



SUNCADIA

Dear Owners:

This letter is being sent on behalf of the Suncadia Residential Owners Association (SROA) Board of Directors. Attached to this letter is a Board Resolution adopting a new Parking Policy, along with a copy of the Policy. This Policy was drafted and adopted in response to community members concerns about increasing parking issues within the Suncadia residential community.

The Policy addresses the SROA's right to request and receive vehicle and vehicle owner information to enhance the ability to identify vehicle owners who are out of compliance. It also clarifies that no street parking—or parking anywhere other than designated parking areas on improved Lots—is allowed other than with express permission.

It confirms that everyone on site needs to comply with the parking rules, but that Owners are ultimately responsible for the vehicles of those on-site in connection with that Owner's Lot, and for providing notice of the parking rules.

It sets forth the procedures for enforcement of the parking rules—including updated procedures that will be followed before a vehicle is towed—and also the fine schedule for non-compliance. Finally, it confirms that Owners and vehicle drivers will be responsible for costs incurred by the SROA, in addition to any towing expenses.

The Policy is intended to supplement rather than supersede any existing SROA governing documents, except to the extent there is a conflict, in which case the Policy controls. The SROA acknowledges that there are other entities that may have concurrent authority to adopt and enforce parking rules. The Policy is not intended to affect that authority.

Please review the Policy and ensure that you and anyone residing or visiting your home is aware of the parking rules in the Policy. If you have any questions, please email communityassociations@suncadia.com

Sincerely,

Suncadia Community Associations

Suncadia Residential Owners Association

RESOLUTION 125

Date

Resolution Adopting Parking Policy

1. **Governing Authorities.** Resolution 111e addresses in part violation procedures and fines. Resolution 121 addresses towing. This Policy supplements and does not supersede Resolution 111e, or any updates or replacements thereto (collectively, General Compliance Procedures) or Resolution 121. The exception is that if there is a conflict between this Policy and any such General Compliance Procedures and/or Resolution 121, or this Policy expressly states that it controls, this Policy shall control. This Policy supplements and does not supersede Sections 2.7 and 2.8 of the Design Review Guidelines.
2. **Vehicle Registration.** The Association may require Owners of Units/Lots (“Homes”) to provide the Association with information about vehicles being parked on-site. This includes information about vehicles on site in connection with any Owner or non-Owner occupant, visitor, vendor, or anyone else on-site in connection with any Home. This includes any vehicles parked on-site in connection with any rental. Such vehicle information may include, without limitation:
 - Make
 - Model
 - Color
 - License Plate Number
 - Vehicle Owner contact information (name, email address, phone number)

The Association may require owners to provide such information prior to, during, or after the rental. Owners should obtain such information while arranging the rental with the renters. Remember that renters may have guests who are not parties to a rental agreement bring vehicles on site. This rule applies to short-term and long-term rentals. The Association may prepare a vehicle-registration form for use by Owners.

3. Owner Responsibility.

- a. **Ultimate Responsibility.** Owners have ultimate responsibility for any vehicles parked on-site in connection with their Homes, including without limitation rental of their Homes.
- b. **Rule Notification.** Owners are responsible for notifying all individuals parking on-site of the parking rules, including without limitation visitors of rented Homes.
- c. **Contracting.** Owners may contract with renters to recover from renters any expenses charged by the Association to the Owner in connection with any such vehicles. That is a matter between the Owner and the renter.

4. Parking Locations.

a. Acceptable Parking Locations.

- i. Parking must be on asphalt driveways, auto courts, or parking lots.
- ii. It is encouraged to leave enough space in the driveway for first responders to safely and easily reach the front door with their equipment in the event of a life-safety emergency. If a clear path (at least three feet wide) through the driveway to the front door does not exist due to the number of parked vehicles, the driveway is beyond capacity.

5. Prohibited Parking Locations.

- a. Parking is prohibited on vegetation, landscaping, or unimproved lots, regardless of ownership of those lots.
 - b. Use of gravel or other means to create additional parking on a Lot is not permitted except with prior, written approval from the Design Review Committee (DRC).
6. **Street Parking.** Parking is prohibited on streets at all times, with exceptions below.
- a. **Exceptions.**
 - i. **Construction.** Construction parking and temporary work site office trailers and storage areas will be designated by the DRC during the home building and approval process. Street parking for construction-related vehicles is permitted only with advance DRC approval; however, temporary on-street deliveries are permitted when the designated parking and storage areas on the lot will not accommodate the delivery vehicle.
 - ii. **Express Approval.** The Association staff may provide temporary approval of street parking in its reasonable discretion. Examples include parking for a special event or party. Contact Community Associations at communityassociations@suncadia.com to arrange for a temporary pass.
 - b. **Proof of Approval.** The Association may require notice of approval to be posted on a vehicle's dashboard. Such requirement will be communicated at the time of approval.

7. Compliance Procedures.

- a. **General Rule.** The general rule is that the compliance procedures set forth in Resolution 111e apply to parking violations, unless stated otherwise in this Policy.
- b. **Preliminary Parking-Violation Procedures (Patrol).**
 - i. The Association learns of parking violations through patrol reports. Patrol may observe violations during periodic patrols of the community. People may also make reports to Patrol.
 - ii. During investigation, Patrol may first knock on the door of the Home that appears to be associated with the vehicle at issue.
 - iii. If the issue persists or a door knock is reasonably deemed by Patrol not to be feasible or appropriate, Patrol will contact the rental-management company and/or the Owner to attempt to resolve the parking violation through issuance of an oral courtesy notice.
 - iv. Patrol (or other Association staff) may contact the rental-management company and/or the Owner to obtain vehicle information as required in this Policy.
 - v. If there is no response from the rental-management company or the Owner within 1 hour after provision of the courtesy notice:
 - A. Patrol will attempt to address the parking violators directly.
 - B. Patrol will place a written notice of fines and towing on the vehicle windshield.
 - C. If the issue is still not resolved, the Compliance Department will follow up with the matter. Patrol may continue to make attempts to contact the Owner, the rental-management company, the home occupant(s), and/or the parking violator.
- c. **Compliance Department Procedures.** Following completion of the Preliminary Parking-Violation Procedures by Patrol, the Compliance Department shall issue a formal Warning Notice as described in Resolution 111e and take other measures as determined by that Department. The Warning Notice may include all fines previously levied in accordance with this Policy, and future fines as appropriate.

d. Fines.

- i. For a specific, ongoing vehicle/incident.
 - A. No fine will be levied with the initial courtesy notice provided by Patrol.
 - B. A \$50 fine may be levied if the matter is not resolved within 1 hour of the initial courtesy notice.
 - C. An additional \$100 fine may be levied if the matter is not resolved within an additional 2 hours.
 - D. Additional \$250 fines may be levied if the matter is not resolved within each additional 2 hours.
- ii. For repeated incidents with respect to the same Home (may be different vehicle(s)).
 - A. No fine will be levied with the initial courtesy notice by Patrol for each specific vehicle.
 - B. A fine will be levied if the matter is not resolved within 1 hour of the initial courtesy notice. The amount of the fine will be based on the previous parking fine amount levied with respect to the Home.
 - C. Fines start at \$50, increase to \$100, and cap out at \$250. New fines may be levied every 2 hours.
- iii. The Association may in its reasonable discretion choose not to escalate fine amounts in any circumstance. This includes if a Home has not had any parking-related violations in 30 calendar days following past instances of violations. An Owner may receive confirmation regarding fine-schedule status with respect to his or her Home by emailing the Association.
- iv. A fine shall first be assessed against the Home's Occupant with notice to the Owner. But if the fine is not timely paid within the period set by the Board, the Owner shall pay the fine upon notice from the Association. The fine may be placed on the Owner's online account.

di. Vehicle Connection to Home. The Association will use its reasonable business judgment to determine whether any given vehicle is associated with any given Lot.

dii. Towing.

- i. **Association may tow.** If a vehicle is parked in violation of the governing documents, the Association may tow the vehicle. The Association may enter into a towing authorization agreement with a towing company for removal of improperly parked vehicles. The Association will determine in its reasonable discretion whether towing should occur based on the specific circumstances of the violation. Entry onto a Unit to tow a vehicle shall not be deemed a trespass.
- ii. **Immediate towing.** Towing may occur immediately if a vehicle is parked in a manner that compromises safety or impedes emergency access, or is blocking ingress/egress, or is parked in a fire lane or within 15 feet of a fire hydrant. The Association will determine in its reasonable discretion whether towing should be immediate.
- iii. **Towing after notice.** Other than as stated above, towing will not occur until Patrol has attempted to contact the Owner and/or rental management company, the Home Occupant, and the vehicle driver. Towing may occur once two hours have passed following: 1) the providing of the initial courtesy notice by Patrol and 2) a written notice has been posted on the vehicle's windshield.
- iv. **Option to follow formal procedures.** If so determined by the Association in its reasonable discretion, towing may not occur until after compliance with some or all of the procedures set forth in Section 3.23 of the Bylaws and Resolutions 111e and 121 with respect to a particular Home or vehicle. However, the Association need not comply with such procedures unless it elects to do so.
- v. **Law Enforcement:** Kittitas County law enforcement may exercise its right to tow vehicles to the extent it has authority to do so.

g. Costs.

- i. **Association Costs.** The Home Occupant (and ultimately the Owner) is responsible for all costs incurred by the Association with respect to enforcement of this Policy and any other parking rules.
- ii. **Towing Costs.** The vehicle owner is responsible for all towing expenses charged by any third party.

This Parking Policy was adopted following approval of the Resolution Adopting Parking Policy by the Suncadia Residential Owners Association Board of Directors on DATE. April 25,2025

Suncadia Residential Owners Association
RESOLUTION 125
Date
Resolution Adopting Parking Policy

At a meeting of the Board of Directors (“Board”) of Suncadia Residential Owners Association (“Association”), held on the 25th day of April 2025, at the time of 11:00AM at the following location: _3600 Suncadia Trail, the Board resolves as follows:

RECITALS

WHEREAS, a meeting of the Board was convened as set forth above;

WHEREAS, the undersigned Association officers attest that Board members were sent notice, or waived notice in writing or by attending the meeting, and that a quorum of Board members was present either in person or by conference telephone or other communications equipment by which all attendees could hear, perceive, and participate in the meeting;

WHEREAS, the Association is governed by the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for Suncadia Residential Areas recorded under Kittitas County Recording No. 200407200037 (the “Declaration”). The Declaration has been amended by instruments recorded under Kittitas County Recording Nos. 200503170033, 200505040002, 200604190029, 200607190002, 200609280022, 200710260008, 200711190079, 200712190004, 200804160005, 200805300056, 200808210002 and 200903270051 and others (the “Supplemental Declarations” or “Amendments”);

WHEREAS, the Amended and Restated Bylaws of Suncadia Residential Owners Association were adopted on July 14, 2004 (“Bylaws”), and have not since been amended;

WHEREAS, pursuant to Section 9.7 of the Declaration, the powers and duties of the Association and the affairs of the Association shall be conducted by its Board;

WHEREAS, pursuant to Section 9.6.4 of the Declaration, the Association shall make, establish, promulgate, amend and repeal policies and procedures as provided in Section 7.26 of the Declaration;

WHEREAS, Section 7.26 of the Declaration provides that such policies and procedures shall be binding upon all Owners and occupants of Units;

WHEREAS, Section 7.7 of the Declaration provides that street parking within Residential Areas is permitted only as set forth in the Association Policies and Procedures;

WHEREAS, Section 3.17(f) of the Bylaws reiterates the Board’s authority to exercise all the powers and duties necessary for the administration of the Association’s affairs and performing all responsibilities and exercising all rights of the Association as set forth in the Declaration, Articles of Incorporation, Bylaws, and as provided by law, including adopting policies and procedures;

WHEREAS, the Association has the right to enforce the provisions of the Declaration and the Association's Policies and Procedures pursuant to Section 9.6.7 of the Declaration;

WHEREAS, the Association may charge and recover the costs associated with bringing an Owner or associated person into compliance with the Declaration and provisions of the Association's Policies and Procedures, including without limitation attorneys' fees and costs, pursuant to Section 11.3.5 of the Declaration and Section 3.23(c) of the Bylaws;

WHEREAS, the Association has authority to engage in "self-help" to remedy violations of the governing documents, including but not limited to the towing of vehicles that are in violation of parking rules, per Section 3.23(c) of the Bylaws;

WHEREAS, the Board adopted Resolution 111e, which concerns, among other things, violation procedures and fines, short-term rentals, and parking, on July 1, 2021;

WHEREAS, the Board adopted Resolution 121, which sets forth a policy with towing procedures, on January 24, 2020;

WHEREAS, as short-term rentals have increased in popularity within the community, the Board believes the community would benefit from enhanced parking rules and parking-related violations procedures and fines;

WHEREAS, the Board believes Resolution 111e should be supplemented with an additional policy focused exclusively on parking and violation procedures and fines associated with parking;

WHEREAS, the Board believes Resolution 121 should be supplemented to better equip the Association to take prompt action to address parking-related violations;

WHEREAS, the Board acknowledges that there are sub-associations and other entities within Suncadia that have authority to adopt and enforce parking rules, and intends that such authority shall be concurrent;

WHEREAS, the Board believes the following actions are in the best interests of the Association;

NOW, THEREFORE, BE IT RESOLVED that the Board in accordance with the powers outlined above and in consideration of the Association's best interests, and after Board consideration and deliberation regarding the matters set forth herein, resolves as follows: The attached Parking Policy ("Policy") is hereby adopted and shall serve as a guide for the Association with respect to parking and parking-related violation procedures and fines;

BE IT FURTHER RESOLVED that the Policy shall supplement and not supersede Resolutions 111e and 121 ("Existing Resolutions"), except as expressly stated in the Policy and/or to the extent that there is a conflict between the Policy and the Existing Resolutions, in which case the Policy shall control;

BE IT FURTHER RESOLVED that the Policy shall supplement and not supersede Sections 2.7 and 2.8 of the Design Review Guidelines;

BE IT FURTHER RESOLVED that the authority of sub-associations and other entities within Suncadia to adopt and enforce parking rules shall be concurrent with respect to this Policy to extent there is any geographical overlap;

BE IT FURTHER RESOLVED that to the extent of a conflict between the Declaration, Bylaws, applicable statute (“Collective Authorities”), and Policy, the Collective Authorities shall control.

BE IT FURTHER RESOLVED that the Policy become enforceable upon distribution to the Owners.

DULY ADOPTED by the Board of Directors on this _____ day of _____, 2025.

Noni Hughes

President – Noni Hughes

Bruce Chattin

[Bruce Chattin \(May 14, 2025 08:41 PDT\)](#)

Secretary/Treasurer – Bruce Chattin

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]