

# WA Land Yacht Harbor Rules, Regulations and Guidelines

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July 2017



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# WASHINGTON LAND YACHT HARBOR, INC. RULES AND REGULATIONS

July 2017

These Rules & Regulations supercede all previous versions and are a part of the Washington Land Yacht Harbor, Inc.

When the intended meaning of a rule is in doubt you are advised to obtain a written opinion from the WLYH Board of Directors (BOD) before proceeding. The interpretation or opinion of the Board is final.

**The following terms are used in this document:**

<b>Board (BOD)</b>	The governing body for the operation and management of the WLYH
<b>Directors</b>	Elected or appointed voting members of the Board
<b>Hall</b>	Harmony Hall
<b>Harbor</b>	The residential and common areas enclosed by the perimeter fence
<b>Lessee</b>	A WA Unit, WBCCI member and Airstream RV owner who is signatory on a lease in the WLYH residential area
<b>Member</b>	Member of WA Unit, WBCCI
<b>Policies</b>	Reference to the WLYH Policies outlining Board responsibilities
<b>RAC</b>	Residential Area Committee
<b>Resident</b>	A person who lives in the WLYH
<b>Rules</b>	Reference to these WLYH Rules & Regulations
<b>Unit</b>	Washington Unit, WBCCI
<b>WBCCI</b>	Wally Byam Caravan Club International (The Airstream Club)
<b>WLYH</b>	Washington Land Yacht Harbor, Inc.

**Additional definitions are listed in Appendix A**

## PREAMBLE

The following will guide the Board, committees, lessees and residents of the Rules that govern activities and conditions within the Harbor.

Changes or amendments to these Rules may be made by the directors and must have the date of approval affixed to each changed paragraph. Reasonable efforts will be made to provide lessees with updates or changes. By acquiring a lease in the Harbor, lessees agree to abide by the most current Rules and all subsequent changes or amendments as they occur.

## 1 GENERAL

Nearly all operation and maintenance of the Harbor, both residential and WLYH common areas, are performed by volunteers. Those tasks requiring licensed professionals will be contracted out. Lessees who are incapable or unwilling to provide physical support every year are encouraged to contribute financial support in addition to the annual Housekeeping Fees.

## **2 HARBOR OPERATIONS AND MAINTENANCE**

Maintenance and lessee compliance with WLYH Policies and Rules are under the supervision of the WLYH. Ultimate control and authority over the Harbor rests with the Board.

2.1 The Residential Area Committee's (RAC) primary responsibilities are the oversight of the residential area and monitoring the residential area for Rule or Policy violations. The committee will respond to complaints and/or concerns of residents and act as a resource for resolutions.

## **3 ANNUAL HOUSEKEEPING FEE**

### **3.1 The Annual Housekeeping**

fee, includes the pro-rated share of the payment for real property taxes and expenses for utilities not paid by the lessee, as well as lessee's prorated share of other current housekeeping expenses as may be determined by the Board. All lessees shall pay the current Housekeeping Fee as published annually, per lot, for single or family occupancy and fee will be due each year on July 1st. Checks should be made payable to the Washington Land Yacht Harbor, Inc. (WLYH). A receipt will be issued upon request.

### **3.2 Penalty for Late Payment**

If the Housekeeping Fee is not paid according to approved payment schedule, a penalty fee of One Hundred Dollars (\$100) per month plus legal and collection fees incurred in collection of delinquent fees will be added to the unpaid balance due. The total balance will then be due immediately. The Annual Housekeeping Fee will be accepted from said resident in one lump sum only for future payments. (See also Policies 4.4.)

## **4 RULES**

### **4.1 Commercial Activity**

The Harbor is a residential community. A commercial or business activity, to which the general public is invited, is incompatible with its purpose and therefore is prohibited. Exceptions may be made for service type activities performed for residents, e.g., minor maintenance and repair of residences or RVs. No trucks or commercial vehicles are permitted except when making deliveries.

#### **4.1.1 No Soliciting**

Soliciting is not permitted in the Harbor. All sales people must make individual appointments with lessees. Residents are requested to report solicitors to the RAC Chairperson or designee.

#### **4.1.2 Community Garage Sale**

Community-wide garage sales advertised to the public may be held. The date and time shall be coordinated so as not to interfere with other Harbor activities and events such as Unit rallies and garbage pickup. Coordination will be handled and the date set by the RAC.

#### **4.1.3 Individual Garage or Estate Sale**

Individual garage or estate sales shall be allowed on a case-by-case basis under the following conditions:

1. Only be in conjunction with the impending sale of a home or (re)assignment of a lease.
2. A written request must be submitted to the RAC Chairperson at least 2 weeks in advance of the desired date.
3. With the permission of the lessee having the sale, items belonging to other Harbor residents may be added to the sale but only if brought to the site of the sale.
4. Duration shall not exceed two days.

## **4.2 Vehicles:**

No motorized vehicles, including golf carts, will be operated within the Harbor by anyone under 16 years of age.

**4.2.1** There is a speed limit of 15 miles per hour within the Harbor for the safety of our residents.

Pedestrians shall be granted the right of way at all times.

**4.2.2** No vehicle shall be parked in the street or partially in the street in excess of six (6) hours.

**4.2.3** All vehicles, except golf carts, stored or parked for more than 30 days per year on a lot must be registered to the lessee. A vehicle registered to another Harbor resident may be stored on a lot with the lot owners' written permission given to the RAC.

**4.2.4** No more than four (4) RVs or other vehicles may be stored in plain view on a lot, excluding golf carts.

**4.2.5** Vehicles, including RVs, in a run-down, junked or dilapidated condition are not allowed in plain view on a lot. These conditions include, but are not limited to: broken windows, peeling paint, flat tires, broken lights, or non-working engines. Lessee will be notified of the infraction and offered the opportunity to remove or repair the vehicle. If the lessee fails to do so within the time specified at time of notification, legal action may commence.

**4.2.6** No major repairs or restoration of any motor vehicles, boats, trailers, or other vehicle may be performed in plain view on a lessee's lot without Board approval.

**4.2.7** A lessee who owns a road-worthy recreational vehicle manufactured by Airstream, Inc. may own an additional recreational vehicle other than an Airstream product. Both the lessee's Airstream and the additional RV may be parked on the lessee's lot. If there is insufficient space (See Rule 4.2.4), for both RVs, the Airstream may be parked on the lessee's lot or elsewhere; however, the other RV must be parked elsewhere (as in WLYH storage or at another lot within the Harbor or somewhere outside of the Harbor). The lessee must maintain and show proof of current registration of the Airstream in their name. (See Rule 5.2.3). A lessee who no longer owns a qualifying Airstream product, has sold their Airstream in accordance with Rule 5.2.3 and is a WBCCI member in good standing shall not park or store another brand of RV within the boundaries of the WLYH. (4/11/17)

**4.2.8** Passenger vehicles of Lessees may display a LYH decal on the rear passenger side window to identify the vehicle as authorized within the Harbor. Decals are available at the Gatehouse.

**4.2.9** Lessees may purchase a maximum of 2 remote gate openers per lot at the gatehouse.

**4.2.10** Residents of the Harbor may not post a "Courtesy Parking" listing in any WBCCI publication or web site.

## **4.3 Discharging of firearms**

Discharging of firearms or compressed air guns or use of fireworks is prohibited.

## **4.4 Quiet Hours**

Quiet hours are from 10:00 p.m. to 7:00 a.m. Excessive noise, even during daylight hours, is not allowed. This includes, but is not limited to, loud music, dogs that bark incessantly, or other noisy animals.

## **4.5 Pets**

Pets will be kept under control at all times. Pets must be kept on a leash when off the owner's site or lot, (except in the designated pet areas). Allowing cats to roam free, day or night, is prohibited. An exercise area where pets may be unleashed has been provided along the west fence of the Harbor in Tveten Grove. However, pet owners must have control of their pet anytime the pet is in a designated pet area. A fenced off-leash dog run is available on the north side of the open field.

**4.5.1** When pets are walked in the Harbor, owners will remove and dispose of the pet's excrement in receptacles provided. Pet owners shall be responsible for any and all damage or injury their pet may cause to property or persons. Complaints must be substantiated, documented and submitted in writing to the WLYH President.

**4.5.2** Pets are not allowed in Harmony Hall or the Gatehouse. Service animals wearing obvious service-related identification are exempt from this restriction.

#### **4.6 Guests:**

**4.6.1** In the absence of a lessee from his home, a guest may spend a night or nights in the home only if the lessee has given written permission and furnished a copy to the RAC Chairperson before occupancy begins. Such occupancy cannot exceed a cumulative period of 30 days per calendar year. Lessees are responsible for actions of their guests at all times. No lessee may sub-lease or rent any portion of his/her lot or the buildings thereon.

**4.6.2** Lessees' guests may park any make of RV on a lessee's lot for not more than 30 days per year. When a guest parks an RV on a lessee's lot, the lessee must be home.

**4.6.3** A lessee may invite a guest to occupy the lessee's RV parked on the lessee's lot for a maximum of 60 days per calendar year.

**4.6.4** Guests under the age of 16 years old must be accompanied by an adult over 18 years of age whenever in the common buildings of the WLYH.

#### **4.7 Caregivers:**

There can only be one live-in caregiver at a time. In the event that the lessee requiring care moves to assisted living or passes away, any outside caregiver must vacate the premises within 30 days.

#### **4.8 Traveling Away from the Harbor**

When Lessees are away from the Harbor: Lessees planning to be away from the Harbor for one week or longer are encouraged to leave a note at the Gatehouse for the RAC Chairperson before they leave. The note should state a contact phone number where they can be reached, and the name and phone number of a neighbor or family member who has a key to their house. Harbor representatives must be able to contact lessees who are away in case of emergency.

#### **4.9 Unsightly Lots:**

**4.9.1** It is the lessee's responsibility to keep their lot neat and tidy, with weeds or grass kept no taller than six inches. Yards must be maintained year-round whether the lessee is in residence or away. Lessees who allow their lots to become overgrown with weeds and grass, shrubbery, or other plants will be subject to the disciplinary procedures as described in RULES 9. VIOLATIONS AND DISCIPLINARY ACTIONS.

**4.9.2** Structures in a run-down or dilapidated condition must be repaired or removed. These conditions include, but are not limited to: broken windows, peeling paint, loose eaves or skirting with gaps.

**4.9.3** Accumulations of debris or unused items must be removed upon the request of the RAC. Such accumulations may include but are not limited to garbage, tires, old and broken lawn ornaments, plant containers, or piles of wood, lumber or bricks.

#### **4.9.4 For Sale Signs**

For Sale signs may not be posted on a lot without notifying the WLYH Administrator. The exception shall be posting a For Sale sign in the window of a vehicle. No other advertising signs are allowed on a lot. (See Rule 5.4.2 for posting For Sale signs on houses for sale.)

**4.9.5** Tarps may not be attached to structures as a cover or shelter. The exception is to cover a leaky roof.

#### **4.10 Utilities:**

##### **4.10.1 Water.**

Washington State law mandates water conservation, therefore, residents are expected to use conservation measures. The use of water timers on irrigation lines is recommended.

**4.10.1.1** Connections to the main water lines will be done by qualified personnel under the supervision of the WLYH Water Committee. At each residence, the WLYH owns the METER box and everything in it, which connects to the main water line. The lessee should install, at lessee's expense, a separate box with a shut-off valve for the residence. If the lessee winterizes his home by shutting off the water, he must use the shut-off valve in his own box and not the WLYH box. Only Water Committee members or their designees may operate or maintain equipment in this box.

#### **4.10.2 Garbage & Recycle.**

Each lessee is responsible for the cost and removal of their garbage and recyclable materials. In the interest of safety, security and appearance, garbage and recycle containers must be stored out of public view. Dumpsters and recycle bins on the Terraport are not to be used by residents.

#### **4.10.3 Septic Systems.**

Lessees are responsible for the installation, care and maintenance of the septic system and drainfield(s). Septic tank and drain field installation setbacks are ten (10) feet from the water supply, five (5) feet from the building and five (5) feet from the property line. The exception to this rule is for existing, shared septic tanks and drain fields.

**4.10.3.1** Septic tanks must be certified every three years and pumped when necessary. Lessees whose lots have a shared septic system must share equally in the expenses for this maintenance and any necessary repair.

**4.10.3.2** Septic systems must be inspected, certified and/or pumped by a licensed commercial septic company no more than three years prior to a lease (re)assignment, the cost of which is to be negotiated and paid for by the seller and/or buyer. If the septic system is shared with an adjacent lot, the adjacent lot lessee is not required to share in these expenses.

**4.10.3.3** If Thurston County requires the WLYH to pay fines for a lessee's failure to have their septic system inspected and or certified, or for repair or replacement of septic system on an individual residential lot, the lessee of that lot or their heir or executor will reimburse the WLYH for all costs incurred.

#### **4.10.4 Call Before you Dig**

Provisions for all utilities must be arranged for by the lessee and be placed underground where possible. Lessees shall ensure that the location of underground utilities is positively known and marked before allowing any excavation on their lot.

“Call Before You Dig” 811

#### **4.11 Damage to neighbor's property:**

Lessees are responsible for their actions that result in damage to WLYH or other lessees' property, e.g., damage caused by vehicles, trees, shrubs, fences, etc.

## **5 LEASES**

### **5.1 Qualifying**

To qualify for a lease, one must:

**5.1.1** Own a qualifying vehicle for a minimum of six (6) consecutive months at the time of application. If a trailer, ownership of an adequate tow vehicle is also a requirement. All vehicles must be equipped for towing or travel and living. The applicant must be a member in good standing of WBCCI and the Washington Unit for the same six consecutive months at the time of application. The member must attend and participate in at least two (2) rallies and reside in their Airstream RV for at least one of those rallies.

**5.1.2** Be able to live independently without permanent full-time assistance essential to their care and well being by other than a co-owner of the lease.

**5.1.3** Meet with the Lease Review Committee.

**5.1.4** Complete a Tenant Screening application, pay the appropriate application fee, and pass the Tenant Screening prior to a lease review.

**5.1.5** Domestic partners or family members who wish to be added to a current lessee's assignment must meet the established qualifications and regulations for acquiring a lease.

### **5.2 Retainin a Lease**

To retain a lease, one must:

**5.2.1** Limit occupancy to a single family household in a single dwelling. The total number of people in the dwelling is limited to the number of bedrooms allowed based on soil pit tests recorded at Thurston County. A maximum of two persons is allowed per bedroom. NOTE: This limit is imposed to comply with restrictions in Washington State and Thurston County Sanitary Codes. Lessees of lots with two or more existing habitable dwellings may occupy only one dwelling. Lessees of lots which have only one dwelling may not convert any other structure into a dwelling or add another dwelling to the lot. Exception is made when family or friends occupy an RV parked temporarily on the lot (Rule 4.6.2.) Under certain family emergencies, the Board may grant approval for additional family members to cohabit in a dwelling on a temporary basis (up to 6 months), upon written approval.

**5.2.2** Follow the Rules & Regulations and Policies of the WLYH.

**5.2.3** Keep their Airstream RV for for the duration of occupancy in the WLYH. If there is a credible reason for health or otherwise, the lessee may submit a written request for Board approval to dispose of said vehicle. A lessee may not store another brand of RV unless ownership of an Airstream product is retained. (See Rule 4.2.7)

**5.2.4** Maintain their Airstream RV in a serviceable, travel-ready condition.

**5.2.5** Own no more than two leases in the WLYH. A lessee may acquire a second lease only upon the recommendation of the Lease Review Committee and the approval of the Board. If two leases are owned, only one premises may be occupied. Co-owners of a qualifying vehicle may not acquire more than one additional lease. A period of one year must lapse from date of occupancy of original lease before applying to obtain a second lease (01/07/2014)

**5.2.6 Assigning a Lease to a Current Resident**

A current lessee wishing to lease a different or additional lot within the Harbor will obtain a Resident Application for Lease packet from the WLYH Administrator or designee. When a currently held lease is to be sold, the lessee will obtain both a Buyer's and Seller's packet.

**5.3 Lease (Re)assignment Fee:**

A fee determined by Board, payable to the WLYH, must be paid prior to the consummation of a lease (re)assignment. A legal heir (other than the surviving lessee), must also pay the fee should he/she qualify for and desire to retain a lease.

**5.4 Assigning a Lease t a Non-Resident Member**

Procedures for assignment of lease to a WA Unit, WBCCI member and Airstream owner not currently residing in the Harbor are as follows:

**5.4.1** All requirements must be met BEFORE applying for a lease in the WLYH and no lease review for a prospective buyer may be held until after the six month qualifying period (Rule 5.1.1). If all requirements have not been met the lease (re)assignment may be denied.

**5.4.2** Before making an agreement to sell, the current lessee must notify the WLYH Administrator of their intent to sell their property, and will be provided with a Seller's Packet. The For Sale Listing form in the back of the packet will be posted in the Homes For Sale Notebook in Harmony Hall and at the Gatehouse. This property may be listed in the WLYH newsletter and/or on the website, giving notice that it is available. A For Sale sign not to exceed 24" x 24" may only be placed on the premises after notifying the WLYH Administrator of the intent to sell.

**5.4.3** An applicant for a lease must obtain a Buyer's Packet and a copy of the WLYH Rules & Regulations from the WLYH Administrator or designee. The Buyer's Packet contains instructions for proceeding with applying for a lease.

**5.4.4** Once the lease (re)assignment is pending, the seller is required to have the septic system inspected, certified and/or pumped by a licensed commercial septic company and/or show evidence that the septic tank has been certified no more than three years prior to lease (re)assignment. All discrepancies noted on the "Pumper's Report" must be corrected prior to consummation of the sale of the property, (unless waived by Thurston County). Proof of pumping and certification as well as proof of the correction of discrepancies must be given to the WLYH Administrator to be filed.



**5.4.5** Upon notification that a property is for sale, the RAC will inspect the lot for violations of WLYH building regulations. Violations found will be documented, filed and reported to the Board prior to approval of lease application. The Board will decide whether the violation may continue with a waiver (in accordance with Rule 8) for the new lessee or if the condition or violation must be brought into compliance with current, Rules and Regulations.

#### **5.5 When properties are for sale**

When properties are for sale and leases are available:

**5.5.1** Only the lessee and permanent occupant(s) may reside on the premises until sold, with the exception of lessee's guests staying in the home per Rule 4.6.1. If a prospective buyer wishes to do work on a house or lot that is for sale, the current lessee must provide written permission to the RAC.

The prospective buyer may not occupy the home until the lease assignment is recorded with Thurston County and a copy given to the WLYH Administrator.

**5.5.2** The annual Housekeeping Fee must be paid when due.

**5.5.3** The house exterior and lot must be kept clean and neat.

## **6 BUILDING REGULATIONS**

The WLYH shall have broad, discretionary authority to interpret and apply these regulations. However interpretation of State and County rules must be by the appropriate governmental agency. Covenants and restrictions that are a part of the Thurston County plat of the Harbor as a Planned Mobile Home Park Development, on file at the Thurston County Courthouse, must be complied with, particularly those below:

#### **6.1 Permission required before building:**

Two sketches, including an elevation of all structures and underground utilities and septic system(s), must be presented to and approved by the RAC before beginning construction. All later additions or revisions (changes), including driveways and parking strips, must also obtain approval. One sketch will be returned to the applicant when approved, and one will be retained in the Harbor lease files. All structures, temporary or permanent must be approved by the RAC. Structures which have been built without proper drawings and approval before construction, may be required to be dismantled and/or removed at the lessee's expense.

**(See Appendix A for definition of "structure")**

**6.1.1** If approval for the construction is denied, the RAC will detail the reason for rejection and suggest how the lessee could remedy the deficiencies.

**6.1.2** Before any construction is begun, the lessee shall provide the RAC with a statement from the lessee or the lessee's contractor that the construction will be in accordance with these WLYH Building Regulations and Thurston County or Washington State Department of Labor & Industries manufactured home building codes. Building Permits must be obtained from Thurston County Development Services for any accessory buildings or alterations or additions thereto.

**6.1.3** The RAC shall have the right to inspect and measure any part of the structure or lot at any stage of the construction.

**6.1.4** If construction plans have been altered, or the construction does not follow the approved plans, the construction shall stop, and the lessee shall be directed, in writing, to make the necessary corrections.

#### **6.1.5 Driveway Construction**

For new driveway construction, the RAC may require an open cutout or a berm two feet back from the edge of the road surface before approval is granted. This decision will be made on a case by case basis to facilitate proper drainage when connecting hard surfaces to Harbor roads.

#### **6.2 Residential Structures**

All new residential structures will be restricted to manufactured homes that are double wide or better, and accessory buildings. No new construction of site-built homes will be allowed. All roofs shall be

composition shingle or better and extend with eaves around the entire home. The exterior siding will be horizontal or vertical lap siding in appearance and of standard wood, simulated wood, cement/fiber composite, vinyl or aluminum. All homes shall be completely skirted with tongue removed. Skirting should be finished within sixty (60) days of installation of the manufactured home, and maintained thereafter.

#### **6.2.1 Used Manufacture Homes**

Used manufactured homes must be in "like new" condition and are subject to inspection by the RAC and approval of the Board before being allowed to move into the Harbor.

**6.2.2** Rule 6..2.1. (above) extends to all homes placed on unused lots or as replacement homes on lots with a home presently installed. This regulation does not affect homes presently located on lots in the Harbor, but does preclude a home which does not meet the above specifications from being moved from one lot to another within the Harbor.

#### **6.3 Maximum Height of Buildings**

The maximum height of any building shall not exceed sixteen (16) feet measured from floor at ground level to the highest external peak of the roof with the following exception: A garage or carport type structure built to house or park the owners' RV may extend to a height not to exceed twenty (20) feet measured as above. No new, habitable, two-story buildings are allowed except for lots 4, 27 and 115 with approved WLYH variance and if required, Thurston County approved variance.

#### **6.4 Construction Grace Period**

When approval is received from the RAC for construction projects, construction must begin within 180 days of approval or the approval expires. Construction to be completed within one year from the original approval.

#### **6.5 Support Building**

All structures, including towers, antennas, satellite dishes and underground utilities must conform with the Thurston County building code and Thurston County Department of Health regulations. County building permits are required for all support buildings. The permanent base structures of towers, antennas and satellite dishes shall be at least 20 feet from the property line as required by Thurston County building regulations.

#### **6.6 Buildable Area**

Buildable Area: Buildable area is the lot area minus the area consumed by the septic tank, drain field, easements, clearances and setbacks.

#### **6.7 Easements and Setbacks:**

**6.7.1** There is a 5-foot easement for utilities and access across the back of lots 1 through 133. Easements for lots 134 through 195 are designated on the Harbor plat.

**6.7.2** No building or structure may be less than five (5) feet from the side lot line, ten (10) feet from the rear lot line, including five feet at the extreme rear reserved for utilities or fifteen (15) feet from the front lot line. All setbacks and easements are subject to WLYH plat maps. The easements are for inspection, repair or improvement of utilities such as water lines, electric power lines, natural gas and telephone lines. Fences, gardens, trees, shrubbery or construction of any kind placed in these easements may be damaged or destroyed in order to inspect, repair or make improvements to utilities. Any and all repair or replacement of such damage will be the sole responsibility of the lessee.

**6.7.3** Septic tank and drain field setbacks – see Utilities, 5.10.3

#### **6.8 Property line dispute**

In the event of a disagreement over the location of property lines, the parties are encouraged to settle the matter voluntarily. Should the parties require settlement by professional survey, the parties shall pay all costs associated with the survey.

## **6.9 Fencing:**

- 6.9.1** Fencing shall be constructed in a manner and of materials that will be in harmony with our community objectives of providing a neighborhood of pleasant surroundings. Plans must be submitted to the RAC for approval prior to beginning construction.
- 6.9.2** Fencing shall be limited to a maximum of four (4) feet in height, except along the perimeter of the LYH which may be a maximum of six (6) feet. The height of a fence is measured from the unmodified ground level up to the highest point of the fencing material, excluding the post.
- 6.9.3** Materials must be of a lasting character: wood, concrete block, stone, chain link, vinyl, or latticework made of wood or plastic. The installation or repair of a fence must be completed within one (1) year of start date.
- 6.9.4** Fences built or installed between lots must respect the boundary lines.
- 6.9.5** There shall be no new permanent fencing across the front of dwellings.

## **7 DEATH OF A JOINT LESSEE**

**The WLYH Administrator requires a certified copy of the Death Certificated within 60 days of a lessee's death:**

### **7.1 Papers Required on Death of a Lessee**

Upon the death of a sole lessee, the WLYH Administrator will notify the heir or executor in writing of the lease (re)assignment requirements. If the lessees' heir chooses to retain the lease, he/she must meet the qualifications for applying for a lease per Rule 5.1 and its subsections.

- 7.1.1** Should the heir not qualify for the lease assignment, the home must be put up for sale within six (6) months of the date of the death of the lessee. If the buyer of the home is not qualified to be a lessee, the home must be removed and the leased lot made available for (re)assignment. In the case of a site-built home, it must be sold to someone qualified to be a lessee. When a potential lessee has met the requirements, he/she must meet with the Administrator and obtain a Buyers Packet and a copy of the WLYH Rules & Regulations.

## **8 EXCEPTIONS OR WAIVERS**

- 8.1** A lessee may request a waiver of these Rules in extenuating circumstances. However, the lessee must demonstrate urgent need to do so. Such a request must be received in writing by the Board at least thirty (30) days prior to the next scheduled Board meeting. The decision to approve or deny a request for an exception must be made by majority vote of directors.
- 8.2** Approval of an exception must be based on unique qualifications or requirements which do not establish a general precedent that negates all or part of any Rule. Directors must be assured that no general precedent is being established before approving an exception.

## **9 VIOLATIONS & DISCIPLINARY ACTIONS**

- 9.1** A suspected violation of any of the provisions of the Rules may be reported to the RAC. The complaint will be investigated to determine if a violation has been committed. In the event a violation has been committed by a lessee, these procedures will be followed:
  - 9.1.1** A letter of notification will be sent to the offender stating which Rule the lessee has violated, what must be done to correct or reverse the offense and must include a deadline for completion.
  - 9.1.2** If the offender disagrees with the letter of violation they may appeal, in writing, to the Board and request a closed-door hearing on the matter.

**9.2** Disciplinary actions:

- 9.2.1** The Board may require a remedy appropriate for the specific violation to correct or reverse the condition caused by the violation. As an example, a structure built without plans and approval that violates the building criteria in the Rules must be removed.; or, if weeds or overgrown grass are not removed or mown within date stated in notification or agreed to during an appeal, a contractor will be hired to do the necessary work. The lessee will be required to reimburse the WLYH for this cost.
- 9.2.2** The Board may impose fines against the lessee or their heirs not to exceed the sum of \$100.00 per day for violations not corrected. Each day upon which a violation continues to occur after notification or appeal deadline will be considered a separate violation. Unpaid fines or reimbursements for remedial costs will be added to the lessee's next annual Housekeeping Fee which must be paid in full.
- 9.2.3** For more serious violations which pose a safety threat, cause widespread misery for neighbors, or show contempt for WLYH Policies or Rules, (Such as refusal to comply with required remedial action for a violation), the offender's lease may be terminated

**10 LEASE TERMINATION**

Any of the following conditions or actions shall be sufficient grounds for lease termination by the Board:

1. Repeated violations of the Bylaws, Rules and Regulations or Policies of the Washington Land Yacht Harbor, Inc.
2. Failure to pay Housekeeping Fees or obligations to the WLYH.

**Approved by the WLYH Board of Directors: July 11, 2017**