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. <u>Collection and Management of Monthly Homeowners Dues</u>

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 (2026.11.04)

https://spinnakerridge.com/wp-content/uploads/2026/11/SRCA-Vehicle-Parking-Policy-2026.11.04.pdf

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.