



Rules and Regulations

Introduction

Pursuant to the Declaration of Covenants, Conditions & Restrictions (“CC&Rs”) of the Tuscany at Northshore Country Club Homeowners’ Association (“Association”), these Rules and Regulations are adopted to further compliance with the Association’s CC&Rs and Bylaws (collectively the “Governing Documents”). The purpose of these Rules and Regulations is to promote the health, safety, and welfare of residents, establish standards for use and enjoyment of Common Areas, and enhance and protect the value, desirability, and attractiveness of the Properties and Common Areas for the benefit of all Owners.

These Rules and Regulations are intended to supplement the Governing Documents, not supplant, or amend them. In the event of an inconsistency or conflict between these Rules and Regulations and the Governing Documents, the provisions and terms of the Governing Documents will supersede and apply.

These Rules and Regulations are effective [January 1, 2025]. These Rules and Regulations replace all prior Rules and Regulations and guidelines which have been promulgated by the Association.

Applicability

All Owners, tenants, family members, and guests are subject to the Rules & Regulations. It is the responsibility of each Owner to notify tenants, family members, and guests of these Rules. Owners are accountable for the actions of their tenants, guests, and pets in complying, and costs incurred in the enforcement shall be the responsibility of the homeowner.



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Financial Policies & Procedures

HOA Budget, Assessments, & Collection Policy

Budget

The Board of Directors is required to present a proposed annual budget for ratification to the Owners at the annual meeting. The annual meeting is to be held no later than December 30th each year, so that a budget can be ratified and invoices for dues can be sent by year-end. If the Board does not present a new budget prior to January 1st, the previously ratified budget is carried forward, and the dues amount is unchanged. Unless more than 50% of the eligible Owners cast their votes to NOT ratify, the budget is approved.

Assessments and Fees

Annual assessments are owed by January 31 of each year; a thirty-day (30) grace period is allowed for payment processing. It is expected for assessments to be paid in full by January 31st; however, payment plans can be requested at no additional cost if paid in full by end of same year. Any request for payment plan must be submitted in writing prior to January 31st and include the following: amount of each payment and due date of each payment. The Board does elect to allow for special assessments to be proposed to cover any costs that arise that are not covered by the regular annual assessments as RCW's allow.

Collection Policy

Failure of an Owner to make payment in full by January 31st or to adhere to an agreed upon payment plan can result in late fees and finance charges to be added on any outstanding balance. A one-time late fee can be assessed in the amount of \$100 for overdue accounts. Finance charges are to be assessed monthly at 12% of the outstanding balance. Property management fees (which can vary) can be assessed for collections purposes for those accounts 12-months or more outstanding.



Maintenance Standards

Lot Maintenance

Landscaping

All Owners are expected to maintain their lots to standards in line with the following:

1. Front yards are those areas adjacent to curbing and/or roadways and in front of any fence. If no fence is present, a front yard extends to the rear façade of the house.
2. 50% or more of front yards are to be grass.
3. Grass shall be well maintained: regularly cut, edged, weeded, fertilized, and watered during the summer months. Unless as mandated (not just recommended) by the City of Tacoma, lawns shall not be allowed to go dormant during the summer months. This includes the planter strip adjacent to the lot and may extend around the back and on the sides of corner lots.
4. Landscaped areas shall be regularly tended to and kept weed free. All vegetation shall be pruned, trimmed, and maintained to create a tidy appearance. No vegetation shall be allowed to grow unkempt-like. Dead or dying plants are to be removed promptly. It is required to have a request for the work submitted to the alteration committee prior to work beginning for large projects, such as re-seeding, removal of trees, etc.
 - a. Tree and shrubs shall be pruned so that they are not overhanging onto public walkways. Branches shall be pruned up from walkways at a minimum of 6'6".
 - b. A minimum of two (2) deciduous trees, minimum one and one-half (1-1/2) inches at planting.
 - c. Decorative rock, bark, or organic ground cover is encouraged to prevent weeds and present a well-maintained appearance.
 - d. Sidewalks and curbs adjacent to Lots are Owner responsibility to maintain, keeping free of obstructions, sediment, dirt, moss, snow, ice, weeds, leaves, and any other vegetation.

Slopes

Owners are responsible for maintaining any slope on their property. Slopes are to be kept clear of invasive species including but not limited to blackberries, scotch broom, and thistles. Personal household items and trash shall not be stored on slopes in sight of any other Lot, sidewalk, and/or roadway.

Fencing

Fencing must always remain in like new condition.

1. Should fencing be damaged, the Owner has fourteen days (14-days) to repair, replace, or remove fencing. The Board of Directors can grant an extension in a case-by-case basis, but such extension must be requested prior to the expiration of the 14-day period.
2. See ACC Process Section for replacement approval.



3. All new and replacement fencing to be constructed according to the following standards:
 - a. All fences must be made from cedar with pressure-treated posts and fully framed “executive” style (see example attached).
 - b. Preferred 6’ high fences, but variances can be requested to allow for view protection.
 - c. Chain link fences are not allowed. Sport courts can have chain-link enclosures but cannot be the sole perimeter fencing and must have prior approval.
 - d. Any fencing that borders common areas could be eligible for Board Review and financial support in replacement if they are along a gated HOA easement.
 - e. Any fencing that is shared between properties is at the expense of the property owners. Disputes can be brought to the Board for guidance but should be resolved between property owners.
 - i. Board will recommend a Survey to be performed.
 - ii. Board will recommend Property Owners to share expenses.
4. Metal fencing can be approved by the ACC on a case-by-case basis for view protection only.
5. A request MUST be submitted for replacing any fencing, to ensure consistency with standards.
 - a. All tinted stain colors must be pre-approved.
 - b. Graffiti must be removed as soon as identified.

Driveways

Driveways shall be kept clear of debris, vegetation, moss, trash, and grime.

1. Vehicles must not block any part of a sidewalk or roadway.
2. Newspapers and/or flyers must be removed within 24-hours of arrival.
3. All Lots are to have pilaster lights at the end of their driveways. Lights should be regularly inspected for functionality and cleanliness.
 - a. Fixtures should be illuminated from dusk to dawn with a minimum 60-watt incandescent or 5-7watt LED.

Solar Panels

Solar panels are allowed with approval on a case-by-case basis.

1. Installation of a solar panel on the roof of any building shall be done in line with best-fit practices at that time.
2. Panels shall be flush-mounted, to reduce visibility, and with color coordinating to roof.
3. Electric panels shall be installed behind fencing and out of sight.



Roofing

House roofing replacement MUST be pre-approved by the architectural control committee prior to the start of work AND the start of supply delivery (including dumpsters and port-a-potties). Applications must include photos of house, and state manufacturer and color of proposed new shingles.

Standards are as follows:

1. Cedar shake or re-sawn shingle must be #1 grade materials, medium to heavy weight, and treated wood.
2. Composition roofing shingles to include 50-year warranty, have a minimum weight of 450 lbs. per square (or 100 square feet), and be architectural triple-laminated.
3. Permitted composition shingle choices include:
 - a. CertainTeed Presidential Shake Triple-Laminate (TL)
 - b. GAF Grand Canyon.
 - c. PABCO Paramount Advantage.
4. For Lots 1-6, 9-23, 26-28, roofing standard exemptions were given in the CC&Rs. Owners are to use the following as guidelines, and must be list in their applications how these are being met:
 - a. Architectural laminate.
 - b. 25-year minimum life cycle.
5. Other roofing materials can be approved on a case-by-case basis for non-house roofing only and determined to be as a decorative feature only.
6. Regular inspections and maintenance must be performed to keep the roof in like-new condition.

Paint

Houses and accessory structures are expected to be kept free of peeling paint, mildew, and moss. If an Owner is wanting to paint their house and/or any accessory structures, walls, etc., an alteration request MUST be submitted and receive approval prior to the start of work, even if using the same color.

Whereas Owners are encouraged to include their personal taste and preferences when selecting a color, they are encouraged to be in line with soft earth tones, beiges, pastels, and similar shades. Houses cannot be painted in like color to those within view of one-another, which is meant to ensure no two houses look identical in appearance.

All exterior paint must be non-glossy, and Owners are encouraged to submit a photo of a small area painted with their preferred color choice.

Alteration requests for house painting must include:

1. Paint manufacturer name
2. Color and corresponding code/name
3. Photo of the house
4. Specific list of what is to be painted what color.



- a. Front and garage door color changes MUST be included, as it is assumed only those areas identified will be changed.
- b. For example, if the request states body is to be Sherwin Williams “Smoky Blue” and trim Sherwin Williams “Bright White”, it is assumed the front door, garage doors, shutters, gutters, etc. WILL NOT be painted a different color.

Refuse Containers

All Owners and residents must keep refuse containers out of sight except refuse containers may be placed on the curb the evening before collection days and must be brought in no later than the same evening as collection day. Refuse containers must not be stored on the sides of or in front of houses unless placed behind an ACC approved screen such as height appropriate hedges. They should not be visible from the street at any angle.

For Owners temporarily needing larger dumpsters or similar equipment due to lot improvements, a request must be submitted prior to delivery of said container. The container is to be placed in driveway of lot and cannot be placed on any public right of way or blocking sidewalks.

View Protection

As required per the CC&Rs, should a Lot Owner notify the Board of Directors of the impact to their view due to vegetation growth from a neighboring Lot or common area, the Board has 30-days to review request and determine if the view has been impacted. If the Board agrees that an Owner’s right of enjoyment to their view is impacted, whomever owns the property with the vegetation needing to be topped or removed is responsible for paying for the work. The Board will notify the property owner of the View Protection request and issue a letter with a 30-day review. The Board can provide recommendations for vendors used in the past. After 30 days, if no plan is established and communicated with the Board, the Board can either establish a fine schedule or request three bids to perform the work and issue the cost to the property owner.



Flags and Flagpole Standards

Flags are restricted to a maximum size not to exceed 4'x6', cannot be displayed on any common area without Board pre-approval, free from disrespectful language, and must be in good taste as defined by the Board.

In-ground flag poles must be pre-approved by the ACC according to the following rules:

1. Installed according to manufacturer's directions.
2. Cannot exceed 20' in height above ground.
3. Cannot have guide wire displayed after completion of initial installation.
4. Visible cement or material pad cannot exceed 4' in diameter.
5. Cannot be installed in street strips.
6. Must be set back from all sidewalks a minimum of one-third the height of the pole (ex. A 20' tall pole must be set back at least 6.5' from sidewalk).

Please Reference: <https://apps.leg.wa.gov/rcw/default.aspx?cite=64.38.033> for guidelines on accepted display.

Signage & Holiday Décor

Décor installed to honor and celebrate holidays are encouraged within the community; however, the expectation is that said décor shall be installed no earlier than 30-days before and removed within 30-days after said holiday period.

Owners wishing to incorporate signs with holiday decorations are limited within the accepted period of 30-days prior to and 30-days after such holiday and must contain signs within their own property.

No holiday décor will be allowed that is directly offensive to others. Appropriate civility and respect must always be shown when displaying holiday décor.

For community decorating contests, temporary signage may be placed in the yard and are considered part of the holiday décor but must be removed immediately following the conclusion of the contest.



Common Area Standards

Use of the Park

1. Use of the park shall be from 5am to 9pm, or Dusk to Dawn
2. No portion of any Common Area may be reserved or used exclusively by anyone or group of Owners, however requests can be made to utilize the park for events as long as they are not limiting to other Owners. The request must be made a minimum of 7 days in advance. The Board reserves the right to require proof of insurance for any events at the park.
 - a. Owners making a request must submit this to the HOA Management to be routed to Board Members for approval.
3. Owners allowing guests to use the common areas are responsible for any destruction and/or damage caused by their use.
4. The following are prohibited within the common area of Tuscany at Northshore:
 - a. Illegal or controlled substances.
 - b. Marijuana, alcohol, or tobacco.
 - c. Weapons.
 - d. Fireworks.
5. Owners holding private events in the park are to pack in and pack out all supplies and waste. The trash cans in the park are not for the disposal of trash created from an event, and Owners can be fined and charged for clean-up costs if in violation.

Streets, Sidewalks, & Entryways

No restricting item to be placed blocking streets, sidewalks, and/or entryways without prior approval from the Board. Exceptions to be made in case of an emergency, but special consideration to be made to limit impact to others when necessary.

Examples include traffic control cones, construction equipment, and vehicles.

Signs within Common Areas

1. Signs for yard sales and open houses can be placed along roadways and entryways but cannot be placed on private property, including the grass strip along a house or block direct sidewalk access.
2. Signs can be placed the morning of event and removed immediately after event. If it will be a multi-day event, sign must be removed nightly and replaced each morning.
3. Signs that are taped, stapled, or mounted to any Common Area spaces will be taken down immediately.



Parking Standards

Vehicles

Vehicles are to be parked in garages and driveways. Street parking is reserved for guests in the gated area.

Vehicles are to be parked as required per Washington State Regulations, with tires parallel and within 12-inches of the curb.

No part of a vehicle shall block sidewalks, park within 30' of a stop sign or 15' of a fire hydrant, park across pedestrian crossing areas, or within 10' of a mailbox or in accordance with the local jurisdiction.

Commercial vehicles used predominantly for the transportation of goods, materials, supplies, construction materials, etc., are not to be parked in view from any street or common area for more than 48-hours. Examples include but are not limited to construction box trucks, tow trucks, and boom-lift trucks.

Inoperable vehicles

Vehicles that appear inoperable due to prolonged non-use, visible mechanical defect, and/or in an extreme state of disrepair shall not be stored in view of any neighboring Lot, street, or common area for more than 48-hours.

The Board shall hold authority to state whether a vehicle appears to be inoperable and can choose to send notice of intent to tow should vehicle be left in view longer than 48-hours.

Property Owner can contact the Board to notify of their inoperable vehicle with explanation or plan to remedy to avoid notice to tow.

RVs, boats, trailers, etc.

As the CC&Rs allow, residents can park RVs, boats, and trailers on their lots, in view from the street, for up to 48-hours before and after a trip. This is NOT to allow for regular, overnight parking of RVs, boats, trailers by moving vehicles daily, therefore starting a new trip each day.



Gated Community

At no time, should a homeowner or agent of a homeowner alter or tamper with the regular operation of gate equipment. The equipment was installed for added security to the area and such acts interfere and reduce its efficiency.

If an owner is found to have altered, tampered, or damaged equipment, a fine and any related repair costs will be billed to the owner's lot.



HOA Enforcement Policy

Voluntary Compliance

1. Owners are expected to voluntarily comply with the governing documents, including these rules and regulations.
2. Owners are responsible for the behavior of their guests and tenants. Owners are required to provide the governing documents, including rules and regulation, to their tenants. Owners are ultimately responsible for any costs assessed due to violations of the governing documents and/or damages caused by tenants.

Board Authority

1. The Board of Directors has the authority to levy reasonable fines, in accordance with a fine schedule and enforcement policy, including notice and an opportunity to be heard, as provided in the governing documents.
2. The Board will give written notice of violations of the Association's Governing Documents, including, but not limited to, the Covenants, Bylaws, Rules and Regulations, and any decision by the Board.
3. 1st Violation:
 - a. A warning notification and up to a \$50 fine, at the Board's discretion. The warning notification shall provide the recipient a reasonable amount of time, as determined by the Board, to make corrections or provide to and have the Board agree to a specific schedule to make the corrective action.
 - b. An appeal submitted by the Owner/resident shall pause the clock on the expiration of time given to correct the action.
4. 2nd Violation:
 - a. A warning notification and a \$100 fine OR \$50/daily fine, at the Board's discretion.
 - b. If Owner/resident does not submit an appeal or correct the action within the given time frame, additional fines can be assessed at a \$50/daily rate.
 - c. If the Owner/resident initially corrects the violation but has a repeat violation (of the same CC&R article and/or Rules and Regulation) within 12-month time period, an additional \$100 fine can be assessed at the Board's discretion.
5. 3rd and Subsequent Violations:
 - a. If the Owner/resident has a repeat violation the same CC&R article and/or rules and regulations within a 12-month period, fines will be assessed at double the rate with each occurrence, up to a maximum of \$400, after which continued violations can be fined at \$100 per occurrence.



Violation Communication Process

The HOA Management, on behalf of the Board, contacts residents via written communication when a violation of the CC&Rs and or Rules and Regulations occur. Inspections typically occur monthly, unless the violation is reported by a resident.

Violation letters are mailed to residents within two business days from notification or observation. A copy of the violation letters are sent to the Board for review.

We encourage owners to respond to the HOA Management with a timeline to correct the violation or notification that it has already been corrected. Alternatively, an owner may follow the appeal process below.

If we do not hear from an owner and observe a continued violation, additional means of communication will be attempted, including email and phone calls to help facilitate a resolution.

Appeal Process

If an Owner would like to appeal a violation, or would like to discuss it further, they have 48 hours from receipt of the letter or email to reach out to the HOA Management. To appeal, the owner must:

1. Provide written communication, preferably via email.
2. Provide the reasoning why the Owner does not agree with the violation.
3. Provide any extenuating circumstances that may help determine a leniency.

Once written communication is received, it will be reviewed and forwarded to the Board by the HOA Management. The Board will review and respond within 14 business days.

Alternatively, an owner may register to attend the next regular board meeting. Please contact the HOA Management to ensure they are aware of your planned attendance.



Architectural Control Committee (ACC)

The ACC is comprised of volunteer homeowners from within the community, who review alteration requests submitted by property owners. The purpose of the committee is to support compliance with the CC&R's and maintain the quality of the neighborhood's aesthetic.

Process

1. A completed request form must be submitted to HOA Management via email.
2. HOA Management reviews the form for completeness and sends to the ACC.
3. The ACC has 14-days to review the request.
4. If the ACC does not respond within 14-days, the request will be automatically approved.
5. In event of a tie or lack of a majority vote on the request, escalation to the board of directors.
6. If HOA Management returns a request because it is incomplete, the 14-days stops until a completed form has been received and re-submitted to the ACC.

Policies

1. Owners are required to submit requests to the ACC for exterior alterations that can be seen from the street AND any lot in the community.
2. When submitting an alteration request, the Owner is required to include a completed form (including signature), photos of where improvements will be performed, site sketch of property and proposed improvements, and all specifics of the improvements, delivery of materials for improvements, and storage of materials.
3. Once a form has been submitted, HOA Management will review for completeness prior to sending on to the committee for review.
 - a. Should the managing agent determine more information is needed, they will reach out to the Owner to request the missing info.
 - b. The request is considered incomplete until all necessary info has been collected.

Failure to Comply

Owners who fail to submit an ACC request and perform alterations to their property will be subject to the fine schedule listed under the Board Authority section. Completion of work without an approved request form will result in a fine.

Appeal Process

If an owner would like to appeal an ACC decision they must:

1. The appeal must be submitted within the stated time to make the corrective action.
2. The appeal must be in writing, preferably via email, to be received in a timely manner.
3. The appeal must include the reasoning why the Owner/resident does not agree with the decision.
4. The Board of Directors has 14-business days to review the appeal and prepare a response.



Required Fencing Example

