

**RULES AND REGULATIONS
FOR
AMBASSADOR II CONDOMINIUM**

Effective November 1st, 2016
Rev June 1st, 2014 (update key replacement cost)
Rev Nov 1st, 2016 (clarify short-term rental prohibition)

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1. APPLICATION AND AUTHORITY

- 1.1 These rules were established to ensure the maximum enjoyment of the property for all residents, protect the investment of the Homeowner and make the condominium a place where owners take pride in the property. The rules apply to ALL RESIDENTS, owners and renters.
- 1.2 These rules have been approved by the Board of Directors in accordance with the Declaration and By-Laws and are subject to change with written notice to all owners and resident to their last known address.
- 1.3 These rules shall succeed any existing rules to date
- 1.4 A copy of these rules shall be provided to or sent to all owners at their last known address. Owners are responsible for providing a copy to tenants.

2. RESPONSIBILITY OF OWNERS

- 2.1 All owners are fully responsible for compliance with these rules by their guests, tenants, or other occupants of the owners units. Owners are financially responsible for damage to the property, common and limited common area, caused by themselves, their guests, occupants, family, etc.

3. GENERAL

- 3.1 With the exception of the Commercial unit, the property is for residential use. No business or trade use that involves regular visits by clients, customers, or employees is permitted without prior written approval by the Board of Directors.
- 3.2 Monthly Assessments are due the first day of every month. A late fee of \$25 will be charged by the Association if payment is received after the 15th of the month, A fee of \$20 will be charged by the management company to an owner for any NSF (Non-Sufficient Funds) check.
- 3.3 The use of fireworks is not allowed anywhere on the property or from the roof. If used, the fine will be no less than \$250 per violation. No warning will be issued.
- 3.4 All of the buildings roofs are off limits to any owner, resident or visitor at all times. The fine will be \$250 per violation. No warning will be issued
- 3.5 No owner or occupant shall make or permit any loud, excessive, or disturbing noises or odors by himself or herself, his or her family, employees, agents, or visitors, nor do or permit anything that will interfere with the rights, comforts, or convenience of any condominium owner or occupant. **NO SMOKING IS PERMITTED IN THE COMMON AREAS OR GARAGE.**
- 3.6 No owner or occupant shall play or allow to be played upon any musical instrument, or operate or allowed to be operated, any mechanical, electronic, or car alarms or other device which emits sound in a manner which unreasonably disturbs other owners or occupants of the condominium, Special attention will be given to lowering the volume of all activities within the condominium between 10:00 PM and 8:00 AM.

- 3.7 No owner shall overload the electric wiring in the condominium, or operate any machinery, appliances, or accessories or equipment in any manner, which, in the judgment of the Board, causes unreasonable disturbance to others. No owner shall connect or install any additional machines, appliance, accessories or equipment, to the heating, plumbing or electrical systems without the prior written approval of the Board.
- 3.8 Gasoline or any other flammable liquid may not be stored in any unit, deck, storage area, or building garages as per STATE LAW. No dumping on site is allowed, subject to a \$250 fine per violation.
- 3.9 No rubbish or debris of any kind shall be dumped, placed, or permitted to accumulate in any portion of the unit or condominium property except in appropriate containers and locations provided for the collection of same. All garbage, trash, and waste materials must be placed inside a designated container. Excessive garbage or trash such as mattresses, or discarded furniture, etc., must be removed at the owner's expense. All boxes must be flattened. Christmas trees must be disposed of as per the instructions from the collection company or at the expense of the owner or resident. A fine of \$100 per item will be imposed upon the owner of a unit for each incident of over-sized or prohibited materials being placed in or near the refuse containers. The Board reserves the right to classify such materials as being dumped and subject to dumping fines as described in section 3.8 or as Deliberate Damage as described in Section 15..
- 3.10 Recycling: City of Seattle Ordinance #121372 prohibits the disposal of certain recyclables from residential garbage. Residents are prohibited from putting significant amounts of paper, cardboard, glass, certain plastic containers, as well as aluminum and tin cans in their garbage containers. Failure to comply with these rules will result in significant fines to the Association. Such fines must be passed to the membership in the form of higher monthly assessments. All residents are urged to comply with the current waste regulations that are sent in the mail on a regular basis by the City of Seattle. Ambassador II's Rules for Garbage, Recycling, and Food & Yard Waste are identical to the City of Seattle's Rules.
- 3.10.1 Break down your cardboard boxes before placing them in the recycling containers. No Styrofoam® or other forms of non-recyclable packing material should be left in the boxes.
- 3.10.2 No garbage is to be placed into the recycling containers. A fine of \$100 per occurrence will be imposed upon the owner of a unit that is found to be placing prohibited materials into the recycling containers. Contaminated recycling containers must be treated as garbage, resulting in significant cost to the Association.
- 3.10.3 Garbage and recycling containers are for waste material generated by businesses and residents housed in our buildings. Dumpsters are not to be used for material brought in from other residences, businesses, or for construction debris. The Association will charge the offending resident the actual cost of disposal of garbage or recycling used. The exception is for personal boxes shipped to another location and carried by you to your residence.
- 3.11 Driveways and other common areas shall not be used for roller skates, skateboard, roller blades, etc.

- 3.12 Signs for the persons of unit sales, rentals, or leases shall not be allowed without prior written approval of the Board of Directors, except that flyers, no larger than 8 ½" x 11" may be posted in a weatherproof display box. This box will be attached to the left side of the fence of the Howell Street entrance gate only. The display box shall not be attached in any manner that will damage the fence in any way. The box must be removed within 7 days of the sale, rental, or lease of the unit. Real Estate Agents may attach a key box to the left side of the fence of the Howell Street entrance gate only. The key box shall not be attached in any manner that will damage the fence in any way. The box shall be clearly labeled with the unit number and agent contact information. The box must be removed within 7 days of the sale, rental, or lease of the unit. All items attached to the fence become the property of the Association if they are not promptly removed. The commercial unit is exempt from this regulation.
- 3.16 Clearly label and mark items left for donation outside the front gate. Time the pickup so that items are not left for more than 24 hours.
- 3.17 It is the responsibility of all owners and tenants to insure that the garage gates and entry doors close securely behind them after each passage. Leaving a door propped open and unattended is expressly prohibited. Fines will be imposed. See Section 12.3.
- 3.15 The common room/exercise room may be used by residents and their guests without appointment or reservation on a non-exclusive basis. The room must be left clean and free of debris. From time to time the room may be closed to general use, or will be used to store construction or maintenance materials for the purpose of general building repairs. Homeowners may use this room for their private use ONLY with the express, written permission of the Board. The Board may impose a fee for the use of the room when used for private purposes. Homeowners will be responsible for any damage to the room. Noise restrictions as described in sections 3.4, 3.5 and 3.6 of the Rules apply to all common areas including the common room.
- 3.16 Storage lockers are the property of the homeowner. The Association recommends that you do not store items of value in the storage lockers. The storage lockers are exposed to weather. Contents are generally visible and may be tempting to thieves. The Association is not responsible for thefts or vandalism to homeowner property. The Association has no record of who owns what storage locker and has no way of contacting a unit owner about their storage locker.
- 3.17 No owner or resident may remove, dispose of, or cause to be removed or disposed of any Association property without written permission from the Board. The Board will charge the full replacement cost of any item removed to the unit owner. The Board will also levy a fine against the unit owner that is at least the cost of the replacement item or items.

4. PARKING/VEHICLES

THE BOARD HAS THE RIGHT AND RESPONSIBILITY TO ENFORCE PARKING RESTRICTIONS AND/OR TO HAVE VEHICLES TOWED AT THE OWNERS EXPENSE. The Association has no record of which unit owns a parking space and has no way of contacting a unit owner about their vehicle(s).

- 4.1 The owner or resident of the property has the right to request the Board have any unauthorized vehicle to be towed, if it is blocking the garage access or parking space. A Board Member, the Association Manager, or the Resident Manager must initiate all tow authorizations.
- 4.2 No parking spaces are to be used as storage or as repair spaces for inoperative vehicles, buses, trucks, campers, recreational vehicles, boats, motorcycles or trailers of any description unless written permission is granted from the Board. Any vehicles not complying with the above will be removed at the owner's risk and expense, three days after written notice from the Board has been posted on the vehicle.
- 4.3 NO PARKING except in designated parking spaces. Any vehicle in a fire lane may be towed without notice. A vehicle using more than one parking stall, illegally parked in a reserved area, or blocking traffic shall be towed away at the owner's expense.
- 4.4 No person shall drive at a speed in excess of five miles per hour in the garage area or driveways.
- 4.5 No on-site washing of vehicles.
- 4.6 Mechanical work on vehicles is not permitted on the property. A resident with a vehicle leaking oil on the garage area is responsible to clean up any leakage. If the Association cleans it up, the owner will be charged a \$50 fine AND the costs of clean up.
- 4.7 All vehicles on the property must be owned by residents of the condominium or guest thereof. The owner of a parking space may rent his/her parking space only to an owner or tenant of Ambassador I or II.
- 4.8 No more than one vehicle may occupy any parking space, unless both vehicles are completely within the designated space. Residents with oversized vehicles are urged to park their vehicles as close to the wall as possible so as not to block or restrict the passage of other vehicles. A vehicle that is determined to be blocking passage of other vehicles because of improper parking may be towed at the owner's risk and expense.
- 4.9 Bicycles or other conveyances will not be parked or stored on the property except as allowed elsewhere in the Rules. The term bicycle will include any conveyance not otherwise mentioned in the Rules. No parking or storage in hallways, stairs, landings, walkways, or against any tree, railing, post, fence, or other attachment. There is limited bicycle storage in the exercise/bike room in the courtyard. The following bike room storage rules apply:
 - 4.9.1 Bicycles may be stored only in the bicycle rack in an assigned rack space.
 - 4.9.2 Bicycle storage is on a first-come-first-served basis. Contact the Board if you wish to be assigned rack space. There is no charge for use of the rack space.

Bicycles may be stored only with the express written permission of the Board. Each approved bicycle will be assigned a rack space. Each approved bicycle will be issued a sticker that will be placed on the seat post. Each request for a rack space will include the unit owners contact information, and the tenants contact information, if different. The Board will provide an application form that must be filled out and signed by the owner or tenant. Rack space cannot be assigned or transferred by anyone other than the Association Board of Directors or their designee. If a tenant or owner moves the space will be considered vacant, any bicycle will be removed and disposed of and the space will go to the next person on the list. No more than one bicycle can be stored in one rack space. The Board will reject any application for more than one space per unit. Use of the bicycle rack is subject to the resident's agreement to the following terms and conditions:

4.9.3. Only operable bicycles may be stored. No item that is not permanently attached to the bicycle may be stored with the bicycle. (No helmets, packs, etc.) If a homeowner who is granted an assigned rack space continually violates the rules of usage, the Board or designee can permanently revoke their use to a space. Bicycles that are not removed after written notice from the Board will be removed at the owner's risk and expense and without Board liability or bicycle owner recourse.

4.9.4 Any bicycle in the rack without a sticker will be removed and disposed of immediately. Any bicycle parked anywhere other than the bike rack or other designated area described in the Rules and Regulations will be removed and disposed of immediately.

4.9.5 The Board assumes no liability for theft or damage of any bicycle.

4.9.6 Locks must be used and are the responsibility of the bike owners.

- 4.10 Garage door openers shall not be left in vehicles. Remote openers are an electronic key; leaving them in a vehicle is a security risk for you and your neighbors. Please report a stolen opener to The Association Manager. No fine or penalty will be imposed for prompt reporting. The minimum fine will be \$100 if a resident fails to report a lost or stolen opener. Garage door openers are the responsibility of the owners and are not provided by the Association.

5. DECKS/PATIOS

A deck/patio is that portion of the common property to which an owner has exclusive rights as defined by the declaration but which is subject to community rules.

5.1 The following items MAY be kept on decks/patios:

- Lawn and garden furniture in good repair.
- Planter boxes or pots, with drip pans or sealed; must not leak.
- Bicycles.

5.2 The following items MAY NOT be kept on decks/patios:

- Cabinets or furniture, except furniture specifically designed for outdoor use
- Recycling items
- Lumber or firewood

- Flammable liquids or materials
 - Dead plants
 - Beach towels, blankets, clothing, etc.
- 5.3 Any item not specifically approved in these Rule shall not be allowed and is subject to a fine of \$25 per day until removed. An owner may request written approval of any item from the Board.
- 5.4 Seasonal decorations may be installed or hung from the decks or unit doors provided such decorations do not violate insurance, fire, county regulations, or rule number 5.2 above. All seasonal decorations must be removed within 14 days of the holiday. (This includes Christmas trees.)
- 5.5 Decks shall be kept in a neat and orderly fashion and shall not be used for storage of unsightly objects.
- 5.6 Objects shall not be swept, shaken, or thrown from any unit deck or window. When watering plants, use extra caution to avoid excess dripping.
- 5.7 Modification of the deck area, flooring, or deck railing shall conform to the common area rules and shall be subject to prior written approval of the Board of Directors. An unapproved alteration may be required to be removed and the area restored to its original condition.
- 5.8 The State of Washington fire code prohibits outdoor cooking appliances that burn charcoal, wood or other combustible materials on decks or balconies in multi-family dwellings. The State of Washington fire code prohibits the use of gas grills that use LPG tanks larger than 2.5 pounds. Smaller tanks, such as “1 pound” cylinders are permitted. Electric cooking appliances are permitted. As a result of the State fire code ban, insurance companies have the right to refuse to pay a fire insurance claim if it is determined that an outdoor cooking unit caused the fire. The unit owner may be personally liable for the ENTIRE COST of a fire. The Association therefore bans the use of wood, charcoal briquette, and large cylinder gas cooking appliances.

6. LANDSCAPE/GROUNDS

- 6.1 No trees, shrubs or vegetation on common area may be cut or altered unless directed by the Board or without their prior written approval. All cutting shall be subject to a \$100 fine per violation from the Association. The Board reserves the right to classify such alterations as being Deliberate Damage and impose fines as described in Section 15.
- 6.2 Written permission from the Board of Directors is required before planting any trees or shrubs in the limited common areas.
- 6.3 Landscaping of the common area shall be done only by designated agents of the Association, as directed by the Board.

7. FIREPLACES/CHIMNEYS

- 7.1 Unit owners with fireplaces are responsible for their maintenance. The Association is responsible for cleaning the fireplace flu, if necessary.

8. MAINTENANCE/MODIFICATION OF UNITS

- 8.1 The units shall be maintained so that they do not endanger or negatively affect in any way the value of any other owner's property.
- 8.2 No person shall be allowed on the roof areas except for official inspection, repairs, in case of emergency, or as authorized by the Board or Association Manager.
- 8.3 Per city fire code, no items of any kind are to be left or stored on steps, outside of doors or on walkways. Walk-off mats, or "Welcome" mats may be placed outside the doors of the West Building only. Mats will be well maintained and must not constitute a hazard to others. No Mats in the East Building, please. They damage the rug.
- 8.4 The maintenance and repair of the interior of each unit (including but not limited to plumbing fixtures, electrical fixtures, heating fixtures, painting, furnishings, and appliances) are the responsibility of each owner as per section 8.7 of the declaration.
- 8.5 A unit owner shall not construct in, remove from, or alter the common area in any way without first submitting a written request with detailed plans to the Board for approval. The detailed plans must comply with the construction codes of Seattle.
- 8.6 No resident may install any equipment of appurtenances whatsoever on the exterior of the building or that protrudes through the walls, windows, or roof without written approval from the Board. Air Conditioning units may be installed in a window opening provided that the unit is secure so that it will not fall on people or objects below. The Air Conditioning unit must not drip condensate on the common areas, limited common areas, or surrounding property and must not under any circumstances drip on people passing below. Absolutely no attachment of an Air Conditioning unit will be made to the building exterior without the express written permission of the Board. Non-conforming units will be removed immediately upon request. Failure to remove a non-compliant unit will subject the unit owner to a fine of \$25 per day until removed. The unit owner is responsible for any and all damage caused by an Air Conditioning unit.
- 8.7 Any unapproved alteration to the building, or to an individual unit if it involves the common structure, may be required by the Board to be removed and the building or unit restored to its original condition. Any modification to flooring must not cause disturbances to other units. Any noise resulting from a modification of a unit's flooring may subject an owner to fines for causing an annoyance or nuisance to other Owners pursuant to Declaration section 10.13. The Board encourages homeowners contemplating modifying existing flooring to contact the Board for guidance.
- 8.8 Window coverings shall be restricted to curtains, drapes, or blinds of a neutral, light color. Blankets, sheets, foil, or any other inappropriate material shall not be allowed.

- 8.9 The following items will NOT BE PERMITTED in the common or limited common areas and may be subject to fine:
- Dog Kennels, cages or runs
 - Swimming or wading pools
- 8.10 Hot tubs and central air conditioning systems and/or heat pumps may be allowed in the common or limited common areas with prior written approval from the Board of Directors and subject to the Rules as established by the Board. The installation of either will require indemnification of the Association and the Board and meet proper structural and construction guidelines as determined by the Board.

9. RECREATIONAL VEHICLES

- 9.1 Recreational Vehicles (R-V's) are not allowed in the garage without prior written approval by the Board of Directors. R-V's are defined as campers, trailers, motorized self-contained vehicles, snowmobiles, any form of boat, and all-terrain vehicles (except licensed, street-legal cars and trucks). Motorcycles are permitted within the confines of section 4.8 of the Rules.

10. PET POLICY

- 10.1 A maximum of TWO (2) pets per unit shall be allowed. (To include only dogs, cats, fish, small birds, or reptiles.) No other animals or pets shall be allowed without prior written approval of the Board. All animals must be licensed within the City of Seattle.
- 10.2 Animals are to be kept inside the units and/or leashed at all times when outside the unit. All pets must be in the immediate command and control of the person walking the pet while on Ambassador II property. If a long leash is used all animals must be heeled at the side of the person walking them for the safety of residents and their pets.
- 10.3 Animal noises must be controlled to avoid disturbing other residents.
- 10.4 Pet owners shall be financially responsible for damages or additional expenses caused by housing a pet in the condominium. If compensation is not paid within a 10-day period, the Board may require that the offending pet be permanently removed from the property.
- 10.5 Pet owners are responsible to insure that the cleanliness of decks, hallways, and stairwell areas are maintained and are not soiled by their pet. Animals shall not be allowed to defecate anywhere on the common grounds or building areas. Pooper-scooper laws apply. Substantial fines apply. See section 16 of this document, Deliberate Damage.
- 10.6 Pets shall not be left unattended on decks for extended periods of time. No food shall be kept on the decks, water only. Feeding of pets will be conducted inside the unit – food is not to be left anywhere outside a unit.
- 10.7 There shall be no breeding of animals for private or commercial use.

11. CHANGE OF OCCUPANCY

- 11.1 Owners must provide the name and contact information for all residents using the form provided by The Association Manager for this purpose. A resident is any person who stays in/occupies a unit for a period of more than 30 days in any calendar year. The owner must provide the Rules and Regulations document to all tenants. The most current Rules and Regulations document is available on our website.
- 11.2 A non-refundable \$325.00 move-in/move-out-fee will be charged to a unit whenever there is a change in occupancy. This fee is required for any change in residents regardless of whether or not the unit is owner occupied. This fee will be deposited into the general operating budget and used to cover maintenance costs to common areas subject to extra use during the moving process.
- 11.3 Only one move-in/move-out-fee will be charged regardless of the number of people moving into a unit at any one given time.
- 11.4 This fee can be waived upon application to the Board if the Board determines that the fee will cause an undue hardship to the owner of the unit or the change of residents will not cause any additional wear and tear to the condominium or expense to the Association.
- 11.5 The Association will not charge move-in/move-out fees for any moves between units in the building or buildings. This rule does not exempt the owner from any other fees that are charged by The Association Manager or other entities if the owner sells one unit to purchase another in the same building or buildings.
- 11.6 All owners who choose to rent their units (to persons other than a related party) are strongly encouraged to screen potential tenants through a professional tenant screening service. The Association Manager can recommend a professional screening service to any homeowner who requests it. Screening potential tenants through such a service provides owners with information regarding an applicant's credit history, rental history, employment history, and relevant court records. This information helps the owner make a more informed decision regarding tenants. The selection of a suitable and appropriate tenant shall be the sole responsibility of the owner.
- 11.7 Short term rentals are prohibited. Leases of Residential Units shall have a minimum initial term of six months. No lease or rental of a Residential Unit may be for less than the entire Unit. The Association will assess a fine of \$500.00 for each violation of this rule. Owners will also be assessed a move-in/move-out fee in the amount of \$325.00 for each change in occupancy.
- 11.8 Owners will be assessed for all common expenses, up to the amount of the Association's insurance deductible, resulting from that Owner's tenant, employees, agents, visitors or licensee's misconduct, negligence or intentional acts. Owners will also be assessed fines for violation of the Association's governing documents by that Owner's tenant, employees, agents, visitors or licensee's as provided in the Association's due process procedures.

12. ENFORCEMENT (DUE PROCESS PROCEDURE)

- 12.1 Rules and Regulations shall be adopted and enforced by the Board of Directors and all residents shall be in strict compliance as provided for in the Articles of the Declaration of the Association. Owners are responsible for compliance by their tenants.
- 12.2 The Board of Directors may impose a Hearing Committee of owners or residents to assist them with enforcement of the Declaration, By-Laws, and Rules and Regulations. The Hearing Committee shall consist of three (3) members, with at least one member from the Board. Alternates may also be appointed.
- 12.3 Fines may be assessed by the Board or Hearing Committee as follows: First Warning shall be no fine, unless otherwise stated in the Rules; Second Violation shall be \$50; third violation shall be \$75 and the fourth and subsequent fine for the same offense by the same unit shall be \$100 per violation. The Board or Committee may impose additional fines or increase the amount of the fine if deemed appropriate in their opinion. Fines shall be charged to the owners account maintained by The Association Manager.
- 12.4 All violations must be reported IN WRITING (e-mail accepted) and submitted to the Board (or through The Association Manager) and include the specifics of the violation: date, time, unit, and be signed by the complainant.
- 12.5 A NOTICE of the reported violation sent, by first class mail, to the owner of the unit, and to any other parties involved. A reported violator may request a hearing to protest the fine as covered in the following section. If a hearing is requested, the fine shall be suspended pending the outcome of the hearing.
- 12.6 The hearing may be held at the next Board meeting or a special hearing shall be held to review the complaint and determine if there was a violation of the Rules. At least 10 days notice to all parties is required.
- 12.7 All parties shall have an opportunity to be heard at the hearing. After all testimony has been given, the Hearing Committee shall then determine, by a vote of the members, if a Rules violation has occurred and if a fine shall be issued. The majority shall prevail. All parties shall be notified of the decision in writing, including the Board of Directors.
- 12.8 Owners who rent their units are responsible for compliance of the Rules by their tenants. If a renter is found in violation of the Rules, the fine shall be billed to the owner and that owner shall be responsible for the payment.
- 12.9 Often residents are not aware that their activity or actions is in violation of the Rules. It is therefore recommended that the disturbed party should first contact the originator of the violation before submitting a written complaint to request cooperation or compliance.

13. EMERGENCIES

- 13.1 IF FIRE MEDICAL OR POLICE assistance is needed, call 911!
- 13.2 If immediate assistance is required for WATER, ELECTRICAL, OR SEWER problems contact The Association Manager at 206-935-7951 for emergency repairs. Note: The Association Manager is to be called only in emergency

situations. If it is determined that it is not an emergency, the owner may be charged for the service.

- 13.3 If the problem is in the interior of a unit, or caused by a unit resident, the owner shall be responsible for the costs of emergency services.

14. KEYS, COMMON AREA

- 14.1 The cost for each key will be Twenty dollars (\$20) per key for the first two keys. The Association Manager tracks the number of keys issued to each unit.
- 14.2 Only a unit owner may request extra keys. The issuance fee is non-refundable. Keys are only for owners and tenants. The OWNER of the unit is responsible for the keys and may be held liable if the keys are misused in any way. If more than 2 keys are requested per unit, a written explanation is required and a deposit will be required. Please see section 14.6. Please contact The Association Manager for additional keys.
- 14.3 NEW UNIT OWNERS are cautioned to require two common area keys be given to them at closing. If a new unit owner needs keys for any reason new fees will be required.
- 14.4 Broken or damaged keys will be replaced at the regular issuance fee of \$20 per key and no extra key deposit will be required IF the damaged key is sent to The Association Manager with the request for new keys. Otherwise, a deposit will be required.
- 14.5 Lost or stolen keys will require payment of the key issuance fee of \$20 plus the deposit cost, as outlined below. However, the deposit in this circumstance is not refundable. This is necessary to offset the cost of changing the locks and issuing new keys to all of the owners in the building
- 14.6 Extra Keys: Special Circumstances exist when more than two keys are requested per unit. The Association Manager tracks the number of keys issued to each unit. The unit owner must request the extra keys. Keys are assigned to the unit, not to the unit owner, and are sent to a unit owner, not a tenant.
- 14.6.1 For more than two keys issued per unit a deposit will be required (see the deposit table, below). Upon return of the key, the deposit will be refunded. The key issuance fee is non-refundable. A key request form must be filled out and submitted to the Association Manager. Each key will require a separate form. If a key is lost or not returned, the deposit will not be refunded and the deposit will go toward the cost of re-keying the building. If you sell the unit, you are responsible for returning the keys to the Association Manager. If the keys are transferred directly to the new owner, the deposit will be forfeit and the deposit will go toward the cost of re-keying the building. Obviously, an owner or resident will be able to lend one of their keys to a visitor or contractor on a short-term basis. An extra key can be requested on a short-term basis but all fees apply.
- 14.6.2 The Association Manager may waive the deposit if an extra key is for a legally residing resident of the unit. That resident must have paid the move-in fee as required in section 11 of the Rules, or be a member of the owners' immediate family. The standard key issuance fee is still required and the key request form must be completed.

14.6.3. The Association Manager has the right to waive key fees and/or deposits at his or her discretion if the key is required for regular service access by a contracted service company for service to the buildings common areas or equipment.

14.6.4 Ambassador I Condominium tenants and owners are issued a key that allows them access to the common areas (courtyard, garage, trash room) but not to the Ambassador II residential spaces. Ambassador I residents who need or desire access to the Ambassador II residential areas are subject to the same key issuance fee, deposit and form requirements outlined herein.

14.6.5. The Association Manager may issue extra keys without fee and/or deposit requirements at his or her discretion. The Association Manager may determine that special circumstances apply if more than two keys per unit are requested and may waive the key issuance fee and/or key deposit. The exceptions may include extra keys issued to the owner of the commercial space or keys issued to helpers of disabled tenants (no fee and/or no deposit required).

Deposit Schedule:

1 st extra key	\$100 refundable deposit plus \$20 non-refundable key issuance fee
2 nd extra key	\$ 50 refundable deposit plus \$20 non-refundable key issuance fee
3 rd extra key	\$ 50 refundable deposit plus \$20 non-refundable key issuance fee

Any owner requiring more than 5 total keys must make the request, in writing, to the Board of Directors. The request will be highly detailed and the Board reserves the right to require a substantial additional deposit.

(The next page contains the Extra Key Request Form that you may copy and use.)

Ambassador II Extra Key Request Form

Date _____

Name: _____

Unit #: _____

Phone #: _____

This key will be issued to:

Name: _____

Address: _____

Phone Number: _____

Reason: _____

(Examples of reason: Housekeeper, dog walker, etc.)

Signed _____

Mail to:
Ambassador II Condominium Homeowners Association
5622 California Ave SW
Seattle, WA 98136-1515

For office Use:

Key # _____

Date Issued: _____

Amount of Deposit: \$ _____

15. DELIBERATE DAMAGE

- 15.1 The Board will impose a fine against any homeowner and his/her unit in the event the homeowner, tenant or guest of the homeowner deliberately causes damage to the condominium. This fine shall not exceed \$1,000.00.
- 15.2 If criminal activity is suspected the incident will be reported to the Seattle Police Department for prosecution.
- 15.3 Anyone who witnesses any part of the condominium being damaged should report the incident to The Association Manager at (206) 935-7951.
- 15.4 The Board will pay a reward to anyone who reports deliberate damage, or can provide information leading to the identification of the violator(s) if the owner responsible for any resulting fine pays the fine for the activity in question.
- 15.5 Some examples of deliberate damage include (but are not limited to):
 - Graffiti
 - Dumping anything, anywhere except in garbage containers
 - Broken Common Area Windows
 - Common area locks that have been tampered with
 - Damage to elevator, including damage caused by blocking open doors
 - Removal or disconnection of in-unit smoke and fire detectors
 - Pulling a fire alarm lever without cause
 - Removal of or damage to any planting, or trimming of trees
 - Damage to common area carpets (if you spill, clean it up)
 - Damage caused by animals, including animal waste that is not cleaned up

16. CERTIFICATE OF ADOPTION

The undersigned President and Secretary of the Ambassador II Condominium Association, hereby certify that the foregoing Rules and Regulations were duly adopted by the Board of Directors of the Ambassador II Condominium Association at a meeting of the Board held on September 13th, 2011, and shall be effective November 1st, 2011.

President

Secretary