

**HORIZON POINTE LACEY HOME OWNERS ASSOCIATION
COMMUNITY RULES SUMMARY, ENFORCEMENT POLICY,
AND FINE SCHEDULE
Effective June 18, 2026**

This Rules document is intended to provide an easily understood summary of how certain provisions in the CC&Rs are enforced and interpreted and to address issues unforeseen by the CC&Rs, or that have changed by State statute. This document does not replace the CC&Rs. To see all governing documents and policies, consult your management company owner portal or search the Horizon Pointe Lacey HOA website at www.horizonpointelaceyhoa.org . The Board may revise this Rules Summary or adopt new Rules as State statutes may change or as circumstances may suggest would be beneficial to the Community.

The goal of all our governing documents is to promote a well-maintained, safe, and harmonious community that is a pleasure to live in and that maintains its property values.

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SECTION 1: RULES

1. General Community Conduct

A. Owners are responsible for ensuring their household members, guests, or contractors are aware of and follow these rules.

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B. Owners who rent their property are accountable for tenant conduct, to which end landlords must provide tenants with copies of these Rules and other Policies and Procedures which will apply to them. Tenants should also be given the address of the Association website and a phone number for the management company in case they need to report an emergency on Association property.

2. Architectural Modifications (Architectural Control Committee)

For full information on architectural modification standards, please consult the Architectural Modification Guidelines which may be found at the Association website referenced in the introduction to this document or on the management company's owner portal. The Architectural Modification Application may be found on the management company's owner portal under "Documents->Forms->ACC Form". Many ACC questions are also addressed on the Association website's FAQ section.

3. Holiday and Exterior Decorations

A. Holiday decorations may be installed up to six (6) weeks before a holiday and must be removed within thirty (30) days afterward.

B. Colored or icicle lights on houses or netting lights over plants, or other lighted displays may be displayed only during the time covered by Item 3.A. Year-round clear porch string lights are allowed if well maintained and strung so that the wires are attached out of sight.

4. Home Businesses

A. Per our CC&Rs, for an allowed home business, all business activities must be carried on within the Residence and there may not be employees, clients, customers, tradespeople, suppliers, or similar individuals that come to the residence in connection with such a business.

B. "Daycares and adult family homes are allowed as provided in RCW 64.38.140, 64.90.585, 64.90.570 and/or as otherwise required by law."

C. Residents running a home business must notify the Association.

5. Home Maintenance

A. Homes must be kept in good repair and clean condition. Siding, roofs, gutters, and paint must be maintained free of moss, mildew, and noticeable deterioration.

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B. Front porches may be used for decorative items that add functionality (such as seating) or that improve the aesthetics (such as plants, decorative tables, or statues). Bins for grocery delivery or recycling by companies such as Ridwell, or small snack stations for delivery drivers, are also allowed. Packages that are delivered should be taken inside by the end of the day, and packages for pick-up should be put out day-of. Porches may not be used as additional storage for general household belongings.

C. Rusty, broken, or dilapidated items may not be stored outside.

D. Broken windows must be replaced promptly. Temporary coverings may be used only until replaced.

E. Window-mounted A/C units are allowed May 1–September 30.

F. Barbecues, smokers, and propane fire pits may not be used on front porches.

G. Wood-burning fire pits must adhere to current Olympic Regional Clean Air Agency regulations which may include location limitations, smoke responsibility, or a total ban.

6. Landscaping and Front Yard Maintenance

A. Front yards, aside from driveways and walkways, must be finished with at least 50% in any combination of grass, groundcovers, shrubs, trees, edible plants or vegetables, and flowers except for plants considered to be common or noxious weeds or invasive for our area. Low-water usage or drought-resistant plants are encouraged. The remaining area may be covered with any pervious bark or other mulch, stone, brick, landscaping rock, and artificial turf . Covering with an impermeable surface such as concrete is prohibited. See the Architectural Modification Guidelines for full descriptions.

B. All areas of front yards, whether plants or inorganic matter, must be kept neat and free of weeds. For alley-access homes, this requirement also applies to the areas beside the driveway and any yard that is visible from the alley.

C. Grass lawns must be kept watered, mowed, and edged. Other groundcovers and plants must be watered as necessary for health of the plants and kept from invading neighboring yards or encroaching on sidewalks. In case of a drought being declared for Thurston County, watering of grass lawns may stop, and the grass may be allowed to go into dormancy.

D. Watering of Balustrade yards, both back and front, is the responsibility of the Owner.

E. When not in use, toys, tools, and personal items must be stored out of sight .

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F. Moveable basketball hoops are allowed only in driveways, whether in use or not, and may not block sidewalks; this is City of Lacey right-of-way law. Portable hoops may not be placed in parking strips, which are Common Areas owned by the Association. If parking strips are damaged by portable hoops, the Owner may be charged costs of turf rehabilitation and irrigation repairs from damaged heads as charged to the Association by the landscaping company.

G. Shrubs and trees must be trimmed away from sidewalks to a height of seven (7) feet.

H. Dead or diseased plants must be removed or replaced.

I. No fences or hedges are allowed between the house front and sidewalk.

J. Artificial turf must be maintained to appear seamless, with edges well secured. Leaves and other debris must be cleared. Odor issues from animal waste, mold, drainage problems, or fading will result in being required to replace the turf.

K. The parking strips and the trees in them are Common Areas belonging to the Association. No homeowner may trim, prune, or remove any Association tree. Doing so will count as a Compliance Violation subject to a \$100 fine. If an Association tree that has been pruned by a homeowner or by a contractor paid by a homeowner later develops disease or becomes a danger due to weakening caused by the pruning or falls due to the weakness, the homeowner responsible for the pruning shall be liable for damages and for replacement costs of the tree.

7. Noise and Quiet Hours

Quiet hours are from 10:00 PM to 7:00 AM in accordance with City of Lacey noise ordinances. No residents may create noise or disturbances that unreasonably interfere with their neighbors' enjoyment of their own property during these hours, including, but not limited to: playing loud music; loud, outside parties; or operating machinery such as lawn mowers, leaf blowers, electric carpentry machinery, or construction equipment. Residents are encouraged to first attempt to deal with such noise issues directly with their neighbors, but, if necessary, should call the City of Lacey Police Department's non-emergency line to report the disturbance. A report may also be sent to the management company the next day. If a pattern of disturbance appears, a compliance letter may be sent and fines may be assessed per the Enforcement Policy.

8. Parking and Vehicles

A. Only emergency vehicle repairs may be conducted on a Lot.

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B. In keeping with CC&Rs Section 10.1(b) no trailer, recreational vehicle, boat, boat trailer, panel truck, bus, camper or camping trailer, tent, shack, barn or other outbuilding shall be either used or located on any Lot, or on Street, at any time or used as a residence either temporarily or permanently. All such vehicles must be stored in garages or off-site.

C. CC&Rs Section 10.1(d) requires all vehicles to park on hard-surfaced driveways approved by the ACC.

D. Owners may request ahead of time a 24-hour allowance from the Association Manager for parking RVs/campers/camper trailers for trip preparation or cleaning after return.

E. No vehicle shall be parked in a driveway so as to block, or mostly block, the sidewalk to pedestrian access; this is City of Lacey law.

F. Parking in Common Areas is prohibited, whether paved or grass. Vehicles parked in Common Areas are subject to towing.

9. Pets

A. Only household pets are allowed. All other animals, livestock, and poultry are prohibited.

B. No animal of any kind shall be kept, bred, or maintained for commercial purposes.

C. A maximum of two (2) dogs and cats are allowed per lot.

D. No pet under a resident's responsibility shall be allowed to become a nuisance or to create unreasonable disturbance to other residents. This includes pets whose unruly behavior causes personal injury or property damage. The City of Lacey defines a "nuisance animal" as "a pet animal that ... habitually or continually disturbs the peace of any individual or neighborhood by barking, whining, howling or making any other noise ..." This applies at any time of day /night.

1. Residents who are disturbed are encouraged to first speak directly to the owner and if that does not resolve the situation, to submit a complaint to Joint Animal Services (JAS).

2. Failing that, a complaint may be lodged with the HOA. Such complaint must be as detailed as possible, including identifying the address and the animal(s) involved (photographs/videos are helpful), what efforts were made to resolve the issue with the animal's owner directly, if JAS was involved, and a journal of dates, times, and how long the disturbance lasted, and whether there were particular triggers for the behavior, such as the presence of other animals, children running, trucks/cars going by, etc. (Joint Animal Services has such a log form on their website.) Having

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more than one resident corroborate the identification of the owner(s) and animal(s) involved will strengthen the case.

3. If enough evidence is presented, a compliance violation notice may be sent and fines may be assessed per the Enforcement Policy.

4. Any event involving property or personal damage or injury to another animal should be reported to Joint Animal Services.

E. Dogs must be on a leash and under complete control when off the Owner's Lot, in keeping with local leash laws. Dog owners should keep their dog(s) on the sidewalk or in Common Areas when walking and not allow them to wander, urinate, or defecate in other residents' yards as a matter of courtesy. *There are no off-leash areas within the HOA, including the storm water treatment areas. Dogs are not allowed in the Inlay Tot Lot playground at any time.*

F. Dog owners are responsible for cleaning up their dogs' waste, whether at home or out in the community.

1. In front yards or Common Areas, owners shall immediately clean up their pet's waste. The Association has provided eleven "doggy doo" stations with bags provided by the Association and waste receptacles that are emptied by the landscape crews. Used waste bags may be deposited in one of these receptacles or taken home to dispose of.

2. Dog waste shall not be allowed to accumulate in back yards. Complaints of odor from uncollected waste will be investigated and may result in a compliance violation and fines. For serious issues with the state of a neighboring yard, residents are encouraged to call the Thurston County Health Department, as uncollected waste attracts pests and contributes to poor water quality.

10. Restricted Activities

A. ALL fireworks are prohibited according to the City of Lacey ordinance.

B. Drones may not be flown over any other Owner's lot, nor in any Common Area without prior written authorization of the Board.

11. Signs

A. The following categories of signs may be displayed on a Lot: real estate; celebrations; yard sales; home businesses conforming to Item 4 above; political signs regarding current elections of candidates for public or association office, or ballot issues. Political signs must be removed once the pertinent election has taken place.

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B. Signs shall not be larger than three (3) feet by four (4) feet. There shall be no more than three (3) signs on any Lot.

C. No signs may be placed in Common Areas, parking strips, or rights-of-way except day-of- event garage sale or Open House signs, which must be removed at the end of the day.

D. Signs may not be placed so that they block sight lines, sidewalks, or pedestrian or vehicle traffic.

E. Signs improperly placed are subject to removal and disposal without notification.

12. Trash and Waste Disposal

A. Garbage and recycling bins may be placed at the curb no earlier than 24 hours before pickup and must be removed within 24 hours after.

B. Bins should be stored out of street view whenever possible but may be placed to the side of the house. For alley-access homes, stored bins should not be visible from the end of the alley.

C. No trash of any kind, including, but not limited to, empty boxes, trash bags, or loose trash, may be left on porches, sidewalks, or driveways.

D. Resident shall ensure their bins are not loaded in such a way as to allow trash to spill onto the street, encouraging rats, crows, and other pests.

13. Use of Common Areas

Common Areas are for all residents' enjoyment. All trash and pet waste must be removed immediately.

Dogs must be on a leash at all times in Common Areas or sidewalks, including in stormwater pond areas. This is City of Lacey law.

No structures, personal items, or vehicles may be placed or parked in Common Areas.

14. Yard & Garage Sales

A. Residents may hold individual yard/garage sales in accordance with City regulations.

B. The Board may choose to sponsor an annual community-wide sale but is not obligated to do so. Residents are welcome to organize one.

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SECTION 2: ENFORCEMENT POLICY

1. **Authority.** The Board is authorized and empowered to investigate, hear and determine complaints concerning violations of the Governing Documents including the Declaration, Bylaws, Rules, ACC policies, and the Articles of Incorporation (collectively referred to as the “Governing Documents”) or of any decision of the Board or ACC made as provided in the Governing Documents. The Board is further authorized and empowered to impose a fine as may be allowed in amounts not to exceed the maximum rates established on any person who it finds to have violated the Governing Documents.
2. **Informal Dispute Resolution Preferred.** It is the intent of the Association that an informal process be encouraged prior to the initiation of a formal complaint. To that end, any Owner, tenant, occupant or employee or agent of the Association has the authority to request that an Owner, tenant or occupant of any Lot cease or correct any act or perform any omission which appears to be in violation of the Governing Documents or of any decision of the Board or ACC made as provided in the Governing Documents. The informal request may be made, either verbally or in writing, prior to initiation of the formal complaint process. However, nothing in this paragraph should be construed as a requirement or condition to making a complaint.
3. **Complaint.** If the dispute or violation cannot be resolved informally then a complaint may be filed. The complaint shall contain a statement of the problem necessitating the complaint, setting out in simple and concise language the acts or omissions with which the alleged violator (referred to as the "respondent") is charged. The complaint should identify the individual who is filing the complaint, their address and Lot number if applicable. The complaint should also identify the specific provisions of the Governing Documents or decision of the Board or ACC which the respondent is alleged to have violated. The complaint shall state as many of the specifics as are available regarding time, date, location, nature of violation, persons involved, etc. The complaint shall also state the efforts which were made to resolve the matter informally.

The Board or the Association’s manager will investigate the validity of the complaint and take appropriate action, which may include but not be limited to providing notice of violation, assessing a fine or scheduling a hearing and/or proceeding with legal action. The Association reserves the right to reject/refuse to take action on any

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complaint that in its sole discretion it determines to be frivolous, intended for the purpose of harassment, is vague and/or lacking necessary details or is not in the best interest of the Association.

- 4. Appeal.** Any Owner or resident has the right to appeal fines imposed by the Association provided that they either submit a written waiver/extension request or request a hearing within twenty-one (21) days after the date of the first notice of violation imposing a fine. In such case, imposition of any fine imposed will be suspended pending determination of the appeal. Requests to appeal a fine must be submitted to the Association in writing by first-class mail care of the Association's management company or via posting to the Management portal at the addresses provided. Such appeal shall specify if the Owner or resident is requesting a hearing or is choosing to have their appeal considered on the basis of their written statement. The Association's manager is delegated the authority to conduct an initial review of all appeals and to grant or deny appeals or extension requests based on historical Board decisions. Decisions made shall be brought to the Board at the next Board meeting for ratification and entry into the minutes. If the Association's manager denies an appeal or request for an extension based on a written statement, the Owner or resident shall have the right to appeal the decision to the Board, either on the basis of the written appeal or in a hearing during Executive Session as specified by the Owner or resident.
- 5. Default.** Respondent may reschedule a hearing once as a matter of right by notifying the Association in writing at least forty-eight (48) hours prior to the hearing of their inability to attend. The failure of one party to appear at a hearing, where that party prior to the hearing has failed to show good cause why the hearing should be rescheduled, does not preclude the Association from proceeding with the hearing, receiving evidence from and hearing arguments by the other party and making a decision in the matter. Upon failure of the complainant to appear, the Board may, in its discretion, drop the matter.
- 6. Hearing Procedure.**

 - a. Conduct of Hearing:** The hearing shall be heard by the Board. The respondent shall appear in person or by a duly authorized representative. The hearing shall be informal. At the beginning of the hearing a designated member of the Board shall explain the rules and procedures by which the hearing is to be conducted, including setting time limits as it deems appropriate.
 - b. Order of Proceedings.** Unless otherwise determined by the Board, the order of proceedings shall be as follows:

 - i. Each party to the proceeding is entitled to make an opening statement.

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- ii. Each party is entitled to produce evidence, witnesses and testimony.
- iii. Each party is entitled to make a closing statement.
- iv. Any member of the Board may question any party or witness. The Board members may, on their own motion, call additional witnesses or secure tangible evidence.

c. Rules of Evidence. Any relevant evidence which is not privileged is admissible regardless of whether the evidence is hearsay or otherwise inadmissible in a court of law.

- 7. Decision and Order.** At the Board meeting at which the hearing occurs or at the next Board meeting following the hearing, the Board shall meet in executive session to deliberate and issue a final order. Upon a decision by the Board that a violation has occurred, the Board may order that the respondent shall do or refrain from doing any act necessary to cause the respondent to comply with the provisions of the Governing Documents and/or any decision of the Board. The Board may also provide in its order for the imposition of a reasonable fine not to exceed the maximum amounts set herein. The Board may also provide for continuing fines in the event that the respondent does not comply with the order of the Board, including the payment of the fines, within the allotted time. Any fine or charge so imposed by the Board shall be the personal obligation of the person against whom it is imposed, shall constitute a lien upon the Lot owned or occupied by that person and may be collected in the manner provided in the Declaration in the same manner as for assessments.
- 8. Judicial Enforcement.** Failure to comply with a provision of the Governing Documents or a decision of the Board, shall be grounds for an action by the Association to recover sums due for damages, which shall include any fines levied by the Board and any costs incurred by the Association in connection with the proceedings before the Board, or for injunctive relief, or both, maintainable by the Association. In any action brought as provided in this Section, the prevailing party shall be entitled to recover as part of its judgment a reasonable sum for attorney fees incurred in connection with the action, in addition to its expenses and taxable costs.

SECTION 3: FINE SCHEDULE

- 1.** The following fine schedule applies to violations of the Association's Governing Documents and any decision of the Board, unless another amount is specified in the Community Rules:

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- a. **1st violation:** Warning and/or up to \$50 fine, at the Board's discretion, unless otherwise provided in a specific Rule.
 - b. **2nd violation of the same provision:** Fine up to \$100, at the Board's discretion, unless otherwise provided in a specific Rule.
 - c. **3rd or more violations of the same provision:** Fine up to \$250, at the Board's discretion, unless otherwise provided in a specific Rule.
 - d. **Continuing Violations.** Each and every day a violation continues shall be considered as a separate offense and will be subject to an additional fine of \$10 per day, beginning ten (10) days after the date of the notification of the fine until the violation is corrected unless otherwise provided in a specific rule.
2. Fines are Assessments.