

## **Belltown Court Owners Association House Rules**

After careful consideration and public discussion, the following Rules have been adopted for Belltown Court. These rules are meant to ensure the safety and security of the residents, to provide for a harmonious community, and to protect and maintain the building and facilities.

All owners must become knowledgeable about the provisions in the Bylaws and the Declaration in addition to these House Rules. Rules are enforced by the Office Manager, the Property Management firm, the security service, and in some cases, the Owners Association Board of Directors. Your cooperation makes everyone's job easier, and helps to reduce the costs that all of us bear as owners.

When amendments or additions are made to these rules, they will be noted in the minutes of the Board meetings, provided to each owner, and made available from the Office Manager.

Your diligence and cooperation in following these rules and encouraging your neighbors to do so will help to ensure the safety of our building and the value of our investments, and will provide for a happier and safer community.

### PENALTY LEVELS

Each rule includes a penalty level. With each subsequent infraction of a rule within a two-year period, the penalty is increased to the next level. If a condominium unit is rented or leased out, the tenants and owners are equally responsible for abiding by the rules. Infractions of the rules by guest of tenants or owners are the responsibility of the tenant and owner. However, the owner is responsible for paying the fines that result from infractions. In addition to the Penalty Level listed below, any cost incurred by the Homeowners Association for attorney's fees associated with hiring or consulting an attorney when assessing fines, or for any repair of damage, replacement of items, or cleanup will be assessed at the actual cost or \$40 per hour whichever is greater.

Level 1: A written warning, issued by the Office Manager or Property Manager.

Level 2: A \$100 fine.

Level 3: A \$250 fine.

Level 4: A \$500 fine.

Level 5: Board action. Fines or amenity restriction may be decided by the Board, if egregious or multiple infractions occur.

The authorities of the Association to enforce and collect assessments and/or impose liens upon a unit for unpaid assessments are defined in Article 17 of the Condominium Declaration.

## APPEALS PROCESS

- A. Appeals should be in writing or by email, addressed to the Board, and submitted within two weeks of the violation notice. If the owner wishes to present his or her case verbally, this should be indicated in the letter of appeal.
- B. Within **7** days of receipt of the letter of appeal, the Board or its representative will provide notice of the date and time of the hearing.
- C. The Board or its appointed Committee will respond in writing to any appeal immediately following the hearing.

## I. SECURITY AND TENANCY

Only owners, tenants, and people authorized by an owner or tenant are permitted to enter the building. All others are subject to removal by the Office Manager or an authorized representative of the Office Manager.

Owners are financially responsible for the behavior of their guests and the security of the building.

An owner can provide a copy of his or her unit key to the Office Manager for emergency entry. If a key is not provided, or when staff is not on-site, emergency entry will be at the owner's expense.

The Office Manager should be notified in advance of the time and duration of any owner or renter absence of more than three days. This allows the Office Manager to act more quickly in the event of an emergency.

To promote a sense of community and for consideration of others, it is important that residents talk to each other first to negotiate over noise impacts caused by individual activities. It is also important that residents understand and consider the effects of their activities on surrounding units including those above and below them as well as each side.

All residents are expected to experience quiet enjoyment at Belltown Court and to use their units without excessive noise interrupting others' quiet enjoyment. Residents should recognize that in a building with 245 units, there will be over 245 individual tolerances for noise producing activities at any given time on any given day. These rules are written to cover excessive and continuous noise produced from the activities of residents and their guests.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 Do not allow strangers to enter the buildings or garages.	Security	3
2 Locked doors and garage doors may not be propped open unattended.	Security, Fire Department Code	3
3 Owners and residents must inform the Office Manager when they are expecting workers in the building (such as Installers, furniture and appliance delivery people, carpet cleaners, painters, etc.).	Security	2

4	Owners must register with the Office Manager, in writing, when a condominium unit or storage unit is for sale or lease, or a parking space is for lease, before the proceedings of the sale or lease begin. Staff will not show or give access to units or parking spaces.	Safety, Security The Office Manager and the Board must know who the actual owners and residents are throughout the building, in case emergencies or problems occur.	4
5	Owners must register the names and phone numbers of all authorized tenants of their units with the Office Manager.	Safety, Security The Office Manager and the Board must know who the actual residents are throughout the building, in case emergencies or problems occur.	3
6	<b>All Owners are required to pay a move-in fee equal to one-month of their current year HOA Dues with a maximum of one move-fee per calendar year. This fee is due no later than the date of occupancy change and will replace any other move-in fees or processing fees.</b>	Security, Administrative Costs	2
7	Residents must register with the Office Manager individuals who have a “Permission To Enter” their Unit. Such individuals include but are not limited to, House Sitters, Dog Walkers, Caregivers, and House Cleaners.	Security, Safety	2
8	The owner (or his or her representative) of a Unit being rented, regardless of the length of stay, <b>must show every tenant around the Building prior to move-in with each tenancy agreement</b> and ensure that the tenant: A) knows where the Unit is; B) has working keys to the Building and the Unit; C) has a working garage door opener and knows where to park; D) has a copy of the Belltown Court Owners Association House Rules and has noted the posted Rules throughout the Building; E) knows where trash, recycling and composting are deposited; F) knows where mail is received; G) has a phone number for reaching the Owner or owner’s representative with problems 24-hours a day.	Safety, Security It is the unit owner’s responsibility, not the Office Manager, or other residents, to provide tenants with both instructions and means of entry into the building.	3

9	<p>Failure to comply with Article 10, Section 3 of the Declaration which states, “All leases and rental agreements shall be in writing. Copies of all leases and rental agreements shall be delivered to the Association before the tenancy commences,” shall result in a fine.</p> <p>Lease agreements must include the signed HOA lease Addendum A (available on website and at office).</p> <p>Regardless of length of stay, a confirmation that criminal history screening was completed for each tenant must be provided to the Association before the tenancy commences.</p>	Liability, Legal Reasons	3
10	<p>Building quiet hours are from 10 p.m. to 7 a.m., Sunday thru Thursday, and 11 p.m. to 8 a.m. Friday and Saturday.</p> <p>All activities, conversations, music, televisions and other noise causing items and actions must be kept at a level that does not disturb residents of adjacent units. During quiet hours, all of the above listed items and activities are tolerated at the sole discretion of your neighbors and fellow community residents.</p> <p>Please remember that during quiet hours, it is not a measure of how loud you think you are being, rather it is a measure of how loud your neighbors think you are being.</p> <p>Although there are no day time quiet hours, please be aware that anything (activities, audio/visual equipment, etc.) causing enough vibration to be observed by your neighbors is sufficient to warrant a noise violation.</p>	Noise, Consideration for other Residents, Quiet Enjoyment	2
11	<p>Residents must inform the Office Manager within 24 hours of any pest infestation, including but not limited to, bed bugs, fleas, cockroaches, ants, termites, and rodents.</p>	Safety, Consideration for other Residents	2

## II. COMMON AREAS

Except as otherwise posted or noted in these rules, quiet hours are:

10:00 PM to 8:00 AM Sunday - Thursday

11:00 PM to 8:00 AM Friday & Saturday

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 Quiet hours must be observed in all common areas.	Noise, Quiet Enjoyment	2
2 Any spills or accidents should be cleaned up and reported to the Office Manager.	Maintenance, Building Preservation	2
3 Littering of common areas.	Maintenance, Building Preservation	2
4 Damage, removal of items, or vandalism, intentional destruction of common areas or building components.	Maintenance, Building Preservation	4
5 Residents must reserve the elevator with the Office Manager for any move-in or move-out that requires exclusive use of the elevator, or for any use that may cause damage to the elevator or affect elevator functioning (i.e. blocking elevator doors). Such use of an elevator must occur during hours when employees are available. These hours are: Monday - Friday: 9:00 AM to 5:00 PM Saturday: 9:00 AM to 4:00 PM No moves on Sundays or posted staff holidays Residents are financially responsible for any damages they cause to the elevators.	Maintenance, Building Preservation The reserved elevator must be keyed on and protected with padding and floor covering before use, and then keyed off and padding and floor covering removed after use.	4
6 Residents must reserve the elevator with the Office Manager for any installers, workers, delivery personal or contractors. Such workers must follow the route shown by the Office Manager for bringing in building materials, tools or other construction equipment. Belltown Court staff must hang pads in the elevators before any materials or items may be taken up to a unit.	Maintenance, Building Preservation	3
7 Smoking is not allowed in any interior common area.	State Law, Health	3

8	Running and playing are not allowed in any interior or exterior common area.	Noise, Quiet Enjoyment	2
9	Solicitation is not allowed.	Security	2
10	Music and Video devices cannot be played in common areas unless with headphones.	Noise, Respect for Residents	2
11	Signs and posters are not allowed in any common area except in designated areas approved by the Board. Notices must be submitted to the Office Manager for approval.	Building Uniformity	2
12	Fireworks are not allowed anywhere in Belltown Court.	Fire danger.	4
13	Do not leave anything in the hallways other than daily delivered items.	Safety Obstructions in the hallways, including doormats, pose a safety hazard and increase wear and tear in the common areas.	2
14	No For Sale or Lease, either temporary or permanent, signs in the common areas.	Safety Obstructions in the hallways pose a safety hazard and obstruct access in the common areas.	2
15	Nothing can be dropped, thrown or launched off the building.	Safety	4

### III. POOL/SAUNA/SPA AREA

The pool/sauna/spa area is open from 5 am to 11 pm.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 No one under 18 is allowed in the pool/sauna/spa area unless accompanied by an adult.	Safety. Liability.	2
2 No child 6 years of age or under is allowed in the spa.	Safety.	2
3 Observe all posted rules, regulations, and safety guidelines.	Maintenance, Safety	2
4 Running and horseplay are not allowed in the pool/sauna/spa area.	Safety	2
5 No person with a communicable disease may use the pool, sauna, or spa.	Safety, Health	3
6 No person under the influence of alcohol or drugs may use the pool/sauna/spa area.	Safety	3
7 All persons must have a cleansing shower <b>within the pool area</b> before entering the pool, sauna, or spa.	Health, Equipment Damage Prevention.	2
8 No pets are allowed in the pool/sauna/spa area.	Health, Safety	3
9 No toys are allowed in the pool, sauna, or spa. No personal belongings may be left in the pool/sauna/spa area.	Equipment Damage Prevention	2
10 The life ring is not to be used as a toy.	Safety	2
11 No diving.	Safety	1
12 No smoking.	Health, Safety	3
13 No food or drink allowed in the pool/sauna/spa area except for water in non-breakable covered containers.	Safety, Cleaning Purposes	2
14 No glassware.	Safety, Cleaning Purposes	2
15 Do not use any water for "steam shock" in the sauna. Water damages the sauna. It is a dry sauna.	Building Preservation	3 plus cost to repair



16	Observe posted maximum occupancy.	Safety	2
17	Because the pool/sauna/spa area is a public place, activities inappropriate in a public place are not allowed. These include nudity, sexual activity, etc.	Health, Safety	4&5

#### IV. FITNESS CENTER

The Fitness Center is open 24 hours a day.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 No one under 12 is allowed to use the Fitness Center. People aged 12-18 must be accompanied by an adult.	Safety, Liability	2
2 Between the hours of 11:00 PM and <b>5:00 AM</b> : <ul style="list-style-type: none"><li>All doors (including sliding doors that lead to the courtyard) must be closed.</li><li>The television sound must be turned off.</li></ul>	Noise	2
3 If you are the last to leave the Fitness Center, turn off the television.	Noise, Power Conservation	1
4 Turn off machines and lights when you are finished.	Wear on Machines, Power Conservation	1
5 Pets are not allowed in the Fitness Center.	Safety	2
6 Do not drop the weights in the weight lifting equipment.	Safety, Noise, Wear on Equipment	2
7 No food or drink is allowed in the Fitness Center except water in non-breakable covered containers.	Equipment Damage Prevention	2
8 Report all equipment damage to the Office Manager immediately.	Prevention of Further Damage	1
9 All exercise equipment should be wiped down after each use.	Health, Maintenance	2
10 Stationary exercise equipment may not be moved without the Office Manager's prior approval.	Safety of Both Person and Equipment.	3
11 Non-stationary items like the bench, mats and inflatable ball may not be removed from the Fitness Center.	Respect for Community Property	2
12 No personal exercise equipment may be left in the Fitness Center.	Liability, Limited Space	1

## V. BUSINESS CENTER

The Business Center is open from 5 am to 11 pm.

The Condominium and Management are not responsible for items removed from the Business Center other than the items owned by the Condominium.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 Observe guidelines posted in the Business Center.	Security	2

## VI. GUEST SUITE

See the separate Guest Suite Policy for more information about the Guest Suite.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 No smoking in the Guest Suite.	Health, Safety	3
2 No pets in the Guest Suite.	Health, Safety	3

## VII. CAMP AN'ILE ROOM

The Camp an'ile Room must be reserved in advance with the Office Manager. Reservations are taken on a first come, first served basis, and will not be taken more than 3 months in advance. Each condominium unit is allowed to reserve the Camp an'ile Room two times per calendar year. If the Camp an'ile Room is not reserved within ten days of a desired date, it will be available on a first come, first served basis and the reservation will not count against the owner's annual reservation limit.

A \$200 deposit is required at time of reservation for activities not sponsored by the Belltown Court Home Owners Association. See the separate Camp an'ile Room Use Requirements for more information.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 No smoking allowed. Smoking is permitted only in the designated smoking area in the middle of the courtyard.	Health, Safety, To Prevent Smoke from Entering Adjacent Units	3
2 All activities must be over by 11:00 PM Friday and Saturday, and 9:00 PM Sunday - Thursday.	Noise	3
3 Keep music and sound to a reasonable level.	Noise	3

### VIII. 7th FLOOR COMMON AREA DECKS

The 7<sup>th</sup> floor decks are available on a first come, first serve basis. Decks are intended for small gatherings of residents and their guests, not large parties.

<b>Rule</b>		<b>Rationale</b>	<b>Penalty</b>
1	Observe the posted maximum occupancy. At no time can the number of people exceed the posted occupancy rate.	Safety of Persons and Structure	2
2	All activities must be over by 11 p.m. Friday and Saturday, and 10 p.m. Sunday – Thursday	Noise	3
3	Music and Video devices cannot be played on the 7 <sup>th</sup> floor common area decks without headphones.	Noise	3
4	All deck surfaces, furniture, barbeques, entry and exit areas to the 7 <sup>th</sup> floor decks must be cleaned after use. Remove all garbage and Recycling.	Health, Maintenance	2
5	Residents are responsible for any damage to plants, planters, furniture or grills on the 7 <sup>th</sup> floor decks.	Maintenance	3
6	No pets permitted on 7 <sup>th</sup> floor common area decks.	Health, Maintenance	3
7	No smoking permitted on the 7 <sup>th</sup> floor common area decks.	Safety, Health, Maintenance	3

## IX. EXTERIOR APPEARANCE / MAINTAINANCE: BALCONIES AND DECKS

Article 10, Section 5: Exterior Appearance of the Declaration governs the exterior appearance of the building. Section 10.5 limits modifications of the building, screens, doors, awnings, and other portions of the Unit visible from outside the Unit. In addition, Section 10.5 limits installation of antennae and satellite dishes, and regulates window and window treatment (blinds and curtains) colors and materials. This section of the House Rules provides for fines when a Unit is in violation.

Exterior includes not only walls facing the street but also exterior walls facing the Courtyard and alley.

The Association recognizes that this section imposes somewhat subjective judgments. Although the Board may delegate their authority to identify violations to the Management agent, anyone who believes this rule is being unreasonably enforced against them may appeal (see appeals process, page 1). In addition, any unit adjacent to the appellant unit (i.e. the owner of any unit which can observe, from any window, doorway, balcony or limited common area, an area where the item or items in question or violation appears) may participate in the appeal process.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 All balconies and entryways are to be kept in clean and neat condition at all times. The Board reserves the right to require the removal of any item deemed to be unsightly or offensive. Decks or balconies are not to be used for storage purposes. Storage and placement of items other than commonly understood and recognized deck or balcony furniture and barbeques or plants are prohibited. Storage of bicycles on decks is prohibited.	Safety, Liability, Uniformity	2
2 All items must be kept inside the balcony railings.	Safety, Liability	2
3 The watering of plants, sweeping, or cleaning of balconies shall be done in a manner which will not be a nuisance or hazard to persons residing in lower or adjacent units. Decks and balconies may NOT be cleaned by pressure washing method. For both safety and cleanliness a professional window washer should wash the exteriors of windows. However, if accessible windows are washed by a resident, no water or cleaning solution shall be allowed to drip on units, stucco, balconies, decks or terraces below.	Building Preservation, Consideration of Other Residents	2

4	All plant containers must have drip pans underneath. All drip pans should allow for ventilation beneath the pan.	Building preservation, Consideration of other Residents	2
5	Plants or any paraphernalia shall not be hung from exterior walls, ceilings (i.e., the balcony above) or vents.	Building preservation, Consideration of other Residents	2
6	Residents may display limited holiday decorations on a temporary basis. Holiday seasonal decorations, lights and door wreaths are allowed 15 days before a holiday but must be removed from balconies and unit doors no later than 15 days after a holiday ends.	Building preservation, Consideration of other Residents.	1
7	Nothing, including but not limited to cigarette butts or burnt matches, shall be swept, thrown, dropped or shaken from doors, windows or balconies.	Safety, Liability, Consideration of other Residents Building Preservation	4
8	Deck surfaces shall not be modified or covered. Nothing shall be attached to the deck walls or ceilings, i.e., balconies above.	Safety, Building Preservation, Liability	4&5
9	No real estate (For Sale, For Rent, etc.) or commercial signs of any kind may be inscribed, painted, engraved or affixed to any part of the exterior of any unit or common elements or displayed from or on any unit or common elements.	Building Uniformity, City Code	2
10	No sign of any kind shall be displayed on or from any unit, common elements or limited common element, nor shall any sign of any kind be inscribed, painted, engraved or affixed to the exterior of any unit, common element, or limited common element except as permitted by Declaration.	Building Uniformity, Building Preservation	1
11	No holes, or fasteners of any kind may be placed in, on or through the stucco.	Building Preservation	4&5



12	No resident may alter or construct anything in a common or limited common area without Board approval. The installation of satellites, antennae, air-conditioning units, etc. on the exterior of a building, on a deck or balcony, or protruding through the walls, windows or roof of a building, is expressly prohibited, except in accordance with Article 10, Section 5 of the Declaration.	Building Uniformity, Buildings Preservation, Safety, Liability	4&5
13	Curtain, blinds, shutters or draperies or any other window covering visible from the exterior of the building must be white, or off-white.	Building Uniformity	2
14	Only gas barbeques are allowed on balconies. Barbeques must be attended at all times and an appropriate fire extinguisher must be present in the unit when barbeque is in use.	Fire Safety, Fumes	4

## X. STORAGE

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1	Material must be stored with a minimum 18" of clearance from the sprinkler heads and system.	Legal Reasons, Fire Hazard 2
2	No flammable liquids, explosives, or perishable items shall be stored in storage areas.	Fire Hazard 2
3	Material must be contained within the personal storage areas.	Safety 2
4	Turn off the light when leaving the storage area.	Safety, Conservation 1
5	Association reserves the right to remove any item stored outside the personal storage space and dispose of them properly without notification.	Fire Code, Safety 3
6	No smoking in storage areas.	Safety 3

## **XI. GARAGES AND PARKING**

Vehicles with temporary parking privileges, such as those of repair people, must have a temporary parking permit issued by the management.

Replacement parking permits are \$50. If the lost permit is found, the \$50 will be refunded when the replacement permit is returned.

A resident's guests can park in a garage only when the guest parks in place of the resident and the guest's vehicle appropriately displays a valid parking permit.

Owners with reserved parking spaces can call the designated towing company to remove unauthorized vehicles from their reserved spaces.

Obey all posted rules. Penalty levels are in accordance with those defined on page 1 of the House Rules.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 All vehicles parked in Belltown Court parking lots must present a valid parking permit in the front windshield.	Limited Parking	Towing
2 The speed limit in the parking garages is 5 mph. Be aware of pedestrians and bicycles that may be present.	Safety, Respect for Neighbors	3
3 Vehicles must stay within the lines of a parking space.	Limited Space. Respect for Neighbors	2
4 Only one operable automobile or operable motorcycle is allowed per parking space. No materials can be stored in parking spaces without express permission from the Board.	Limited Parking, Maintenance, Respect for Neighbors	2
5 Vehicles must not leak fluids.	Safety, Maintenance, Respect for Neighbors	2
6 Ensure garage door closes before the door is out of view. Vehicles should not leave the alley or proceed to a parking space until the garage door closes.	Safety, Security	3
7 No smoking in the garages	Safety	3
8 Roll up garage doors may not be used for pedestrian foot traffic.	Safety	3

## **XII. MOTORCYCLES AND OTHER SMALLER MOTORIZED VEHICLES**

Owners who wish to park a motorcycle or other smaller motorized vehicle (scooter, moped, etc. herein referred to as a motorcycle) in a garage must pay an annual registration fee of \$150.00 and review these rules with the Office Manager. The Owner and the Office Manager will then select an appropriate motorcycle parking space (identified with letters of the alphabet) that, once assigned, can only be used by the assigned owner and registered motorcycle until otherwise determined by the Office Manager and/or Board. Spaces are assigned on a first come, first served basis. Motorcycle owners who wish to purchase an extra common area key or garage door opener may do so at the current costs, as determined by the Board.

If the motorcycle parking space selected is adjacent to an assigned reserved car parking space, the Office Manager will notify the owner of that car parking space as a courtesy. The Office Manager will address issues of mutual safety, ease of entry and exit, parking space selection, and neighbor acceptance.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 In order to park a motorcycle in a garage, the motorcycle owner must register the motorcycle with the Office Manager.	Security	Towing, (see Section XI)
2 Motorcycles belonging to guests cannot be parked in the garages.	Security	Towing
3 Motorcycle owners must update their registration information annually with the Office Manager. Motorcycle owners must also notify the Office Manager when they cease to use a space, so that someone else can occupy it.	Security, Respect for Neighbors	1
4 The speed limit in the parking garages is 5 mph. Be aware of pedestrians and bicycles that may be present.	Safety, Respect for Neighbors	3

### **XIII. BICYCLES**

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 All bicycles stored in the garages must be inside the designated bicycle cages.	Security	2
2 Bicycles may not be brought through the main entry lobbies and must be carried through upper floor lobbies and hallways.	Wear on Carpets	3
3 Bicycles may not be stored on exterior decks, hallways or stairways.	Maintenance, Safety, Exterior Appearance	2

#### XIV. TRASH, RECYCLING AND COMPOST

Recycling and composting is required by the city of Seattle.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 Loose material or large items (that may become wedged) must not be put in the trash chute.	Trash Chute Maintenance.	2
2 Recyclable materials must not be left in the trash room.	Maintenance, Consideration of Residents	2
3 Trash and items too large for the trash chute must not be left in the trash room.	Maintenance, Health, Consideration of Residents	2
4 Christmas trees may not be disposed of on site as recycling, trash or garbage. See Office Manager for approved offsite locations.	Maintenance, Safety	2
5 Recyclable items are identified at: <a href="http://www.seattle.gov/util/services/recycling">www.seattle.gov/util/services/recycling</a> All items must be rinsed and free of food. Trash, food, and other inappropriate materials contaminate the whole container of recycling.	Health (The Association is fined by the city when recycle bin is contaminated with trash, food or other inappropriate materials).	3
6 Compostable items are identified at <a href="http://www.seattle.gov/util/enviromentconservation">www.seattle.gov/util/enviromentconservation</a>	The Association is fined by the City of Seattle when compostable materials are found in trash or recycle	3
<b>7 Residents are required to completely break down and flatten boxes before disposing in the Building recycling containers.</b>	<b>Maintenance, Consideration of Residents</b>	<b>1</b>

## XV. PETS

Pet owners are directly and solely responsible for the behavior of their pets. Barking or other annoying conduct by a pet will not be tolerated.

<b>Rule</b>		<b>Rationale</b>	<b>Penalty</b>
1	Pets must meet the requirements of current Seattle City Laws. As of the writing of these rules, these include having no more than a total of three cats and/or dogs per unit.	Safety, Liability, Legal Reasons	2
2	Pets must be licensed with the City of Seattle.	Liability, Legal Reasons	2
3	Pets must be current on their vaccinations.	Safety, Liability	2
4	Pets must be on a leash no longer than 6' or in a carrier at all times in all common areas (halls, lobby, courtyard, etc.). Pets are allowed in common areas only during transit. The courtyard is not to be used as an off-leash play area or pet potty area.	Consideration of Other Residents, Maintenance of Fragile Courtyard Environment, Sanitation	2
5	Cat litter and all pet fecal matter must be double-bagged before being placed in the trash chute.	Trash Chute Maintenance	2
6	All landscaped areas, flowerbeds, and rock areas are strictly off limits for animals.	Consideration of Other Residents, Maintenance and Cost of Landscaping	2
7	Pet owners are required to clean up any urine and/or excrement deposited in any common area by their pets and are financially liable for any damage caused by their pets.	Building Preservation and Consideration of Other Residents	4&5
8	No bird feeders or feeding of wild birds or squirrels is permitted from any unit or common area.	Consideration of Other Residents, Building Preservation	2
9	Food intended for animals may not be placed in the stairwells, hallways, balconies, entranceways, or other limited common elements.	Consideration of Other Residents, Building Preservation	2
10	Pet litter boxes must be kept inside the unit boundaries and must not be placed in the stairwells, hallways, balconies, entranceways, or other limited common element.	Consideration of Other Residents, Building Preservation Health	3

## XVI. CONDOMINIUM RESALE

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 The owner, listing agent or authorized sales representative shall be the only person authorized to escort potential buyers to the condominium unit and to tour the building facilities.	Liability, Legal Reasons, Security	2
2 Public open houses are permitted only when the listing agent or authorized sales representative is available to escort any persons to the unit. No person shall be allowed to visit an open house without being accompanied by the owner, listing agent or authorized representative from the lobby to the unit to be viewed.	Safety, Liability, Security	3
3 An owner may provide the listing agent with a key to the owners' unit and an access fob to the building. Management will not supply fobs to agents.	Safety, Liability, Security	2
4 Key boxes for units for sale are located in the 2 <sup>nd</sup> Avenue lobby. The owner of a Key Box must register the Key Box with Management. The owner of the Key Box must remove the Key Box once the owners' unit has been sold.	Safety, Liability, Security	Removal of Key Box 2



## XVII. INSURANCE COVERAGE

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 All losses which may be covered under the Association's policy must be reported to the management agent as soon as possible, and confirmed in writing within 48-hours or as soon as possible thereafter. No claims may be made directly to the Association's insurance company or agent.	Liability	5
2 In the event that any appliance, fixture or equipment that is part of an owner's unit causes or is the source of any damage to any common area, limited common area or other unit and the cost if the repair is paid by the Association's property insurance carrier, the unit owner whose appliance, fixture or equipment failed shall be liable to the Association for the amount of the deductible under the Association's policy regardless of whether the unit owner was negligent.	Building Preservation	5

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## **XVIII. UNIT REMODEL / ALTERATIONS**

Any proposed alterations or repair to flooring or interior walls, and remodeling of cabinetry within a condominium unit require prior Board of Directors approval. The unit owner and the contractor should become familiar with Belltown Court Declaration, Section 10.4 “Maintenance of Units, Common Elements, and Limited Common Elements”. The homeowner must present an application to the Office Manager. The Office Manager may review the application and assist the unit owner with any issues he/she notices prior to the BOD’s review and approval.

### Discretion

The Belltown Court Declaration is the authoritative document governing a homeowner’s remodeling plans. The BOD retains the discretion to approve or disapprove a unit owner’s remodeling plans based solely on its interpretation of the Belltown Court Declaration should there arise any disagreement.

Owners working on their units are subject to all rules governing contractor below without prior written consent from the Office Manager.

<b>Rule</b>	<b>Rationale</b>	<b>Penalty</b>
1 Any owner wishing to remodel or alter his or her unit must submit an Application to the Board for its written approval.	Liability, Legal Reasons	3&5
2 Owner must display on his or her unit door the notice to all neighbors included in the remodel application.	Consideration of Other Residents	2
3 A review fee will be charged for renovations. Refer to the architectural remodel request application for the fee schedule information (available on website and at office).	Maintenance, Building Preservation	3
4 Without prior written consent, contractor access will be permitted only from 8:00 AM to 4:30 PM Monday through Friday. All moving of materials and clean up (vacuuming) must be finished by 4:45 when all workers must exit the property	Maintenance, Consideration of Other Residents	3
5 Daily check-in and check-out with the Office Manager is required. Only routine access to Belltown Court during working hours is allowed.	Safety, Security	2
6 Contractors must follow the route shown by the Office Manager for bringing in building materials, tools or other construction equipment.	Maintenance	2

7	Without prior written consent, owners and residents must arrange for pads to be hung in the elevator by Belltown Court staff prior to any materials being taken to a unit.	Maintenance, Building Preservation	3
8	Vendors will be charged a fee for any clean up or damage that they cause.	Maintenance, Building Preservation	3
9	Propping an entry or garage door open by anyone involved in a construction project is prohibited and will cause the project to be stopped and the homeowner's construction deposit to be forfeited.	Security	4
10	Contactors and other project workers must never allow any other individual not approved by owner and Office Manager access into the building.	Security	4
11	Contractors must protect walls, carpets, lights, artwork and furniture in common areas.	Maintenance, Building Preservation	3
12	Damage as a result of contractors not protecting walls, carpets, lights, artwork and furniture in common areas will result in a fine.	Maintenance, Building Preservation	4
13	Either the owner or contractor must supply cleaning supplies and equipment. Removal of trash from common areas is the owner's and/or his contractor's responsibility.	Maintenance	3
14	Owners and residents must arrange with Office Manager where contractors or subcontractors may park their vehicles prior to start of work.	Security, Safety	2 Towing

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15	The installation or replacement of flooring with hard surface flooring is prohibited by the Declaration at Section 10.4, except in the kitchen, bathroom and entryway areas and only after submitting a request for approval and obtaining the written consent of the Board. All applications for approval and any such flooring assembly will need to include an acoustical mat, in addition to the hard surface flooring and an appropriate underlayment. Acoustical matting such as Acousti-mat 3, Acousti-mat 3 HP or better will be required for sound and vibration dampening.	Health and Quiet Use and Enjoyment	Any non-conforming installation will be subject to removal and replacement with a conforming flooring assembly. Fines for any violation as applicable may apply as well.
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