



Ballard Place Condominiums

1545 NW 57th Street, Seattle Washington

Ballard Place Owners Association (BPOA) Manual

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**For Use by
Owners and Residents of Ballard Place Condominiums**

Revision History

(While under revision, the document will be a minor-versioned document. Once approved, the document will become a major-versioned document. For example, .01, .05, n.11 or n.03 while under revision and 1.nn, 2.nn or 3.nn once approved.)

Version #	Revision Date (mm/dd/yyyy)	Sections Changed (Summary of Changes)	Modified by
2.0	12/01/2011	1) Made it a major version.	B. Ives
2.1	2/1/2012	5.1.4 Fee Schedule (Move In/Move Out)	B. Ives
2.2	5/29/2012	1) Updated Section 5.1.1 () 2) Ready to add Rule IDs to rules 3) Added Section 3.1.1.1	B. Ives
2.3	8/8/2012	1) Updated Section 3.1.1.1 2) Updated the following sections for use of "owner", "resident" and "guests": 1, 2.4, 4.18, 5.1.2, 5.1.3, 5.2.2, 5.3.3, 5.3.5.1, 5.3.5.2, 5.4.1, 5.4.2.1, 5.4.2.3, 5.4.2.4, 5.4.2.5, 5.4.2.6, 5.5.1, 5.5.2, 5.5.4, 5.5.5.	B. Ives
2.4	10/01/2012	1) Updated Section 5.4.2.1 to match updated Lounge reservation form.	B. Ives
2.5	1/31/2013	5.1.4 Fee Schedule (Lounge/Kitchen Reservation Cancellations)	B. Ives
2.6	3/7/2013	1) Updated Section 3.1 The Board of Directors. 2) Updated Section 5.4.2.1 to match updated Lounge reservation form. 3) Rule IDs not implemented yet.	B. Ives
3.0	3/8/2013	1) Made a major version for 2013 publication.	B. Ives
3.1	5/31/2013	1) Edited Section 3.1.1.1 for end parentheses.	B. Ives
3.2	6/26/2013	Marked up rules sections that can have repeated Declaration/Bylaws details stricken from this manual and replaced with a "Refer to Declaration/Bylaw..." statement.	B. Ives
3.3	July 2013	1) Revamped rules/regulations for consistency, removal of redundancy, and removal of unnecessary rules. 2) Included First Aid kit information. 3) Made wording changes for consistency throughout the document and removed information that was repetitive with the governing documents.	B. Ives
3.4	August 2013	1) Updated Section 4.1 for BBQ guidelines.	B. Ives
3.5	9/25/2013	1) Updated Section 4.7 for list of fire extinguishers. 2) Modified format in Section 5 by removing tables that listed individual violation penalties. 3) Renamed Section 5.1.2 4) Incorporated Board feedback on penalty levels for various rules that were combined.	B. Ives
3.6	9/28/2013	1) Reordered list of guidelines within each rule, if needed.	B. Ives
3.7	9/29/2013	1) Updated Section 3.1.1.1 with Rules Committee information.	B. Ives
3.8	10/15/2013	1) Section 5.4.2.4, Section 5.4.2.5 and 5.2.2 for clarity on closed amenities during quiet hours. 2) Updated Section 5.1.4 and Section 5.4.2.3 for annual use of garden plots.	B. Ives
3.9	10/29/2013	1) Removed blank space that was for expansion. 2) Updated Section 4.18 for location of security cameras. 3) Ready for Association review.	B. Ives
4.0	11/22/2013	1) Made a major version for Board approval and 2014 publication.	B. Ives
4.1	4/23/2014	1) Updated Section 3.1 with new Board e-mail addresses. 2) Updated Section 4.19 with new staff e-mail addresses. 3) Modified Section 5.1.4 Fee Schedule from "Damage Fee for Unit Construction" to "Damage for Unit Construction Fee".	B. Ives
4.2	6/5/2014	1) Updated Section 4.19 to remove "Delivers newspapers to residents' front door."	B. Ives
4.3	11/10/2014	1) Updated Section 4.6 to include reference to community barbecue grill. 2) Updated Section 4.19 from "Manages concierge, maintenance, and security staff." to "Manages concierge, maintenance, and janitorial staff." 3) Modified Section 5.4.2.1 to remove repeat of Quiet Hours details and replace with common phrase "Abide by the quiet hours." 4) Updated Section 4.3 from "Mail Room" to "Mailroom".	B. Ives
4.4	1/22/2015	1) Updated Section 4.1 from "Recommendation: Use under a one pound bottle of propane." to "Recommendation: Use a one-pound canister of propane." 2) Updated Section 5.2.3 from "Common areas are not for exercising animals." to "Common areas are not to be used for exercising animals." from "All landscaped areas are strictly off limits for animals, except for any designated pet area." to "All landscaped areas are strictly off limits for animals." 3) Updated 5.4.2.5 from "Enter and exit from spa area through the fitness center hallway." to "Enter and exit from spa area through the hallway by the fitness center." 4) Updated Section 5.4.2.6 from "Abide the posted guidelines and rules." to "Abide by the posted guidelines and rules."	B. Ives

		5) Updated Section 5.4.2.7 from “Abide the posted guidelines and rules.” to “Abide by the posted guidelines and rules.”	
5.0	1/28/2015	1) Made a major version for Board approval and 2015 publication.	B. Ives
5.1	10/31/2015	1) Updated Section 5.3.2 to include use of draft stops and kick plates.	B. Gustafsson
5.2	1/25/2016	1) Renamed Section 3.1.1 2) Reorganized Section 3.1.1.1 under Section 3.1.1 and removed reference to “Standing Committees”.	B. Gustafsson
6.0	1/30/2015	1) Made a major version for Board approval and 2016 publication.	B. Gustafsson
6.1	3/25/2018	Based on review of meeting minutes from 2017: 1) Updated Section 5.3.4 Moving with change that has unit owner paying Move-In/Move-Out Fees (See Meeting Minutes Sep 25, 2017, "Landlord Tenant Laws – Non-resident Tenants no longer pay move in/move out fees. However, Owners have to pay the HOA on behalf of the Renter.") 2) Updated Section 5.3.5.1 Motor Vehicles with Vehicle Registration form information; re-organized order of rules. (See Meeting Minutes Jun 26, 2017: "A registration system for bicycles and motorcycles is now in place.") 3) Updated Section 5.3.5.2 Motorcycles and Other Motorized Vehicles (Mopeds/Scooters) to include mopeds and scooters as defined by DMV; with Vehicle Registration form information. (See Meeting Minutes Jun 26, 2017: "A registration system for bicycles and motorcycles is now in place."), included reference to Motorcycle Parking Agreement. 4) Updated Section 5.3.5.3 Bicycles/Kayaks with Bicycle Registration form information. (See Meeting Minutes Jun 26, 2017: "A registration system for bicycles and motorcycles is now in place."), included reference to Kayak / Canoe Storage Agreement. 5) Updated Section 5.4.2.1 Lounge with change to lounge reservation policy. (See Meeting Minutes Sep 25, 2017: "Lounge Reservations – Checks are no longer required for Lounge reservation. All old checks held have been shredded. To reserve a date, simply send an email or use the online Ballard Place website. A Walk-through is required. If there is no damage, there is no charge for space use. If damage occurs, the Tenant is back-billed.")	B. Gustafsson
6.2-6.14	2020/2021	Updated throughout entire manual: (1) For consistent format when referencing Declaration: Sections 2.1, 2.2, 2.3, 3.3, 5.1.2. (2) By inserting (www.BallardPlace.org) where Ballard Place website is mentioned. (3) By underlining ‘in addition to’ in the sentence “The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.”. (4) For some grammar edits. (5) Updated from Fitness Center to Exercise Room, from Business Center to Computer Room, Mail Services to Mail Room, Roof Deck Terrace to Roof Deck, Roof Deck Garden to Garden Plots, true names of the amenities. (6) From entry door key to Common Area door key. SECTION 2 (7) Section 2.5.2 Owner’s Insurance - edited to accurately reflect the purpose and owner’s responsibility in obtaining HO-6 Policy insurance. SECTION 3 (8) Section 3.1 The Board of Directors - reinforced use of official Ballard Place email addresses; included reference to BP Board Communication Policy; added location as to where Association Manager contact information can be found. (9) Alphabetically reordered Section 3.1.1 Committees; added Landscape Committee; renamed “Emergency and Safety Committee”. (10) Section 3.1.1.2 Finance Committee - underlined “before” to reiterate the budget committee’s dependence on the Finance Committee role; added reference to Board of Directors Resolution #1 - Operating Fund and Board of Directors Resolution #2 - Reserve Fund that committee should uphold. (11) Section 3.2 Association Meetings - updated Meeting Information diagram to correct the voting required for Budget meetings on the Association Meetings diagram. SECTION 4 (12) Section 4 Building Features - replaced the word “Amenities” with “Features”; alphabetically reordered this section. (13) Section 4.2 Bicycle and Kayak Storage - separated Bicycle information and Kayak information into separate bullet format. (14) Section 4.7 Emergency Alerts, Sprinklers, Fire and Smoke Alarms - added information regarding emergency door hangers. (15) Section 4.8 Emergency Exits - added new section. (16) Section 4.9 Entry - clarified different ways to access the building. (17) Section 4.9.1 Call Box - added new section. (18) Section 4.9.2 Garage Door Opener - added new section. (19) Section 4.9.3 Key Fob and Reader - added new section. (20) Section 4.12 Garbage and Recycling - added new section.	B. Gustafsson

		<p>(21) Section 4.15 Lounge and Kitchen. - removed reference to refundable security deposit; clarified television and computer capabilities.</p> <p>(22) Section 4.17 Parking Garage - clarified information with bullet format; added garage door opener information.</p> <p>(23) Section 4.18 Pet Friendly - added reference to BP Declaration per pet ownership; added Pet Registration form information; added reference to BP Declaration as to where pets are allowed; added location of additional pet waste station.</p> <p>(24) Section 4.20 Staff - corrected Facility Manager email address; updated Facility Manager job description; added lead concierge email address.; edited Concierge duties to reflect duties at a higher level.</p> <p>(25) Renamed Section 4.22 to “Surveillance Cameras”; added verbiage to clarify purpose of cameras; added locations in bullet format.</p> <p>SECTION 5</p> <p>(26) Section 5.1.2 Rule Violation Penalty Schedule - clarified that warnings are issued on behalf of the Board.</p> <p>(27) Section 5.1.3 Enforcement - underlined supplement statement.</p> <p>(28) Section 5.1.4 Fee Schedule - included instructions if paying by check; updated Move In/Move Out fee to \$500; removed ‘additional’, ‘replacement’ and ‘new’ in description of some fees.</p> <p>(29) Section 5.2.3 Pets - re-organized order of rules.</p> <p>(30) Section 5.2.4 Garbage Disposal - added new section.</p> <p>(31) Section 5.2.5 Recycling Disposal - added new section.</p> <p>(32) Section 5.2.6 Delivered Packages - added new section.</p> <p>(33) Section 5.3.1 Entry to Building - clarified list of rules.</p> <p>(34) Section 5.3.2 Exit from Building - added new section.</p> <p>(35) Section 5.3.5 Moving - clarified that unit owner is ultimately responsible for paying Move-In/Move-Out Fees; referenced complete instructions for the moving process available at front desk; added some updates to bullet list.</p> <p>(36) Section 5.3.6.1 Motor Vehicles - added Vehicle Registration form information; re-organized order of rules; clarified entering/exiting policy.</p> <p>(37) Renamed Section 5.3.6.2 Motorcycles and Other Motorized Vehicles to “Motorcycles and Other Motorized Vehicles (Mopeds/Scooters)”; added Vehicle Registration form information.</p> <p>(38) Section 5.3.6.3 Bicycles and Kayaks - added Bicycle Registration form information.</p> <p>(39) Renamed Section 5.4.2.1 to “Lounge and Kitchen”; added changes to lounge reservation policy; added clarifications to policy.</p> <p>(40) Section 5.5.6 Marketing Your Unit - updated with new location of lockbox bar.</p>	
6.15	2/13/2021	<p>Incorporated the following changes gathered in review session with the Board:</p> <ol style="list-style-type: none"> 1) Updated Section 3.1 to include BP Board email address; re-ordered contact information. 2) Updated Sections 4.5, 4.10, 4.15 and 4.19 to clarify that the areas open 24 hours are governed by quiet hours. 3) Updated Section 4.9 to include re-keying of building if common area door keys are lost, stolen. 4) Updated Section 4.9.1 with additional call box location. 5) Updated Section 4.9.3 with updated key fob location at front door and additional key fob location at garage pedestrian gate. 6) Updated Section 4.17 to remove reference to “availability of parking”; added Vehicle Registration form information. 7) Updated Section 4.20 to include vendor staff that Facility Manager manages. 8) Updated Section 4.22 to clarify that cameras are not monitored and to reinforce residents calling 911 or Facility Manager to report issues. 9) Updated Section 5.1.2 to clarify the Board’s discretion at assessing a lower level where the rule is specifically documented with a higher initial penalty. 10) Section 5.1.4 Fee Schedule - updated key fob fee. 11) Updated Section 5.2.2 to clarify volume levels. 12) Updated Section 5.3.6.1 to clarify use of drip pans/pads. 13) Updated Section 5.5.2 to clarify contacting Facility Manager to determine elevator padding based on size of delivery. 14) Updated Section 5.5.6 to exclude use of anything other than MLS lock boxes. 	B. Gustafsson
6.16	2/15/2021	<ol style="list-style-type: none"> 1) Updated Section 5.3.5 to incorporate entire Move-In/Move-Out policy into BPOA manual. 2) Updated Section 4.17 to remove reference to Vehicle Registration form information. 3) Updated Section 5.3.6.1 to remove reference to Vehicle Registration form information. 	B. Gustafsson
6.17	2/22/2021	1) Updated Section 4.22 with additional camera locations.	B. Gustafsson
7.0	3/4/2021	1) Made a major version after Board approval and for 2021 publication.	B. Gustafsson
7.1	6/22/2021	1) Section 3.1.1.1 Electric Vehicle Charging Committee - Added new section; renumbered rest of section.	B. Gustafsson

		<p>2) Section 4.7 Electric Vehicle Charging Stations - added new section; re-numbered rest of section.</p> <p>3) Section 5.1.4 - Fee Schedule - changed name to "Construction Fee (refundable)"; removed reference to Deposit.</p> <p>4) Section 5.5.7.1 Interior Unit, Parking Space and Storage Alterations, Improvements and Construction - updated to address electric vehicle charging station installations, which require parking space construction; replaced reference to 'Deposit' with 'Fee'; modified to align with rest of manual format; included instruction to follow guidelines contained in the Ballard Place Owner Construction Application form.</p>	
7.2	7/18/2021	1) Section 5.5.7.1 Interior Unit, Parking Space and Storage Alterations, Improvements and Construction - updated with Deb's feedback on EVC changes.	B. Gustafsson
7.3	9/3/2021	1) Section 5.3.3 Exterior Appearance of Unit Patios, Decks and Entryways - added prohibition of doormats.	B. Gustafsson
7.4	11/12/2021	<p>1) Section 3.1 The Board of Directors - added description of group email address.</p> <p>2) Section 4.7 Electric Vehicle Charging Stations - clarified installation available only upon Board approval.</p> <p>3) Section 5.2.7 Drones, Unmanned Aircraft - added new section.</p> <p>4) Section 5.3.5.1 Prior to Moving Day - added "Two Week" to section title to instruct tenant to act two weeks prior to moving day.</p> <p>5) Section 5.5.5 Rentals - added instruction to notify management two weeks prior to moving day.</p> <p>6) Section 5.5.7.1 Interior Unit, Parking Space and Storage Alterations, Improvements and Construction - added instructions to obtain and review Guidelines for Replacing Carpet with Hardwood Surface Flooring prior to submitting any flooring remodel request.</p>	B. Gustafsson
7.5	2/21/2022	<p>1) Section 3.1 The Board of Directors - removed concept of group email address; updated to direct all communications to Management Company.</p> <p>2) Section 3.1.1.3 Finance Committee - updated Function to "Researches and determines the need for minimum balances in the operating and reserve accounts."</p> <p>3) Section 5.2.7 Drone, Unmanned Aircraft - added "Real Estate Agents will need to provide a 72-hour notice before filming with a drone so residents can be notified."</p>	B. Gustafsson
8.0	5/1/2022	1) Made a major version for 2022 publication.	B. Gustafsson

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1 Introduction and Welcome

Ballard Place Owner and Resident:

Welcome to Ballard Place Condominiums, a unique homeowner's community in the Ballard neighborhood! Ballard Place strives for excellence in management and operation. The Ballard Place Owners Association, Board of Directors, Association Manager, and owners are dedicated to assuring that Ballard Place is a pleasant community and an enjoyable home for residents. This Board-approved manual is presented to all owners/residents as an informative guide to understanding the operation of the Association.

The Ballard Place Owners Association was founded in 2004 and is a non-profit incorporated association made up of individual homeowners owning units in Ballard Place. The homeowners elect two members of the Board of Directors each year pursuant to the Declaration that governs the Ballard Place Owners Association.

There are three documents governing Ballard Place: the **Declaration**, the **Bylaws**, and the **Ballard Place Owners Association Manual**, each of which outlines owner and resident responsibilities in detail. *(As an owner, it will be your responsibility to abide by the rules and regulations contained herein these documents and to advise residents and guests of the same.)* This Ballard Place Owners Association Manual is intended to highlight the most common issues in the Declaration and Bylaws, and it is not intended to modify these recorded documents. The Ballard Place Owners Association Manual can be modified by a majority vote of the Board of Directors.

This Ballard Place Owners Association Manual was developed to help you get to know the building, its operations, and policies. Your comments and suggestions, offered to any Board Member or presented at any Board meeting, will be appreciated, and will receive careful consideration. Upon Board approval, suggestions will be incorporated into future manual revisions.

Board of Directors

Ballard Place Condominiums

2 Ballard Place

Ballard Place consists of both Residential and Commercial Units. The Ballard Place Condominiums is an exclusive organization, made up solely of its owners. When you purchased your unit, you automatically became a member of the Ballard Place Owners Association and became entitled to certain rights and assumed defined obligations.

Your condominium building is made up of three different area types: ***Unit, Common Elements, and Limited Common Elements.***

2.1 Unit

Unit means a physical portion of the Condominium designated for separate ownership, the boundaries of which are described in Section 6.2 of the Declaration and shown on the Survey Map and Plans. (*See Article 6 of Declaration for Unit information.*)

2.2 Common Elements

Common Elements means all portions of the Condominium other than Units and Limited Common Elements. Common Elements is often referred to as Common Areas. (*See Article 7 of Declaration for Common Elements information and Section 5.4.1 for Common Areas information.*)

2.3 Limited Common Elements

Limited Common Element means a portion of the Common Elements allocated in Article 8 of the Declaration for the exclusive use of one or more but fewer than all the Units. Limited Common Elements is often referred to as Limited Common Areas. (*See Article 8 and Schedule C of Declaration for Limited Common Elements information and Section 5.4.1 for Limited Common Areas information.*)

2.4 Owner Responsibilities

The Declaration, Bylaws, and Rules and Regulations as documented in the Ballard Place Owners Association Manual specify the responsibilities, which are specific to the unit owners/residents:

- All owners/residents are responsible to know, understand and abide by the Declaration, Bylaws, and Rules and Regulations contained in the Ballard Place Owners Association Manual.
- All owners are to receive copies of the Declaration and Bylaws when they purchase the property.
- Owners are to review and make these available to all persons who will occupy their units as tenants of Ballard Place.
- The Board's adopted Rules and Regulations are published as part of this manual.
- Additional copies of the Declaration, Bylaws and owner's manual are available on the Ballard Place website (www.BallardPlace.org).
- Suggestions for additions, modifications, or deletions to the Rules and Regulations are appreciated and can be offered to any Board member or presented at any Board meeting and will receive careful consideration.

2.5 Insurance Coverage

2.5.1 Association Insurance

- Ballard Place carries a master insurance policy, which provides property protection for the Common Elements, the Limited Common Elements, and the Units (as defined under the Declaration). The property protection includes coverage in the event of damages from an earthquake or flood. The policy also provides liability protection for the Association and its Board of Directors. *(See the master policy for complete policy coverage and for specific deductible limits.)*
- Betterments and improvements include cabinets, appliances, wall and floor coverings, plumbing fixtures, and other items installed during construction that typically remain in a unit when it is sold.
- A copy of the Association's master insurance certificate is available by filling out a request on the Ballard Place website (www.BallardPlace.org).
- Address specific questions related to Association coverage or details with the Association Manager or the Association's insurance broker.

2.5.2 Owner's Insurance

- In addition to the Association's master insurance policy, the Declaration mandates that unit owners are financially responsible to pay up to the amount of the master insurance policy deductible in the event of a claim. *(See the master policy for complete policy coverage and for specific deductible limits.)*
- Unit owners are advised to purchase additional condo owners insurance coverage known as HO-6 Policy, which is personal home insurance for owners of condominiums and is designed to coordinate coverage with your condominium's master insurance policy. A basic HO-6 Policy generally consists of five coverage sections (a standard in the industry):
 - Coverage A – Dwelling
 - Coverage C – Personal Property
 - Coverage D - Loss of use
 - Coverage E - Personal Liability
 - Coverage F – Medical Payments to Others

Note that the amount of coverage and settlement options may differ by insurance company and individual needs.

- Optional additional insurance coverages can be purchased to supplement, expand and personalize the underlying HO-6 Policy coverage.
- Coverage in the event of a loss due to an earthquake or flood is not covered in the standard HO-6 Policy.
- When securing an HO-6 Policy, providing a copy of the Declaration's insurance section to your personal insurance agent or broker will help ensure that your coverage is established properly, and proper premiums are determined.

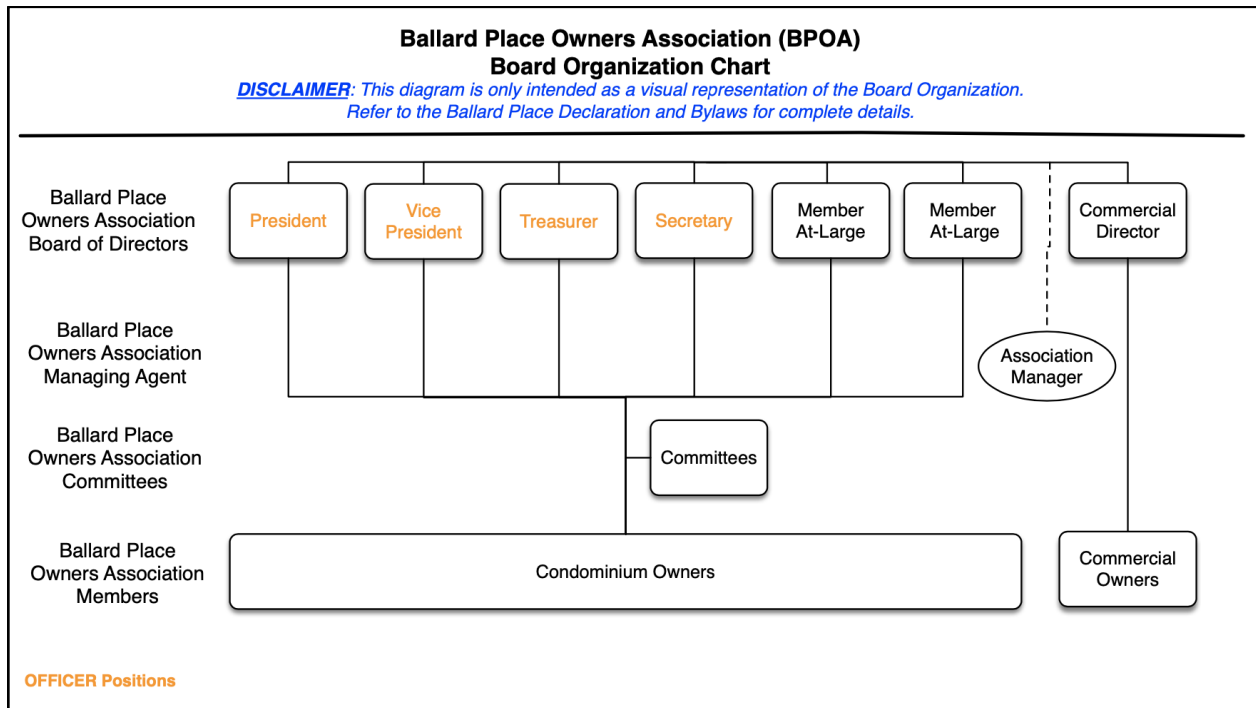
3 Your Association

Ballard Place Owners Association is a registered non-profit corporation in the State of Washington. It is charged with maintaining the assets of all residential owners. Balanced against this obligation is the knowledge that it is also a micro-neighborhood, made up of many different individuals from different backgrounds. In this setting, these different personalities come together to share, enjoy, and manage a diverse community.

3.1 The Board of Directors

The Board of Directors governs the Ballard Place Owners Association. The Board consists of six members elected by the membership at the Annual Meeting and one member elected/designated by the commercial unit owners.

The below diagram helps to illustrate the organization.



Communicate with the Association Manager by contacting the Management Company following the Ballard Place Board Communications Policy, adopted October 26, 2020. Contact information for the Association Manager can be found on the Ballard Place website (www.BallardPlace.org). Ensure to direct all your communications to the Management Company who, in turn, will address with the Board.

Board members and employees are to use official Ballard Place e-mail addresses for all Board business and communication to Ballard Place owners and residents:

President: President@ballardplace.org
 Vice President: VicePresident@ballardplace.org
 Secretary: Secretary@ballardplace.org
 Treasurer: Treasurer@ballardplace.org
 Member At Large: MemberAtLarge1@ballardplace.org
 Member At Large: MemberAtLarge2@ballardplace.org
 Commercial Director: Commercial@ballardplace.org

3.1.1 Committees

- The Board of Directors approves all members of the committee.
- One committee member is elected by the committee to be its Chairperson.
- The Board will appoint a Board member to act as liaison to the committee.
- The committee provides committee reports to the Board.

3.1.1.1 Electric Vehicle Charging Committee

- Established: January 2021
- Status: Active
- Function:
 - Establishes protocols for electric vehicle charging station installations; ensures no negative impact to Ballard Place; identifies standardized approach to installation; provides project guidance and recommendations to the Board.
- Powers or Limitations of Committee as approved/designated by the Board:
 - Based on Washington regulations must work to approve electric vehicle charging installations.
 - Can only provide recommendations of approval to the Board, cannot provide approval.
- Budget Established or other fiscal criteria and/or limitations:
 - The Committee has no established budget.

3.1.1.2 Emergency and Safety Committee

- Established: January 28, 2008
- Status: Active
- Function:
 - Establishes emergency and safety procedures for Ballard Place.
- Powers or Limitations of Committee as approved/designated by the Board:
 - Acquire/organize/customize emergency reference information and establish a Ballard Place Emergency Control Log located at the Concierge desk.
 - Publish a Ballard Place Household Emergency Guide for residents.
 - Publish a Ballard Place Comprehensive Emergency Plan for the Association.
 - Recommend procedures for Ballard Place emergency buddies, hall monitors and emergency drills.
 - Collect Ballard Place owner/resident OPT-IN information.
- Budget Established or other fiscal criteria and/or limitations:

- The Committee has no established budget.

3.1.1.3 Finance Committee

- Established: May 21, 2012
- Status: Active
- Function:
 - Researches and determines the need for minimum balances in the operating and reserve accounts.
- Powers or Limitations of Committee as approved/designated by the Board:
 - The Finance Committee meets to establish a recommendation for the annual reserve contribution each year before the Budget committee meets to prepare the Annual Budget.
 - The Committee will review reserve expenses and participate in the yearly update of the reserve study.
 - The Committee will meet quarterly or as needed to review the financial statements and expenditures and make recommendations as required and as they pertain to the following resolutions:
 - Board of Directors Resolution #1 - Operating Fund, adopted May 2012
 - Board of Directors Resolution #2 - Reserve Fund, adopted May 2012
 - The Finance Committee will take appropriate measures to protect personal and confidential information.
- Organization:
 - Membership: The Committee is comprised of up to 5 members in good standing and appointed by the Board. The Treasurer is a permanent member of the Finance Committee. The Committee is a “Standing Committee”.
 - Attendance: Committee members are expected to attend Committee meetings. Any Member with three (3) consecutive absences from committee meetings may be removed at the discretion of the Chair. Exceptions may be made in the event of a hardship.
 - Meetings: The Committee will meet once a quarter or as needed.
 - Reporting Requirements: The Committee reports in writing to the Board. Meeting notes are to be provided to the Association Manager one week prior to a scheduled Board meeting.
 - Leadership: There is a Committee Chair elected annually by the members of the Committee.
 - Quorum and Voting: A quorum for the transaction of business will be three (3), in person or by virtual attendance. Decision of the Committee requires a majority plus one vote of those members in attendance at a properly constituted meeting.

3.1.1.4 Landscape Committee

- Established: 2005
- Status: Active
- Function:
 - Act as liaison between the Association and landscape service providers.
- Powers or Limitations of Committee as approved/designated by the Board:

- Limited to making recommendations to the Board and acting in advisory role regarding landscape maintenance, repair, and replacement.
- Budget Established or other fiscal criteria and/or limitations:
 - The Committee has no established budget.

3.1.1.5 Rules Committee

- Established: January 28, 2008
- Status: Active
- Function:
 - Develops necessary and reasonable rules and rule changes and establishes the appropriate initial rule violation penalty level.
 - Maintains the Ballard Place Owners Association manual.
- Powers or Limitations of Committee as approved/designated by the Board:
 - Limited to making recommendations to the Board regarding rules and rule changes of the Association.
- Budget Established or other fiscal criteria and/or limitations:
 - The Committee has no established budget.

3.1.1.6 Social Committee

- Established: January 28, 2008
- Status: Active
- Function:
 - Promotes sociability and community of the Association
- Powers or Limitations of Committee as approved/designated by the Board:
 - Limited to the planning, promotion, and presentation of social events for the benefit of the Association.
- Budget Established or other fiscal criteria and/or limitations:
 - Provided for in the annual budget of the Association

3.2 Association Meetings

The below diagram helps to illustrate the difference between Board and Association meetings held periodically and for different reasons throughout the year.

Ballard Place Owners Association (BPOA) Overview of Board and Association Meetings					
<i>DISCLAIMER: This diagram is only intended as a visual representation of the Board Organization. Refer to the Ballard Place Declaration and Bylaws for complete details.</i>					
BOARD Meetings					
President					
Owners; Voting Representatives; Board; Managing Agent					
51% of Board present					
Meeting Type	Organization	Special	Regular	Executive	Public Hearing
Presided by ...	Directors	President; Secretary	Majority of Directors	Board	Board
Attendees	BPOA Business	Elect initial Board	Elect Officers	Litigation Counsel	Remove Officers
Voting Req'd		Remove Officers	BPOA Business	Employ Managing Agent / BPOA Resources	Grievances
		BPOA Business	Remove Officers	Dismissals	
			Amendments	Grievances	
	N/A	51% Board quorum	51% Board quorum	51% Board quorum	51% Board quorum
	One time	As needed	At least 2 a year	As needed	As needed
Meeting Type	ASSOCIATION Meetings				
Called by ...	President				
Purpose	Owners; Voting Representatives; Board; Managing Agent				
	25% of Owners or Proxy				
	Annual	Budget	Regular	Special*	
	Board	Board	Board; 20% Owners	President; Board; 20% Owners	
	Elections	Approve/Reject Budget	BPOA Business	67% vote:	
	BPOA Business		Amendments	Amendments	
Voting Req'd	51% Owners quorum	Ratified unless rejected by 51% Owners	67% Owners	Damage Repair**	
	Once a year	At least 1 a year	As needed	80% vote:	
				Article 26.2.2 ; Article 26.2.4	
				90% vote:	
				Article 26.6.3.1	
				Termination of Condominium	
				67% or 80% or 90% of Owners	
				As needed	
# Occurrences	<p><i>*NOTE: Voting requirements vary. This is not a complete list.</i></p> <p><i>**See Declaration Article 22.5 & Article 22.6</i></p>				

3.3 The Management Company

The Management Company provides financial and administrative management for the community. The Association Manager is a resource for the Board and Facility Manager and provides continuity for effective communication. The Association Manager oversees the building staff and reports back to the Board. The Association Manager is the Managing Agent (*See Section 15.3 of Declaration for Managing Agent information.*)

4 Building Features

Building features are listed in alphabetical order.

4.1 Barbeque Grills

- Only gas or electric barbeque grills are permitted on unit decks.
- Barbeque grills must be used as far as possible away from contact with any property.
- Recommendation: Use a one-pound canister of propane.

4.2 Bicycle and Kayak Storage

- Bicycle storage is available in the parking garage to residents who have registered their bicycle with the Facility Manager.
- Kayak storage is available in the parking garage.
- Check with Facility Manager for availability.

4.3 Bulletin Boards

A community bulletin board is in the mail room, which is located on the first floor of the building. Bulletin board guidelines also apply to postings in the elevators.

- 3x5” notices are allowed to be posted on the bulletin board after obtaining approval and initials from the Facility Manager.
- Notices from the Association are posted for your review.

4.4 Community and Building Activities

The Ballard business district and downtown Seattle offer a wide variety of services and entertainment.

- Information on local events and community activities are posted in the elevators, mail room and computer room.
- The Ballard Place website (www.BallardPlace.org) provides information on local events on the calendar.
- Ballard Place occasionally hosts social activities for participation by all residents.

4.5 Computer Room and Conference Room

These rooms are located on the 2nd floor, just inside the lounge area.

- The computer room and conference room are open 24 hours and governed by the quiet hours.
- The computer room is equipped with two computers, a printer and fax machine (206.706.5462), which is for sending local faxes.
- The conference room table seats eight.
- The conference room has a glass dry-erase board.
- A projector and screen are available for residents. Check with Facility Manager for equipment.

4.6 Courtyard and Spas

- The courtyard and spas are closed during quiet hours.
- Tables with umbrellas, chairs and recliners are in the courtyard.
- A community propane gas BBQ is available for use in the courtyard; reservations not

required.

- Two outdoor spas are in the courtyard.
- Spa access is guarded with a secured gate. The access code is: 1-2-3-4-5.
- A rinsing shower is available in the courtyard.

4.7 Electric Vehicle Charging Stations

- Ballard Place provides for individual owners to install electric vehicle charging stations in their respective parking space(s) only upon Board approval. Information is available from the Facility Manager, which details how owners can submit a construction application to management for review by the Electric Vehicle Charging Committee and ultimate approval by the Board.
- There are no community electric vehicle charging stations available.
- Individual installations have been paid for by the respective owners.

4.8 Emergency Alerts, Sprinklers, Fire and Smoke Alarms

The Facility Manager inspects/tests the alarm and fire sprinklers system regularly.

- Every unit has one or more smoke detectors, which are hardwired to the building alarm system but also have back up batteries in them. The smoke detectors alert only the people in the unit.
- Fire sprinklers are built into the ceiling in every unit.
- Emergency lights are in hallways and stairwells.
- An emergency phone box which dials “911” is located next to the rinsing shower in the courtyard.
- Fire alarm pull stations are located in hallways and the garage.
- Fire extinguishers are in hallways, the garage, the lobby, the courtyard, the roof deck and the lounge.
- For residents who require additional assistance during an evacuation of the building, emergency door hangers are provided by the Association. Obtain an emergency door hanger from the Facility Manager.

4.9 Emergency Exits

- The east side building emergency exit door and both west side building emergency exit doors are closed to pedestrian traffic. These exits are emergency exits only and door alarms will activate when doors are opened.
- Enter and exit through the front lobby or the garage pedestrian gate.

4.10 Entry

All entrances to the premises are locked at all times. The following are required for entry:

- A key fob is required to open the front entry door and the garage pedestrian gate.
- A common area door key is required to enter the building from all garage levels, to enter the 2nd floor from the door located at top lobby stairs, for any locked door that allows resident access (i.e., lounge, exercise room, any locked door in stairwells and roof access).
- A garage door opener is required to open the garage gate.
- Key fobs and garage door openers are programmed by the Facility Manager during

regular business hours.

- Immediately report any missing, lost or stolen key fobs or garage door openers, which can be turned off to avoid unauthorized access, and, if found, they can be turned back on.
- Especially secure and keep track of all common area door keys since a re-keying of the building may be necessary if lost or stolen and any costs incurred in connection therewith can be imposed on the unit owner.

4.10.1 Call Box

- Call boxes are located outside at the front door entrance and near the garage pedestrian gate.
- A Call Box form can be found and submitted on the Ballard Place website (www.BallardPlace.org) to add your name to the call box listing.
- The call box can be used to unlock the front entry door from your personal phone.
- Pressing “9” on your phone will unlock the front door to let your caller enter the building.

4.10.2 Garage Door Opener

- Garage door openers are programmed by the Facility Manager during regular business hours.
- If you experience issues with a garage door opener, let the Facility Manager determine if it needs to be re-programmed, batteries replaced, or replaced for a fee.
- Batteries for garage door openers can be replaced. If you suspect a low or dead battery, replace with a CR2016 battery that you have purchased as the Association does not supply replacement batteries.

4.10.3 Key Fob and Reader

- Key fob readers for the front door and garage pedestrian gate are small black pads located near each respective call box.
- Place your key fob in direct contact with the small black pad for the reader to read the fob. A click will sound indicating the door has been unlocked.
- If you experience any issues with a key fob, let the Facility Manager determine if it needs to be re-programmed or replaced for a fee.

4.11 Exercise Room and Sauna

A variety of fitness equipment is located in the exercise room off the lounge area.

- The exercise room and sauna are open 24 hours and governed by the quiet hours.
- A television set is located within the exercise room.
- Sauna room is located outside the exercise room.
- Bathrooms with lockers are located in the hallway outside the exercise room.

4.12 First Aid Kits

- A first aid kit is located in the exercise room hallway
- A first aid kit is secured behind the Concierge desk.

4.13 Garbage and Recycling

- Trash Chute Room: Located in the southeast corner on each floor and contains:
 - Trash chutes for garbage bags only, no recyclables.
- Garbage Room: Located on P2 parking level in the southeast corner of the building along the driveway outside the garage gate and contains:
 - Garbage receptacles to be used for garbage that is too heavy for the trash chute or may cause a mess when dropped from the height of the trash chute.
 - Recycle receptacles to be used for recycled materials.
 - Food and Yard Waste receptacles for compostable waste and soiled pizza boxes.
 - A trash compactor and receptacles that collect and compact the garbage bags placed in the trash chutes.

4.14 Loading Zones

- A 30-minute loading zone is marked at the garage entrance on 56th Street.
- A 30-minute loading zone is marked in front of the building on 57th Street.

4.15 Lobby

The entrance lobby has a sitting area in front of a gas fireplace for the use of residents and guests. The following are located in the lobby:

- The Concierge's desk.
- The Facility Manager's office.

4.16 Lounge and Kitchen

- These common areas are available for drop-in use by residents unless reserved in advance through the Facility Manager for in-house functions.
- Reservations for functions such as neighborhood potlucks, club meetings, etc. can be made through the Facility Manager or the Ballard Place website (www.BallardPlace.org)
- The lounge and kitchen are open 24 hours and governed by the quiet hours.
- The lounge has a maximum capacity of 52.

The following items are provided for your use:

- High-Definition Television (HDTV) with DVD/tape player. HDTV has computer connectivity via hardwire cabling. There is no wireless capability.
- AM/FM stereo radio with volume knob located on wall inside kitchen.
- Books for borrowing.
- Gas fireplace.
- Indoor/outdoor dishes, indoor/outdoor glasses, and flatware.

4.17 Mail Room

- Mail room located in the lobby.
- Personal post boxes assigned in the mail room for U.S mail delivery. See Facility Manager for personal post box key.
- Outgoing mailbox available in mail room.
- See the front desk staff for non-U.S.P.S. (UPS, DHL, or Fed Ex) deliveries.

- A “Suggestion Box” is located in the mail room.
- Cubby boxes for each unit are located below the mailboxes for notices from the Association or messages from other residents.

4.18 Parking Garage

- A garage door opener is required to open the garage entry gate.
- There are no guest parking spaces in the garage.
- Watch the bulletin board for occasional parking spaces for rent.

4.19 Pet Friendly

- Pet ownership is allowed, as specified in the Declaration (*See Section 10.9 of Declaration for Pets information.*), to residents who have registered their pet(s) with the Facility Manager.
- Pets can be registered with Ballard Place. A Pet Registration form can be found and submitted on the Ballard Place website (www.BallardPlace.org). Complete a Pet Registration form for each pet. Once submitted, pet information will appear in the Pet Directory on the Ballard Place website (www.BallardPlace.org).
- Pets are allowed only in designated areas of Ballard Place as specified in the Declaration. (*See Section 10.9 of Declaration for Pets information.*)
- Pet waste bags are available at the southeast corner of The Ballard condominiums on 56th Street and the northwest corner of 57th Street and 17th Street.

4.20 Roof Deck and Garden Plots

- The roof deck is open 24 hours and governed by the quiet hours.
- Garden plots in planting tubs are available for a nominal fee.
- The roof deck is not available for reservations.

4.21 Staff

The Association employs the following staff positions:

Facility Manager: (206.706.8300); FacilityManager@BallardPlace.org

- On-site property management including building access,
- Oversees building contracts and works with vendors.
- Assists and works with Board of Directors, Association Manager, and owners/residents.
- Provides new resident orientation and schedules move-in/move-out for residents.
- Manages concierge, janitorial and maintenance and vendor staff
- Maintains the annual building maintenance calendar and schedules maintenance accordingly.
- Addresses any reported problems.

Concierge Staff: (206.706.7830); Lead.Concierge@BallardPlace.org (daytime concierge) and Concierge@BallardPlace.org (evening and weekend concierge)

- Maintains a presence at Ballard Place.
- Facilitates building access to residents, guests, contractors, vendors, and realtors.
- Assists Facility Manager with the day-to-day management of the building.

- Receives delivered packages including dry-cleaning deliveries and flowers for residents.

Janitorial Staff:

- Maintains tidiness of trash chute rooms and garbage room.
- Performs light housekeeping duties such as vacuuming and picking up trash and debris in hallways, stairwells, and outside entry areas.

Association Manager: (206.726.0878); www.primeseattle.com

- Handles emergency calls when the on-site staff is away.
- Makes weekly visits to ensure property is being maintained properly.
- Advises the Board on actions that need attention.
- Guides the work of the on-site staff.
- Provides professional property management, including financial and administrative management, for the owners.

4.22 Suggestion Box

Share your thoughts with management and the Board by using the “Suggestion Box” in the mail room. The Facility Manager will review the messages and, if you include your name and preferred contact information, you will receive a reply.

4.23 Surveillance Cameras

Surveillance cameras are used throughout Ballard Place to protect the Association’s property, common areas and amenities. They are meant to surveil the Association’s common area assets and are used in research of reported activity. Only video from the cameras is recorded, no sound is captured. Report suspicious entry and/or activity to the Police by dialing 911 or to the Facility Manager.

Outdoor cameras are directed at the:

- Entrance to the front door
- Street entrance to the garage
- Garage and garage pedestrian gates
- Garage exit path
- Garbage room at P2 parking level
- East side of building in ‘jungle’ area
- Roof deck
- Spa area

Indoor cameras are directed at the:

- Entrance in the lobby
- Near exercise room entrance
- Lounge and kitchen main entrance
- At or near all elevator landings from P3 parking level up to roof deck level
- Garage areas on P1, P2 and P3 parking levels
- East side building emergency exit door
- Both west side building emergency exit doors

4.24 Television, Internet, and Telephone

- Units are pre-wired for cable television and Direct TV for satellite television.
- Units are pre-wired for Internet and telephone service.

4.25 Website

A website is available for Ballard Place residents: www.BallardPlace.org

- Requires a sign-in to access privileged areas of the website.
- Contains information such as classified ads, area entertainment, directories, contact information, news, etc.
- Source for Ballard Place Owners Association (BPOA) Manual, Board meeting agendas and minutes.
- Source for Ballard Place forms.
- Source for Board of Directors, building staff and Association Manager information.

5 Rules and Regulations

5.1 Introduction

The intent of the Rules and Regulations of the Ballard Place Owners Association is to promote common sense and courtesy in the member's actions and attitudes. They are not meant to limit conduct, but rather to protect the common interest in the property, to provide an avenue of relief for problems, and to serve as guidelines for effective operation of the building. It is important to remember that in a condominium community such as ours, each member must protect and regard the rights of all other owners/residents to a quiet and peaceful home.

Unless otherwise expressed, all rules and regulations apply to all common and limited common areas; owners, residents, and guests; and to both residential and commercial units.

5.1.1 Rule and Fee Changes

Rule and Fee changes, both routine and emergency, are to follow a process as outlined below.

5.1.1.1 Routine Changes

- The Board will provide written notice of a proposed change to the Association members at least 15 days before making the change.
- The written notice of a proposed change, as drafted by the Rules Committee, is to include:
 - Current rule or fee information, if applicable
 - Proposed change
 - Purpose and effect of the proposed change
- A decision on a proposed change is to be made at a meeting of the Board of Directors no less than 15 days after written notice has been communicated to the Association members, taking into consideration any comments made by Association members.
- Approved changes will be communicated to Association members with the announcement to be prepared by the Association Manager within 3 business days following the approval of the change.
- Update(s) to the Ballard Place website (www.BallardPlace.org) with the change will be communicated and managed by the Facility Manager within 5 business days following the approval of the change.

5.1.1.2 Emergency Changes

- If the Board determines that an immediate change is required to address an imminent threat to public health or safety, or an imminent risk of substantial economic loss to the Association, it may make an emergency change; and no notice is required.
- Emergency changes will be communicated to Association members with the announcement to be prepared by the Association Manager within 3 business days following the approval of the emergency change.
- Update(s) to the Ballard Place website (www.BallardPlace.org) with the change will be communicated and managed by the Facility Manager within 5 business days following the approval of the emergency change.
- An emergency change is effective for 120 days unless the change provides for a shorter

effective period.

- Before expiration, an emergency change can become permanent by following steps in the Routine Changes section.
- A change made as an emergency change may not be readopted as another emergency change.
- Emergency changes are temporary.
- Updates to the BPOA manual are not required to reflect the emergency change.

5.1.2 Rule Violation Penalty Schedule

In an effort to protect the owners, residents, and common areas of the building, the Board has adopted the below rule violation penalty schedule. With each subsequent violation of a rule, the penalty is increased to the next level. If a condominium unit is rented or leased out, owners, residents and guests are equally responsible for abiding by the rules. However, owners are financially responsible for all damages caused by their tenant(s) or guest(s) and for any fines imposed as the result of conduct on the part of their tenant(s), or guest(s).

In the event a resident is found to have violated any stated rule, regulation or guideline, a written warning (Level 1) will be issued except when it is a repeat offense or in cases where the rule is specifically documented with a higher initial penalty. For rules documented with a higher initial penalty level, the Board has the discretion to assess at the higher initial penalty level or a lower level.

Level 1: A written warning issued on behalf of the Board.

Level 2: \$100.00

Level 3: \$250.00

Level 4: \$500.00

Level 5: Board Action (*See Section 18.3 of Declaration for Board Enforcement information.*)

Penalty assessments will be added to the monthly assessment for the month following the violation and are enforceable by the Assessment guidelines.

5.1.3 Enforcement

It is the responsibility of each owner to know the terms and provisions of the Declaration, the Bylaws and the Rules and Regulations in the Ballard Place Owners Association Manual. Each owner is responsible for advising residents or guests of the owner of any provision of the Declaration, the Bylaws, or the Ballard Place Owners Association Manual, which apply to them. The Rules and Regulations, as noted in the Ballard Place Owners Association Manual, are provided as a supplement to the Declaration and Bylaws and are not meant to relieve any owner from the obligation to know the provisions of the Declaration and Bylaws. Also, owners are to comply with all statutes, ordinances, and requirements of all municipal, state and federal authorities now in force or which may thereafter be in force, pertaining to the use of the Condominium.

Each owner or resident of a unit is to comply with the provisions of the Declaration, Bylaws, and Ballard Place Owners Association Manual of the Ballard Place Owners Association as they may be amended from time to time, and with all decisions made by the Board or the Association

pursuant thereto. Failure to comply can be grounds for an action to recover sums due, damages, or injunctive relief, or any or all of them as determined by the Board, the Association's managing agent on its behalf, or by the aggrieved owner. To enforce the Rules and Regulations as noted in the Ballard Place Owners Association Manual, the Board may levy monetary fines and take any action permitted under applicable law. Failure to take action is not to be deemed or considered a waiver of any right and/or admission of any kind.

All owners/residents have the right to file a complaint against another owner or resident if they have witnessed an offense or violation to any of the Rules and Regulations as noted in the Ballard Place Owners Association Manual. All reports of violations must be in writing and submitted to the Facility Manager or Association Manager either in person or via the Ballard Place website (www.BallardPlace.org) and include the specifics of the violation: date, time, unit and owner's or resident's name and be signed by the reporting party. Any complaint unsigned will not be acted upon. The Facility Manager will provide you with the Ballard Place Rule Violation form or direct you to the Ballard Place website (www.BallardPlace.org).

The Board must give written notice of the violation and state a reasonable period of time for correcting the violation. If the violation is not corrected within the time stated, the Board itself may make the correction, and any costs incurred in connection therewith can be imposed on the unit owner and added to the monthly maintenance fee for the first month following the correction. Payment of such costs will be enforced in the same manner as is provided for the enforcement of maintenance fees.

Prior to taking formal enforcement action (other than the initial notice of violation), the Board will give the owner and/or resident involved notice and an opportunity to be heard as follows:

- The Board will give the offending owner and/or resident written notice of a hearing before the Board or a specially appointed committee or representative regarding the proposed action or fine. The notice will include:
 - Statement of the offense,
 - The proposed action and/or fine,
 - The date, time and place of the hearing, and
 - Whether testimony of the owner must be oral, written or both.
- The date of the hearing is to be at least five (5) days after notice is delivered. Notice is deemed effective as of the date of the written notice.
- At the hearing, the affected owner has the right to give testimony as outlined in the notice, subject to reasonable rules of procedure established by the Board to assure a prompt and orderly resolution of the issue at hand.
- Any evidence presented at the hearing will be considered in making the decision regarding fines or other enforcement action.
- The affected owner will be given written notice of the Board's decision as soon as practical after the meeting.

The Board may take any other legal action appropriate to remedy a violation of the Declaration, Bylaws or Rules and Regulations as noted in the Ballard Place Owners Association Manual. In enforcing these rules, the Board may delegate its function(s), including the determination of

whether a violation has occurred, and the remedy therefore, to an agent, including but not limited to a single, or group of, director(s) or officer, or the Association Manager.

Owners are financially responsible for all damages caused by their tenant(s) or guest(s) and for any fines imposed as the result of conduct on the part of their tenant(s), or guest(s). Any charge for damages or fines will be imposed against the unit owner in which the party responsible rented or was visiting and will be enforceable in the same manner as is provided for the enforcement of maintenance fees.

5.1.4 Fee Schedule

Fees are collected for the use, rental, or operation of the common areas and for services provided to owners/residents. If fees are paid for by check, make checks payable to “Ballard Place Condominiums”. In the case where a service is provided by a third party, make the check payable to the third party and leave with Facility Manager who will then forward it on to the third party.

<u>Fee Item</u>	<u>Fee Amount</u>
Construction Fee (refundable)	\$150.00 (if Resident performing work) \$300.00 (if Contractor performing work)
Common Area Door Key Fee	\$30.00
Garage Door Opener Cover Fee	\$5.00 per cover
Garage Door Opener Fee	\$50.00 per remote
Gardening Plot / Pea Patch Fee	\$10.00 per ½ garden bin annually
Key Fob Fee	\$50.00 per fob
Cleaning Costs	\$25.00 per hour
Lounge - Reservation Fee (refundable)	\$150.00
Lounge - No-Notice-Cancellation /No-Show for Lounge/Kitchen Reservations Fee	\$50.00
Lounge - Short-Notice-Cancellation for Lounge/Kitchen Reservations Fee	\$20.00
Monthly Assessment - Late Fee	\$30.00 with First Letter \$30.00 with Second Letter
Monthly Assessment - Legal Handling Fee	\$50.00
Monthly Assessment - Lien Filing Fee	\$200.00
Monthly Assessment - Service Fee	\$30.00 plus all direct costs of collection
Motorcycle Monthly Parking Fee	\$35.00
*Move-In/Move-Out Fee	\$500.00 (paid at time of Move-In)
Reprints of Ballard Place Owners Association Manual	At cost
Returned Check Fee	\$25.00
Screening Fee for Rental Applicants	\$50.00 per Social Security Number

(*NOTE: Residents without furniture are exempt from Move-In/Move-Out Fee.)

Fee payments are to be paid on or before the first business day of the month and are enforceable by the Assessment guidelines.

5.1.5 Assessment

Payments of assessments and any monies owed are to be paid to the Management Company on or before the first business day of the month in which they are due. Payments received after the first business day of the month will be considered delinquent.

A fourteen (14) day grace period will be granted to allow for mail and other unforeseen delays.

On the fifteenth (15) day of delinquency, a late fee will be assessed against the delinquent account by the Association, and a reminder letter (the “First Letter”) will be mailed to the last known address of the Owner stating that the account is in default, that the Association is attempting to collect a debt, that a late fee has been added to the account, and that owners disputing the validity of the debt must notify the Association in writing within 30 days.

On the forty-fifth (45) day of delinquency, and after mailing of the First Letter, a second late fee will be assessed against the delinquent account by the Association, and a ten (10) day demand letter (the “Second Letter”) will be mailed by certified and regular mail to the last known address of the Owner stating that the account must be brought current within ten (10) days, that the Association is attempting to collect a debt, that late fees have been added to the account, and that failure to remit payment in full to the Association will result in the placing of a lien against the delinquent unit and the forwarding of the account to the Association’s counsel (“Attorney”) for collection.

On the seventy-fifth (75) day of delinquency, and after mailing of the First and Second letters, a lien filing fee and legal handling fee will be assessed against the delinquent account by the Association, a lien will be filed against the delinquent unit, and the delinquent account will be turned over to the Attorney for collection.

Once turned over to the Attorney, a monthly service fee plus all costs of collection will be assessed against the delinquent account. Owners are to communicate with the Attorney directly and make all payments to the Attorney until they bring their account current unless the Owner, the Agent, and the Attorney agree otherwise in writing. The Association will also decide with the consultation of the Attorney what further steps, if any, the Association needs to take to protect the community’s best interests.

Once the account is paid in full and current, liens will be released, and the unit account returned to current status within five (5) business days.

5.2 General

5.2.1 Smoking

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Smoking is only allowed within an individual unit and not in any limited common area or any common area. (*Initial Penalty Level 2*)
- Disposal of smoking paraphernalia and remnants is not permitted in any of the common areas.

5.2.2 Disturbances / Quiet Hours

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

Quiet hours are:

Sunday through Thursday	10:00 p.m. – 7:00 a.m.
Friday and Saturday	11:00 p.m. – 7:00 a.m.

- City of Seattle Ordinance governs quiet hours.
- Violators of noise ordinance may be reported to Seattle Police Department.
- Do not engage in any activities or objectionable behavior that unreasonably disturbs neighbors. Objectionable behavior includes, but is not limited to, excessive noise, shouting or vulgar language, or any other disturbing activity.
- The volume of stereos, radios, televisions, musical instruments, voices, etc. must be kept at a level that does not disturb anyone in any other unit or in any common area.
- If owners, residents, and guests use the common areas, limited common areas, or the amenities during the quiet hours established, they must limit noise, conversation, or other activities so as not to disturb others. **NOTE:** Spa and courtyard are closed during quiet hours. *(Initial Penalty Level 3)*
- It is understood that there is a variable tolerance level among residents. The Board will take this variable into consideration if disturbance complaints are received. *(Initial Penalty Level 3)*
- If frequent violations of quiet hours occur, the Board may prohibit the use of the area in question by the offender during quiet hours.

5.2.3 Pets

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

Residents may own pets under the following guidelines:

- The Board limits the number of domestic pets in a unit to two. *(Effective for new residents October 1, 2007.)*
- The Board has the authority to distinguish between usual household pets.
- Pets must be licensed with the City of Seattle.
- The City of Seattle’s ordinance regarding cleaning up after pets applies to all pet owners.
- Pet owners are directly and solely responsible for the behavior of their pets.
- Barking or other conduct by a pet, which disturbs other owners/residents, will not be tolerated.
- Pets are not permitted in the following limited common areas: sauna, spa, exercise room, courtyard, roof deck, computer room, conference room or lounge. *(Initial Penalty Level 2)*
- All landscaped areas are strictly off limits for animals.
- Common areas are not to be used for exercising animals.
- Do not leave pets unattended on patios or in any common area.
- Carry or restrain dogs on a short leash while in all common areas such as the elevators, stairwells, and lobby.
- Do not allow pets to defecate on or in any common or limited common area including individual unit decks and patios. *(Initial Penalty Level 2)*
- Notify the front desk if your pet has urinated or defecated in the hallway or elevator so

the building staff may apply a pet stain and odor blocker to the affected area. This helps discourage other pets from perpetuating the problem in the same area.

- Always clean up after your pet both indoors and outside. (*Initial Penalty Level 2*)
- Do not dispose of pet waste in the trash chute. Soiled pet litter must be securely bagged in a plastic bag and carried directly to the garbage room at P2 parking level.
- No bird feeders or feeding of wild birds or squirrels is permitted from any unit.
- Do not place food intended for animals in any common or limited common areas.
- Pet litter boxes must be kept inside the unit boundaries and must not be placed in the hallways, decks, entryways, or other common or limited common areas.

5.2.4 Garbage Disposal

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

Residents are responsible for disposing of their own garbage in designated receptacles and in the appropriate manner.

- Do not dispose of garbage waste in any recycling receptacle.
- All loose garbage must be properly wrapped in a disposable sack or bag and deposited in the trash chute located on the resident's floor or garbage receptacle located in the garbage room at P2 parking level.
- Do not dispose of the following items in the trash chute:
 - Pet waste
 - Pet litter (*Even bagged litter is not allowed because the bags will break when falling multiple floors into the trash compactor.*)
 - Styrofoam
 - Any item capable of being recycled
- Take any garbage waste that does not fit or belong in the trash chute to the garbage room at P2 parking level.
- Do not dispose of large household items, electronics, or appliances in garbage receptacles or in the garbage room for Ballard Place to remove. Refer to <http://www.seattle.gov/utilities/services/> to find out where to dispose of such items. (*Initial Penalty Level 3*)
- Use designated receptacle to dispose of styrofoam. Note that styrofoam is not a recyclable item. (*Initial Penalty Level 2*)

5.2.5 Recycling Disposal

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

Residents shall comply with the city of Seattle's recycling rules as defined at

<http://www.seattle.gov/utilities/services/>.

- Do not dispose of recyclable items in any garbage receptacle.
- Use designated receptacles to dispose of cardboard and flattened cardboard boxes. Break down and flatten all cardboard boxes, especially the box that was used to transport items to the garbage room. (*Initial Penalty Level 2*)
- Use designated receptacles to dispose of all other recyclable items such as glass, aluminum cans, metal, paper and plastic, etc.
- Use designated receptacles to dispose of food and yard waste and soiled pizza boxes.
- Ensure all recyclable items are loosely disposed of in their designated receptacle. Do not

leave recyclable items in the bag that was used to transport them to the garbage room. It's important to have all items loose and easily identifiable to aid in the city's sorting efforts. (*Initial Penalty Level 2*)

5.2.6 Delivered Packages

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

In order for Ballard Place to process any packages delivered for residents, residents must indicate their package handling preference via the Ballard Place website (www.BallardPlace.org). The following Package Preference options are available:

- Hold for Pickup – the package will be stored in a locked room for resident to pick up ASAP. Due to the volume of incoming packages, no special handling is available.
- Deliver to My Unit – the package will be left outside the resident's unit door.
- Deliver Inside My Unit – the package will be left inside the resident's unit. (NOTE: A Permission To Enter form/waiver must be signed and on file.)

If a resident does not sign up online and indicate a package preference, the front desk will make a reasonable effort to contact the resident using contact information kept on file.

If any package requires special handling, such as perishables or medications or requires a signature, residents are asked to provide instructions for the courier to contact the resident directly upon arrival using the call box to arrange personal delivery. If not, Ballard Place cannot guarantee to provide any special handling for such packages.

In order to protect the Ballard Place staff from potential injury, for any packages larger than 4' wide x 4' high x 4' deep and/or heavier than 50 lbs., residents are asked to provide instructions for the courier to contact the resident directly upon arrival using the call box to arrange personal delivery.

- The resident will be responsible for picking up packages from the front desk ASAP.
- All couriers will be instructed to indicate "Ballard Place" as the entity that signed for the delivery.
- Ballard Place and Ballard Place staff are not responsible for packages or other deliveries left at the doors of units or other places on the premises, nor are they responsible for any personal property placed on or left in or about the premises, nor are they responsible for deliveries that are lost, damaged, or stolen, including flowers, other perishables, etc.
- Ballard Place and Ballard Place staff will serve as recipient for all packages that are unable to be delivered in resident's designated mailbox or to residents personally. residents will grant Ballard Place and Ballard Place staff immunity to any claims of liability for said packages, so long as there is moderate diligence and care in the receipt and handling of said packages.
- Ballard Place and Ballard Place staff will not be responsible for the return of packages. The resident must make all arrangements in the return of any package.
- Ballard Place and Ballard Place staff will not take instructions to refuse a package.

5.2.7 Drones, Unmanned Aircraft

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

Drones, also known as Remotely Piloted Aircraft (RPAs) or Unmanned Aerial Vehicles (UAVs) or simply unmanned aircraft, will herein be referred to as "Drones". Because drones can be equipped with cameras, microphones, and other surveillance equipment, to ensure residents respect their neighbors' right to quiet enjoyment of Association property and avoid potential instances of invasion of privacy, the following rules apply: *(Initial Penalty Level 3)*

- The operation of drones anywhere on Association property by owners, tenants, or guests is strictly prohibited. If the operation of drones is found to be in use, the Association will hold owners responsible for any damage that is caused by the drone use.
- The operation of drones is not allowed anywhere indoor Association property other than within an individual unit.
- Real Estate agents will need to provide a 72-hour notice before filming with a drone so residents can be notified.
- The Association or its vendors shall not be prevented from utilizing drones to photograph the building exterior, or to perform other services convenient or necessary to the operation of the Association.
- In any case where a drone has been in use, the Board may forward a complaint to the FAA if the Board determines that the drone operations are unsafe.

5.3 Building Exterior

The Declaration supports a uniform exterior appearance. In order to preserve this uniform exterior appearance, all portions of any unit visible from outside the unit must preserve the existing style and color scheme of Ballard Place.

5.3.1 Entry to Building

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- A current list of each person in residence is on file with the Management Company.
- Notify management of change of occupancy.
- Only owners, residents and guests are permitted to enter the building. All others are considered to be trespassing and are subject to removal by the Facility Manager.
- Use assigned key fob or common area door key to enter building premises, which confirms right to enter.
- Do not hold any entrance open for strangers to enter building premises.
- Require resident strangers to use assigned key fob or common area door key to enter building premises, which confirms right to enter.
- Require non-residents to use call box to contact resident, which will confirm or deny right to enter.
- Report suspicious entry and/or activity to the Police by dialing 911 or to the Facility Manager.
- Do not leave any access door or garage pedestrian gate propped open and unattended.
- Use the garage pedestrian gate at all times while exiting or entering the garage on foot.
- Do not walk through the open garage gate.

5.3.2 Exit from Building

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Do not use the West side (17th St.) building exit doors nor the East side building exit door to exit the building in a non-emergency since these exits are designated as Emergency Exits only. Door alarms will activate when these doors are opened.

5.3.3 Exterior Appearance of Unit Patios, Decks and Entryways

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

The Board reserves the right to require removal of any item deemed by the Board or Facility Manager to be unsightly or offensive.

- No painting, decorating, or landscaping by modifying in any way or attaching to any portion of the building, common areas or limited common areas without Board approval.
- Installation and use of kick plates (*defined as a protective sheet of metal attached to the bottom of a door*) is allowed with Board approval. See Facility Manager for specific instructions.
- The use of draft stops (*defined as an item slid-on under the door to plug the space between the inside and the outside, keeping the air from passing through*) is allowed with Board approval. See Facility Manager for specific instructions.
- Do not modify unit deck or patio surfaces. (*Initial Penalty Level 2*)
- Do not alter or construct anything on decks or patios without Board approval. (*Initial Penalty Level 3*)
- Do not use decks, patios, or entryways for storage purposes.
- Keep all items (deck/patio furniture, plants) on decks or patios inside deck railings and patio walls.
- Keep all decks, patios and entryways clean and neat at all times.
- Clean decks and patios in a manner that will not be a nuisance or hazard to persons residing in lower or adjacent units.
- Do not shake, clean, or leave dust mops, rugs, tablecloths, and clothing in any of the public areas or from any window, door, patio or landing.
- Do not sweep, throw, drop or shake anything from doors, windows, or decks.
- Avoid staining any part of the exterior of the building when watering plants.
- Do not allow dripping onto units/grounds below.
- Do not drop any items onto units/grounds below.
- Holiday decorations are permitted the day after Thanksgiving through January 15th.
- Do not affix anything to any part of the exterior building.
- Do not hang paraphernalia that interferes with any portion of the building or other portions of any unit visible from outside the unit without Board approval and/or not in accordance with rules or regulations of the Association. (*Initial Penalty Level 2*)
- Use of gas and electric barbeques are permitted on unit decks and patios. Charcoal barbecues are not permitted. (*Initial Penalty Level 3*)
- Doormats in the hallways, other Limited Common Elements or other Common Elements are prohibited except for use for townhome doorways that exit onto concrete.

5.3.4 Windows

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Report any broken windows or any window with a defective seal in the double pane glass to the Facility Manager.
- Window glass replacement or alteration must have prior written Board approval and must exactly match the building standard. (*Initial Penalty Level 4*)
- When washing windows, do not allow water or cleaning solution to drip onto building, unit decks or patios below.
- Do not install awnings, air conditioning units or other projections on the exterior walls or windows of the building.
- Do not install curtains, blinds or draperies or any other covering visible from the exterior of the building other than a white or off-white color.

5.3.5 Moving

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

The moving process makes the building vulnerable to intrusion and damage and therefore residents are to adhere to all of the following moving procedures and guidelines (*Initial Penalty Level 3*):

- A one-time Move-In/Move-Out Fee will be charged to offset the wear and tear to the common areas of the building when furniture is moved into the building as well as administrative tasks such as reprogramming the intercom and garage gate systems, conducting orientation, setting up elevator pads and monitoring the actual move.
- The unit owner is responsible for the Move-In/Move-Out Fee and for any damages to the common areas in excess of the fee, regardless of how the unit owner obtains the funds.

5.3.5.1 Two Weeks Prior to Moving Day

Contact the front desk to:

- Schedule a day to move items.
- Reserve an elevator.
- Schedule an orientation session, if moving into the building.
- Either obtain or turn in common area door keys, fobs, and garage door openers, dependent upon a move-in or move-out event.

Elevator and Move Reservations:

- Elevator reservations and moves must be pre-scheduled at least 24 hours in advance and approved through the front desk at (206.706.7830) or by emailing the staff at Lead.Concierge@BallardPlace.org with a date and time request.
- If residents have a one-time emergency, arrangements can be made with the front desk for the elevator to be padded no less than 4 hours in advance or at the Facility Manager's discretion.
- Elevator reservations and moves are only scheduled Monday through Friday between 9am and 5pm. Moves will not be scheduled, nor the elevator reserved for Saturdays, Sundays, after-hours, or holidays. Note that if you have not completed your move within your reserved time frame and another subsequent move has been scheduled, you will have to reschedule the remainder of your move for another time.

5.3.5.2 On Moving Day

- Allow at least 15 minutes before a scheduled move for staff to go over the move-in/move-out procedures and to explain how the elevator works when set to “Independent Service” (Press and hold the floor number and elevator will go and stay on that floor.). You may not use the 2nd elevator that is reserved for resident use during the move.
- Elevator pads are required when elevators are used for moving. Staff will hang them based on the approved move schedule.
- Do not prop elevator doors open, as this may cause damage to the elevators. The elevator must only remain locked open while loading and unloading. Do not lock the elevator open for long periods of time when not in use.
- The 2nd elevator must remain in normal operation mode at all times for resident use.

Moving of Items:

- There is no moving of items through the lobby of the building.
- All items must be moved through the garage pedestrian gate at the P2 parking level.
- There is no “staging area” in the garage. All parking spaces are owned and occupied by residents so do not interfere with their use.
- Do not leave any access door or the garage pedestrian gate propped open nor unattended.
- Residents are responsible for any hired movers as well as any other guests that are brought into the building.
- Make arrangements to have cardboard removed from premises if the recycle bins are full.
- Complimentary furniture dollies and hand trucks are available for use within the building. Ask at the front desk for assistance.

Parking for Moving Truck:

- Ballard Place does not provide parking for moving vehicles. Moving vehicles can park on 56th Street since the move of items must be done through the garage pedestrian gate at the P2 parking level.
- There is a 30-minute unload zone on the west side of the garage entrance on 56th Street.

Door Measurements:

- Garage Pedestrian Gate: 84” high x 41” wide
- Elevator Landing Door: 79” high x 43” wide
- Elevator Door: 84” high x 42” wide

5.3.5.3 When Moving is Done

- Notify the front desk when move is completed so that the elevator can be returned to normal operation and the elevator padding taken down.
- Follow the rules of disposal in Section 5.2.4 Garbage Disposal and Section 5.2.5 Recycling Disposal.
- Ensure all common area and exterior doors are closed, leaving the area and building secure.

5.3.6 Garage

Residents and commercial tenants may use the garage under the following guidelines:

5.3.6.1 Motor Vehicles

- *[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]* All types of vehicles must be properly licensed and maintained in legal operating condition, including acceptable noise levels when operated.
- Only licensed, operational vehicles of any type may be parked in any parking space.
- The storage of anything, including any type of vehicle, in the parking garage and/or parking space is prohibited.
- Do not permit another car to enter or leave behind you when entering or leaving the parking garage until they activate the garage gate with their garage door opener.
- Monitor garage gate closing when entering and exiting. Do not place yourself in unsafe situations or use your vehicle as a blockade.
- Report suspicious entry and/or activity to the Police by dialing 911 or to the Facility Manager.
- Do not leave garage door opener in any vehicle.
- Adhere to the posted speed limit of 5 miles per hour.
- All motor vehicles owned or operated by a resident must be parked in the resident's parking space.
- Guests may park in the garage only when using the host resident's parking space. There are not guest parking spaces in the garage.
- Improperly parked vehicles may be towed at the vehicle owner's expense.
- Only the Facility Manager or Association Manager can call the designated towing company to remove vehicles.
- Park within the lines of a parking space and do not park in the path of traffic.
- Keep parking stalls clean from fluid drips, leaks, and any other vehicle debris. Use of drip pans or pads are acceptable but it's recommended to fix any leaking issues to keep from trailing leaking substances throughout the garage.
- Do not wash, repair, or perform maintenance on vehicle(s) in the garage.
- If the Association has to clean a parking stall, time and material costs will be charged to the stall owner.
- Rent parking stalls only to other residents in the building in accordance with the building rental procedure. (*Initial Penalty Level 3*)

5.3.6.2 Motorcycles and Other Motorized Vehicles (Mopeds/Scooters)

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Follow the rules of operation for garage use in Section 5.3.6.1 Motor Vehicles.
- Park at the head of a resident's parking space ensuring that the vehicle does not intrude into the driving lane nor impact other residents from entering or leaving their parking stalls.
- If not parking at the head of a resident's parking space, park in a designated motorcycle parking space for a monthly fee. A Motorcycle Parking Agreement form can be found and submitted on the Ballard Place website (www.BallardPlace.org).

5.3.6.3 Bicycles and Kayaks

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

Registration with Ballard Place of all bicycles is required. Residents may park/store bicycle(s) and/or kayak(s) under the following guidelines:

- Register all bicycles with the Facility Manager.
- A Bicycle Registration form can be found and submitted on the Ballard Place website (www.BallardPlace.org). Complete a Bicycle Registration form for each bicycle.
- Store all bicycles and kayaks inside the designated bicycle/kayak storage areas.
- A Kayak / Canoe Storage Agreement form can be found and submitted on the Ballard Place website (www.BallardPlace.org).
- Do not store bicycles on unit decks or patios.
- Carry bicycles through lobbies or hallways.
- Bicycles may be parked at the head of a resident's parking space in front of a vehicle as long as the vehicle does not intrude into the driving lane in such a manner as to impact other residents from entering or leaving their parking stalls.

5.4 Building Interior

5.4.1 Common Areas

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

It is important to understand the difference between common areas and limited common areas of the condominium called Common Elements and Limited Common Elements in the Declaration. (See Schedule C of Declaration for specific definitions.)

Use by residents and their guests of the common areas and limited common areas of Ballard Place are subject to provisions of the Declaration and to the following rules:

- The Board may restrict the hours of use of common area amenities.
- A resident is financially responsible for any loss of personal property or damage, or personal injury caused by himself/herself or by his/her guest or minor to any amenity, fixture, or equipment.
- Residents and guests using any common area do so at their own risk.
- Running; horseplay; throwing objects; using fireworks; and behaving inappropriately, such as nudity or sexual activity, in all common areas are prohibited.
- No glassware is permitted in the following amenities: exercise room, sauna, courtyard, spas and roof deck. (Initial Penalty Level 2)
- Holiday decorations are permitted the day after Thanksgiving through January 15th.
- Decorations affixed to any part of the interior/exterior building common areas are not permitted.
- Do not alter, construct in or remove anything from any common area or limited common area without Board approval.
- Do not perform work on common areas or limited common areas without Board approval. (Initial Penalty Level 2)
- Do not paint, decorate, or modify/alter in any way any portion of the building or any portion of any common area or limited common area without Board approval.
- Do not permit unsightly conditions to exist in public view or in the building's common areas or limited common areas.

- Do not place furniture, packages, plants, or statuary, or objects of any kind in any undesignated common area, corridors, stairways, or walkways.

5.4.2 Use of Building Amenities

5.4.2.1 Lounge and Kitchen

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

The Ballard Place Lounge and Kitchen is available for use by residents for private parties and recurring group events provided a refundable fee, as noted in the fee schedule, is paid via a check and in advance with the Facility Manager. Reservations are taken on a first come, first served basis, and will not be accepted more than 4 months in advance. Each resident is allowed to reserve the lounge in advance two times per calendar year. Additional reservations may be made on short notice.

If the lounge and kitchen is not already reserved for an event within 14 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/resident annual advance reservation limit. Residents reserving the lounge and kitchen must be in attendance during the event. For a No-Notice-Cancellation/No-Show, a fee, as noted in the fee schedule, may be added to the unit's monthly statement. For a Short-Notice-Cancellation, which is within 72 hours of the event day and time, a fee, as noted in the fee schedule, may be added to the unit's monthly statement.

Residents and their guests using the facility do so at their own risk. A walk-through before and after the function is required. The person reserving the lounge and kitchen is financially responsible for any loss of personal property, personal injury, or damage to any amenity, fixture or equipment caused by the resident or guests. If there is no damage after a function, there is no charge for area use. If damage is found, the person reserving the lounge is charged and billed.

A reservation does not include the exclusive use of the conference room, computer room, courtyard, sauna, spa, or exercise room. All Ballard Place Owner's Association (BPOA) Rules and Regulations apply. Failure to follow the BPOA Rules and Regulations will result in enforcement of the penalty schedule as noted in Section 5 of the BPOA manual. (See Section 5.1.2 Rule Violation Penalty Schedule).

When using the lounge and kitchen for an event:

- Residents reserving the lounge/kitchen must be present for the event. (*Initial Penalty Level 3*)
- Do not expect access to the lounge/kitchen earlier than reserved, especially if there is a prior event scheduled.
- Leave promptly at the end of the reservation, especially if there is a following event scheduled.
- Leave the lounge/kitchen space as you found it.
- Abide by the quiet hours.
- Courtyard is closed during quiet hours.
- Keep doors closed to minimize noise disturbance to owners closest to the area.
- Be respectful of residents and any requests to be quiet.

- Use the curtain room divider for privacy.
- No glassware is permitted in the courtyard.
- Smoking is not allowed.
- Observe lounge/kitchen capacity limit of 52.
- Place decorations on counter and surfaces only. Do not hang decorations from the fireplace, walls, windows, window frames, doors, doorframes, or ceilings.

5.4.2.2 Courtyard

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- The courtyard is closed during quiet hours.
- Reservations for the courtyard are not accepted.

5.4.2.3 Roof Deck and Garden Plots

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

Roof Deck:

- Abide by the quiet hours.
- No parties on the roof deck.
- Do not go beyond the boundary of the roof deck. *(Initial Penalty Level 3)*

Garden Plots / Pea Patch:

- Those utilizing the garden plots must abide by the rules governing the roof deck.
- The Facility Manager will coordinate resident gardening in the tubs on the roof deck.
- Each garden plot will be assigned each year; therefore, no plantings are permanent.
- Personal gardening tools must be removed from the roof deck each day. Do not store anything in or near a garden plot.
- Clean the area around the tubs after gardening.
- Do not grow any plant, seed and crop that are illegal under any local, state, or federal law.
- Keep gardens free of weeds and insects throughout the garden season.
- Remove plants, all supports and decorative garden items from garden plots once a garden season has passed.
- Keep garden plots in good appearance.
- Water is automatically sprayed by the sprinkler system into each tub by a timing system.
- Each gardener is financially responsible for any necessary repair or replacement of a sprinkler or hose.
- Clean out garden plot at end of use. *(Initial Penalty Level 2)*

5.4.2.4 Sauna

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Abide by the quiet hours.
- Abide by the posted rules and safety guidelines inside the sauna room.
- Wear proper swimsuit attire.
- Wet bathers are not permitted in or through the lounge.
- No inappropriate public behavior such as nudity or sexual activity allowed in the sauna. *(Initial Penalty Level 3)*

- Do not drink alcohol, be under the influence of alcohol or be intoxicated while using the sauna. (*Initial Penalty Level 2*)

5.4.2.5 Spa

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- The spa is closed during quiet hours.
- Abide by the posted rules and safety guidelines on the outside courtyard wall.
- Wear proper swimsuit attire.
- Enter and exit from spa area through the hallway by the exercise room.
- Wet bathers are not permitted in or through the lounge.
- No inappropriate public behavior such as nudity or sexual activity allowed in the spa area. (*Initial Penalty Level 3*)
- Do not drink alcohol, be under the influence of alcohol or be intoxicated while using the spa. (*Initial Penalty Level 2*)

5.4.2.6 Exercise Room

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Abide by the quiet hours.
- Abide by the posted guidelines and rules.
- Clean exercise equipment after use.
- Do not move exercise equipment.

5.4.2.7 Computer Room

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Abide by the quiet hours.
- Abide by the posted guidelines and rules.
- Do not alter equipment or software. (*Initial Penalty Level 3*)
- Do not download copyrighted material. (*Initial Penalty Level 3*)

5.5 Your Unit

5.5.1 Entry for Emergencies, Repairs or Maintenance

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- An owner can provide a copy of his or her unit key to the Facility Manager for emergency entry. If a key is not provided, emergency entry will be at the owner's expense.
- The Association recommends that the Facility Manager be notified in advance of the time and duration of an absence. This allows the Facility Manager to act more quickly in the event of an emergency.
- Provide case numbers and police reports to the Facility Manager for police-involved events that occur in the building.

5.5.2 Deliveries

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

To protect surfaces in common areas and to minimize building maintenance, owners, and residents (except townhome and commercial owners) are to adhere to the following delivery

guidelines (*Initial Penalty Level 3*):

- Items other than small packages (For example: furniture, carpet, and *any* other items for the unit) are to be delivered through the garage entrance on 56th Street passing through the garage pedestrian gate and the building on P2 via the elevator.
- Advise the Facility Manager of expected deliveries of items other than small packages (For example: furniture, carpet, and *any* other items for the unit) to determine if elevators need to be padded.
- Monitor the garage pedestrian gate when deliveries through the garage are required.
- If any item or items of personal property in the care and custody of any agent or employee of the Association are lost, damaged, or harmed in any way as a result of negligent, reckless or intentional behavior by any agent or employee, and if the Association either accepts liability or is found to be liable for such loss, damage or harm, then the Association's liability is not to exceed two hundred dollars (\$200.00).

5.5.3 Security – Alarms and Locks

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Obtain Board approval before a burglar alarm is to be installed in individual units.
- Only silent alarm systems will be approved.
- Alarm installation must not alter the uniformity of the exterior of the building.
- The unit owner is responsible for maintaining the locks on the unit entrance and decks or patio.
- Doorknob and lock styles are to be uniform with the building.

5.5.4 Smoke Alarms

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- It is the resident's responsibility to ensure that the smoke detectors within the resident's unit are operable. (*Initial Penalty Level 3*)
- Do not do anything that alters the proper functioning of the smoke detectors.
- It is the resident's responsibility to replace smoke detector batteries.

5.5.5 Rentals

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- The Association Manager or Owner must screen all tenants prior to executing a lease or rental agreement.
- Credit and criminal background check and verification of tenancy and employment must be verified. If Owner performs the screening, Owner must provide to Association Manager results of the screening.
- All leases are between an owner and tenant.
- Ballard Place Condominium Rental and Leasing Procedures are available in the Declaration.
- The copy of the lease or rental agreement must include the name(s), phone numbers, and information regarding the tenant(s).
- Notify management at least two weeks before a new tenant moves in so that there is time to schedule a resident orientation and make an elevator reservation as noted in Section 5.3.5 Moving.

- Any damage to common areas or limited common areas caused by the renter and/or renter's guests, whether or not the renter was in violation of the rental agreement, or any Rules or Regulations as noted in the Ballard Place Owners Association Manual is the owner's responsibility.
- Rental of a unit does not constitute a waiver or relinquishment of the owner's responsibilities as specified in the Declaration and the Bylaws.

5.5.6 Marketing Your Unit

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

- Notify Facility Manager or Association Manager that your unit is for sale.
- Notify the Facility Manager whether the owner or real estate agent is handling the listing.
- The owner, owner's representative, listing agent or buyer's agent are the only persons authorized to escort potential buyers to the listed unit and any part of the building.
- Do not leave a potential buyer unescorted in the building at any time. *(Initial Penalty Level 3)*
- Only use a Multiple Listing Service (MLS) lock box, located on a bar in the mailroom, for safeguarding unit and common area keys. Anything other than a MLS lock box such as contractor lock boxes, exterior lock boxes and hide-a-key options, are not allowed. *(Initial Penalty Level 3)*
- Follow Deliveries guidelines when moving staging items into the building.
- Ballard Place will provide one open house "A" board for sidewalk display to make potential buyers aware of units for sale and open for inspection.
- No other real estate signage is permitted around the exterior of the building or within the unit to be visible from the street without Board approval. *(Initial Penalty Level 3)*

5.5.7 Unit Use, Maintenance and Modification

5.5.7.1 Interior Unit, Parking Space and Storage Alterations, Improvements and Construction

[The following is provided in addition to the provisions of the Ballard Place Declaration regarding this topic.]

To protect your investment, Ballard Place requires a review of any significant alterations. You can obtain a Ballard Place Owner Construction Application from the Facility Manager or Management Company. Upon completion, submit the application and project documentation to the Facility Manager along with the required refundable Construction fee. The Board reserves the right to assess deductions from the Construction fee if noticeable damage is found during inspection at project completion. Any damage and/or loss due to construction or breach of security is the responsibility of the owner having construction done.

In addition to the guidelines contained in the Ballard Place Owner Construction Application, Owners are to adhere to the following guidelines:

- Obtain Board approval for any remodeling or major work in a unit, parking space or storage unit. *(Initial Penalty Level 5)*
- Review Guidelines for Replacing Carpet with Hardwood Surface Flooring prior to any flooring remodel since not all submissions are allowed and/or come with restrictions. Obtain the guidelines from the Facility Manager.
- Cleanup and correct any damage to the limited common or common areas caused by the construction project. Remove all dirt and dust tracks.
- Cleaning supplies and equipment are to be supplied by the owner or contractor.
- Remove all construction project trash from the premises.
- The workers or owners, in compliance with the applicable government regulations, must properly dispose of all combustible products, or otherwise environmentally hazardous materials. Disposal of such materials via the trash chute or the dumpsters is strictly prohibited.
- Do not dispose of waste products or liquids in any floor drain or exterior drain.
- Remove all paint cans, wood or carpet scraps, or other left over construction material from the property. Do not place such items in the trash chute.
- Always use elevator protective pads when transporting large objects, carpets, and construction materials.
- Do not leave or place construction items in the common areas.
- Do not leave exterior doors open and unattended.
- Except for emergencies, water shut off to any unit other than your own requires a 3-day notice to the Facility Manager along with scope of work being done. Water work must be completed within 2 hours or less, if possible.
- Work is to be done Monday through Friday between 8 a.m. and 5 p.m., except with Board approval.
- Deliver all materials necessary for the project through the garage entrance on 56th Street following Deliveries guidelines. None of these items are to appear in the lobby at any time.

[End]