, and success.

Garage/Estate Sale Rules:

- Host must inform the Board of Trustees allowing enough advance time to notify residents.
- Days: Friday, and/or Saturday or Sunday
- Hours: between 9:00am to 5:00 pm
- Host must notify residents on their cul-de- sac.
- Residents may wish to host their own sale in coordination.
- Signs in front of your home and the front entrance must be put up and taken down each day.
- Sales may not be conducted as an ongoing business in this community.

10. SPINNAKER RIDGE COMMUNITY ASSOCIATION DISPLAY OF TEMPORARY SIGNS (2020.02.05) (Revised 2023.04.18)

Temporary signs advertising houses "for sale" are allowed. One sign may be placed near the Soundview entrance. A second sign may be placed in front of the house for sale.

For other temporary signs, seek approval from the SCRA Board of Trustees.

11. SPINNAKER RIDGE COMMUNITY ASSOCIATION DISPLAY OF HOLIDAY LIGHTING POLICY (2012.09.17) (Revised 2025.12.13)

Outdoor displays of holiday lighting, decorations and décor by home owners are welcome. Exterior seasonal lighting may be turned on from Thanksgiving day to January 31 by when all holiday decorations and lighting must be removed.

12. SPINNAKER RIDGE COMMUNITY ASSOCIATION PROCEDURES FOR PROPERTY SALES / TRANSFERS : Guidelines for Listing / Selling Your Property (03.20.2026)

Notify President / Vice-president of your listing and realtor contact information.

Notify Realtor of Document Production / Welcome Package Admin.

Request for (suggested) Closing Documents Buyer's Realtor or Listing Agent:

Provide request for suggested documents to admin (Governing Documents, BOT Minutes for specified period, Financial Statements for specified period, Rules & Regulations, Architecture/Landscape Guidelines, Clubhouse and Pool Use, etc.)

Cost for Document Production: \$100.00 **payable by check upon receipt of thumb drive.**

Notify Admin of closing date of sale: Two weeks prior to closing date Admin will deliver Welcome Packet including Association Information, Governing Rules, Current Information, Passwords and access directions to the SRCA Website.