



**The Management Trust™**

Community Management. Built Differently.

Greetings Sunset Plaza Homeowners,

Enclosed you will find the undated Rules and Regulations for Sunset Plaza Condominium Association which will become effective July 15, 2022.

Please take time to read and familiarize yourself with them.

If you are an owner who rents out your condo, please ensure that your tenant gets a copy and that you reinforce that the rules apply to them while they are part of this community.

We would like to thank the Rules Committee that spent endless hours reviewing and investigating to update the Rules to better serve the community; Jenika Burton, Vickie Brown and Sue Brown.

All questions should be directed to The Management Trust, our association management company.

Regards,

Sunset Plaza Homeowners Association Board of Directors

**RESOLUTION of THE SUNSET PLAZA CONDOMINIUM ASSOCIATION  
COMMUNITY RULES AND REGULATIONS**

WHEREAS THE BOARD OF DIRECTORS has the authority and pursuant to Section 10.2 of the Associations Declaration of Covenants Conditions and Restrictions and Article VII of the Bylaws of **THE SUNSET PLAZA CONDOMINIUM ASSOCIATION** to act in the interest of the association; and

WHEREAS THE BOARD OF has the authority and pursuant to Section 11.11 of the Associations Declaration of Covenants Conditions and Restrictions to pass, amend and revoke Rules & Regulations of the Association; and

BE IT RESOLVED THAT THE BOARD OF DIRECTORS has approved an updated set of Rules & Regulations:

1. The updated Rules & Regulations will go into effect on July 15, 2022.

Resolution hereby adopted this \_\_\_23rd\_\_\_ day of \_\_May\_\_, 2022 at a duly held meeting of **THE SUNSET PLAZA CONDOMINIUM ASSOCIATION** Board of Directors and recorded in the Minutes of the meeting.

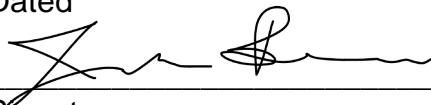
*Sue Brown*

\_\_\_\_\_  
President

Signature

06/02/2022

\_\_\_\_\_  
Dated



\_\_\_\_\_  
Secretary

Signature

06/02/2022

\_\_\_\_\_  
Dated

**SUNSET PLAZA CONDOMINIUM ASSOCIATION RULES  
EFFECTIVE JULY 15, 2022**

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**100. INTRODUCTION & GENERAL INFORMATION**

Know your neighbors! We can all help take care of each other. If you are leaving for an extended period, tell someone you know. In case of emergency (you have good reason to believe a neighbor may be in distress or incapacitated and they do not respond to knocks on their door or phone calls) **call the police or fire department by dialing 911.**

\*NOTE: If circumstances allow, after calling and knocking, and BEFORE CALLING the authorities or 911, check with other neighbors in the building and the management company to see whether they may know the whereabouts of the resident in question.

Any behavior or activity that may cause harm or pose a safety hazard to any person or any portion of the property is prohibited. This includes any storage, use or disposal of hazardous substances except for normal household use.

It is our responsibility to foster safety and security within our property. If you witness Criminal Activity within our community, (i.e., vehicle or unit break-ins or attempted break-ins, illicit drug sales/use, threats of imminent violence, abandoned animals that are in danger, property damage, theft) **PLEASE REPORT THIS TO THE CITY OF TACOMA POLICE AS THESE THINGS ARE CRIMES.** Report crimes to the management company after the authorities have been notified.

Call 911 for Police, Fire, Life threatening, Medical Emergency or dangerous activity.

Call (253) 798-4721 for Non-Emergency - such as suspicious activity, crimes that are NOT currently in progress. You can also report online at TacomaSafe.org.

Call 311 for Code Compliance, graffiti, abandoned vehicles, streetlights burned out, illegal dumping, homeless encampments and all city related issues in surrounding areas. Anything within our complex should also be reported to the management company. \*If 311 is not working or you are outside the City of Tacoma, call 253-591-5000.

The the management company is used for reporting Sunset Plaza rule violations for behavior correction via fines. However, they are unable to respond to crimes-in-progress, complaints after-hours or on the weekends.

**200. HOMEOWNER FEES. All members are required to pay monthly homeowner fees. The fee is due on the 1<sup>st</sup> and is late if not received, not postmarked, by the 15<sup>th</sup> of the month.** Fees, fines, liens and/or other assessments levied by the Board not paid by the date due are subject to late fee(s) and/or interest charges as described below:

200.1 Late Fees, Interest Charges, and Collection Policy:

- a** Any fee, fine, lien and/or other assessment not paid in full by the required due date shall incur a late fee of \$40.00. Subsequent installments of any fee, fine, etc., not paid by subsequent due dates will also incur late fees.

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- b** Unpaid amounts (fees, fines, etc.), plus late fees, are also subject to interest charges at a rate of 18% per year (1.5% per month) or what is allowable by law until paid (payment is received at the the management company office).
- c** Collections will be handled in accordance with the Collection Policy Resolution included as an Attachment to these Rules.

## **201. Moving In & Moving Out**

201.1 Leasing Cap Regulations: Sunset Plaza Condominium Association's Declaration sets the leasing cap at 37 of the 164 units in the complex. This means no more than 37 units are permitted to be leased at any one time. Unit owner(s) who wish to enter a unit into or to remain in the leasing cap or the waiting list must be current on all SUNSET PLAZA CONDOMINIUM ASSOCIATION assessments.

### 201.2 Leasing Cap Waiting List

- a** The unit owner must file a written request with the management company requesting placement of the unit on the waiting list. The unit owner must specify the preferred means of contact in the request (phone, fax, email, or mail).
- b** Waiting list positions are determined in the order that written requests are received by the association manager.
- c** the management company will provide written confirmation to the unit owner of placement of the unit on the waiting list.
- d** Inclusion on the waiting list does not guarantee that the unit owner will be able to lease the unit.
- e** The unit's position on the waiting list cannot be assigned, sold, or bartered to another unit owner.
- f** An owner of multiple units may have more than one unit on the waiting list. The owner must file a separate written request for each unit. Each unit will occupy a separate position on the list. Positions cannot be interchanged.

### 201.3 Notice of Leasing Cap Opening:

- a** When an opening in the leasing cap occurs, the management company will contact the unit owner in first position on the waiting list using the owner's preferred contact method.
- b** The unit owner has 10 (ten) business days to give the management company written notice of his intention to accept the offer, decline the offer, or request one-time voluntary bypass.

### 201.4 Requirements for Entry into the Leasing cap from the Waiting List:

- a** The unit owner must be current on all SUNSET PLAZA CONDOMINIUM ASSOCIATION assessments.
- b** Within 120 days the prospective landlord must:
  - Meet all requirements to the SUNSET PLAZA CONDOMINIUM ASSOCIATION Unit Leasing Regulations, and

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- Qualify a new lessee and present the signed lease and other documents to the management company for approval.

If all requirements above are not met, the management company will notify the unit owner in writing of termination of eligibility for entry into the leasing cap. Under such circumstances, the unit will be removed from the waiting list.

201.5 Removal of a unit from the leasing cap:

- a The unit is vacant for more than 120 consecutive days.
- b The owner allows a unit to be occupied by a lessee/special occupant without prior SUNSET PLAZA CONDOMINIUM ASSOCIATION approval.
- c The owner becomes more than 60 days in arrears of assessments owed to SUNSET PLAZA CONDOMINIUM ASSOCIATION

201.6 At the time of occupancy, all owners, tenants or other occupants must submit the forms listed below to the management company. Forms and current information on the forms must be submitted annually, or as changes occur (e.g., additional resident, new pet). If owners do not provide these documents, owner may be removed from renter list.

- Resident Information Form
- A copy of their Homeowners (HOA) Insurance Declarations Page
- Pet Agreement Form (if applicable)

201.7 Moving In/Out is permitted only between the hours of 7:00 a.m. and 10:00 p.m.

201.8 Before each move in or change of occupancy to a unit, a \$125.00 fee is payable to the management company to cover additional costs for recycle, garbage, and miscellaneous services associated with a change of occupancy. The unit owner is responsible for payment of the fees.

## **202 Non-Owner-Occupied Units.**

202.1 Any unit owner or agent who rents, leases, loans or otherwise permits any unit to be occupied must give a copy of these rules to the tenant or occupant.

202.2 Owners are responsible for the acts and actions of tenants and guests and will be informed of any infractions and/or fines due.

202.3 All fines or fees incurred due to behavior of tenant are responsibility of owner to pay.

202.4 Behavior that is deemed by Board of Directors to create a hazardous or unsafe behavior in the community may result in the owner losing their rental privileges.



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### **203 Individual Unit and Lanais**

203.1 Each unit shall be used as a single-family residence. Home-based businesses are allowed provided they do not involve clients, customers or employees coming to the unit.

203.2 Each owner must ensure all maintenance and repair work is performed within their own unit which might affect the common area property of other owners (washer hoses, hot-water heater, tub & shower caulking, plumbing leaks, etc.). If a hazard exists and the owner refuses to correct the problem, the Board will direct that appropriate repair/replacement be completed and the cost of the work will be billed to the owner.

203.3 Right to Modify Unit. No unit may be altered in any way except in accordance with this Section.

- a. Minor Alterations/Redecorating – An owner may make any improvement or alterations to the Owner’s unit that do not change the structural walls, affect the structural integrity or acoustical properties of the building, the plumbing, mechanical or electrical systems or lessen the support of any portion of the Condominium (e.g. painting, changing carpets or inside doors).
- b. Substantial Alteration/Remodeling – A proposal that contemplates substantial alteration of a unit is subject to approval by the Board. Before the Board can approve, the proper request with specs, contractor’s license, W9 and proof of insurance by the contractor must be submitted to the management company on the Architectural Change Request (ARC) Form. The Board may also retain, at the Owner’s expense, an architect or engineer to review the plans and require evidence satisfactory to it that all permits necessary for the work have been obtained.

203.4 Procedure after Approval of Architectural Change Request.

- a. Upon approval of a proposal under this section 203.3, the Owner making modifications may proceed according to the proposed plans and specifications, provided that the Board may opt to verify the work for the protection of other Units or Common Elements.
- b. Owner should check with contractor to provide a briefing on quiet hours, material disposal, etc. as contained within the SUNSET PLAZA CONDOMINIUM ASSOCIATION Rules.
- c. Once work is completed, an inspection will be made of the work by the Board.

203.5 No changes or additions affecting the exterior appearance of the building (to include screen doors, replacement windows, enclosing lanais, etc.) will be made without Architectural Change Request Form and express written permission from the Board. No large sections of lattice or other architectural intrusive material shall be used to create barriers or enclosures on a deck/lanai or patio.

203.6 Enclosures of any kind rigid, glass or screen, are prohibited. **SUNSET PLAZA CONDOMINIUM ASSOCIATION is not responsible for any repairs or damage from existing enclosures.**

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203.7 All windows facing streets/drives shall have window coverings. All draperies, curtains, and blinds shall have white backs so that they appear the same color from the outside. Using blankets, sheets, etc., for window coverings is prohibited.

203.8 When using BBQs or other outdoor cooking devices, they must be at least three feet from exterior building walls. Only gas or electric BBQs are permitted. Open-flame cooking such as charcoal grills or hibachis and BBQ smokers are prohibited within the community. Cooking in the unit fireplace is prohibited.

203.9 Fire extinguisher inspections are conducted annually on the extinguishers provided to the exterior of each building by the HOA. Residents are responsible to ensure each unit has one portable extinguisher in good operation condition.

203.10 Lanais/patios are not for storage and must be kept neat and clean. Only bicycles, furniture intended for outdoor use, and no more than one-quarter cord of wood may be stored on a lanai/patio on a wood rack. Wood must be stored away from buildings and fences to avoid insect infestation and building damage. Items such as old Christmas trees, appliances, boxes, hazardous waste, exercise equipment, etc., are not be stored on the lanai/patio.

203.11 Nothing (except planters) shall be hung from lanai/patio railings (this includes clothing and laundry). Planters shall be hung on the inside of the lanai railings. Plants growing on lanais will be kept trimmed to ensure they do not extend above the level of the ceiling of the lanai or over fences surrounding the lanai. Residents on upper floors will ensure their plants do not droop below the deck (floor level) of their lanai. All outdoor plants, not in a 100-level unit shall have water catchers. Owners are responsible for avoiding over-watering of their plants that may cause spillage onto the unit/s below.

203.12 Nothing (including, but not limited to cigarettes, cat litter, dead flowers and pots) shall be thrown from patios or lanais.

**203.13 Floor Coverings**

a. Wall to Wall carpet is required in the following areas:

- 1 Bedrooms
- 2 Living Room

b. Hard surfaces are permitted in the following areas:

- 1 Bathrooms
- 2 Kitchens
- 3 Dining Room
- 4 Hallways

A) All hallways with hard surfaces must have runners with padding.

B) Non-compliant surfaces must be removed before any carpet installation.

C) Replacing carpeted surfaces with hard surface floors. Exceptions to the above rules may be applied for by submitting the Architectural Change Request Form adhering to the following requirements:

- 1 For any unit, the manufacturer's official specifications for the flooring and acoustical sub-flooring must be submitted to the Board as part of the approval process. Documentation of compliance with the minimum sound standard set by

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the Board of 60 STC (Sound Transmission Class) which may be a combination of flooring and underlayment and quickcrete or just flooring is one of the requirements for approval.

2 If a contractor is being used, a copy of the contractor's license, bonding and proof of insurance must be submitted with the application. If the work is to be done as a do-it-yourself project by the owner or his designee (not a licensed contractor), the owner must submit a plan of work to the Board.

3 All materials and debris must be removed and disposed of off-site at an appropriate dump site the same day of removal from the unit. It may not be stored on the property overnight.

D) Hard flooring surfaces in living room, bedroom, and dining room must have area rugs covering at least 60% of the surface.

#### **204. Common Areas and Limited Common Areas**

204.1 No signs or other advertising shall be permitted on any part of the property or unit, except for the following:

- a One real estate "For Sale" sign may be placed in a unit window.
- b "Open House" and directional signs may be posted from 1:00 p.m. to 4:00 p.m. on Saturdays and Sundays.
- c No public posting of any signs, flyers, personal statements or any advertising will be permitted without prior written SUNSET PLAZA CONDOMINIUM ASSOCIATION approval.

204.2 Fireworks, firearms, air rifles, slingshots, etc., shall not be displayed or discharged in any area of the property.

204.3 Riding skateboards, roller blades, in-line skates, mini-bikes, foot scooters, etc., are not permitted in the tennis court area. They are permitted in the area above the community garden not to exceed past the lower parking area below building E. Bikes and motorized scooters must obey the speed limit (10 mph).

204.4 Common-area flowers, plants and shrubs are for everyone's enjoyment, none are to be taken for personal use.

204.5 Residents shall not feed or put out feed or feeders for any animals (squirrel, bird, cat, dog, etc.) on any common areas or limited common areas within the property. Outdoor feeding attracts pests.

204.6 Stairwells, landings and areas under stairways are not to be used as storage areas. Fire codes require that these areas be kept free and clear of all objects.

204.7 Common area and limited common areas except lanais, decks or patios are to be kept free of any personal items.

204.8 No smoking is allowed in the stairwells, landings, inclusive of the steps leading up to the stairwells. In addition, no disposal or temporary or permanent storage of smoking materials will

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be allowed to be stored in any of the said areas mentioned above. Non-compliance with the above is subject to fines being assessed.

**205. Cars & Parking**

205.1 The speed limit on the property is 10 mph.

205.2 All vehicles must pass through the gate only in the designated direction (“enter” or “exit”). Do not stop midway through the gate, the gates close automatically.

205.3 The following apply to gate key cards and remote gate openers:

- a Key cards cost \$15.00 each and remote openers cost \$40.00 each and are only issued to registered Sunset Plaza residents. Please contact the management company for whom to contact for key cards and remote gate openers.
- b Unit owners are responsible for transferring their key cards and/or remotes when they sell or rent their unit(s).

205.4 Each condominium unit has two-vehicle authorization. This authorization is based on the homeowner/resident using their reserved parking space(s) or garage. The homeowner’s/resident’s vehicle authorization is reduced by the number of spaces/garages rented to others (e.g., if homeowner rents out their one reserved parking space to another homeowner, they can register one vehicle).

205.5 Based on the preceding paragraph, homeowners/residents may apply to register additional vehicles (above their two-vehicle authorization). Requests should be submitted to the management company and will be approved based on parking availability. Such additional vehicles must be parked in one of the designated “low density” parking areas (the management company will provide a diagram of the low-density areas when the additional vehicles are registered).

205.6 Homeowners/residents will ensure any guest staying more than two weeks registers their vehicle with the management company at the beginning of the guest’s stay.

205.7 Homeowners/residents must provide the management company with their current vehicle info as changes occur. They should also notify the the management company if they are allowing another homeowner/resident to use their reserved space during an extended absence (e.g., snowbirds).

205.8 Only “operable passenger vehicles” (currently licensed, running, street legal motorized vehicles that fit within the confines of the parking stall may use parking spaces.

205.9 Unless parked exclusively in the owner’s assigned covered parking stall, any vehicle not driven within a 14-day period will be considered “stored” and will be subject to removal at the owner’s expense.

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205.10 Parked vehicles must be in designated parking spaces and may not extend into traffic lanes. Back in parking is prohibited to any building or by any shrubbery. Violators not in compliance may be fined and any unregistered vehicles will be subject to towing.

205.11 Covered parking stalls may not be occupied or used by anyone other than the owner of the unit unless that owner has filed express written permission with the management company.

205.12 Car washing is not permitted on the property.

205.13 Vehicle repairs are not allowed on the property.

205.14 Vehicles that block or restrict traffic, or parked vehicles while stopped to load/unload items should not be left unattended. They should be moved to allow other residents to exit/enter their parking spots and/or use the driveways.

205.15 Parking spaces must be kept clean. Homeowners are responsible for fluids leaking from their vehicles and the vehicles of their guests. If spaces are not kept clean, the Association will have the leak/spill cleaned and billed to the homeowner.

**206 Garage, Yard & Estate Sales.** Items may be advertised in the SUNSET PLAZA CONDOMINIUM ASSOCIATION Newsletter, but individual yard, garage, moving, or estate sales are prohibited. An annual community garage sale may be held as approved by the SUNSET PLAZA CONDOMINIUM ASSOCIATION Board.

## **207 Mailboxes**

207.1 Mailboxes are not owned by the Association. Keys are not available from the management company.

207.2 The outgoing mailboxes are small. If you have large envelopes that prevent the cover from closing, please take it to the mailbox on 6<sup>th</sup> avenue. If you receive mail that belongs to someone else, PLEASE REMAIL IT.

## **208 Noise, Odors, Vibration, & Quiet Hours**

208.1 Reasonable caution shall be taken to avoid creating:

- a objectionable odors
- b disturbing or objectionable noises (to include singing, playing musical instruments, radios, stereos, televisions, amplifiers, car radios/stereos, or any other loud device in such a manner as to disturb other residents.
- c. Any activity within a unit that causes vibrations to travel through the floor, ceiling or walls to another unit.
- d. Excessive noise is not permitted at any time. If noise can be heard outside (outdoors) the unit whatsoever, it is considered to be excessive. Quiet hours are 10:00 p.m. to 7:00 a.m.

208.2 No extensive remodeling work is to be done before 7:00 a.m. or after 6:00 p.m.

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208.3 Caution your guests on their being quiet during their stay and departure. Confine goodbyes (especially during early morning or late-night hours) to inside the unit as opposed to common areas.

**209. Pets**

209.1 For both residents and guests pets are limited to weighing no more than 40 pounds (fully grown).

209.2 Pets may not be left unattended on the lanai/patio.

209.3 All pets must be leashed when outside the condo unit except in designated pet run areas. Owners must clean up after their pets. Failure to comply and pick up and properly dispose of pet waste is considered a zero-tolerance violation. Pets are not permitted in flower beds or within (25) feet of a "No Pet Sign".

209.4 Cats are not allowed to roam outside of their condo unit.

209.5 Pet food, water containers, and litter boxes must be kept inside the condo unit.

209.6 All dogs and cats must be licensed, tagged, and vaccinated as required by city ordinances.

209.7 Each condo unit is limited to a maximum of two pets, excluding fish.

209.8 No lanai is to be used for pet waste including pads and grass used for potty training.

209.9 All animals are expected to be in compliance with rules around noise (ie. barking).

209.10 Unreasonable disturbances caused by pets, or the owner's failure to comply with the rules pertaining to pets, may result in removal of pet(s).

**210 Recreation Areas & Facilities**

- a Use of SUNSET PLAZA CONDOMINIUM ASSOCIATION recreational facilities, equipment and areas (swimming pool, sauna, hot tub, tennis court, exercise equipment, etc.) is at the user's own risk. Sunset Plaza Condominium assumes no liability. Users must comply with all state and local ordinances, current local health department guidance, and posted rules at time of use.
  
- b SUNSET PLAZA CONDOMINIUM ASSOCIATION recreational facilities, equipment and areas are available only to residents of the Sunset Plaza Condominium and are open from 9:00 a.m. to 10:00 p.m. Owners not occupying their units relinquish their rights and privileges to their tenants. Guest use of recreational facilities is a courtesy and may be restricted by the Board at any time. All guests must be accompanied by a resident at least 18 years old. Owners are financially liable for damages to Association property by themselves, their family, their tenants, or their guests.

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- c No one under the age of 14 is permitted to use the pool, tennis court, hot tub, sauna, exercise equipment or other recreational areas/facilities without their resident adult parent/host or guardian present.
- d Residents using SUNSET PLAZA CONDOMINIUM ASSOCIATION recreation areas/facilities (pool, hot tub, exercise room, etc.) shall limit the number of guests at one time to four per unit.
- e Users shall remove all their litter and personal belongings when leaving a recreational area/room. The Association is not responsible for any items left behind.
- f Furniture, furnishings and equipment owned by the Association shall not be altered or removed from its designated area.
- g The swimming pool, hot tub room, sauna, and other outside recreation areas are off limits to attendees at private parties authorized to use the Social Room (See Section 211.2.a "Social Room" below).
- h Smoking is not allowed in any SUNSET PLAZA CONDOMINIUM ASSOCIATION recreation facility or area.
- i Alcohol is prohibited in/on SUNSET PLAZA CONDOMINIUM ASSOCIATION recreation areas/facilities.

#### 210.1 Swimming Pool

- a **WARNING!** No lifeguard is on duty at the pool. Children under age 14 must be accompanied by an adult resident (at least 18 years old).
- b Toys excluded for use in the pool area include hard balls, hard Frisbees, inner tubes, air mattresses, and other large flotation devices. Toys that can be used include squirt guns, Nerf toys including balls and Frisbee, and noodles. Non-swimmers and beginning swimmers may use commercial on-body flotation and/or safety devices.
- c No bicycles, jump ropes, etc. are permitted within the fenced pool area.
- d In accordance with Washington State Health Department, anyone using the pool must shower before entering the pool. In addition, all swimmers are required to use appropriate swimming suits, no shorts, cut-offs, etc. and swimming diapers must be used where needed.
- e In accordance with Washington State Health Department, the following are NOT allowed in the pool or fenced pool area:
  - 1. Food or beverages (other than water)
  - 2. Glassware
  - 3. Anyone under the influence of drugs or alcohol



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4. Anyone having a communicable disease
  
- f. To provide for everyone's safety and enjoyment of the pool area, the following are also NOT allowed in the pool or fenced pool area:
  - Foul language
  - Running, diving, jumping or horseplay
  - Cut-offs (stray threads clog filters)
  - Pets
- g. Persons refusing to obey the regulations and related management policies are subject to removal from the premises.

#### 210.2 Recreation Building

- a. The Social Room may be reserved, in advance, by submitting a written request to the management company. In consideration of other members, no homeowner/resident may reserve the Social Room for more than one major holiday (see list below) in a twelve-month period. However, this "twelve-month" rule will not apply if the room has not been reserved at least seven days prior to any of the listed holidays. HOLIDAYS: New Year's Eve, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving, and Christmas.
- b. A \$100.00 cleaning/damage deposit is required to reserve the Social Room. The deposit will be refunded if the Social Room (and adjoining kitchen) are left in the same condition they were in prior to the reserved usage period. The person reserving the room and a Board member will conduct joint inspections prior to, and following the event, to certify its condition.
- c. The maximum number of people allowed at any gathering in the Social Room is forty (40).
- d. Hours of use are from 8am to 10pm. Space must be vacated by 10pm.
- e. When reserving the Social Room, the host is responsible for all actions of their guest, to include ensuring that:
  1. Proper permits are obtained for serving alcoholic beverages.
  2. Observe all laws when serving alcoholic beverages.
  3. All windows and doors are locked after the gathering.
  4. All guests are advised on available parking.
  5. Facilities are cleaned after use and all trash removed.
  6. Guests are restricted to the Social Room, Pool Table area, and restrooms.
  7. Items are disposed of properly; cost of disposal by the management company will be owner responsibility.
  8. SPCA accepts no responsibility for actions by persons attending such functions.



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f. Exercise/Pool-Table Room. No food or beverages (except water) are allowed in the room. Nothing is to be put on the pool table except pool equipment.

g. Hot Tub Room. No food or beverages (except water) are allowed in the room. No one under the age of six should use the hot tub.

h. Sauna. No food or beverages (except water) are allowed in the room. No one under the age of six should use the sauna and use by others should not exceed 30 minutes.

210.3 Tennis Court. Only proper tennis equipment and footwear are allowed on the court.

210.4 Picnic Tables/Areas. Keep area clean, and properly dispose of litter.

### **211. Trash and Recycling**

211.1 Trash facilities are for the disposal of normal waste. See “What Goes in Your Garbage Container” – in SUNSET PLAZA CONDOMINIUM ASSOCIATION Recycling Guide in the attachment. Proper disposal of large items such as furniture, mattresses, appliances, electronic equipment, hot water heaters, etc. are the responsibility of the resident; they **are not to be** put in or left near the trash or recycling containers.

211.2 Contractors, repairmen, plumbers, etc. performing work on Association property should be made aware that they are not to dispose of items in the Association trash bins, or by leaving them anywhere on the property. If such workers generate waste items/materials, they must dispose of it themselves.

211.3 To avoid problems with disposing of old appliances, mattresses, furniture, etc., it is recommended that homeowners/residents arrange for vendors/suppliers to remove the old item being replaced when they deliver the new item (appliance, mattress, etc.).

211.4 Only the following suitable items (empty, clean, etc.) shall be put in the appropriate recycling containers (please flatten items whenever possible, e.g., cereal boxes, milk jugs). Refer to current Recycling Guide for more information on suitable recycling.

211.5 Corrugated cardboard should be flattened (i.e., boxes broken down – Styrofoam and other packing material removed and disposed of separately) and recycled in the large metal bin near the front gate.

211.6 To recycle other items not described above (from running shoes to packing “peanuts”), see the attached “SUNSET PLAZA CONDOMINIUM ASSOCIATION Recycling Guide”.

### **300. Homeowner/Resident Complaints**

300.1 Before a complaint is submitted, it is expected that the parties involved attempt to resolve the problem informally by face-to-face discussions.

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300.2 Complaints can be submitted by any owner of any unit in Sunset Plaza. Leasing residents must channel their complaints through the unit owner who can contact the the management company.

300.3 Complaints or reports of rules violations must be submitted in writing. The form entitled "Homeowner Complaint/Request for Review", contained in Section 600 may be used.

300.4 If the complaint includes an alleged rules violation(s), the management company will investigate. If a violation(s) does exist, the procedures in Section 400 will be followed.

#### **400. Rules Enforcement Procedures**

400.1 Rules violations can be submitted by unit owners only.

400.2 Notification procedures. When a rules violation has been identified, the following steps will be taken:

- a the management company will give/send a no fee courtesy notice.
- b. If corrective action is not taken, subsequent notices are fine(s) as described below in 400.3.
- c. Fines will be levied and remain on owner account unless Board votes to waive.

#### **400.3 Penalties, Remedies and Fines**

- a The remedies available for rule violations are as follows:

2nd Notice = \$100.00  
3rd Notice = \$200.00  
4th Notice and on = \$300.00

- b Recurring Violations. Second violations of the same rule within 12 months of the 1<sup>st</sup> notice will incur a fine without additional warning.

- c. Zero Tolerance Violations. Pertinent rules vital to community safety, health or financial impacts, will automatically incur a \$150.00 fine.

This includes, but not limited to:

- Illegal activity committed by residents or guests,
- Excessive speeds over 10 MPH,
- Performing work or making improvements without a Board approved ARC
- Causing damage to the common element,
- Harassment of staff or employees
- Stealing items from clubhouse

The items listed above are not all inclusive and other items may be considered.

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**400.4 Special Assessments (Individual) and Other Remedies**

- a Failure to effect necessary maintenance and repair to any apartment unit to protect the common area or preserve the appearance or value of the development may result in a special assessment against the owner.
- b Inoperative vehicles (outside covered parking stalls) and any other equipment or item improperly stored in parking spaces may result in removal of the vehicle or item at the owner's risk and expense.
- c Unreasonable disturbances caused by pets, or the owner's failure to comply with the rules pertaining to pets, may result in removal of the pet.

**500. Hearing Boards**

500.1 The SUNSET PLAZA CONDOMINIUM ASSOCIATION Hearing Board is responsible for investigating, holding hearings and issuing a final decision with respect to complaints and appeals of rules violations. Decisions of Hearing Board are final.

500.2 The individual filing a complaint or rules violation will be referred to as the "Complainant". The individual who is the subject of the complaint/rules violation will be referred to as the "Respondent".

500.3 The Respondent has the following rights:

- a To request that a hearing be scheduled
- b To be represented
- c To object to the complaint. Objections must be submitted to the Hearing Board prior to the scheduled hearing date.
- d To request additional information from the Complainant, and to review any evidence the Complainant intends to submit to substantiate their complaint.
- e To submit to the Board an "Assurance of Voluntary Compliance", (agreeing that the complaint is valid, and that appropriate action will be taken) in lieu of holding a hearing. (See Section 600 for example form.)

500.4 The President, Vice President and Secretary of the Sunset Plaza Condominium Association Board of Directors constitute the membership of the Hearing Board. The President and Secretary will fill those same positions on the Hearing Board. In the event any member of the Hearing Board is unavailable to participate, the President may designate any serving member of the SUNSET PLAZA CONDOMINIUM ASSOCIATION Board of Directors as a substitute.

500.5 Each member of the Hearing Board must be impartial in the matter before the board or must disqualify himself/herself. The President of the Hearing Board will rule on any disqualification requested by the complainant or respondent.

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500.6 All hearings shall be closed to the public community. Only the Hearing Board, current directors, complainant and respondent (with their representatives, if applicable) and witnesses will be allowed to attend the hearing.

500.7 The President of the Hearing Board shall conduct the hearing, which will be recorded (the Secretary will be responsible for storing and safeguarding the recording). Statements and evidence will be heard/reviewed in the following sequence:

- a Complainant's statement and evidence presented
- b Complainant's witnesses
- c Respondent's witnesses
- d Respondent's statement and evidence presented

500.8 The Respondent has the right to question the Complainant and his/her witnesses. Any member of the Hearing Board has the right to question any individual involved in the proceedings.

500.9 The Hearing Board will generally accept into evidence any material submitted by either party. Evidence having no bearing on the complaint, or the origin of which cannot be verified, will not be admitted. The admissibility of all evidence will be decided by the President of the Hearing Board.

500.10 The Hearing Board will issue a written decision within 30 days following the actual hearing. The decision will be the result of a majority vote by the members of the Hearing Board. The decision will be issued to the Respondent, with a copy to the Complainant, and will include:

- a Summary of the complaint
- b The decision of the Board
- c Evidence supporting the decision
- d If applicable, any fine or remedies per Section 400 of the SUNSET PLAZA CONDOMINIUM ASSOCIATION Rules

500.11 All fines imposed by the Hearing Board's decision shall be considered a special assessment. Failure to pay the fines will result in the account being treated as any other delinquent account per the Resolution of Sunset Plaza Condominium Assessments and Collections Policy pursuant to the Bylaws of Sunset Plaza Condominium Association.

**600 List of Forms, Guides, and Policies** (Available on the portal of Vantaca or paper copy upon request to the the management company)

- Architectural Change Request
- Assurance of Voluntary Compliance by Tenant
- Collection Policy
- Homeowner Complaint/Request for Review
- Pet Agreement
- Resident Information
- Social Room Rental
- Sunset Plaza Condominium Association Recycling Guide (January 2022)
- Work Request

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**The management company contact information:**

For all issues regarding Sunset Plaza Condominium Association, please contact:

The Management Trust

**Don Westman, CMCA , Community Association Manager**

950 Broadway, Suite 406

Tacoma, WA 98402

**P:** (253) 472-0825x3494

[don.westman@managementtrust.com](mailto:don.westman@managementtrust.com)

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