The Glen Community Association

Administration Policies

Effective May 1, 2005
Last Revision: October 10th, 2026

This Administration Policy Manual has been updated and replaces all other versions and notifications of amendment. Effective immediately, you will be notified of all subsequent amendments and should immediately update your personal manuals in accordance with such notices. Updated pages will no longer be available in the Administrative Office. Instead, we will completely update manuals once yearly and notify you of availability. Please address any questions regarding this procedure to the Administrative Committee Chair.

The Glen Community Association
Administration Policies

TABLE OF CONTENTS

PREFACE ……3
Glossary……4
A 5 - Permanent Residency……6
A 10 – The Glen Administrative Office ……7
A 15 – Lot Usage and Occupancy……8
A 20 – Radio Frequency Identification (RFID) Decals ……11
A 25 – Legal Entities……13
A 30 – Glen Property and Equipment ……14
A 40 – Guest Policy ……15
A 45 – Real Estate Brokers Policy……18
A 46 – Vendor Policy……20
A 50 – Lodges ……21
A 60 – Swimming Pools ……23
A 70 – Records ……24
A 80 – Sales of GCA-owned real property ……25
A 90 – Alcohol and Illegal Substance Restrictions ……28
A 100 – Transfer of Property ……29
A 115 – Guest Banishment Policy ……30
A 120 – Violations Appeals Process ……32
A 130 – Financial Operating Policies ……35
A 150 – Fire Regulations ……39
A 180 – Inventory ……40
A 190 – Registered Non-Profit Corporations Within The Glen e.g.:Goodtimers ……41
A 195 – Board Approved Committees……44
A 200 – Quarterly Dues and Assessments Billing ……45
A 210 – Water Conservaton Measures ……48
A 220 – Equipment or Appliance Damage and Repair ……49
A 230 – Quiet Hours ……51
A 250 – Refuse Disposal ……52
A 260 – Parks, Greenbelts and Meadows ……54
A 265 – Dogs Running at Large ……55
A 270 – Traffic Violations ……56
A 271 – Golf Cart Zone ……58
A 272 – Electric Vehicles……60
A 273 – Low Speed Vehicles (LSV's)……61
A 275 – RV Seasonal Storage Area……63
A 280 – Conduct in The Glen ……64
A 285 - Trespassing on Glen Member's Property……66
A 290 – Imposition of Sanctions Processes ……67
A 300 – Mileage Reimbursement……69
A 310 – Open Carry of Firearms……70
Amendments ……71
Appendix A – Fee Structure ……74
Appendix B – Fine Structure ……76
Appendix C – Collection Policy……80

Adopted by Resolution A111415B Amended by A010916A, A010916B, A031216C, A031216D, A061116A, A070916E, A070916F, A070916G, A091016A, A100816, A021817B, A031018A, A031018D, A111018, A071120A, A040823E A040823A, A041324B, A071126C, A080826C

PREFACE

GENERAL

This Administration Policy Manual contains the policies governing the operation of The Glen Community Association.

It is the responsibility of each manual holder to keep his/her manual current at all times, recording all amendments immediately upon notification via the Pipeline or other means of communication. Once yearly, following approval and notification of one or more amendments, updated manuals will be available in The Glen Community Association Office.

LIST OF AMENDMENT APPROVALS

All amendments and additions to these Administration Policies are made by Resolution and are approved by The Glen Community Association Board of Directors. All amendments are made by Policy Number rather than by page number. However, for convenience, each page will carry the date of adoption or the designation of the Resolution under which the policy was adopted plus the designation of the latest amending Resolution. Each Resolution is identified with an alpha-numeric designation consisting of the letter “A” for Administration and six digits representing the month, day, and year of the Board of Directors approval. A complete list of amendments is located at the end of this Administration Policy Manual.

ADDITIONAL INFORMATION

The policies contained in this manual have been approved by The Glen Community Association Board of Directors pursuant to Bylaw Article 5.1.1.2 and are not intended to be inconsistent with any provision of The Glen Community Association Bylaws. In the event of a conflict between this Administration Policy Manual and The Glen Bylaws, The Glen Community Association Bylaws shall take precedent.

GLOSSARY

ADMINISTRATION DEFINITIONS:

Authorized User:

For any lot that is owned by a Legal Entity or that is owned in Concurrent Ownership, an Authorized User is either an individual owner or an Equity Owner in the Legal Entity who is duly authorized during a calendar year to access the lot and use the common area as a member.

Common Area:

As used throughout our GCA documentation and defined in our Bylaws, a common area shall be any area described on the recorded plat as a common area pursuant to The Glen Community Association Covenants.

Legal Entity:

A legal entity which is organized as (i) a limited or general partnership subject to RCW 25.05 or 25.10. (ii) A corporation subject to RCW 23B, 24.03A or 24.06, (iii) a limited liability company subject to RCW 25.15, (iv) a Trust subject to RCW 11.98 or (v) any other legal entity.

Lot:

As used throughout our GCA documentation and defined in our Bylaws, a lot shall be any lot or tract of land described in the recorded plat that is not otherwise identified as a common area or some other specific land classification designation.

Member in Good Standing:

A Member in Good Standing is a Member as defined in The Glen Community Association Administrative Policies who is current in paying his or her dues and not in violation of the governing documents or subject to any sanctions or outstanding fines.

Motor Vehicle:

A motor vehicle for the purposes of The Glen Community Association Administration Policies is defined as a vehicle that is gas propelled or a vehicle that is propelled by electric power. Motor vehicles shall include but are not limited to golf carts, electric scooters, electric bikes (e-bikes) and mopeds.

GLOSSARY (continued)

Permanent Resident:

A Permanent Resident is defined as a Glen property owner who does not have a primary place of residence outside of The Glen.

A5 – Permanent Residency

A5.1 All lots within the subdivision shall be used exclusively for camping and recreational purposes pursuant to The Glen Community Association Covenants and shall not be used or otherwise occupied for permanent residential purposes. As such, proof of primary or principal residence outside of The Glen (where you live and spend the majority of your time) is required and this can be determined by providing documentation.

A5.1.1 Some examples of acceptable documentation are: recent voter registration cards, utility bills (garbage, electric, gas & water only), vehicle registration, tax bills, and or/address listed on individual tax returns. Some examples of unacceptable documentation are telephone or cable bills.

A5.2 The maximum occupancy for any lot is 120 days in a calendar year.

A10 – The Glen Administrative Office

A10.1 The Glen Administrative Office shall be open from 9:30 am until 4:00 pm every day of the year except Tuesday and Wednesday of each week, Christmas Day and Thanksgiving Day in the US. With advance notification to Glen Association members, the Administrative Office may be closed for the observance of any other normally paid holiday, as specified in the Personnel Policy, when it is determined by Management that closure will not adversely affect the operation of The Glen Community Association.

A10.2 At the discretion of Management, with appropriate and timely notification, The Glen Administrative Office may be closed during the Annual General Meeting, during the annual Glen Days Parade, or during other festivities sanctioned by the Board of Directors.

A10.3 At the discretion of Management, with or without notice, The Glen Administrative Office may be closed temporarily due to extraordinary circumstances involving safety to staff (such as severe weather conditions or construction).

A10.4 The Glen Administrative Office is a non-smoking facility. There will be no use of tobacco products within Glen buildings and Glen-owned vehicles, or within 25 feet of doorways, windows, and intake ducts. Violators will be subject to a fine.

A10.5 The Glen Administrative Office is used for Association related purposes only. It shall not be used as a Glen Association member package delivery site. Office personnel are required to deliver only messages which involve Glen Association business or emergency situations.

Adopted 01/11/92, Amended A111100, A060901, A120801, A071302C. A031205A

A15 – Lot Usage and Occupancy

A15.1 The intent of this section is to inform Glen Members of the usage and occupancy restrictions for each lot.

A15.2 The Glen Covenants, under Section 5a, state, “All lots within the subdivision shall be used exclusively for camping and related recreational purposes as contemplated by this Declaration and shall not be used or otherwise occupied for permanent residential purposes.”

A15.3 As per Whatcom County Code Title 20, a Glen lot may only be occupied for one hundred twenty (120) days per year.

A15.3.1 Board or Committee members who are doing official Glen business must register with security when they access The Glen. Failure to do so will result in the access being counted towards the member's 120-day maximum occupancy.

A15.3.2 All Real Estate Brokers who are also members must register with Security when they access The Glen to do business. Failure to do so, will result in the access being counted towards the members 120 days maximum occupancy.

A15.4 Lots or RVs shall not be leased, rented, or advertised for lease or rent. Violators will be subject to a fine. (See Appendix B – Fine Structure)

A15.5 Each lot shall not contain simultaneously more than one (1) recreational vehicle except as outlined below. Violators will be subject to a fine (see Appendix B – Fine Structure).

A15.5.1 An additional RV on any lot will be considered a "Secondary RV" and will be subject to additional fees. (see Appendix A – Fee Structure).

.

A15.5.2 All Secondary RVs will be subject to daily RV fees as noted in the current Fee Structure (see Appendix A – Fee Structure) and must bear a currently valid Secondary RV pass in a window facing the road or be visible from the road and must be registered with security upon entry to The Glen, whether by Owner or Guest.

A15.5.3 Secondary RV’s must be located completely within the boundaries of a lot. With approval of Security, these RV’s may be located partially within road allowance or greenbelt space contained within projected boundaries of the host lot. Where this is not feasible, permission must be obtained from any affected neighboring property.

A15.5.4 Secondary RV passes must be surrendered to Security when the RV leaves The Glen. A drop box is provided for convenience at the exit gate. Failure to return the secondary RV pass will result in a fine. (See Appendix B – Fine Structure)

A15 – Lot Usage and Occupancy (continued)

A15.5.5 No Secondary RV's shall remain on the lot for more than 14 consecutive days nor more than 30 days total per calendar year. Violation of this policy will result in a fine. (See Appendix B – Fine Structure).

A15.6 Boats requiring mobile trailers to transport and/or launch and inflated rafts shall be kept in the Glen RV Storage Area and not be stored on the member's lot.

A15.6.1 Boats may be kept on a member's lot (not in greenbelt or along the road) for the duration of the member's stay at the Glen. If a member is to leave the Glen for 48 hours or more, that member's boat shall be stored in the RV Seasonal Storage Area during their absence, not to exceed six (6) months in a calendar year. (See Appendix B – Fine Structure)

A15.7 Smaller, hand-carried conveyances not requiring trailers for transportation, e.g. canoes, kayaks, dinghies, may be kept on the Association member's lot.

A15.8 Tents can be used for the duration of a member or their guest's stay, but are to be taken down after completion of use, or when the member's lot will be vacant for more than 4 days.

A15.9 The Glen provides flatbed utility trailers on a check-out basis for hauling yard debris, furnishings, equipment, or construction materials as needed within The Glen. When a member brings their own such trailer instead, this may remain on the lot for a maximum of 7 days. If a longer period is required, proactively contact Security for authorization. (See Appendix B – Fine Structure)

A15.10 Abandoned vehicles or equipment shall not be stored upon member's lots. (Vehicles with expired registration or insurance are considered abandoned or inoperable.) These must all be removed from The Glen.

A15.11 Use of generators is strictly prohibited with exception of a Glen power failure.

A15.11.1 Provisions are provided for the maintenance and testing of generators however this testing must occur between established GCA Construction hours of (9am – 6pm).

15.12 Purpose - Outdoor lighting shall be used to protect the dark sky environment, while also ensuring safety, security, and reasonable enjoyment of recreational activities. Light trespassing is defined as artificial light that shines unreasonably from one property onto another member's property, interfering with the peaceful enjoyment of their property.

15.12.1 Respect for neighbors. Members need to be mindful of how their lighting choices impact neighboring lots. Lighting fixtures should be positioned and shielded to direct downward or towards the members own property. Outdoor lights must be turned off when absent from the Glen for more than 24 hours. Exceptions are: Landscape, solar or seasonal decorative lighting and motion activated lighting.

A15 – Lot Usage and Occupancy (continued)

15.12.2 Types of lights - Brightness levels should be appropriate for recreational settings. High intensity floodlights or security lights must use motion sensors or timers. Continuous illumination past 11 pm is discouraged unless required for security or safety purposes.

15.12.3 Complaints - Informal resolution is encouraged. Members should first attempt to resolve the issue directly with their neighbor in a reasonable manner.

15.12.3.1 Formal resolution process - If informal resolution is unsuccessful, then the affected party may file a complaint with security (who will attend and witness the infraction). An incident report is filled out, and Glen management decides if a citation is issued.

15.12.4 Penalties, Hearing Boards - If a citation is issued, then the Violation Appeals process may come into effect (refer to A120 - Violations Appeal Process).

15.12.5 Dispute resolution - If corrective measures are required, then the member responsible for the lighting will be given a time frame of 30 days to make adjustments. Follow-up may include a compliance check to ensure the issue is resolved. If the adjustments are not implemented, a fine may be issued.

15.12.6 Light Trespassing citations may only be issued once evidence and authorization from the property owner is received by Security/Management.

15.12.7 Any violations of this policy may result in a fine (see Appendix B - Fine Structure).

Adopted by resolution A081421D, A091022A, 090923B, A021024A, A051124A, A121424B, A020825B, 061425F, A110825A, A011026A

A20 – Radio Frequency Identification (RFID) Decals

A20.1 Permanent (AFFIXED) Gate Access Decals, hereinafter called "Decals," will be issued to deeded owners of Lots as provided in this Section A20.1. A maximum of eight (8) Decals may be issued per lot. Subject to this maximum issuance, Decals will be issued as follows;

- For lots owned by natural persons, each deeded owner may be issued a maximum of two (2) Decals. In the event a Lot is owned by more than four natural persons and a dispute arises between the owners of such Lot as to the allocation of Decals, The Glen will assign the Decals randomly, with no owner receiving more than one (1) Decal until all such owners have received at least one (1) Decal. The Glen will not be subject to claims or liability for making such random assignment.

- For Lots owned by Legal Entities, Decals will be issued to the Authorized User of the Legal Entity as identified on the Authorized User Form. Each Authorized User will be entitled to one (1) RFID Decal for each vehicle registered in their name up to two (2) per Authorized User.

A20.1.1 Each Glen member must show proof of personal ownership for each vehicle they register with Glen Security.

A20.1.2 Glen Security shall affix the Decal to each vehicle or the owner may opt for affixing the Decal themselves, in the presence of Security. No exceptions.

A20.1.3 The Decal shall be attached to the windshield.

A20.1.4 For motorcycles, the Decal may be affixed to an area other than the windshield.

A20.1.5 RFID Decals are tamper-proof. Any alteration or attempted removal of a Glen Decal renders it inoperable.

A20.1.6 RFID Decals which are malfunctioning or damaged will be replaced at no cost to the member**.**

A20.1.7 Members who do not wish to affix an RFID Decal to their vehicle **will be** required to enter The Glen through the Guest Gate.

A20.1.8 If an affixed RFID Decaled vehicle is used to enter Glen property by someone other than a registered Glen Association member the owner of the property may receive a fine. See Appendix B – Fine Structure.

A20 – Radio Frequency Identification (RFID) Decals (continued)

A20.1.9 RFID Decals will be disabled when used by anyone other than a Glen Association member or when there is an urgent need for direct communication between Management and an Association member.

A20.1.10 If a Member is in arrears over 90 days, then their RFID Decals may be disabled following applicable provisions of RCW64.90 and Glen Community Association collection procedures then in effect, and the Member will be required to access entry through the Guest Gate.

A20.2 Portable RFID Decals (UN-AFFIXED) will only be issued to deeded owners that reside out-of-state (Washington State) or out-of-province (Province of British Columbia). Proof of residence is required. If a portable (Un-affixed) Decal is used to enter Glen property by someone other than a registered Glen Association member the owner of the property may receive a fine. See Appendix B – Fine Structure

A20.3 "Special Circumstance" RFID Decals may be approved by submitting a written request to Glen Management. If the Special Circumstance is denied, the member may appeal the decision. The Administrative Committee shall review the request and make a final determination.

A20.4 At the discretion of Management, RFID Decals may be issued to those firms doing work in the Glen for a fee. (See Appendix A – Fee Structure).

A20.5 Portable GUEST RFID Decals (UN-AFFIXED) Upon first entering The Glen, registered guests will be issued an RFID card to hang on the rear-view mirror. The guest RFID will open the gate for the duration of the visit as indicated on the Guest Authorization Form. If a portable GUEST RFID (Un-affixed) Decal is used to enter Glen property by someone other than a registered guest, the owner of the property may receive a fine. (See Appendix B – Fine Structure)

A20.5.1 Owners will be charged for the number of days that the guest visited based on the RFID data.

A20.5.2 Upon final departure from The Glen, guests must turn in the RFID decal into the box located next to the Exit Gate so that the owner is only charged for the actual number of days that the guest stayed. Failure to return the decal will result in a fine. The RFID decal must be returned no later than 12 midnight on the last day listed on the Guest Authorization Form (See Appendix B – Fine Structure)

Last Amended by Resolution A010916B, A031216B, A101417, A031018A, A020820A, A101224A, A061425B, A091325B

A25 - Legal Entities

A25.1 A Legal Entity listed on the deed is the member for purposes of receiving official notices from The Glen Community Association and for voting.

A25.2 A Legal Entity may authorize no more than six (6) Authorized Users to use the lot and common areas as a member in any given calendar year. Such Authorized Members must be identified on the Authorized User Form as required by Bylaws 3.1.6 in order to use the lot and common areas as a member.

A25.3 Any Legal Entity owning a lot within The Glen at Maple Falls must abide by the requirements applicable to disclosure of individual Equity Owners and restrictions on access contained in the Bylaws and Administrative Polices.

A25.4 Each Authorized User shall be entitled to access The Glen per Administrative Policy A20 - Radio Frequency Identification ("RFID") Decals. All lots in The Glen are limited to a maximum of eight (8) RFID decals per lot.

A25.5 Any Equity User who are not identified as Authorized Users on the Authorized User Form will be treated as guests.

A30 – Glen Property and Equipment

A30.1 No property or equipment owned by The Glen Community Association shall be removed from The Glen by without Management approval.

A30.1.1 If Management approves the removal of any Glen property or equipment, removal shall be recorded in The Glen Administrative Office, and the person removing the property or equipment must sign for it.

A30.2 When usable Glen equipment is to be disposed of, it shall first be offered to Glen Association members. Notices will be posted on the (Booknook, Comfort Stations 4 and 6, the Pipeline and the Website) bulletin boards for a period of thirty (30) days, during which time sealed bids will be accepted. Following thirty (30) days, the equipment to be disposed of will be sold as is /where is to the highest bidder.

A30.3 The Glen Manager shall be responsible for ensuring that all keys belonging to The Glen Community Association are properly recorded and individually signed for. Keys to all areas of The Glen may be assigned to Management, Security and Maintenance staff and the President of the Board of Directors.

A30.3.1 All assigned keys must be returned at the end of term of office, termination or resignation.

A30.3.2 A log in the Administration Office shall be properly maintained and provide a record of assignment of each individual key.

A30.3.3 Keys shall be designated “Do Not Duplicate”. A purchase order signed by Management is required to duplicate a key.

A30.4 A key which will unlock the front door, kitchen and store room of Riverside Lodge may be assigned to each member of the Goodtimers Board of Directors.

A30.4.1 At the discretion of The Goodtimers President, keys to the Riverside Lodge store room lock box may be assigned to Goodtimers Board of Director

A30.5 A key which will unlock the front door, kitchen and store room of Riverside Lodge may be assigned, as required, to a representative of The Glen Family Fellowship.

Adopted 01/11/92, Amended A061194, A111100, A031205A, A081024A

A40 – Guest Policy

A40.1 Definitions:

● **Association Member** – A person whose name appears on a deed, recorded with Whatcom County as owning a lot within The Glen, and who is registered with The Glen Administration Office. For Legal Entities, the Legal Entity (and not the equity owners thereof) is the member. Only Authorized Users properly identified on the Authorized User Form on file with the Administrative Office shall be entitled to entry to the Association as a member; other equity owners of a Legal Entity may be admitted only as guests.

● **Familial Status –** Children ages 16-17 residing with a parent, legal custodian, or the designee of a parent/custodian (with written permission), who is an Association Member.

● **Youth –** Any person other than an Association Member (non-familial), 16-17 years of age.

● **Guest** - Any person other than an Association Member,18 years of age and older.

♦ **Annual** – a guest listed on a lot's Annual Guest List (maximum of 6 guests)

♦ **Occasional Guest** – A Guest authorized into The Glen by an Association Member on a standard *Gate Entry Authorization Form*

● **Annual Guest Form (18 & over)** – A form filled out and signed by an Association Member and validated by picture ID at The Glen, designating authorized access into The Glen.

● **Annual Guest List (18 & over)** – The master list of all Guests authorized to access The Glen via the Annual Guest Form (maximum of 6 guests).

● **Familial Status Form (ages 16-17)** – A voluntary form filled out and signed by an Association Member and validated by picture ID at The Glen, designating authorized access into The Glen in the event a licensed 16 or 17 year old operating a vehicle arrives at The Glen without the parent, legal custodian, or designee who is an association member.

● **Familial Status List (ages 16-17)** – The master list of all Familial Status children authorized to access The Glen, via the Familial Status Form.

● **Gate Entry Authorization Form** – The standard form used to authorize a Guest or Youth entry into The Glen. Used for Guests/Youth not already authorized on the Annual Guest List or Familial Status List.

- **Seasons** – High Season is from May 15 through September 15. Low Season is from September 16 through May 14.

- **Day Access Fee** – Charged per day in High Season only. In Low Season there are no Guest Access Fees charged.

- **Special Event** – Any event that would exceed the maximum lot occupancy.

A40.2 Guest Access Requirements:

● ***Guest* Entry** – ALL GUESTS 18 OR OVER ENTERING THROUGH THE GATE MUST BE AUTHORIZED BY ASSOCIATION MEMBERS AND IDENTIFIED BY SECURITY. All persons other than an Association Member must have a completed Gate Entry Authorization Form registered with Security, or be on the Annual Guest List or Familial List in order to enter The Glen through the gate.

A40 – Guest Policy (continued)

A40.2.1 The Association Member approving Guest entry to any person (whether accompanying the owner in the owner's vehicle or by placing a person on the Property Owners Annual Guest List, Familial List or by signing a Gate Entry Authorization Form), assumes full responsibility and liability for the actions and behavior of the Guest so admitted, whether known by the Member or not, including any and all costs related to damages done, regardless of whether the Association Member is present at the time.

A40.2.2 Under no circumstances will Guests be admitted to The Glen through the gate without either being on the Annual Guest List, the Familial List or having been authorized by an Association Member (see below):

There are three ways for an Association Member to submit a Gate Entry Authorization Form:

A40.2.2.1 Online – Any association member may submit this form via The Glen website. You will need your login information to do this and it will be sent directly to the Glen Security Office.

A40.2.2.2 Email Verification – The email address registered with The Glen office must be the same as the email address submitting the form for it to be considered authenticated and accepted.

A40.2.2.3 A paper copy of the form is acceptable, provided: the current annual form is used and it contains an original signature of the Association Member that you are visiting. Photocopies will not be accepted under any circumstances.

A40.2.3 Security has the right to refuse entry to a guest known to be guilty of any Glen Violation.

A40.2.4 Guests/Youth do not have authority to complete or sign a Gate Entry Authorization Form for anyone. Any guest/Youth discovered doing so will be denied entry, and the Association Member may be subject to a fine.

A40.2.5 Guests/Youth forging Association Member signatures on Gate Entry Authorization Form will be denied entry, and the Member will be subject to a fine.

A40.2.6 Security has the right to require proof of identity from any guest. Failure to provide picture identification may result in the individual being treated as a trespasser.

A40 – Guest Policy (continued)

A40.3 Length of Stay:

Guest's/Youth visits will not exceed seven (7) days without re-registering. The expected duration of the visit must be stated on the Gate Entry Form at the time of initial entry into The Glen. If a guest/youth visit is longer than seven (7) days, another Gate Entry Form must be submitted and a new RFID card will be provided. Violators will be subject to a fine. (See Appendix B – Fine Structure)

A40.4 Guest fees (includes but not limited to: Annual Guests, Occasional Guests) can be paid at The Glen Office or will be charged to Association Members on their next quarterly billing. (see Appendix A – Fee Structure) Note: Additions to the Annual Guest List may only be made in the months of March and October each year. Deletions may be made at any time. Exception: new purchasers will have 30 days from the date of Membership Registration, to make any additions.

A40.5 Guest privileges may be denied to Glen Association members whose accounts are not current in payment of dues, fines, assessments, or other charges levied by The Glen Community Association. Subject to compliance with RCW64.90 and Glen Community Association collection procedures then in effect.

A40.5 Guest Gate Access:

Upon initial entry into The Glen, registered guests/youth will be issued an RFID card to hang on the rear-view mirror. The guest RFID will open the member gate for the duration of the visit as indicated on the Gate Entry Authorization Form.

A40.5.1 Owners will be charged for the number of days the occasional guest/youth visited based on the RFID data.

A40.5.2 Upon final departure from The Glen, registered guests/youth must turn in the RFID decal into the box located next to the exit gate. Failure to return the decal will result in a fine. (See Appendix B – Fine Structure).

A40.6 Occupancy in the Glen must be managed to support our covenants, the capacity of our current infrastructure and to ensure a positive experience for the owners. As such, a maximum occupancy of 8 guests at any given time, inclusive of the Annual Guests, shall apply per lot during High Season only, Violation of this policy will result in a fine (See Appendix B – Fine Structure)

A40.6.1 Any Lot occupancy over 8 Guests must submit a Special Event Request with the General Manager for his approval. This is for family events such as weddings, reunions, or any large tournaments that you may wish to host.

Last Amended by Resolution A111415C, A031018B, A020919A, A041319B, A101621B, A051323B, 090923B, A051124B, A051124A, A061425C, A021426C, A071126E, A080826A, A091226A,

A45 – Real Estate Brokers Policy

A45.1 The intent of this section is to define the requirements for Real Estate Brokers conducting business within The Glen and signing in Guests to view Properties.

A45.2 All Real Estate Brokers are considered Guests unless they have registered with the Glen Office.

A45.2.1 All Real Estate Brokers who are also members must register with Security when they access The Glen to do business. Failure to do so, will result in the access being counted towards the members 120 days maximum occupancy.

A45.3 Registrations for Real Estate Brokers are accepted at the Office - Thursday through Monday, 9:30am – 4pm.

A45.3.1 The Real Estate Broker, when registering, must provide a picture ID, Real Estate License, proof of insurance, and a business card (if available).

A45.4 Once registered, Real Estate Brokers are authorized to fill out an Occasional Guest Authorization Form with the following understanding:

A45.4.1 Any Real Estate Broker signing in a Guest assumes full responsibility for the individual(s) they have authorized to enter The Glen.

A45.5 There are two ways for a Real Estate Broker to submit an Occasional Guest Authorization Form:

45.5.1 Email verification: the email address registered with Security must be the same as the email address submitting the guest request for it to be considered authenticated and accepted.

45.5.2 A paper copy of the form is acceptable, provided: the current year's form is used and it contains an original signature of the Real Estate Broker. Photocopies will not be accepted.

A45.6 Real Estate Brokers shall meet their prospective clients, and vendors, at the gate, register them, and escort them into The Glen. Real Estate Brokers must remain with their guests at all times and once the showings are complete the Real Estate Broker must escort their guests back to the exit gate.

A45.6.1 Violations of Glen rules may result in loss of privileges and/or a monetary fine (See Appendix B – Fine structure).

A45 – Real Estate Brokers Policy (continued)

A45.7 Real Estate Brokers - Hours of Business:

A45.7.1 Real Estate Brokers may show properties/conduct business from 9am to 9pm, seven days a week.

A46 – Vendor Policy

A46.1 The intent of this section is to define the requirements for vendors conducting business within The Glen.

A46.1.1 It is preferred that vendors wear identifiable clothing while conducting business in The Glen (example: Company logo) and have identifiable vehicles where possible.

A46.2 All vendors are considered Guests and shall enter through the Guest Gate.

A46.3 Registrations for Vendors (to be added to the Vendors List) are accepted at the Office - Thursday through Monday, 9:30am – 4pm.

A46.3.1 The vendor must **provide** a picture ID, UBI#, proof of insurance, and a business card (if available).

A46.3.2 Vendors must check in at the Security Gate, provide their name and ID and where they will be working within The Glen. Security will then issue an RFID card to be hung on the rear view mirror that will allow gate access for that day.

A46.4 Vendors may perform work from 9am to 6pm, 7 days a week.

Adopted by resolution A090923A, A120923B, A051124B, A110924A

A50 – Lodges

A50.1 The Glen Community Association Lodges and kitchens are available for the enjoyment of Glen Association members and guests who are accompanied by Glen members.

A50.2 Glen Association Members are responsible for all damages which occur during the rental.

A50.3 The Glen Community Association Board of Directors, The Glen Goodtimers Board of Directors, The Glen Fellowship and other Standing Committees and approved organizations have priority in reserving all lodges.

A50.3.1 There is no charge for the use of lodges by these groups for Glen functions. As stated in A50.4.3, all standing committees and approved organizations are subject to cleaning/damage fees governed by A50.4.3.

A50.3.2 When The Glen Fellowship is using Riverside Lodge for Sunday Services, the lodge will not be available to others until 12:00 Noon or as otherwise determined by The Board of Directors or Management.

A50.4 Fireside Lodge, Riverside Lodge, and the Family Center may be reserved for use for a private function. A fee will be charged for each day they are needed for the function, including days needed for setup and/or preparation, and for takedown if needed. See Appendix A Fee Structure.

A50.4.1 Fourteen (14) days advance notice is required for a reservation to allow for proper maintenance scheduling by Maintenance.

A50.4.2 At the time an Association member reserves a lodge for a private function, a contract will be filled out in The Glen Office, and a rental fee paid or billed to the member's account. A container of dishes and utensils may be available for your use at no extra charge should you require them.

A50.4.3 Costs for repairs or replacement as a result of damages or loss will be billed to the Members account. Excessive cleanup needs will be billed at the hourly rate specified in Appendix A.

A50.4.4 Management has the right to refuse lodge use for any purpose deemed inappropriate, such as adult movies or illegal conduct.

A50.4.5 Reservations are not to be made more than 364 days in advance of the event, excluding wedding ceremonies and are on a first come, first serve basis and must be made in person.

A50.4.6 Rental of Riverside Lodge will include use of the entire kitchen.

A50 – Lodges (continued)

A50.4.67 If the reservation is canceled:
0-31 days before rental – no refund
32 + days before rental – full refund

A50.5 Association members not current in Quarterly dues, fines, or other charges assessed by The Glen Community Association are allowed to schedule use of lodges as soon as they bring their account(s) fully current.

A60 – Swimming Pools

A60.1 The Glen Association pools are for the enjoyment of all Association members, and their properly authorized guests. Guests can use the pools without Member accompaniment.

A60.1.1 The Riverside Pools are normally opened no earlier than June 15 and closed no later than the day following Labor Day each year.

A60.1.2 In the case of unusually favorable weather conditions, and availability of staff, management has the authority to extend the days of operation.

A60.2 The hours of operation for both Riverside and Fireside pools are posted at each pool. Additionally, the pool hours are published in the GCA Communications a minimum of four (4) times yearly in the January, April, July, and October issues.

A60.3 Rules and regulations for pool operation and use are established and enforced by the State of Washington and Whatcom County. It is the intent of The Glen Board of Directors, and management, to comply with these regulations. Only U.S. Coast Guard approved flotation devices are allowed.

A60.3.1 All posted rules, and any directions given by Security, or other Glen staff members are to be followed. A fine may also be assessed against the responsible Association member. See Appendix B Fine Structure.

A60.4 Pool users are allowed to bring water in clear plastic bottles to the pool deck areas. Any other beverage or container is prohibited, due to the inherent risks of pool contamination, and additional safety risks associated with alcohol. Security or any other Glen staff present has the right (and responsibility) to inspect any containers or bottles brought into these areas at any time. No food shall be consumed in the pool areas. See Appendix B Fine Structure.

A70 – Records

A70.1 The Glen Manager shall be responsible for establishing and maintaining a place of safe keeping on The Glen Property for each of the following documents:

a) The Glen Covenants, Conditions and Restrictions

b) The Glen Bylaw Manual

c) The Glen Administration Policy Manual

d) The Glen Architectural Control Board (ACB) Regulations.

e) The Glen Personnel Policy

f) All Glen Financial Records required by Federal and State Law

g) Approved Minutes of all The Glen Association Board of Directors Meetings

h) Approved Minutes of all Glen Association Committee Meeting Minutes

i) The Glen Goodtimer's Bylaw Manual

A70.2 A copy of each approved and signed Resolution shall also be held in safe keeping and may be available for review by any Glen Association member upon request.

A70.3 There shall be no audio/video recording of any Committee Meetings, without consent of all committee members present.

A70.3.1 Adequate record of these meetings shall be deemed to be covered by the minutes which, can be viewed by The Glen Community Association members on the Glen website.

A70.3.2 Written requests for "Inspection of Records" can be made as per Bylaw 8.1 – Inspection of Records. Glen Records are also available for viewing on the Glen website.

A80 – Sales of GCA-owned real property

A80.1 Any real property owned by the GCA may be advertised/offered for sale to Glen members, their families or friends via email and/or the Glen website in accordance with A80.4. If no acceptable offers are received by the **Deadline for Submission (A80.4.1 and A80.4.2)**, the property may be marketed by any means available, including, but not limited to: another **Offer for Sale** announcement in accordance with **A80.4** and/or via listing with a licensed realtor in accordance with **A80.5**.

A80.2 Property offered for sale to members shall be offered at an **Asking Price** recommended by the Manager in consultation with the Treasurer **(A80.4.1.1)**. In the event the Manager and Treasurer cannot agree on an Asking Price, the Asking Price shall be set by the GCA board of directors. The Board of Directors, to expedite the process, may confer to set the Asking Price using email. A simple majority vote of directors is required. Copies of the emails together with a motion passed at the next scheduled Board of Directors meeting will serve to document the process.

A80.3 Offers to purchase which are accepted by the Manager in consultation with the Treasurer and in accordance with A80.4.3 shall be presented to the Board of Directors (BOD) for final approval in accordance with A80.4.3

A80.4 Any GCA real property may be offered first for a limited time to GCA member, members' families and friends via an **Offer for Sale** document prepared by the Manager in consultation with the Treasurer.

A80.4.1 The **Offer for Sale** document shall be circulated via email to GCA members receiving electronic communication and shall be posted at the Glen Office and on approved bulletin boards and the website Forum for a period of thirty (30) consecutive days. It shall contain the following information:

A80.4.1.1 The **Asking Price** - which shall be based on the Current Market Value Estimate (CMVE). The CMVE shall be determined by the Manager in consultation with the Treasurer and other information sources such as, but not limited to: realtors, appraisers, and current Glen listings and recent sales data. A list, or summary, of the consultations on which the CMVE is based, shall be retained in the property's GCA file.

A80.4.1.2 The **Deadline for Submission** of an **Offer to Purchase.**

A80.4.2 All **Offer to Purchase** documents must include or meet the following requirements:

A80.4.2.1 Full name and contact information for at least one person intended to be on the title.

A80 – Sales of GCA-owned real property (continued)

A80.4.2.2 The **Offer to Purchase** must be a simple cash offer (no terms or conditions).

A80.4.2.3 Confirmation that any fees, commissions or amounts to be paid to agents or to anyone representing the Purchaser or otherwise involved in the preparation, delivery, interpretation or negotiation of the **Offer to Purchase** are payable by the Purchaser.

A80.4.2.4 Specified **Closing Date** of the sale which shall be the same as the Adjustment Date of all Rates, Taxes and Utilities. The **Closing Date** will also be the date upon which Purchaser takes possession of the property.

A80.4.2.5 **Deadline for Acceptance** consistent with terms of the **Offer for Sale.**

A80.4.2.6 Agreement by the Purchaser to pay a non-refundable earnest deposit of three hundred dollars ($300) in US funds within 7 consecutive days of acceptance of the **Offer to Purchase.** The deposit shall be applied to the balance owing upon closing of the sale. All documents applicable to the sale shall be delivered to the Purchaser.

A80.4.2.7 **Offer to Purchase** documents shall be delivered via email to the address noted in the **Offer to Purchase,** or by standard mail, or hand-delivered in a sealed envelope to the GCA Office during official office hours. All **Offer to Purchase** documents shall be stamped to confirm time and date of receipt and initialed by the person receiving the documents. The documents shall be secured unopened in the Manager's office.

A80.4.3 **Offer to Purchase** documents shall be opened by the Manager together with the Treasurer as soon as possible following the deadline for submission of same. All offers shall be opened at the same time.

A80.4.3.1 The highest **Offer of Purchase** that meets or exceeds the **Asking Price** and any terms stated (all cash, no Conditions, property as-is, earliest completion date, etc.) shall be reviewed by the Manager in consultation with the Treasurer in accordance with A80.4.3 and shall be recommended for acceptance by the Board of Directors as described in A80.5 herein. If multiple **Offers of Purchase** deemed to be the highest price are received for the same price, the offer which was received first shall be given

A80 – Sales of GCA-owned real property (continued)

preference. An earlier **Closing Date** will favor any offer that is identical in all other respects to other offers.

A80.5 Terms of any **Offer to Purchase** recommended for acceptance shall be circulated via email to all directors as soon as the recommendation is made. A simple majority vote of directors is required. Copies of the emails together with a motion passed at the next scheduled Board of Directors meeting will serve to document the process.

A80.6 If no acceptable **Offers to Purchase** are received by the **Deadline for Submission,** the property may be marketed by any means available, including, but not limited to: another **Offer for Sale** announcement and process, posting on Glen Bulletin boards, website, and Glen facilities, or via listing with a licensed real estate agent.

A80.7 In the event an **Offer to Purchase** is received through a licensed realtor following the property being listed for sale with licensed realtor, provisions of the **Listing Agreement** shall prevail, replacing provisions of A80.4, herein.

A80.7.1 Upon receipt of an **Offer to Purchase** through a licensed realtor pursuant to a listing agreement with said realtor, the Manager in consultation with the Treasurer shall recommend acceptance of said offer to the Board Directors for the expeditious processing of said offer as described in A80.5 herein. Offers to Purchase deemed unacceptable herein shall be countered or rejected by the Manager in consultation with the Treasurer.

A80.7.1.1 To process offers received from licensed realtors as described herein, and to facilitate quick responses to time-sensitive offers, The Board of Directors may confirm acceptance or rejection via email by a simple majority. Copies of the emails together with a motion passed at the next scheduled Board of Directors meeting will serve to document the process.

A80.8 The Manager shall administer the sale of the property once approved by the Board of Directors.

A80.9 The President shall have the authority to execute all necessary documents required for the sale of the property.

A80.10 Nothing herein shall limit the GCA Board's authority to accept any offer it deems to be in the best interest of the GCA.

A90 – Alcohol and Illegal Substance Restrictions

A90.1 The sale of alcoholic beverages anywhere within The Glen Community Association common areas is prohibited unless pre-authorized by the Board of Directors or Manager. If such unauthorized activity occurs, a fine may be imposed. See Appendix B Fine Structure.

A90.2 It is illegal in the State of Washington for an individual under the age of 21 to consume or be in possession of alcoholic beverages in public areas. See Appendix B Fine Structure.

A90.3 Driving while under the influence will not be tolerated within The Glen. Any Glen Association member or guest found driving while under the influence is subject to Washington State law.

A90.4 The sale, distribution or known use of illegal substances (drugs) by Association members and their guests or by Glen staff will not be tolerated anywhere within The Glen. If such activity is suspected, outside authorities may be contacted.

A100 – Transfer of Property

A100.1 Property ownership transfers that occur during the conveyance of any property are subject to a Glen transfer fee. (See Appendix A Fee Structure).

A100.1.1 Transfers of record will not be granted until all indebtedness to The Glen Community Association has been paid by the member whose membership is being transferred.

A100.1.1.2 Additional owners added to an existing title are not considered a transfer of property.

A100.1.2 Property Ownership transfers must be registered with The Glen office within 30 days of the closing of the conveyance. (See Appendix B – Fine Structure).

A100.2 The Glen Community Association considers it the responsibility of either the current owner or the buyer to assure that the transferred lot and structures conform to ACB Rules and Regulations, including setbacks from property lines and greenbelts.

A100.2.1 Any Association member may request an ACB inspection prior to or following the transfer of property within The Glen Community Association. However, unless a survey has been performed and monuments (pins) are in place, the inspecting ACB Officer may not be able to accurately determine setback restrictions compliance.

Amended A041492, A090995, A111100, A031205A, A0709, A041324A

A115 – Guest Banishment Policy

A115.1 For the purpose of this policy, "guest" shall be defined as any person who is not a registered owner of a Glen lot and is visiting a Glen property (Division and Lot) with the permission of an Association member, or who enters The Glen with another guest of a Glen Association member.

A115.1.1 Association member permission is considered given unless that permission was revoked at the time the individual entered The Glen.

A115.2 Association members who invite guests onto their property are responsible for the conduct of their guest(s) while on Glen property.

A115.2.1 Any guest who violates any of The Glen rules or regulations may be subject to a fine as specified in the Administration Policy, See Appendix B Fine Structure however that fine will be issued to the Association member who invited the guest into The Glen.

A115.2.2 In addition to the above penalties, the Association member who invited the guest will also be held responsible for any damages to Glen property resulting from the actions of that guest.

A115.2.3 The Association member receiving a citation as a result of the actions of a guest may appeal the citation. Refer to Administration Policy A120 – Violations Appeals Process.

A115.3 Any guest who violates any of the rules or regulations of The Glen Community Association in addition to any fine levied may receive banishment from The Glen for an indeterminate period of time.

A115.3.1 The Glen Manager has authority to immediately ban, remove or ask to leave any guest whose conduct is such that it is detrimental or against the best interests of The Glen Community Association as a whole.

A115.3.2 Any guest who has been banned from The Glen shall leave immediately and shall not return without permission of the Board of Directors.

A115.3.3 Any guest who has been banned from The Glen and later found on The Glen property (without permission) will be deemed a trespasser and may be prosecuted as such. Similarly, any guest who fails to leave The Glen at the request of the Manager will also be deemed to be a trespasser and the Sheriff's Department notified.

A115 – Guest Banishment Policy (continued)

A115.3.4 Once a guest has been banned from The Glen the Manager must report the banishment to the Board of Directors at the first available opportunity but no later than the next board meeting together with the reasons for the banishment. The Board will determine the length of the banishment.

A115.3.5 A Hearing Board also has the authority to recommend that a guest be banned as a result of testimony received during a Hearing. The Board of Directors will review any such recommendations.

A115.3.6 Association members responsible for the guest may appeal the banishment. Refer to Administration Policy A120 – Violations Appeals Process.

A120 – Violations Appeals Process

A120.1 The authority for the issuance of citations for violations, fines, or other charges, is found in The Glen Bylaws Article 2: "The Association shall do whatever is required or advisable (2.2.1)" to accomplish its purpose" to further and promote the common interests and welfare of its members (2.1.1)" and shall appoint persons authorized to issue charges.

A120.2 Charges may be appealed as specified below:

A120.2.1 The Glen Association member wishing to appeal a citation shall file their intent to appeal with The Glen office to the attention of The Glen Manager within thirty (30) days following issuance of the citation.

A120.2.1.1 Filing intent to appeal includes: 1) a Written Notice of Appeal (paper, fax or email) explaining why the member is disputing the Citation and feels it is invalid, and 2) inclusion of the Appeals Process Fee (see Appendix A).

Appeal Fee is refunded only if the citation is completely overturned. The appeal fee is not applied to any fine upheld by the Hearing Panel.

A120.2.1.2 The Violation Appeals Fee is set by The Glen Board of Directors at the beginning of each calendar year. See Appendix A, "Fee Structure For The Calendar Year…" for the current fee amount.

A120.2.2 On filing a Notice of Appeal the appellant will be provided with a copy of the document *"Hearing Board Procedures – Information for Appellants".*

A120.2.3 If the Appellant cannot attend the hearing on the date set, he/she must contact the Manager and request a rescheduling no later than fourteen (14) days before the hearing date, or the hearing will be forfeited. Should this occur, a second hearing date will then be set. If this date cannot also be met by the appellant, the right to a hearing will be forfeited.

A120.2.4 Only the member charged may appeal a citation. In the case where a guest is the violator, the member who authorized the guest into The Glen is the party responsible and receives the citation. (A115.2.3)

A120.3 An independent, impartial Hearing Board composed of fellow Glen members will adjudicate the appeal:

A120 – Violations Appeals Process (continued)

A120.3.1 All appeal notices properly received in accordance with A120.2.1, A120.2.1.1 and A120.2.1.2 above, will be directed to the attention of the Hearing Board Chair, who is a Board Director appointed by The President of The Glen Community Association.

A120.3.2 The Hearing Board Chair will select three (3) members from among the available Standing Hearing Committee volunteers, to serve as the panel who will act as a quasi-judicial body and perform the work of adjudicators for the appeal. (See Bylaws Appendix A: Terms of Reference, Hearing Board)

A120.3.2 The Hearing Board Chair will select three (3) members from among the available Standing Hearing Committee volunteers, to serve as the panel who will act as a quasi-judicial body and perform the work of adjudicators for the appeal. (See Bylaws Appendix A: Terms of Reference, Hearing Board)

A120.3.2.1 Only Glen Association members in good standing may serve on the Hearing Board. They will be selected based on their demonstrated adherence to, desire to comply with, and intent to enforce The Glen's rules and regulations as written, and their knowledge of The Glen, its governing documents (Covenants, Bylaws, and Administrative Policies), and their reputation as fair and impartial representatives of The Glen.

A120.4 Within 30 days of receiving a Notice of Appeal, the Glen Manager will coordinate with the Appellant and with the Hearing Board Chair to confirm dates and times for the hearing.

A120.4.1 The Glen Manager or designate shall be present at the appeal and present any witnesses needed in support of the charge.

A120.4.2 The appellant must be present in person at the hearing.

A120.4.3 Witnesses for both sides must wait outside the Hearing Room until such time as they are called.

A120.4.4 The Hearing Board has the authority and responsibility to hear all relevant evidence and to uphold or revoke the charge(s). No additional charges or unrelated evidence may be introduced during the hearing.

A120.4.5 Either party may concede prior to the final report being completed.

A120.4.6 The Hearing Board may adjust the penalty associated with the citation, as it deems appropriate.

A120 – Violations Appeals Process (continued)

A120.5 The findings of the Hearing Board shall be in writing and any fines upheld can be paid promptly or be added to The Glen Association member's account.

A120.5.1 Hearing panel decisions will be based on the new rule of law "in the preponderance of evidence (more than likely not)."

A120.6 The appellant has the right to appeal the decision of the Hearing Board to the Board of Directors of The Glen Community Association. Grounds for appeal shall be based on new evidence not available at the time of the Hearing. The Glen Association member wishing to appeal findings of hearing board shall file their intent to appeal with The Glen office to the attention of The Glen manager within thirty (30) days following issuance of the hearing board decision.

A120.6.1 An additional filing fee will be required.

A120.6.2 The appeal must again be in writing (paper, fax or email), stating the reason(s) for the appeal.

A120.6.3 The Board of Directors reserve the right not to hear the appeal based on the information provided by both the appellant and or the Hearing Board chair.

A120.6.4 If the Board of Directors agrees to hear the appeal, a special meeting of the Board will be called in accordance with article 5.7 of the Bylaws. The appellant will be duly notified and shall be expected to appear before the Board of Directors. The appellant retains the right to have another association member represent him/her.

A130 – FINANCIAL OPERATING POLICIES

A130.1 RESERVE INVESTMENT POLICY - 2012 (Resolution 120812)

The Board of Directors desires to manage reserve assets in a prudent and fiscally responsibility manner.

GOALS AND OBJECTIVES

The responsibility/recommendations for the operation of the Reserve Study Investment Policy falls solely on the Finance committee as a sub-committee of the BODs who will invest the Association's reserve assets in an effort to achieve the following prioritized objectives:

- Promote and assure the preservation of the principal;
- Structure maturities to ensure that assets will be liquid for anticipated needs;
- Achieve long-term investment performance appropriate for the asset classes selected.

INVESTMENT STRATEGY – LIQUID PORTION

On a quarterly basis, review the Association's reserve schedule for the upcoming quarter. During each quarter, place and maintain in liquid accounts an amount equal to the expected expenditures. This amount shall be defined as the base liquid portion. The establishment of a "liquid portion" amount will be done by a recommendation of the Finance committee and then voted on by the BOD. Note: All changes to this formula must be approved by the BOD.

INVESTMENT STRATEGY – NON-LIQUID PORTION

Except for those funds, which will remain liquid, it is expected that assets will be invested in non-liquid assets as follows:

- **Laddering Strategy**
  Select individual securities that have maturities with terms not to exceed seven years. Structure these maturities so that the asset (maturing security) matches the liability (reserve expenditures). If the funds or any portion of the funds are not required then they are to be reinvested in a new investment security to offset any future year that has a shortfall based on the current best interest rates. The finance committee will report out the status of the investments at least quarterly. The Finance committee will structure the laddering strategy and bring investment recommendations to the BOD for approval.

A130 – FINANCIAL OPERATING POLICIES (continued)

- **New Funds**
  Funds collected over and above the liquid portion as stated above will be invested and/or combined with maturing securities that are not required for the fiscal year. The terms of the investments are to be established by a recommendation of the Finance Committee of the Association.

- **Security Classes Selected**
  The following securities meet the Board's Goals and Objectives as stated:
  - Certificates of deposit (CD's) deposited in a fully insured financial institution and covered by the Federal Deposit Insurance Corporation (FDIC)
    National Credit Union Administration (NCUA)

  - Any other fully insured deposit investment

  Note: As the financial market changes the Finance committee may need to bring forward additional investment securities as additions to this list.

  Control and Review
  All investments will be purchased in the name of the Association.

  The signatures and authority required for withdrawals or transfers of Reserve Assets will be determined by recommendations from the Finance Committee along with a written best practices letter with help from the Association's legal counsel and/or our auditor and then voted on by the BOD.

A130.2 RESERVE INVESTMENT POLICY – 2017 (Resolution 120917)

The Glen Community Association supplemented the Capital Reserve Investment Policy in 2017.

- The Glen Community Association has invested a portion of our Capital Reserve Fund (CRF) in a diversified account through an investment firm, which require a minimum of two (2) American signers. (Canadians cannot be signers in brokered investment opportunities in the US).

- The GCA should solicit four (4) American signers to facilitate the prompt execution of business in the event of the unavailability of any one signer. The signers will not be able to make investment changes to the account. Only the Board of Director's (BOD) by formal motion recorded in Board meeting minutes can make any changes or decisions affecting the investment account.

A130 – FINANCIAL OPERATING POLICIES (continued)

A130.3 DEPRECIATION POLICY

Items that are identified as being eligible for depreciation, will be forwarded to The Glen's accountant as soon as possible. Depreciable assets cannot be 'bundled' together to reach the $2,500 IRS threshold.

It is important to note that Capital Funds are to be used to replace items identified in the Reserve Study and any expense paid for from Capital Funds <u>can not</u> be depreciated. All items purchased with Capital Funds are a direct expense and although they are inventoried, they can not be depreciated.

A130.4 CONTRACTOR SERVICES AND PAYMENT POLICY

A130.4.1 If services are contracted to an outside agency and the project cost is expected to be more than $15,000.00, a minimum of three (3) written bids shall be obtained and presented to the appropriate Committee Chair. If it is not possible to obtain three (3) bids, a written explanation shall be presented to the Board. The board may waive the requirement to obtain three bids on a project-by-project basis.

A130.4.2 Each project must have a complete and comprehensive list of specifications, including: work to be done, materials to be used, and a starting and estimated completion date.

A130.4.3 When, upon approval by the Board of Directors, a bid is accepted, a detailed agreement shall be signed.

A130.4.3.1 Advance material costs shall not exceed fifty percent (50%) of the entire project cost, unless approved by the Board of Directors.

A130.4.3.2 Management and a representative of the Board of Directors shall inspect the work within thirty (30) days following the contractor's request for final payment.

A130.4.4 If services are contracted to an outside agency where the project cost is expected to be less than $15,000.00, Management has the authority to proceed with any procedure for agency selection and payment method deemed appropriate, fair and consistent with standard business practices.

A130.4.4.1 It is The Glen Association's policy to give first consideration to Whatcom County based agencies whenever feasible without sacrificing quality of workmanship and economy.

A130 – FINANCIAL OPERATING POLICIES (continued)

A130.5 SIGNATURE REQUIREMENTS FOR FINANCIAL OPERATING DOCUMENTS

A130.5.1 All contracts and/or agreements approved by the Board of Directors shall be duly recorded in the meeting minutes. Two signature(s) ~~is~~ are required, either from the (President, Treasurer, General Manager) or another designated officer to endorse the contract or agreement.

A130.5.2 For all items of a routine nature, such as payroll checks, payments for power, fuel, insurance, and operating supplies, the signatures of both The Glen Manager and another employee approved by the Board of Directors and recorded in the Board minutes, is required. In the event that either is unavailable, the other authorized employee and an Association Executive Officer may sign.

A130.5.3 For all items over $15,000.00 other than recurring operating-expenses two authorized Association Executive Officers are required to sign.

A130.5.4 Any transfer of funds from the Capital Account for investment purposes shall be ~~a~~pproved by the Board of Directors either by resolution or motion at any regular or special meeting.

A130.6 ELECTION OF A REVENUE RULING 70-604 STATUS WITH THE IRS ANNUALLY

A130.6.1 The Board must approve a motion to file a 70-604 Revenue Ruling Election in the event that it is required for income tax purposes before June 1st of each year.

A130.7 INTERNAL CONTROLS

The Glen Community Association has an Internal Control Document that outlines the procedures to be followed. It will include (but not be limited to), all cash handling and deposit procedures, use of the safe and safe combination – change procedures, use of accounting software procedures for documenting all financial transactions, including on screen transactions processes for both the Office Administrator and the Office Assistant positions.

This document is to be followed by Glen staff and maintained by the General Manager. It is to be reviewed and signed off with the GCA Treasurer no later than October 1st of each calendar year. Ideally, this document should be provided to the GCA auditors at the time of the Annual Financial Audit.

A150 – Fire Regulations

A150.1 Recreational Campfires and Fireplaces

A150.1.1 Any person having a campfire during a Glen Fire Ban will be fined.

A150.1.2 Any person having an unattended campfire may be fined. Campfires shall never be left unattended when burning, smoldering, or still smoking.

A150.1.3 Any person having a campfire outside a Glen approved fire pit may be fined.

A150.1.4 Any person having a campfire shall not allow the flames to exceed 30 inches above ground level.

A150.1.5 When fireplaces and fire pits are in use, a connected and charged water hose shall be next to the fire. Pre-manufactured metal fire pit covers are strongly recommended
.

A150.1.6 Association members shall take note of all fire restrictions posted and communicated by The Glen and strictly comply.

A150.1.7 Recreational campfires “Must only contain seasoned firewood”, as per the Whatcom County Recreational fire regulations as enforced by The Glen Security.

Note: Any violation of any of these policies may result in a fine. (See Appendix B Fine Structure).

Note: Commercially produced propane fire pits are normally allowed during a Glen Burn Ban.

A180 – Inventory

A180.1 Prior to the end of each fiscal year, inventory shall be taken, confirmed by Management and presented to the Board of Directors for approval.

A180.1.1 All inventory lists shall be in computerized form and verified against previous inventory lists.

A180.2 Management is responsible for the inventory of:

a) All equipment used in the daily operation of Security including, but not limited to, vehicles, radios, and computers.

b) All equipment used in the daily operation of maintenance including, but not limited to, vehicles and tools.

c) All equipment used in the Administration Office including, but not limited to, office furnishings, computers and accessories, printers, copy machines, other office machines and communication equipment.

d) The playground equipment, pool equipment, comfort stations, laundry facilities, Fireside Lodge, Riverside Lodge and Family/Teen Center furnishings.

Amended by Resolution A111100, A031205

A190 – Registered Non-Profit Corporations Within The Glen e.g.: Goodtimers

A190.1 The Glen Board of Directors, pursuant to Bylaw 2.2.1.17, recognizes that organized groups (an "Organization") may be established to enhance recreational opportunities for members of The Glen Community Association (GCA). For organized groups to conduct activities and events within The Glen, the following procedures and rules shall apply:

A190.1.1 In order for an organized group within The Glen to conduct events on GCA property and use GCA facilities, it must first apply to, and be approved by, the GCA Board of Directors.

A190.2 The application to the GCA Board shall include a list of the Organization's elected officers.

A190.2.1 Unless a specific waiver is granted by the GCA Board, in its sole discretion, no Organization will be approved to conduct events on GCA property or to use GCA facilities if any Glen member sanctioned by the GCA Board from participating as a GCA Director or as a member of any GCA Committee is serving on the Organization's Board of Directors during the term of any such sanction.

A190.2.2 The Organization shall provide The Glen Board of Directors with a set of written Bylaws and, within (30) days of approval of the Organization, a Code of Conduct signed by each Director, The Organization shall also provide a current list of their Directors, to be updated when changes occur.

A190.2.3 If an approved Organization modifies its Bylaws or Code of Conduct, it shall not be permitted to conduct events on GCA property and/or use GCA facilities until it provides notice of such changes, along with an updated copy of the subject document, to the GCA Board for the GCA Board's review. The GCA Board shall review all changes and, if the GCA Board approves of such changes, may reinstate approval for the Organization to conduct events on GCA property and/or facilities. Each Organization shall provide the GCA Board with notice of any changes to its Bylaws or Code of Conduct within (5) days of such changes being made. Regardless of whether or not changes have been made, each Organization must provide a then-current copy of its Bylaws and Code of Conduct to the GCA Board by May 31st of each calendar year.

A190.3 The Organization shall comply with the following terms and conditions, any of which may be revised at any time by the GCA Board. The GCA Board, in its sole determination, will endeavor to provide sufficient time for compliance with any changes.

A190.3.1 The approved Organization shall appoint from its membership a Liaison Representative. Duties of the Liaison Representative shall include but may not be limited to:

A190 – Registered Non-Profit Corporations Within The Glen e.g.: Goodtimers (continued)

A190.3.1.1 Appearing when requested at any meeting of the GCA Board to present activity reports and/or financial statements as described herein;

A190.3.1.2 Participating when requested in any meeting of the GCA Board to convey current information on the Organization's activities not included in any written report and conveying back to the organization's members all information from the GCA Board meeting deemed appropriate to ensure continued operation and functionality of the organization under all then-current A190 terms and conditions.

A190.4 The key responsibilities and requirements of the approved organization before, during, and following use of GCA facilities include:

A190.4.1 To provide The Glen Board of Directors with monthly financial statements, which include:

a) The beginning cash balance of each named account
b) Revenues collected grouped by activity
c) Expenses grouped by activity
d) The ending cash balance of each named account.

A190.4.1.1 These statements, along with the Organization's Monthly Written Report (example: Goodtimers) will be included in the monthly GCA Board packet and must be provided one (1) week prior to the GCA Board's monthly meeting.

A190.4.2 To have a yearly audit performed unless this responsibility is waived by the GCA Board on recommendation of the GCA Treasurer.

A190.4.3 To comply with all applicable Federal and State laws and County Ordinances and Codes.

A190.4.4 All activities and events intended to be conducted by the approved Organization within GCA facilities or on Glen property must be approved in advance by GCA Board.

A190.4.4.1 To advise the Glen Manager of their schedules in advance, including preparation and clean up time required at any applicable lodge/facility.

A190 – Registered Non-Profit Corporations Within The Glen e.g.: Goodtimers (continued)

A190.4.5 At the discretion of Management, to pay for any increased staff time required as a result of the Organization's activities.

A190.4.6 To be financially responsible to Management for all supplies used by the organization and to promptly pay charges for same.

A190.4.7 To use care in decorating lodges/facilities for various events and to remove seasonal decoration in a timely manner.

A195 – Board Approved Committees

A195.1 A property owner is only allowed to serve on one committee at any one time.

A195.2 The Chair of each committee submits the name of each volunteer property owner seeking to serve on that committee. That property owner must be a member in good standing to be approved by the Board.

A195.3 Each approved candidate prior to being eligible to serve on a committee must read that particular Committee's "Terms of Reference" to help understand their role and responsibilities followed by signing a "Committee Member's Code of Conduct" which describes rules of conduct, standards of behavior and ethics that must be adhered to.

A195.4 Committee members will continue to serve on a committee as an active member until the Board approves the new members for the following year.

A195.5 Any committee member who is absent from three (3) consecutive committee meetings or any four (4) committee meetings in that fiscal year will no longer be approved for that committee.

A195.6 Mileage reimbursement will be provided for each Glen Committee member attending committee meetings. Refer to Administration Policy A300 – Mileage Reimbursement.

A200 – Quarterly Dues and Assessments Billing

A200.1 Billing shall be quarterly, with mailing dates on or about:

- January 1st (for the period of January 1st through March 31st)
- April 1st (for the period of April 1st through June 30th)
- July 1st (for the period of July 1st through September 30th)
- October 1st (for the period of October 1st through December 31st)

These quarterly billing periods have been established in accordance with The Glen Community Association Bylaws in lieu of annual advance payment on the first of each year.

A200.2 Billing will include amounts for:

a) Quarterly dues (one fourth of annual dues and capital assessment)
b) Electrical usage charges (based on the quarterly average usage from the previous year)
c) Special Assessments (if applicable)
d) Fines (if applicable)
e) Individual special usage fees (maintenance, trailer storage, etc.)
f) Overdue account late charges and fees (1st and 2nd delinquency notices, etc.)
g) Website advertising fees

A200.2.1 All billing charges and all payments must be in US currency and can be made by auto pay, online, by check or in person. Convenience fee-waived if payment is cash, check, or debit (in-office only). Post dated checks will not be accepted.

A200.2.2 Quarterly billings are totaled. No one item may be singled out and paid individually.

A200.3 An account is considered **overdue** on the first day of the month following the billing period. For example, dues for the billing period of January 1st are **overdue** if unpaid on February 1st.

A200.4 The Glen Community Association reserves all its rights and remedies under the Bylaws and Covenants to file a lien within a reasonable time frame after an account becomes overdue.

A200.5 If payment is not received on or before the due date, a late fee will be assessed, and a **First Delinquency Notice** requesting payment will be sent to The Glen Association member. (See Appendix A – Fee Structure). The notice of delinquency must contain the statutory language set forth under RCW 64.90.485(21)(a). A template is attached to this policy. This notice typically includes the amount owed, any late fees, registered letter fee and the consequences of continued non-payment. The Glen Community Association must wait fifteen (15) days after providing the First Notice of Delinquency before taking any other action to collect or charge any costs related to collection , except for the costs of printing and mailing the first notice , an administrative fee of no more than Ten Dollars ($10.00) , and a single late fee of no

A200 – Quarterly Dues and Assessments Billing (continued)

more than Fifty Dollars (50.00) or five percent (5%) of the amount of the unpaid assessment , whichever is less.

A200.5.1 If a unit is subject to a security interest (e.g., mortgage), and the Association would like to maintain priority to recover some of its actual costs and reasonable attorneys' fees for judicially foreclosing on a lien (maximum of Two Thousand Dollars ($2,000.00), the Association must mail a written notice to the security interest holder at least sixty (60) days prior to commencing a lien foreclosure action. The notice must contain:
The name of the borrower, recording date of the trust date or mortgage, Recording information, Division and Lot number and amount of unpaid assessment , as well as a written notice that states – Failure , within sixty (60) days of the written notice , to submit payment of six (6) months of common expense assessments and any specially allocated assessments assessed under the periodic budget will result in the priority of the actual costs and reasonable attorney's fees the Glen seeks to recover.

A200.6 If, following sixty (60) calendar days after sending the **First Delinquency Notice,** no payment or response is received, a **Second Delinquency Notice** will be sent to The Glen Association member and a late fee will be assessed. (See Appendix A – Fee Structure). A second notice must be sent in the same manner with the same statutory language in the first notice of delinquency.

A200.6.1 This **Second Delinquency Notice** will advise The Glen Community Association member of the following actions which may take place if the account is not paid within thirty (30) days of the notice's date:

a) A lien may be filed. The Account may be turned over to an attorney. After mailing a second notice of delinquency, before a lawsuit is filed, a litigation guarantee should be ordered through a title company.

A200.7 Following remittance of the **Second Delinquency Notice,** all actions and conversations shall be fully documented.

A200.8 Following the filing of a lien, foreclosure action may be initiated by The Glen Community Association. The Board of Directors will specifically commence a foreclosure lawsuit by recorded vote, in open session, for each lot deemed overdue. The motion and recorded vote shall identify the Division and Lot number and may omit the member's name.

A200.8.1 Foreclosure Mediation Program (RCW Chapter 61.24)
A housing counselor or any attorney may submit a written request for mediation on behalf of an Owner to an association regarding assessment charges and delinquency at any point in the period of delinquency up to ninety (90) days prior to the judicial foreclosure sale date. If the Association receives the request, the Association must meet and confer with housing counselor or attorney and the Owner within thirty (30) days or at a later date if mutually agreed to. Please refer to the Glen's Administration Committee Collections Policy for further information on the mediation program.

A200.9 As various actions are completed involving an overdue account, applicable fees will be levied against the account including, but not limited to:

a) First Delinquency Notice on the first day overdue (31 days)
b) Subsequent Notice (91 days overdue)
c) Lien filing
d) Lien clearing (when account is paid)
e) Foreclosure

A200.9.1 Once lien/foreclosure action is initiated, and an account is turned over to an attorney, fees will be set by The Glen Community Association's Attorney and recovered from The Glen Community Association member.

A210 – Water Conservation Measures

A210.1 In an effort to eliminate the requirement to impose further water conservation measures, at the discretion of Management, Laundromats in Comfort Stations 1 and 6 may be closed at the beginning of any long holiday weekend and remain closed as long as deemed necessary. At such times, watering plants and washing cars, recreation vehicles and decks will not be permitted. Failure to obey watering restrictions may result in a fine. See (Appendix B) – Fine Structure.

A210.2 Further water conservation measures may go into effect at any time the designated light by entry to Division 7 is turned on. This light indicates that only 11 feet of water remains in the storage tower, and that water is being used faster than it can be pumped. Water use will be restricted as follows:

A210.2.1 Watering plants and washing cars, recreation vehicles and decks will not be permitted when the light is on. Any Glen Association member in violation may be subject to a fine.

A210.2.2 If the water shortage problem continues, the Laundromats in Comfort Stations 1 and 6 will be closed (if not closed already due to a long weekend).

A210.2.3 If the water level continues to drop, the showers in comfort stations will be shut off.

A210.2.4 If the problem continues, the pools and their adjoining shower facilities will be closed.

A220 – Equipment or Appliance Damage and Repair

A220.1 The responsibility of The Glen Community Association to repair or replace damaged equipment or appliances is limited to:

a) Common interest property owned by The Glen Community Association
b) Power lines up to and including the remote pedestal for each lot.
c) Water supply lines up to but not including the stand pipe for each lot, or up to but not including any alterations to the water supply lines subsequently made by property owners.

A220.1.1 The electrical system is the property and responsibility of The Glen Community Association and no alterations or modifications are allowed. This includes but is not limited to; painting, decals or stickers of any type, locking/securing devices, and any electrical wiring alterations. Only locks supplied by The Glen will be allowed on the electrical pedestals. Tampering with or defacing of the electrical pedestals may result in a fine (see current Fine Structure, Appendix B) and charges for the cost of repairs or replacement.

A220.2 The Glen Community Association member is responsible for all personal equipment and appliances on the individual lot including, but not limited to:

a) The septic system and all sewer lines on the individual lot.
b) Repair and/or replacement needs of the standpipe and all connections from it to the lot it services.
c) Repair and/or replacement needs of the electrical systems and all connections from the secondary pedestal to the lot it services
d) Repair and/or replacement of any piping, connections, t-joints or other changes made to the water supply lines by current or previous property owners.
e) The Glen is not responsible for any incurred costs if a member contracts with a vendor to work on equipment The Glen is responsible for. (Refer to A220.1)

A220.2.1 Association members are advised that all electrical work must be inspected by the State of Washington Labor & Industry.

A220.2.2 The Member is responsible for the proper inspection and maintenance of the septic system.

Members may receive notification that their septic system is failing. Failing septic systems must be repaired or replaced with currently approved equipment by a qualified tradesman within 30 days of notification. Failure to comply with the notification may result in repair or replacement under the direction of the Glen management with all associated costs billed to the property owner.

A220 – Equipment or Appliance Damage and Repair (continued)

A220.2.3 In cases of emergency – The Glen Management reserves the right to contact a vendor or use staff to repair or replace the septic system and bill the member without advance approval or notification. However, staff will make every effort to inform the member before the work is performed.

A220.2.4 **In cases of Emergency – The Glen management reserves the right to contract a vendor or use staff to repair water lines, standpipes, and electrical services on member lots and bill the member without advance approval or notification. However, staff will make every effort to inform the member before the work is performed.**

A220.3 The Glen Community Association is not responsible for damage to personal or real property on any individually owned lot as a result of power outages, power surges, broken water lines, windstorm, flood, or any like or related event.

A220.3.1 Association members are advised to purchase and maintain adequate insurance on their recreational property within The Glen.

A230 – Quiet Hours

A230.1 In order to provide each Association member and guest with a peaceful and restful experience at The Glen, quiet hours are established as follows:

Sunday through Thursday – from 10:00 pm to 9:00 am.

Friday and Saturday – from 12:00 Midnight to 9:00 am.

A230.2 Hours during which construction work may be performed are established as follows:

Monday through Sunday – 9:00 am to 6:00 pm

A230.3 A fine may be imposed for disturbing the peace when there is loud music, party or excessive noise of any type. See current Fine Structure (Appendix B).

A230.3.1 If a guest/youth is found to be disturbing the peace, a fine may be imposed on the Association member who invited the guest/youth.

A250 – Refuse Disposal

A250.1 The Glen Association provides containers for disposal of Association members' ordinary refuse accumulated while enjoying their property at The Glen. The disposal of refuse that has been brought into The Glen from your residence or workplace is expressly prohibited.

A250.1.1 Refuse Gates: Hours- 6:00am-12:00 Midnight

A250.1.2 As the refuse area is fenced for Animal Control- Improper disposal outside the gated area will result in a fine. (See Appendix B- Fine Structure).

A250.2 Refuse containers shall not be used for the disposal of paint, batteries, toxic liquid or solid waste, oil, or any other items which would not be included in regular trash pickup service at members' permanent residences, nor shall these items be left beside the containers. Contact Security or Office for disposal options.

A250.2.1 Removal of ANY items from refuse containers is strictly prohibited. This applies to all refuse within all refuse containers and, in particular, TO ALUMINUM BEVERAGE CANS which represent a revenue source for The Glen Community Association which helps to reduce the total refuse disposal costs for all association members. Items placed outside containers and / or on flat-beds or other designated reuse and recycling areas may be removed. ENTRY INTO REFUSE CONTAINERS IS PROHIBITED. Violation of this rule may result in a fine. See Appendix B – Fine Structure.

A250.3 In order to offset the price of refuse collection while helping clean up our environment, The Association urges members to recycle all applicable materials. Recycling bins are provided at the refuse site.

A250.4 A burn pile is located behind the RV Storage Area. This site is designated for the disposal of natural materials that can be chipped and/or burned, such as tree limbs and branches.

A250.4.1 Twice annually, Glen staff will provide assistance to Association members in removing burn pile debris resulting from property clean-up to the brush site (see qualifications and limitations below).

May 1st – May 14th
Oct. 1st – Oct. 14th

- Place on curb edge (not road) and do not place anything curb edge after the above two dates.

- Do not place items close to electrical meters for Staff safety.

A250 – Refuse Disposal (continued)

- Debris left roadside at other times than stated above will be in violation of this policy and subject to a fine.

- No compost will be picked up by Staff.

Property Owners wishing to ensure speedy removal of such debris to the brush site are encouraged to use their own vehicles or community-owned trailers which may be borrowed at no charge by arrangement with the office. Debris left roadside at other times than stated above will be in violation of this policy and subject to a fine.

A250.4.2 Assistance will be given for removal of chippable trimmings and branches resulting from pruning, shaping and deadfall. All such material must be located off the pavement and within the roadside allowance, easily accessible by staff and machinery. Any material located on a member's property will be assumed to be handled by the members themselves.

A250.4.3 Assistance will NOT be given with removal of needles, leaves, cones and twigs or of any tree parts resulting from removal of whole trees, firewood size limbs, trunk sections, stumps and any tree parts not chippable. Disposal of these materials will be the responsibility of Property Owners. Contact Security or Office for contractor/disposal options.

A250.4.4 A composting area is located next to the burn pile and is for needles, leaves, twigs, and cones.

A250.5 Construction and demolition debris and all manmade wood or construction items are NOT natural materials. They will not be picked up and cannot be transferred to the burn pile. State law prohibits burning of all such material. All such material must be removed by Property Owners to the appropriate location. Fees may be charged. (See appendix A – Fee Structure). Contact Security or Office for disposal options.

A250.5.1 Construction debris containers are provided at cost for the benefit of Glen Association members and may be used ONLY by Glen Association members. Use of these containers for disposal of construction debris by vendors and contractors is NOT permitted. Violation of this rule may result in a fine. See Appendix B – Fine Structure.

A250.6 All other large items and materials (appliances, furniture, mattresses etc) are to be taken to the designated disposal area. Fees may be charged (See Appendix A – Fee Structure). Contact Security or Office for disposal options.

A250.7 Any Association member in violation of proper refuse disposal policy may be subject to a fine. See (Appendix B) – Fine Structure.

Last Amended by Resolution A081112A, A061315B, A031216C, A070817B, A070922, A110924D, A041225B

A260 – Parks, Greenbelts and Meadows

A260.1 All parks, meadows and greenbelts within The Glen are maintained for the enjoyment of all Association members. Members are encouraged to use these common areas with care and respect for the rights of fellow members.

A260.2 Parents are encouraged to supervise small children in playgrounds.

A260.3 Association members are required to use common areas in a manner which does not impact the landscape or create a safety hazard for others.

A260.3.1 Driving or parking on meadows is prohibited and may result in a fine. See (Appendix B) – Fine Structure.

A260.4 Association members are reminded that The Glen greenbelt areas provide habitat for several species of wildlife, including deer, raccoon, bobcat, cougar, coyote and black bear, all of which may be appreciated from a distance. Under certain conditions, any one of these animals may present a threat to humans or pets.

A260.4.1 Members are encouraged to use caution when walking on roadways and trails, especially during the hours around dawn and dusk when most sightings occur.

A260.4.2 Parents are encouraged to instruct their children on the proper action to take in case of an encounter with any potentially dangerous animal.

A260.4.3 To reduce the occurrence of potentially dangerous animals in populated areas of The Glen, members are encouraged to remove all food stuffs and sources of food odors from their lots as well as from Glen common areas, and to prohibit small children from taking snacks outside the recreational vehicle.

A260.4.4 Association members are requested to report all cougar and bear sightings to Security.

A265 – Dogs Running at Large

A265.1 Dogs are not permitted to run at large, off-leash, in any public or common areas or any of the seven (7) divisions of The Glen, with the exception of Sections 265.2 and 265.3 below. All association members and their guests are expected to have their dog(s) on a leash and under control at all times.

A265.2 Dogs are allowed to be off-leash on a member's own private property, provided the dog remains within the confines of that property.

A265.3 Dogs are permitted off-leash at the Riverside field, and the Riverbank areas. In addition, leashes are not required on the trails to and from the riverbanks. At Riverside field, the pets should be kept to the portion of the field at the end toward the bottom of the hill, away from the Lodge, pool, barbeque, and family activity area of the field.

A265.4 In addition, members are to pick up and remove all their pets' wastes (excrement, bones, etc.), whether at Riverside, on the trails, or in any other areas of The Glen, whether on or off leash, consistent with good community relations and common sense.

A265.5 Dogs that have a tendency to display aggressive behaviors toward other animals or humans, (i.e. growling, snarling, etc.) should be leashed at all times, whether on private property, on trails or at Riverside field.

A265.6 Prolonged barking may be deemed to be "disturbing the peace" and may result in a fine.

A265.7 Failure to abide by the above may result in a fine. See Appendix B – Fine Structure.

Last Amended by Resolution A111012B, A061116A

A270 – Traffic Violations

A270.1 All traffic within The Glen is subject to the Revised Code of Washington State (RCW).

A270.2 The operator of a motor vehicle shall follow all posted speed limits within The Glen.

A270.2.1 The maximum speed limit in The Glen is 15 miles per hour on all main roads and in all divisions except where posted otherwise.

A270.2.2 The posted speed limit near all playgrounds and in Grove Circle is 5 miles per hour.

A270.2.3 All new and replacement speed limit signs installed within The Glen from this date forward will include both Imperial (miles per hour) and equivalent Metric (km per hour) information shown in identical font size.

A270.3 Glen Parking Restrictions

A270.3.1 No overnight parking at any of the Comfort Stations.

A270.3.2 Parking at Comfort Stations shall be limited to a maximum of two (2) hrs.

A270.3.3 No Vehicle shall be parked on greenbelts or roadways when other parking space is available.

A270.3.4 No vehicle shall park in a designated handicapped/disabled parking spot without a proper handicap/disabled parking permit.

A270.3.5 The operator of a motor vehicle shall not park or cause any impediment on any fire access lane or fire service connection.

A270.4 The operator of a motor vehicle must stop at all stop signs.

A270.5 The operator of a motor vehicle shall not drive the wrong way on a one-way road.

A270.6 The operator of a motor vehicle shall yield the right-of-way to all other motor vehicles currently in a traffic circle.

A270.7 The operator of a motor vehicle shall not pass another moving motor vehicle within The Glen.

A270.8 The operator of a motor vehicle shall signal when turning.

A270.9 The operator of a motor vehicle shall at all times drive with due care and attention.

A270 – Traffic Violations (continued)

A270.10 The operator of a motor vehicle shall pull to the side of the road for emergency vehicles.

A270.11 The operator of a motor vehicle shall not impede traffic.

A270.12 Approved helmets must be worn by all motorcycle operators and their passengers within The Glen.

A270.13 No driver of any vehicle type within The Glen is allowed to operate a vehicle while another person of any age, is on their lap. (See Appendix B – Fine Structure)

A271 Golf Cart Zone

A271.1 **Definition**: "Golf Cart" means an electric-powered three/four- wheeled vehicle originally designed and manufactured for operation on a golf course for sporting purposes which has a speed attainable in one mile of not more than twenty miles per hour. A Golf Cart is not considered a vehicle, except for the purposes of chapter 46.61 RCW. (Definition adapted from Washington State Substitute Senate Bill 6207 -- SSB 6207.)

A271.1.1 Only one (1) golf cart is allowed per lot.

A271.1.2 Golf Carts powered by any source or fuel other than electricity are not approved for use within The Glen

A271.2 **Licensing**: Golf Carts operated within The Glen are subject to the following licensing rules and requirements: (Rules derived from or related to SSB 6207 and other State legislation are referenced.)

A271.2.1 Golf carts operating within The Glen's designated Golf Cart Zone are exempt from Washington State Vehicle Licensing requirements. (Section 5(5)(i) SSB 6207). All Golf Carts are required to pass an initial safety inspection, by Glen Security, before the first license is issued. All Golf Carts must show proof of insurance, as per A271.3.1, before a license is issued. Failure to complete inspection will result in a fine (See Appendix B – Fine Structure).

A271.2.1.2 All Golf Carts are required to pass an annual safety inspection, by Glen Security, before the annual license is re-issued. Failure to complete annual inspection will result in a fine (See Appendix B – Fine Structure).

A271.2.2 Every person operating a Golf Cart as authorized under this section must be at least sixteen years of age and must hold a currently valid Driver's License within a U.S. state or a Canadian province. Unlicensed drivers will be subject to a fine (See Appendix B – Fine Structure).

A271.2.3 All Golf Carts operated within The Glen must be equipped with a currently valid official Glen License Plate displayed on the cart identifying Division and Lot number where the cart is based. Glen Licenses will be issued by The Glen office after passing inspection for an annual fee of $12.00 (prorated for partial terms) for carts covered by minimum insurance requirements. Refunds will not be given for unused term remainders.

A271.2.4 To simplify identification, the Glen License color will change annually.

A271.2.4.1 The Glen license identifying Division and Lot number must be visible from 5' away at either the rear or front of the vehicle.

A271 Golf Cart Zone (continued)

A271.3 **Insurance:** Golf Carts operated within The Glen are subject to the following insurance rules and requirements:

A271.3.1 All Golf Carts operated within The Glen must be covered with Bodily Injury and Property Damage Liability Insurance to a minimum of $100,000.00.

A271.4 **Equipment:** Golf Carts operated within The Glen are subject to the following equipment rules and requirements: (Rules derived from or related to SSB 6207 and other State legislation are referenced.)

A271.4.1 Golf carts must be equipped with rear view mirrors, reflectors, seat belts, head lights, tail lights, rear running and brake lights, horn and turn signals. Failure to meet equipment requirements will result in a fine. (See Appendix B – Fine Structure)

A271.5 **Operation:** Golf Carts within The Glen must be operated consistent with the following rules and requirements: (Rules derived from or related to SSB 6207 and other State legislation are referenced.)

A271.5.1 All operators of Golf Carts within The Glen are responsible for ensuring that lights, turn signals, seat belts and child restraint systems are used consistent with provisions of RCW 46.61.687 and 2007 C 510 Section 4.!

A271.5.2 Accidents that involve Golf Carts must be recorded and tracked in compliance with chapter 46.52 RCW. The accident report must indicate that a Golf Cart operating within a Golf Cart Zone is involved in the accident. (Section 4 SSB 6207)

A271.5.3 Every person operating a Golf Cart as authorized under this section is granted all rights and is subject to all duties applicable to the driver of a vehicle under chapter 46.61 RCW. (Section 4 SSB 6207)

A271.5.4 All Golf Carts operated within The Glen are subject to all Administration Policies, Rules & Regulations affecting motor vehicles then in effect, including but not limited to Traffic Violation Rules.

A271.5.5 No driver of any vehicle type within The Glen is allowed to operate a vehicle while another person of any age, is on their lap. (See Appendix B – Fine Structure)

A271.5.6 Golf carts shall be operated in a safe manner and in accordance with The Glen Administration Policies. Unsafe operation will result in a fine. (See Appendix B – Fine Structure)

A272 – Electric Vehicles (EV's)

A272.1 Definitions: "Electric Vehicles" are defined as but not limited to, electric powered vehicles such as mopeds, scooters, e-bikes, etc. that do not exceed 750 watts. Automobiles (cars and trucks) as well as golf carts are excluded for the purposes of this section.

A272.2 Operation: Electric Vehicles within The Glen must be operated consistent with the following rules and requirements:

A272.2.1 All operators of electric vehicles within The Glen are responsible for ensuring that lights and turn signals are used consistently.

A272.2.2 All electric vehicles operated within The Glen are subject to all Administration policies Rules & Regulations affecting motor vehicles then in effect, including but not limited to Traffic Violation Rules.

A272.2.3 All electric vehicles shall be operated in a safe manner and in accordance with The Glen Administration Policies. Unsafe operation will result in a fine (See Appendix B – Fine Structure)

A272.3 Licensing: Electric Vehicles operated within The Glen are subject to the following licensing rules and requirements:

A272.3.1 Electric vehicles operating within The Glen are exempt from Washington State Vehicle Licensing requirements. All electric vehicles that wish to operate after dusk are required to pass a one-time safety inspection, by Glen Security, before a registration decal is issued. Failure to complete inspection will result in a fine. (See Appendix B – Fine Structure)

A272.3.2 All electric vehicles operated within The Glen must be equipped with an official Glen registration decal identifying Division and Lot number, displayed in plain view.

A272.4 Equipment: Electric Vehicles operated within The Glen are subject to the following equipment rules and requirements:

A272.4.1 Electric vehicles operated within The Glen after dusk must be equipped with head lights, rear running and brake lights and horn/bell. Failure to meet requirements will result in a fine. (See Appendix B – Fine Structure)

A272.4.2 Electric vehicles not equipped with head lights, rear running and brake lights and horn/bell shall only be operated within The Glen between dawn and dusk.

A273 – Low Speed Vehicles (LSVs)

A273.1 Definition: (RCW 46.04.357 and RCW 46.04.295) Any electric vehicle that travels on four wheels at a speed less than 35 mph may be classified as a Medium Speed Vehicle (25-35mph) or a Neighborhood Electric Vehicle (up to 25mph). These vehicles must meet the state and federal requirements for low speed electric vehicles. Automobiles (cars and trucks) as well as golf carts (A271) and electric vehicles (A272) are excluded for the purposes of this section. All items below are in accordance with RCW 46 and CFR 571.500)

A273.2 **Licensing**: LSVs operated within The Glen are subject to the following licensing rules and requirements:

A273.2.1 Valid Driver's License needed to operate an LSV. Unlicensed drivers will be subject to a fine (See Appendix B – Fine Structure)

A273.2.2 Must be registered and display a valid WA state license plate on the rear of the vehicle. As such, LSV's do not require a Glen safety inspection. Unlicensed vehicles will be subject to a fine (See Appendix B – Fine Structure)

A273.3 **Insurance:** LSVs operated within The Glen are subject to the following insurance rules and requirements:

A273.3.1 LSVs operated within The Glen must be covered with Bodily Injury and Property Damage Liability Insurance to a minimum of $100,000.00.

A273.4 **Use:** May be classified as either:

A273.4.1 A Neighborhood Electric Vehicle (NEV) – for road use on roads 35 mph or under and in accordance to state and local restrictions.

A273.4.2 A Medium Speed Vehicle (MSV) – for road use on roads 35 mph or under and in accordance to state and local restrictions.

A273.5 **Required Equipment:**

4 wheels
Electrically powered
Roll cage or crush-proof body
20 mph – 25 mph (Neighborhood Electric Vehicle Only)
25 mph – 35 mph (Medium Speed Vehicle Only)
Headlamps
Turn Signals
Tail lamps
Stop lamps

A273 – Low Speed Vehicles (LSV's) (continued)

Reflectors – one red on each side to the rear
Mirrors – Must have a mirror on the driver's side of the vehicle and at least one additional mirror located on either the passenger side or in the center of the vehicle (a rearview mirror) that must reflect a distance of at least 200 feet
Parking Brake
Windshield
VIN
Seatbelts

A273.6 **Operation:** LSVs within The Glen must be operated consistent with the following rules and requirements: (Rules derived from or related to SSB 6207 and other State legislation are referenced.)

A273.6.1 All operators of LSVs within The Glen are responsible for ensuring that lights, turn signals and seat belts are used consistent with RCW 46.61 and in accordance with A273.5 Required Equipment

A273.6.2 Accidents that involve LSVs must be recorded and tracked in compliance with chapter 46.52 RCW. The accident report must indicate that an LSV operating within The Glen is involved in the accident. (Section 4 SSB 6207)

A273.6.3 Every person operating an LSV as authorized under this section is granted all rights and is subject to all duties applicable to the driver of a vehicle under chapter 46.61 RCW. (Section 4 SSB 6207)

A273.6.4 All LSVs operated within The Glen are subject to all Administration Policies, Rules & Regulations affecting motor vehicles then in effect, including but not limited to Traffic Violation Rules.

A273.6.5 No driver of any vehicle type within The Glen is allowed to operate a vehicle while another person of any age, is on their lap. (See Appendix B – Fine Structure)

A273.6.6 LSVs shall be operated in a safe manner and in accordance with The Glen Administration Policies. Unsafe operation will result in a fine. (See Appendix B – Fine Structure)

A275 – RV Seasonal Storage Area

A275.1 The Glen Community Association (**GCA**) provides a Seasonal RV Storage Area for our members, which is intended to be used for storage of RVs, campers, utility trailers, and boats that are used periodically or temporarily in transition. No occupancy is permitted within the Seasonal RV Storage area. See Appendix A - Fee Structure.

A275.1.1 A copy of your current registration or valid title proving ownership must be provided to staff before any item can be placed in the Seasonal Storage Area. Only current registration or valid title are acceptable documents to prove ownership.

A275.1.2 No storage will be allowed in excess of six (6) consecutive months in a calendar year without prior approval of the manager.

A275.1.3 This only applies to recreational vehicles and trailers over six (6) feet in length.

A275.2 Holding tanks (both water and sewage) must be freshly emptied and thoroughly flushed just prior to storage and cannot be used while it is in the Seasonal RV storage area.

A275.3 All RV's, utility trailers, boats and boat trailers stored in the Seasonal RV Storage area must be functional. These conditions must be observed for the duration of storage. Failure to do so may result in a fine. (See Appendix B – Fine Structure).

A275.4 It is recommended that members storing RV's, campers, trailers or boats in the storage area have them protected by insurance coverage.

A275.4.1 The Glen assumes no liability or responsibility for damage, theft or vandalism to any unit stored in the Seasonal RV storage area.

A275.5 Member's storing RV's, campers, trailers, or boats in the Seasonal RV Storage Area will be responsible and accountable to the Glen Community Association (GCA) for all costs incurred by the GCA to dispose of the items being stored if they are abandoned. Prior to the closing date of the sale, the former owner must remove and dispose of all items in the seasonal recreational vehicle storage lot.

A280 – Conduct in The Glen

A280.1 All persons will conduct themselves in a manner that is respectful and orderly to people, facilities, equipment, and the environment. Failure to do so may result in a disorderly or harassing conduct fine. See below.

A280.1.1 Disorderly conduct is described as unruly behavior which is contrary to public order, is personally or physically abusive, or could result in risk or damage to people or surroundings. Disorderly/abusive conduct will not be tolerated and may result in a fine (See Appendix B – Fine Structure). Note: A second occurrence within a 12-month period will result in a fine of $1000.

A280.1.2 Harassing conduct is described as either verbal or physical or any form of intimidation or aggression at other members, guests, occupants, invitees, or directed at management, its agents, its employees or vendors. Disorderly/abusive conduct will not be tolerated and may result in a fine (See Appendix B – Fine Structure). Note: A second occurrence within a 12-month period will result in a fine of $1000.

A280.2 All persons shall treat all Glen staff, Board or Goodtimers Board members, committee members, or volunteers of The Glen with dignity and respect. Verbal or physical abuse will not be tolerated and may be subject to a disrespectful conduct fine. (See Appendix B - Fine Structure). A second occurrence within a 12-month period will result in a fine of $1000.

A280.3 Any person who obstructs an employee from doing their job may be fined for obstruction. (See Appendix B - Fine Structure)

A280.3.1 All Members are required to provide picture identification to The Glen's Security Officers upon request. Failure to present picture identification may result in the individual being treated as a trespasser.

A280.4 Any person who commits vandalism may receive a fine and shall be held responsible for damages.

A280.4.1 Tampering with Life and Fire Safety Equipment (AED's, Emergency Radios, fire extinguishers, etc.) may result in a fine.

A280.5 Any person discharging fireworks may be fined. (See Appendix B - Fine Structure)

A280.6 Firearms and projectile weapons of any kind (pellet guns, air guns, b-b guns, archery equipment, or any other projectile devices) are not allowed to be used or discharged in The Glen. Any person using such devices shall be fined. (See Appendix B - Fine Structure)

A280.7 Any person found committing theft may be fined and outside authorities notified. Restitution may be requested by the victim.

A280 – Conduct in The Glen (continued)

A280.8 All Association Members and their guests are expected to respect the hours of operation of all Glen owned facilities (e.g. swimming pools) and shall not trespass on that property when closed. Failure to do so may result in a fine. (See Appendix B - Fine Structure)

A280.9 Association Members and their guests will not litter in The Glen, whether privately owned lots, common areas, greenbelts or roadways. All garbage shall be deposited in proper receptacles designed for that use.

A280.10 Association Members and guests are expected to clean up all animal waste deposited by their pets. Failure to do so may result in a fine. (See Appendix B - Fine Structure)

A285 – Trespassing on Glen Member's Property

A285.1 No one shall trespass on a member's private lot without the explicit consent of the owner. Violators will be subject to a fine (See Appendix B – Fine Structure)

A285.1.2 Trespassing citations may only be issued once evidence and authorization from the property owner is received by Security/Management.

A290 – Imposition of Sanctions Processes

A290.1 If a member is determined to be in violation of any provision of the Covenants or Bylaws other than payment of dues and assessments, the member will be notified of the violation ("Default Letter") by The Glen Community Association and given an opportunity to cure the violation before a sanction is imposed, provided that this Default Letter requirement and procedures related thereto are waived if the member is currently or was a sitting Director when the violation(s) occurred and the violations relate to the provisions of the Director's Code of Conduct.

A290.2 In the event that the violation is not cured within the period provided in the Default Letter, the Board may revoke certain member's privileges, which may include, but not limited to, ineligibility to vote, ineligibility to participate on committees, and ineligibility to serve as a director.

A290.3 If The Glen Community Association consults with its legal counsel concerning such violation, the member shall be liable for all The Glen Community Association's fees and costs incurred, regardless of whether a lawsuit is filed.

A290.4 Any revoked privileges will be restored to the member once the violation is cured, "and the member provides reasonable evidence thereof to the Board."

A290.4.1 If the member who cures the violation, commits the same or similar violation within ninety (90) days after restoration of privileges may have such privileges revoked without notice or issuance of a subsequent Default Letter.

A290.5 Any member who receives a Default Letter shall be given the opportunity for a hearing before the Board ("Violation Hearing") within thirty (30) days following issuance of the Default letter, to explain the circumstances or any attempts to cure the violation.

A290.6 The Board shall be entitled to require the member to produce any documents or witnesses necessary to support the member's position.

A290.7 Failure to produce the documents or witnesses shall be deemed an admission by the member that the member is violating the Covenant or Bylaw.

A290.8 After the Violation Hearing The Glen Community Association will issue a decision affirming the violation or dismissing the violation.

A290.9 If the decision of the Board is to affirm the violation, then The Glen Community Association shall notify the member in writing of any sanctions imposed.

A290.10 The Glen Community Association reserves the right to allow the member additional time to cure the violation.

A290 – Imposition of Sanctions Processes (continued)

A290.11 Any action by The Glen Community Association (including imposition of a sanction or grant of additional time) is without waiver of, or prejudice to, any of The Glen Community Association's enforcement rights in law or in equity.

A290.12 Once a violation has been affirmed and so long as it is continuing, the Board reserves the right to increase the sanctions imposed on such member by providing written notice to the member.

A290.13 The Board reserves the right to delegate any duties associated with enforcement actions to Glen Community Association administrative staff.

A290.14 Sanctions may be imposed upon any registered owner(s) who violates any provision of the Covenants, The Glen Bylaws, The Glen Administration Policies, or ACB Rules & Regulations.

A290.15 Sanctions may be, but not limited to:

- The loss of all guests privileges;
- The loss of voting privileges in any election(s) or Glen plebiscite(s);
- Denial of the right of participation in the Annual General Meeting;
- Denial of the right to participate in any Board deliberations;
- Denial of the right to serve on any Glen Board or Glen Committee(s);
- Deprivation of all Glen amenities such as, but not limited to, Swimming Pools, Comfort Stations, Laundry Facilities, Games Rooms, Family Center, Tennis Courts, Fireside or Riverside Lodges.

A300 – Mileage Reimbursement

A300.1 The Glen Community Association will provide mileage reimbursement for each Glen Community Association Board and Committee member traveling to The Glen for authorized Glen business meetings. Mileage reimbursement will paid for any additional authorized Glen Community Association business travel. Mileage reimbursement will only be granted for the first meeting attended on a scheduled weekend.

A300.2 The standard mileage rate set by the U.S. Internal Revenue Service (in cents per mile) will be used to determine the rate to be paid to each Board or Committee Member. The standard mileage rate will be researched by Glen staff.

A300.3 If there are two members of a household and both are participating in scheduled Glen business meetings, only one mileage reimbursement will be paid.

A300.4 All mileage reimbursements will be paid according to the home address of any Director, Committee Member and/or Advisor that is on record at The Glen Community Office. If any Director, Committee Member or Advisor moves or changes his/her home address they must notify the Glen Community Association Office within 30 days.

A300.5 Committee Members and/or advisors will not receive mileage reimbursement greater than a Director living the furthest from the Glen. Long distance committee members and/or advisors will be reimbursed at the same rate as the Director living furthest from the Glen.

A300.6 All mileage reimbursements for Committee Members and/or Advisors must be recommended by the Committee Chairs. Committee Chairs are responsible to ensure that all meetings scheduled are necessary for the betterment of the Glen Community Association and he/she should avoid recommending unnecessary mileage reimbursement claims.

A300.7 All mileage reimbursements are subject to the approval of The Glen President or The Glen Treasurer.

A300.8 Mileage reimbursement will only be granted to a maximum of two (2) property owners attending a committee meeting. This does not limit the number of property owners volunteering on a committee. The Hearing Panel is an exception to this rule.

A300.9 All mileage credits will be paid out at the end of each fiscal year.

Adopted by Resolution A111415B, Last Amended by Resolution A070916G, A081316C, A111216A A070817A, A071418, A110919A, A101020, A051422A, A101423

A310 – Open Carry of Firearms

A310.1 The open carry of firearms within The Glen Community Association's (the "GCA") common areas and facilities is prohibited. If such activity occurs, The Glen Community Association's Manager, Board of Directors, or other designee may, in their sole discretion, issue and levy any fine amount according to the nature of the violation and ban future access to the GCA's common areas and facilities.

A310.2 For the purpose of this policy, a firearm is defined as a weapon that expels a projectile (such as a bullet or pellets) by the combustion of gunpowder or other explosive.

A310.3 A concealed carry weapons permit is not affected by this policy.

AMENDMENTS

For a complete explanation of each amendment and the reason for its approval you may read the applicable Resolution which is located in the Administrative Office.

A5 Permanent Residency – Adopted 9/10/22 by Resolution A081322A, Amended A121022C

A10 The Glen Administrative Office – Adopted 01/11/92, Amended A111100, A060901, A120801, A071302C. A031205A

A15 Lot Usage, Occupancy, and In-Transit – Adopted by A081421D, Amended A091022A, A051323B, 090923B, 021024A, A051124A, A121424B, A020825B, A110825A, A011026A

A25 Legal Entities – Adopted by 061425A

A20 Gate Cards and Decals – Adopted 01/11/92, Amended A091397, A081499, A111100, A031205A, A010916B, A031216B, A101417, A031018A, A020820A, A051124B, A101224A, A091325B

A30 Glen Property and Equipment – Adopted 01/11/92, Amended A061194, A111100, A031205A, A0713/24A

A40 Guest Policy – Adopted 01/11/92, Amended 04-08-95, A111100, A041401, A011202, A010305, A031205A, A041407, A020908, A081311, Revised 10-08-11, A121413, A080914, A061315A, A111415C, A031018B, A020919A, A041319B, A101621B, A051323B, 090923B, A051124B, A051124A, A021426C, A071126E, A080826A A091226A

A45 Real Estate Broker Policy – Adopted by A081421C, A090923A, A051124B, A110924C, A121424C, A021426D

A46 Vendor Policy – Adopted by A090923A, A051124B, A110924A

A50 Lodges – Adopted 01/11/92, Amended 07/09/94, A091397, A111100, A031205a, A011207A & B, A011208, A120812B, A031216A, A081316A, 020919B

A60 Swimming Pools – Adopted 01/11/92, Amended A111100, A031205A, A081305, A011207A, A011208, A031012C, A120812B, A070916A, A121325A, A021426A, A080826B

A70 Records – Adopted 01/11/92, Amended A111100, A031205A, A111415D, A111415B, A070916B, A031420A

A80 Sales of GCA-owned real property – Adopted 01/11/92, Amended A111100, A031205A, A100816, A101219

A90 Alcohol and Illegal Substance Restrictions – Adopted 01/11/92, Amended A121094, A061095, A111100, A060802, A071302, A031205a, A120812, A081316B, A021426B

AMENDMENTS (continued)

A100 Transfer of Property – Adopted 01/11/92, Amended A041492, A090995, A111100, A031205A, A070916E, A041324A

A110 Architectural Control Board Permit Fee – Adopted 05/09/92, Amended A111100, A031205A, A031012B, A040817A

A115 Guest Banishment Policy – Adopted 12/10/94, Amended A091397, A111100, A031205A, A070916F

A120 Violations Appeal Process – Adopted 01/11/92, Amended A061194, A111100, A061204, A031205A, A080908, A120.6, A080815A, A101715A, A010916A, A061320B, A110924B

A130 Financial Operating Policies – Adopted 03/10/18
Contractor Services and Payment Policy (previously A140) – Adopted 01/11/92, Amended A111100, A091215B, incorporated into A130 A031018D
Signature Requirements for Financial Documents (previously A240) – Adopted as A181 by Resolution A061000, Incorporated as A240 by resolution A111100, Amended by A041401A, A071302A, A031205A, A050810B, A091215A, incorporated into A130 A031018D, A081118B, A061320A Last Amended by Resolution A011219, A030919, A110919B, A061320A, A080820, A081322C, A031123A

A150 Fire Regulations – Adopted 11/10/18, Amended A080925B

A180 Inventory Policy – Adopted 02/12/94, Amended A111100, A031205A

A190 Organizations Within The Glen – Adopted 03/11/95, Amended A111100, A031205A, A091016A

A195 Board Approved Committees – Adopted 07/11/20 by Resolution A071120A

A200 Quarterly Dues and Assessments Billing – Adopted 06/10/95, Amended A051196, A090995, A111100, A120801, A011004, A031205A, A051306, Amended A070911, A081112, A040313A, A060918B, A041319A, A121419B, A091121A, A071324B, A081024A, A110924E, A071126A, A080826D

A210 Water Conservation Measures – Adopted 08/12/95, Amended A111100, A031205A, A11122011C, A0218217B, A031123B

A220 Equipment or Appliance Damage and Repair – Adopted 08/12/95, Amended by A111100, A061204B, A031205A, A031007, A111007, A060813, A021817C, A091022B, A080925C, A091325D

A230 Quiet Hours and Curfew – Adopted 08/12/95 and included in A90 Adopted as A230 by Resolution A111100, A061403D, A031205A Amended by A111012, A031123C, A080826C

AMENDMENTS (continued)

A250 Refuse Disposal – Adopted by Resolution A111100, A031205a, A110808, A121308, A021409, A050810A, A11122011B, A081112A, A50.2.1, A60.2.1, A101213A, A061315B, A031216C, A070817B, A070922, A110924D, A041225B

A260 Parks, Meadows, Greenbelts – Adopted by Resolution A111100 Amended by A031205A, A031216D

A265 Dogs Running at Large – Adopted by Resolution A081404B, Amended by A012007, A111012B, Amended by A111012B, A061116A

A270 Traffic Violations – Adopted by Resolution A060901B, Amended A091402, A091303B, A031205A, A100811, A081112B, A011114B, A090917, A121022A

A271 A271 Golf Cart Zone -- Adopted by Resolution A071010, A080914AB, A041225A

A272 Electric Vehicles – Adopted by Resolution A040823A, A081223B

A273 Low Speed Vehicles (LSV's) – Adopted by Resolution A041324B

A275 RV Storage Area Use – Adopted by Resolution A031310, A031012A, A041313B, A101213A, A121413B, A091121B, A091424

A280 Conduct in The Glen – Adopted A091402a, Amended A051003, A061403a, A081404b, A081404c, A031205a, A030808, A111310, A061315A, A031117A, A071319, A061122, A121022B, A051323A, A041324C, A071324D

A285 Trespassing on Glen Member's Property – Adopted A061122

A290 Imposition of Sanction Process – Adopted by Resolution A110803, Amended by A081404, A070916G, A111216A, A120917, A061023B

A300 Mileage Reimbursement Adopted by Resolution A111415B, A081316C, A070817A, A071418, A110919A, A101020, A051422A, A101423

A310 – Open Carry of Firearms – Adopted by Resolution A091022C

Appendix A – Fee Structure – Adopted by A111100, Amended A060901A, A031205A, A120906, A041407, A011208-B, A021409, A021211, A070911, A08132011, A11122011, A031012, A051212, A081112A, A090812, A080914, A110814, A121413B, A021415, A111415A, A111415C, A010916B, A031216A, A070916C, A031018C, A041319A, A021321, A081421A, A101621A, A031123D, A040823B, 090923B, A021024B, A061425E, A091325C, A071126B

Appendix B – Fine Structure – Adopted by Resolution A111100, A031205a, A120906, A041407, A011208-B, A021409, A021211, A031012, A60.2.1, A060813, A111415A, A031216A, A090716D, A021817A, A031117A, A070817B, A060918A, A060918A, A111018, A041319C, A071319, A101621A, A061122, A091022C, A121022D, A040823D, 090923B, A110423A, A110423B, A021024B, A071324C, A020825A,B042625C, A121325B, A021426D, A080826A, A080826C

Appendix C – Collection Policy – Adopted by Resolution A071126C

APPENDIX A
FEE STRUCTURE

Policy	Purpose	Fee
A15	Secondary RV's (one additional per lot)	$ 10.00 per night
A20	Association Member RFID Decal (as described in A20.1 Policy)	none
	Replacement for malfunctioning or damaged Member RFID Decal (each)	none
A40	Annual Guest List – Maximum 6 Guests	$ 10.00 per person per year
	Additions to Annual Guest List	$ 10.00 per name
	Deletions to Annual Guest List	Free
	Occasional Guest – Day Use Access Fee	$ 5.00 per day
	per person during High Season. (May 15 – September 15); No charge per day during Low Season	
A50	Rental of Lodges per day:	
	Riverside Lodge rental fee	$ 100.00
	Riverside Lodge clean up fee	$ 50.00 per hour
	Fireside Lodge rental fee	$ 50.00
	Fireside Lodge clean up fee	$ 50.00 per hour
	Family Center rental fee	$ 50.00
	Family Center clean up fee	$ 50.00 per hour
A100	Fee for Transfer of Property or Title Amendment	$ 350.00
A115, A120	Appeals Process Fee	$ 80.00
A200	Quarterly Dues and late Assessment Penalties:	
	1st Delinquency notice	$ 50.00
	2nd Delinquency notice	$ 50.00
	Non-sufficient funds check fee	$ 50.00
	Registered Letter Fee	$ 50.00

APPENDIX A
FEE STRUCTURE CONT'D

A250	Refuse Disposal: (Demolition materials)	
	Mattress / Box Spring (each)	$ 15.00
	Upholstered Chair	$ 15.00
	Large Furniture	$ 40.00
	Refrigerators/Freezers (all sizes)	$ 75.00
	Misc. RV Fixture (toilet/sink)	$ 5.00
	Demolition of structures / misc. construction debris	$2.00 / cubic foot as determined
A271	Annual Golf Cart License and Inspection Fee	$ 15.00
A275	Glen Storage Fee (RV's, campers, boat, etc.)	$ 20.00 a month non-prorated
	Glen Storage Fee (Enclosed Utility Trailer and Boat Trailer (15ft. or less) non-prorated	$ 5.00 a month
	Flatbed or Open utility trailer	No Charge

WEBSITE ADVERTISING

Lots for Sale	$ 10.00 a month
Realtor as a Contact	$ 50.00 set up fee

Last Amended by Resolution A111415A, A111415C, & A010916B, A031216A, A070916C, A081316A, A040817A, A031018C, A041319A, A021321, A081421A, A101621A, A031123D, A040823B, A110423A, A110423B, A021024B, A051124A, A110924E, A110924B, A091325C, A071126B

APPENDIX B
FINE STRUCTURE

ADMINISTRATION #	VIOLATION	FINE
1.	**Traffic Offenses**	
A260.3.1	Driving or parking on Riverside meadow (Outside of Designated Special Events)	$ 40.00
A270.2	Speeding (up to 15 mph over limit)	$ 50.00
	(16+ mph over limit)	$100.00
A270.2.2	Speeding in a Playground Area (dawn till dusk)	$150.00
A270.3	Driving/Parking in prohibited area (Grass, Greenbelts, Trails, Riverbank, etc.)	$ 40.00
A270.4	Failure to Stop at Stop Sign	$ 40.00
A270.5	Driving Wrong Way on a One Way Road	$ 40.00
A270.6	Failure to Yield Right of Way at Traffic Circles	$ 40.00
A270.9	Driving Without Due Care and Attention	$150.00
A270.12	Unlicensed and Off Road Motor Vehicles on Roadways	$ 40.00
A270.13	Sitting on drivers lap	$ 40.00
2.	**Gate Entry**	
A15.5.4	Failure to return RV passes upon leaving	$ 25.00
A20.5.2	Failure to return Guest passes upon leaving	$ 25.00
A40.5.2	Failure to return Guest passes upon leaving	$ 25.00
A20.1.8	Improper Use of RFID Decal	$100.00
A20.2	Improper Use of RFID Decal (unaffixed)	$100.00
A20.5	Improper Use of GUEST RFID Decal (unaffixed)	$100.00
A40.2.4	Unauthorized Person Signing in Another Guest/youth	$100.00
A40.2.5	Forging Member Signature on Gate Entry Authorization form	$100.00
A40.3	Guest/youth violating length of stay without re-registering	$ 50.00
3.	**Conduct**	
A10.4	Smoking Policy Violation	$ 25.00
A45.6.1	Real estate violations of Glen rules	$100.00
A90.1	Sale of Alcoholic Beverages Prohibited	$ 75.00
A90.2	Under Aged Drinking of Alcoholic Beverages	$ 75.00
A230.3	Disturbing the Peace	$100.00
A280.1.1	Disorderly/Abusive Conduct	$300.00
A280.1.1	Second occurrence within 12-month period	$1000.00
A280.1.2	Harassing/Abusive Conduct	$300.00
A280.1.1	Second occurrence within 12-month period	$1000.00
A280.2	Disrespectful Conduct	$300.00
A280.2	Second occurrence within 12-month period	$1000.00
A280.3	Obstructing Glen Employees in the Performance of Duties	$300.00
A280.4	Vandalism (plus restitution)	$150.00
A280.5	Discharging Fireworks	$100.00
A280.6	Discharging Firearms or Explosives	$200.00

APPENDIX B
FINE STRUCTURE CONT'D

ADMINISTRATION #	VIOLATION	FINE
A280.7	Theft (Does not include reimbursement to victim)	$150.00
A310.1	Open Carry of a Firearm on Glen Community Association Common Property	$100.00 (Minimum)
4.	**Campfires**	
A150.1.1	Campfire during Glen Burn Ban	$300.00
A150.1.2	Unattended Fire	$150.00
A150.1.3	Fire outside approved fire pit	$150.00
A150.1.4	Violation of allowable flame height	$150.00
A150.1.5	Violation of charged water hose	$150.00
A150.1.6	Violation of any additional fire restriction (charcoal use, tiki torches, etc.)	$150.00
A150.1.7	Recreational Campfires- Must Only Contain Seasoned Firewood	$150.00
5.	**General**	
A5.1	Failure to provide proof of primary residence	$500.00
A15.12	Light Trespassing	$ 50.00
A15.5	Unregistered Additional RV on Lot (Double RV)	$100.00
A40.2.1	Failure to surrender guest pass after departure from The Glen	$ 50.00
A40.3	Failure to re-register Guest RV to remain on site	$100.00
A40.6	Exceeding maximum guest entry of 8 at any given time (during High Season)	$100.00
A100.1.2	Failure to register membership transfer	$500.00
A210.2	Disobeying Water Restrictions	$150.00
A220.1.1	Tampering with or Defacing Electrical Pedestals (Does not include the cost of repair or replacement)	$100.00
A230.2	Construction Noise Violation	$ 50.00
A250.1.1.1	Removal of ANY items **from refuse containers**	$100.00
A250.6	Refuse Disposal Violation	$250.00
A265.1	Dog Running at Large	$ 50.00
A275.3	Stored unit not kept in proper condition	$ 75.00
A280.8	Trespassing (Glen Swimming Pools) when closed	$100.00
A280.9	Littering – General	$ 25.00
A280.10	Littering – Animal Waste	$ 25.00
A285	Trespassing on Glen Member Property	$ 50.00
B3.1.5.2	Failure to timely submit the Legal Entity Disclosure Form	$500.00
6.	**Lot Usage and Occupancy**	
A15.4	Lots or RVs shall not be leased, rented, or advertised for lease or rent	$750.00
A15.5	Unregistered Additional RV on Lot (Double RV)	$100.00
A15.5.2	Failure to register secondary RV	$100.00

APPENDIX B
FINE STRUCTURE CONT'D

ADMINISTRATION #	VIOLATION	FINE
A15.5.4	Failure to surrender Secondary RV passes	$100.00
A15.5.5	Violation of Secondary RV's policy	$300.00
A15.6.1	Boat stored on lot (Violation of policy)	$50.00
A15.8	Violation of length of stay for tents	$50.00
A15.9	Utility Trailer stored on lot (Violation of policy)	$50.00
A15.10	Abandoned vehicles shall not be stored on Member's lots	$100.00

7. Swimming Pool Violations

A60.3.1	Disobey Swimming Pool Rules (Security & Staff)	$60.00
A60.4	Alcoholic Beverages and Food in the Pool Area	$50.00
A280.9	Trespassing (Glen Swimming Pools) when closed	$100.00

8. ACB

ACB 1.4.1	Failure to obtain an ACB Permit	$200.00
ACB 1.4.1.4	Failure to complete permit within 90 days	$ 50.00
ACB 1.4.1.5	Failure to complete permit work within extension period	$100.00
ACB 1.4.6.1	Work done outside approved permit	$200.00
ACB 1.4.7	Failure to obey a Stop Work and/or out of compliance order	$500.00
ACB 1.4.7.2	Unauthorized removal of ACB signage	$ 50.00
ACB 1.5.6.1	Untimely Response to Untidy Lots	$150.00
ACB 10.5	Failure to report damage to Glen-owned electrical system	$200.00
ACB 15	Unauthorized tree removal and/or mutilation	$200.00
ACB 21.2.3	Failure to shut off standpipe when absent from lot more than 24 hours	$ 75.00
ACB 21.5	Failure to report damage to Glen-owned water supply system	$200.00

5. Golf Carts, Electric Vehicles & Low Speed Vehicles

A271.2	Failure to complete Golf Cart Inspection	$40.00
A271.3	Unlicensed driver	$75.00
A271.4.1	Failure to have required operating equipment (cart)	$40.00
A271.5.5	Sitting on driver's lap	$40.00
A271.5.6	Unsafe operation of a Golf Cart	max $150.00
A272.2.3	Unsafe operation of an Electric Vehicle	max $150.00
A272.3.1	Failure to complete Electric Vehicle Inspection	$40.00
A272.4.1	Failure to have required operating equipment (EV)	$40.00
A273.2.1	Unlicensed driver (LSV)	$75.00
A273.2.2	Unlicensed vehicles (LSV)	$100.00
A273.6.5	Sitting on drivers lap	$40.00
A273.6.6	Unsafe operation of an LSV	$150.00

APPENDIX B
FINE STRUCTURE CONT'D

The Manager and the designated ACB Officer are empowered to levy fine amounts to any violation of ACB Rules and Regulations and/or Administration Policies that do not have a specific fine attached according to the severity of the violation.

Note: Any person who commits the same violation more than once in a one year period is subject to a higher fine amount or possible sanctions as recommended by the Manager.

Reward: For information leading to the conviction of person(s) committing vandalism/theft is $100.00.

Last Amended by Resolution A111415A, A070916D, A021817A, A031117A, A070817B, A060918A, A111018, A041319C, A071319, A101621A, A051422B, A061122, A070922, A081322A, A091022C, A121022D, A040823C, A040823D, A081223B, A090923B, A110423B, A021024B, A041324A, A041324B, A041324C, A051124A, A071324C, A020825A, A121325A, A021426D, A080826A, A080826C

APPENDIX C
COLLECTIONS POLICY
(Effective January 1, 2026)

Table of Contents

1. Assessment Notice 81
2. First Delinquency Notice 81
3. Fifteen (15)-Day Hold on Enforcement Process After First Notice 81
4. Notice to Secured Interest 81
5. Second Notice of Delinquency 82
6. Litigation Guarantee 82
7. Lien Imposition 83
8. Enforcement 83
9. Recovery of Costs 83
10. Foreclosure Mediation Program (RCW Chapter 61.24) 46
11. Commencement of Foreclosure Action on Lien 84
12. Template First/Second Notice of Delinquency Notice 84

The collection process for assessments under RCW 64.90, which is part of the Washington Uniform Common Interest Ownership Act ("WUCIOA"), involves several steps to ensure proper enforcement and recovery of delinquent assessments up until the matter is referred to an attorney to commence a judicial foreclosure action. To the extent the Glen's existing Administration Policy on Quarterly Dues and Assessments Billing conflicts with this Collections Policy, this policy shall govern.

Assessment Notice

1.1. The Glen must provide notice to Owners regarding the assessments due. This includes regular assessments and any special assessments that may be levied. In accordance with the Glen's Bylaws, the Glen issues an annual assessment that is billed on a quarterly basis. Pursuant to the Administration Policies, an account is overdue on the first day of the month following the billing period for a particular quarter (e.g., dues for the billing period of January 1st are overdue if unpaid by February 1st).

First Delinquency Notice

2.1. If an Owner fails to pay the assessment by the due date, the Glen must mail a notice of delinquency to the unit's address and any other address that the owner has provided to the Glen, and by e-mail if the Owner's electronic address is known to the Glen. This notice typically includes the amount owed, any late fees, and the consequences of continued non-payment.

2.2. The notice of delinquency must contain the statutory language set forth under RCW 64.90.485(21)(a). A template is attached to this policy.

2.3. The notice must be provided in English and any other language indicated as a preference for correspondence by an Owner.

Fifteen (15)-Day Hold on Enforcement Process After First Notice

3.1. The Glen must wait fifteen (15) days after providing the First Notice of Delinquency before taking any other action to collect or charge any costs related to collection except costs of printing and mailing the notice, an administrative fee of no more than Ten Dollars ($10.00), and a single late fee of no more than Fifty Dollars ($50.00) or five percent (5%) of the amount of the unpaid assessment, whichever is less.

Notice to Secured Interest

4.1. If a unit is subject to a security interest (e.g., mortgage), and the Glen would like to maintain priority to recover some of its actual costs and reasonable attorneys' fees for judicially foreclosing on a lien (maximum of Two Thousand Dollars ($2,000.00), the Glen must mail a

written notice to the security interest holder at least sixty (60) days prior to commencing a lien foreclosure action. The notice must contain:

The name of the borrower;

Recording date of the trust date or mortgage;

Recording information;

Name of condominium, Owner, and unit designation stated in the declaration or applicable supplemental declaration;

Amount of unpaid assessment; and

A statement that failure, within sixty (60) days of the written notice, to submit to the Glen payment of six (6) months of common expense assessments and any specially allocated assessments assessed under the periodic budget will result in the priority of the actual costs and reasonable attorneys' fees the Glen seeks to recover. The amount may be Two Thousand Dollars ($2,000.00) or less if the total six (6) months of common expense assessments and any specially allocated assessments are less than Two Thousand Dollars ($2,000.00).

Second Notice of Delinquency

5.1. Sixty (60) days after the mailing of the first notice delinquency, a second notice must be sent in the same manner with the same statutory language in the first notice of delinquency.

Litigation Guarantee

6.1. After mailing a second notice of delinquency, but before a lawsuit is filed, a litigation guarantee should be ordered through a title company. The litigation guarantee will generally be completed within five to seven days of ordering. The litigation guarantee provides a list that may include mortgage interests, contractors or mechanic's liens, recorded judgment liens, information on easements, covenants, or restrictions that impact the use and occupancy of the property, and the status of property taxes.

6.2. A litigation guarantee is a specialized title insurance policy that identifies all parties that have a recorded interest in the property and shows the priority of those recorded interests. Every party that should be included in a lawsuit is identified, ensuring any judgment awarded is enforceable against all proper parties. It also protects the Glen from claims made by unknown parties because it discloses all potential claimants. If a party is not listed on the litigation guarantee but attempts to bring a claim after the lawsuit is resolved, the Glen can ask the title company who issued the litigation guarantee to defend against the new party's claim.

Lien Imposition

7.1. The Glen may impose a lien on the unit for the unpaid assessments. This lien includes the amount of the delinquent assessment, late fees, interest, and any costs associated with the collection process, including reasonable attorneys' fees.

Enforcement

8.1. The Glen can enforce the lien through various means, including foreclosure. This involves legal proceedings to recover the amount owed by selling the unit.

Recovery of Costs

9.1. Pursuant to the Covenants and Bylaws for the Glen, the Glen is entitled to recover any costs and reasonable attorneys' fees incurred in connection with the collection of delinquent assessments, whether or not such collection activities result in a suit being commenced or prosecuted to judgment.

Foreclosure Mediation Program (RCW Chapter 61.24)

10.1. A housing counselor or any attorney may submit a written request for mediation on behalf of an Owner to an association regarding assessment charges and delinquency at any point in the period of delinquency up to ninety (90) days prior to the judicial foreclosure sale date. If the Association receives the request, the Association must meet and confer with housing counselor or attorney and the Owner within thirty (30) days or at a later date if mutually agreed to. During the meet and confer session, the Association and the Owner must address the issues which led to the delinquency, which may enable the Owner and the Association to reach a resolution including, but not limited to, a delinquent assessment payment plan, waiver of Association imposed late fees or attorneys' fees, modification of a delinquent assessment, modification of late fees or charges associated with a delinquent assessment, or any other workout plan.

10.2. Prior to the mediation, the Association must provide an itemized ledger for the preceding twelve (12) months, a copy of all Association liens placed against the property, and copies of the Association’s current declarations, bylaws, and any other governing documents. After receiving receipt of the Association's documents, the Owner shall provide to the mediator and the Association the following documents: (i) evidence of any Owner payments to the association that are not reflected in the association ledger, if any; (ii) a statement of hardship, if relevant; and (iii) if the Owner is interested in a payment plan, a proposed schedule of payments to resolve the arrears.

10.3. The parties are responsible for their own attorney fees during the meet and confer and mediation processes. Legal representation is not required at the mediation.

10.4. At the mediation, the Association must designate a representative who can with adequate authority to fully settle, compromise, or otherwise reach a resolution with the borrow.

Commencement of Foreclosure Action on Lien

11.1. If the First and Second Notices of Delinquency have been issued to the Owner, an association may commence an action to foreclose a lien on a unit when approved by the Board *and* the Owner owes at least:

(1) Three (3) months or more of assessments, not including fines, late charges, interest, attorneys' fees, or costs incurred by the Association in connection with the collection of a delinquent Owner's account; *or*

(2) Two Thousand Dollars ($2,000.00) of assessments, not including fines, late charges, interest, attorneys' fees, or costs incurred by the Association in connection with the collection of a delinquent Owner's account; *and*

(3) It has been at least ninety (90) days since that amount has been due on the account.

Template First/Second Notice of Delinquency Notice

12.1. *See* attached.

(Date)

Mailing Address	Property Address	
[Homeowner Name]	The Glen At Maple Falls	☑ First Class
[Home Address]	Division:___ Lot:____	☑ Certified/registered Mail
[City, State, Zip Code]	7159 Mt. Baker Hwy, Deming 98244	☑ Email

SUBJECT: **FIRST NOTICE OF DELINQUENCY FOR PAST DUE ASSESSMENTS**
ACCOUNT #: [Account Number / Div # / Lot #]

THIS IS A NOTICE OF DELINQUENCY FOR PAST DUE ASSESSMENTS FROM THE GLEN COMMUNITY ASSOCIATION TO WHICH YOUR HOME BELONGS. THIS NOTICE IS ONE STEP IN A PROCESS THAT COULD RESULT IN YOUR LOSING YOUR HOME.

Dear [Homeowner Name],

Our records indicate that your HOA dues and/or assessments for the [Quarter/Month] period are currently past due.

- Amount Currently Past Due: $[Total Amount Due]
- Past Due Assessment(s): $[Amount]
- Late Fees: $[Amount]
- Interest: $[Amount]

To prevent further collection actions and avoid additional fees, the total balance of $[Total Amount Due] must be paid in full no later than 30 days from notice date of this letter.

Payment can be made by sending a check payable to The Glen Community Association at the following address listed below.

Please be advised that if this balance remains unpaid, your account will be subject to additional late fees, interest, and collection costs. The Association may also place a lien on your property and initiate foreclosure proceedings.

If you have already submitted this payment within the last few days, please accept our thanks and disregard this notice. If you have any questions regarding your balance or would like to discuss a payment plan, please contact the Front Office.

Sincerely,

The Front Office

frontdesk@theglenatmaplefalls.org

(Date)

Mailing Address	Property Address	
[Homeowner Name]	The Glen At Maple Falls	☑ First Class
[Home Address]	Division:___ Lot:____	☑ Certified/registered Mail
[City, State, Zip Code]	7159 Mt. Baker Hwy, Deming 98244	☑ Email

SUBJECT: **SECOND NOTICE OF DELINQUENCY FOR PAST DUE ASSESSMENTS**
ACCOUNT #: [Account Number / Div # / Lot #]

THIS IS A NOTICE OF DELINQUENCY FOR PAST DUE ASSESSMENTS FROM THE GLEN COMMUNITY ASSOCIATION TO WHICH YOUR HOME BELONGS. THIS NOTICE IS ONE STEP IN A PROCESS THAT COULD RESULT IN YOUR LOSING YOUR HOME.

Dear [Homeowner Name],
Our records indicate that your HOA dues and/or assessments for the [Quarter/Month] period are currently past due.

- Amount Currently Past Due: $[Total Amount Due]
- Past Due Assessment(s): $[Amount]
- Late Fees: $[Amount]
- Interest: $[Amount]

To prevent further collection actions and avoid additional fees, the total balance of $[Total Amount Due] must be paid in full no later than 30 days from notice date of this letter.

Payment can be made by sending a check payable to The Glen Community Association at the following address listed below.

Please be advised that if this balance remains unpaid, your account will be subject to additional late fees, interest, and collection costs. The Association may also place a lien on your property and initiate foreclosure proceedings.

If you have already submitted this payment within the last few days, please accept our thanks and disregard this notice. If you have any questions regarding your balance or would like to discuss a payment plan, please contact the Front Office.

Sincerely,

The Front Office

frontdesk@theglenatmaplefalls.org

TEMPLATE FIRST/SECOND NOTICE OF DELINQUENCY

THIS IS A NOTICE OF DELINQUENCY FOR PAST DUE ASSESSMENTS FROM THE UNIT OWNERS' ASSOCIATION TO WHICH YOUR HOME BELONGS. THIS NOTICE IS ONE STEP IN A PROCESS THAT COULD RESULT IN YOU LOSING YOUR HOME.

CONTACT A HOUSING COUNSELOR OR AN ATTORNEY LICENSED IN WASHINGTON NOW to assess your situation and refer you to mediation if you could benefit. **DO NOT DELAY.**

BE CAREFUL of people who claim they can help you. There are many individuals and businesses that prey upon borrowers in distress.

REFER TO THE CONTACTS BELOW for sources of assistance.

SEEKING ASSISTANCE

Housing counselors and legal assistance may be available at little or no cost to you. Housing counselors and attorneys may assist you in meeting and conferring with your Association to resolve the past due assessments, and based on the circumstances refer you to the foreclosure mediation program. If you would like assistance in determining your rights and opportunities to keep your house, you may contact the following:

The statewide foreclosure hotline for assistance and referral to housing counselors recommended by the Housing Finance Commission:

Telephone: 877-894-4663
Website:
http://www.dfi.wa.gov/consumers/homeownership/post_purchase_counselors_foreclosure.htm

The United States Department of Housing and Urban Development:

Telephone: 800-569-4287
Website:
http://www.hud.gov/offices/hsg/sfh/hcc/fc/index.cfm?webListAction=search&searchstate=WA&filterSvc=dfc

The statewide civil legal aid hotline for assistance and referrals to other housing counselors and attorneys:

Telephone: 800-606-4819
Website: https://nwjustice.org/what-clear