SUN RANCH OWNERS' ASSOCIATION

BOARD MEETING PACKET

Regular Monthly Meeting of the Board of Directors

Saturday, November 21, 2026 — 9:30 AM, or immediately following the special meeting of the membership

Sun Ranch Headquarters

Prepared for review by the Board of Directors in advance of the meeting.
Please review all attached materials prior to the meeting.

SUN RANCH OWNERS' ASSOCIATION

Summary of Changes: Building Notification and Building Standards

For action at the November 21, 2026 Board Meeting

The short version: No approval needed, but notice is still required.
You no longer need the Board's permission to build, add on, or convert a building to living space. **You must still tell the Board before you start** by turning in a Building Notification and Compliance Form at least 14 days ahead.

Why these changes

Sun Ranch's CC&Rs (Sections V and VI) give the power to approve building plans to a "Cattleman's Board" of three people, one of whom must be a licensed architect or landscape architect. Sun Ranch does not have one and is unlikely ever to have one. A member pointed out that without it, the Board of Directors has no clear authority to approve or deny building plans, and we agree. Rather than risk a dispute the Association could lose (and have to pay the other side's attorney fees under CC&R Section XI), the Board proposes to stop "approving" buildings and instead enforce the covenants that clearly apply to every lot.

What changes for owners

- **No Board approval needed.** You no longer need the Board's permission to build. The Board will not approve or deny building plans, and will not judge design or taste. Shipping containers are the only exception (see below).
- **But you must still notify us.** Notice is still required. Before you build, add on, or convert a building to living space, submit a short Building Notification and Compliance Form at least 14 days ahead. It replaces the Building Approval Form. It is a notice to the Board, not a request for permission. A simple sketch is fine; full plans are not needed.
- **Quick answer.** Within 14 days, the Board sends a letter confirming your project meets the standards, or listing anything that doesn't, so you can fix it before you build. If you don't hear back in 14 days, you may proceed.
- **Clear standards.** Buildings must be sound, finished, and kept in good repair: no collapsing sheds, tarp roofs, or bare pallets or OSB left showing. New buildings need real roofing and a finished exterior within 12 months; any foundation method is fine. Dwellings must be at least 500 sq. ft., and everything must be 20 feet from lot lines.
- **Small cabins treated like trailers.** A cabin under 500 sq. ft. may be used for recreational stays of up to 120 nights a year, the same as a trailer or camper. Full-time homes still need at least 500 sq. ft. If you are building a new cabin or converting a building into one, turn in the notification form first.
- **Light-touch enforcement.** Not turning in the form brings a reminder, then a one-time $50 fee. It will never, by itself, lead to an order to stop work or remove a building. Fines apply only to actual violations of the standards, after written notice, a cure period, and a chance to be heard.
- **Shipping containers still need approval.** A container is a material change to a lot, and because no building plans are involved, the CC&Rs (Sections V(a) and VI(b)) let any two Board members approve it. Submit the new Shipping Container Placement Request Form at least 14 days ahead, and do not place the container until you have written approval — no answer is not approval. Containers already on a lot on October 24, 2026 need no approval, but must be screened, meet the setback, and be in good condition by May 31, 2027.

What does not change

- Fresh Start 2027: buildings finished by October 24, 2026 need no paperwork, and no fines for existing conditions before June 1, 2027.
- Your right to be heard before any fine, and to appeal any Board decision (Resolution No. 2026-10).

- The CC&Rs themselves. These changes only bring Association policies in line with them.

What is in this packet

- Resolution No. 2026-23 and the new Building and Structure Standards Policy (new document).
- Resolution No. 2026-09 and its Policy, marked to show changes from the October 24 version, plus the new Building Notification and Compliance Form.
- Shipping Container Policy (2026-19), marked to show changes from the October 24 version, with the new Shipping Container Placement Request Form; and the Fee and Fine Schedule (2026-18), marked to show changes.
- Fresh Start 2027 (2026-22), with the conforming changes highlighted, for ratification.
- Maintenance of Lots (2026-14), General Covenant Violation Enforcement (2026-16), and Temporary Construction Residence (2026-17), marked to show changes, with the Notice of Appeal Form, Covenant Violation Complaint Form, and both trailer residence forms, marked to show changes.

In the marked copies: green highlight = new text; ~~red strikethrough = removed text~~.

Questions or comments? Comments are welcome before the meeting by email to sunranchmemberstonasket@gmail.com or by mail to PO Box 407, Tonasket, WA 98855, and during Open Floor at the November 21 meeting.

— Sun Ranch Owners' Association Board of Directors

Sun Ranch Owners Association

REGULAR BOARD OF DIRECTORS MEETING AGENDA

Meeting Date: November 21st, 2026

Meeting Time: 9:30 AM, or immediately following the 9:00 AM special meeting of the membership

Meeting Location: Sun Ranch Headquarters

Remote participation: anticipated for this meeting. If available, the remote participation link and call-in number will be sent to owners before the meeting. Written comments may be sent in advance to sunranchmemberstonasket@gmail.com and will be read into the record.

1. Call to Order & Welcome

– Call to order by the Board President

2. Roll Call

3. Owner Comment Period (at least 15 minutes)

Held before any Board vote, as required by RCW 64.90.445(2)(e).

– Owners may comment on any item on this agenda and on matters affecting the Association. Each speaker is limited to 3 minutes.

4. Approval of Minutes

– Review and approval of October 24th, 2026 board meeting minutes

5. President's Report

– Key Dates at a Glance (standing item): review of deadlines coming up in the next 60 days

– Correspondence received: 2 owner emails — structure compliance questions; Cattleman's Board

– Easy HOA software: the Board is implementing the new Easy HOA management software

– Meeting compliance with RCW 64.90.445 (Washington board meeting requirements):

- Notice and agenda sent to owners by November 7th, 2026 (14 days before the meeting)
- Board packet made available to owners
- Meeting open to all owners; no final vote taken in executive session
- Owner comment period of at least 15 minutes held at the start of the meeting, before any vote
- Directors vote at the meeting; no proxy or absentee voting; directors participating remotely vote by roll call

6. Treasurer's Report

– Presentation and approval of financial report

7. Committee Reports

Each committee chair gives a brief (2-3 minute) verbal update alongside the written monthly report (Committee Charters & Reporting Template).

– Roads & Easements Committee Report:

– Special Projects Committee Report:

– Social Events Committee Report:

– Community Standards Committee Report:

8. Old Business

– Squirrel Road Update: Attorney packet sent November 2nd, 2026

– Fawn Lane Update: Attorney packet sent November 2nd, 2026

– Shower House Update: 2 new security cameras and 2 solar lights installed
– Roads Update: Met with Tony Gianini on roads committee list; bid coming; no work until spring

9. Building Notifications and Container Requests (Standing Item)

Report of Building Notification and Compliance Forms and Shipping Container Placement Requests received since the last meeting, and the responses and decisions sent by the two reviewing directors (Resolutions 2026-09 and 2026-19). Container approvals and denials are reported here as required by CC&Rs Section VI(b). No Board vote is needed.

– Forms received and responses sent:

10. Action Items (Vote this meeting)

– Shower House RV Waste Disposal Policy — Vote to adopt (Resolution 2026-21; presented for discussion October 24th, 2026)
– Fresh Start 2027: Deferral of Enforcement for Existing Conditions — Vote to ratify, with conforming changes (Resolution 2026-22; adopted October 24th, 2026 with less than 14 days' notice)
– Building and Structure Standards Policy — Vote to adopt (Resolution 2026-23), including the conforming amendments to Resolutions 2026-09 (Building Notification and Compliance Review Policy and the new Building Notification and Compliance Form), 2026-10 (Notice of Appeal Form), 2026-14 (Maintenance of Lots), 2026-16 (General Covenant Violation Enforcement and Covenant Violation Complaint Form), 2026-17 (Temporary Construction Residence and both trailer residence forms), 2026-18 (Fee and Fine Schedule), and 2026-19 (Shipping Container Storage & Screening, amended and restated to require approval of shipping containers by any two directors, with the new Shipping Container Placement Request Form)

11. New Business

– Existing dwellings under 500 sq. ft. (Resolution 2026-23, Section VI(c)) and temporary structures such as fabric tents (Section VII) — discussion only; no vote this meeting

12. Adjournment

– Next Meeting: Board to decide whether to hold a December 2026 meeting or wait until January 2027. The date will be sent to owners at least 14 days in advance.
– Motion to adjourn

SUN RANCH OWNERS ASSOCIATION

Key Dates at a Glance

A quick reference for the recurring dates, deadlines, and renewals that apply to Sun Ranch members.

What	When	Details
Annual Assessment Due	June 15 — annually	$137 per lot per year, payable to SROA
Assessment Notices Mailed	By June 1 — annually	Secretary mails the annual assessment notices
Notice of Delinquency Mailed	By June 30 (deadline July 15)	Required notice (Letter 1) mailed to each lot still unpaid
Late Payment Fee	July 2, or 16 days after notice is mailed if later — starting 2027	$30 per lot if the assessment is still unpaid
Monthly Escalation Fee	Aug 2, Sept 2, Oct 2 — starting 2027	$25 per lot on each date the assessment is still unpaid
Collection Referral	October 15 — annually	Treasurer refers any assessment still unpaid to the Board for collection action
Annual Meeting Notice	14 to 50 days before the meeting	Notice of date, time, and place mailed to all members
Annual Meeting	June 8 – July 31; Board sets the date	Election of directors; customarily the first Saturday after Father's Day
Fiscal Year	June 1 – May 31	Association's fiscal year
Annual Financial Statement to Members	By June 30 — annually	Statement of income and disbursements for the fiscal year sent to members within 30 days of year-end
Common Areas Mowed or Hayed	By July 1 — annually	Common areas to be mowed or hayed each year
Star Barn Cattle Lease	Every 3 years, beginning January 1, 2027	Grazing/field management lease term (next renewal: Jan 1, 2030)
Snow Plowing Contractor Bids	By October 1 — annually	3+ bids obtained for the season; bids valid through April 30.
Monthly Bank Reconciliation	Within 15 days of each statement	Treasurer reconciles all bank, card, and

		investment accounts against the monthly statements
Quarterly Bank Reconciliation Review	Due September 30, December 31, March 31, and June 30	A director other than the Treasurer reviews each fiscal quarter (Jun–Aug, Sep–Nov, Dec–Feb, Mar–May) within 30 days of quarter-end; reported at the October, January, April, and July Board meetings
Financial Oversight Policy	1st New Board Meeting Yearly	The board reviews the $1,000 dollar spending threshold and adjusts if needed.
Building Notification Forms	Submitted 14 days before work begins; response within 14 days	Two Board members check each form and send a compliance letter or a list of standards not met; owner may proceed if no response in 14 days; forms reported at each monthly Board meeting (Res. 2026-09)
Shipping Container Requests	Submitted 14 days before placement; decision within 14 days	Two directors approve, approve with conditions, or deny in writing; no placement without written approval, and no answer is not approval; decisions reported at each monthly Board meeting (Res. 2026-19)
Recreational Cabin and Trailer Stays	Each calendar year (Jan 1 – Dec 31)	Up to 120 nights per year needs no registration; more than 120 nights is residency under Res. 2026-17 (cabins under 500 sq. ft.: Res. 2026-23 §VI(e))
Appeals of Board Decisions	Within 14 days of the decision	Owner files a Notice of Appeal with the Secretary; Board hears it at its next meeting; if denied, owner complies within 7 days
Fresh Start Owner Packet	By February 1, 2027	Secretary mails and emails forms and checklist to all owners (Res. 2026-22)
Fresh Start Grace Period	March 1 – May 31, 2027	Owners correct conditions existing on Oct 24, 2026 (including screening existing shipping containers), submit Building Notification and Compliance Forms, and register trailer residences with no penalty. No notices or fines on existing conditions before June 1, 2027 (Res. 2026-22)
Existing Trailer Residence	By May 31, 2027	Owners living in a trailer or camper before

Registration		Oct 24, 2026 register with the Board (Res. 2026-17, Exhibit A §VII)
Enforcement of Existing Conditions Begins	June 1, 2027	Normal notice, cure, hearing, and appeal process under each policy; Track A 12-month terms begin; safety and fire risks addressed first
Track B Wind-Down Ends	October 31, 2027	Existing occupants not building must begin construction or stop living in the trailer; one hardship extension of up to 6 months on request before this date
Key Dates Review	Each monthly Board meeting	Board reviews this chart for deadlines coming up in the next 60 days

PART I
ITEMS FOR VOTE THIS MEETING

2026-21. Shower House RV Waste Disposal Policy (as presented October 24, 2026)

2026-22. Fresh Start 2027: Deferral of Enforcement for Existing Conditions — for ratification, with conforming changes

2026-23. Building and Structure Standards Policy (new), with marked copies of the conforming amendments:

2026-09. Building Notification and Compliance Review — Resolution and Policy (amended and restated); Building Notification and Compliance Form (replaces the Building Approval Form)

2026-10. Notice of Appeal Form

2026-14. Maintenance of Lots Policy and Procedure

2026-16. General Covenant Violation Enforcement Policy and Procedure; Covenant Violation Complaint Form

2026-17. Temporary Construction Residence Policy and Procedure; Existing Trailer or Camper Residence Registration Form; Temporary Residence Progress and Renewal Form

2026-18. Fee and Fine Schedule

2026-19. Shipping Container Storage & Screening Policy and Procedure (amended and restated; Board approval of containers by any two directors is kept); Shipping Container Placement Request Form (new)

FOR DISCUSSION — NOT FOR VOTE THIS MEETING

— Existing dwellings under 500 sq. ft. (Resolution 2026-23, Section VI(c)) and temporary structures such as fabric tents (Section VII) — no document

In marked copies: green highlight = new text; red strikethrough = removed text. Documents appear in this packet in the order listed.

SUN RANCH OWNERS' ASSOCIATION

Resolution of the Board of Directors — Shower House RV Waste Disposal Policy

RESOLUTION NO. 2026-21

Adopted: _____, 2026

WHEREAS, the Sun Ranch Owners' Association ("Association") is authorized under CC&Rs Section III to "prescribe rules and regulations governing use of the Common Areas," and under CC&Rs Section VII(b) is responsible for the operation, maintenance, repair and upkeep of Common Areas and community facilities and for the promulgation and enforcement of regulations governing their use; and

WHEREAS, By-Laws Article III, Section 5 provides that members' use of Association property and facilities is subject to such rules as may be adopted by the Board of Directors, and By-Laws Article VI, Section 1(b) authorizes the Board to make rules and regulations for the affairs of the Association; and

WHEREAS, the Shower House septic system was built to serve the Shower House and was not designed to receive waste from recreational vehicle (RV) holding tanks; and

WHEREAS, for a number of years, members have emptied RV holding tanks at the Shower House as an informal practice, without any written policy or Board approval, and the number of RVs doing so has grown; and

WHEREAS, the Association has no way to know what is being emptied into the system, and RV holding-tank chemicals and other materials can disrupt a septic system and lead to costly pumping, repair, or replacement paid for by all members; and

WHEREAS, on _____, 2026, an RV maneuvering at the Shower House struck and damaged Association property (the security camera pole); and

WHEREAS, on _____, 2026, the Board temporarily closed the Shower House to RV waste dumping to protect the septic system and Association property until the Board could act at a regular meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Sun Ranch Owners' Association hereby adopts the following:

1. The Shower House RV Waste Disposal Policy is adopted and incorporated by reference.

2. The temporary closure of the Shower House to RV waste dumping is ratified and continued under the Policy.

3. The past informal practice of allowing RV dumping at the Shower House did not create any right or entitlement to continue it. Consistent with CC&Rs Section XIII(c), the Association's past failure to enforce does not waive its right to do so now.

4. Within seven (7) days of adoption, the Secretary shall notify members by email and on the Association website, and the Board shall post signage at the Shower House.

5. Nothing in this Resolution prevents members from proposing a properly designed and permitted RV dump station in the future. Consistent with CC&Rs Section III, any such facility would be considered only if the members who wish to use it are willing to pay the cost of developing and maintaining it, on terms the Board finds advisable.

6. This Resolution and the Shower House RV Waste Disposal Policy are adopted, effective immediately.

7. This Resolution supersedes any prior informal practice of the Association regarding RV waste disposal at the Shower House.

ADOPTED by the Board of Directors of Sun Ranch Owners' Association on the date first written above.

_____

President, Sun Ranch Owners' Association — Date: _____

_____

Secretary, Sun Ranch Owners' Association (Attest) — Date: _____

SUN RANCH OWNERS' ASSOCIATION
Shower House RV Waste Disposal Policy

Approved by the Board of Directors: _____, 2026 (Resolution No. 2026-21)

I. Purpose

This Policy protects the Shower House septic system and other Association property by ending the dumping of RV and other outside wastewater at the Shower House.

II. Authority

- CC&Rs, Section III: Common Areas are maintained by the Association, which may prescribe rules and regulations governing their use.
- CC&Rs, Section VII(b): the Association is responsible for the operation, maintenance, repair and upkeep of Common Areas and community facilities, and for making and enforcing regulations governing their use.
- By-Laws, Article III, Section 5: members' use of Association property and facilities is subject to rules adopted by the Board of Directors.
- By-Laws, Article VI, Section 1(b): the Board may make rules and regulations for the affairs of the Association.
- CC&Rs, Section XIII(c): failure to enforce in the past does not waive the right to enforce (see Section V below).

III. Rule

No person may empty, dump, or discharge any of the following into the Shower House septic system, drains, cleanouts, toilets, or grounds:

- RV black-water (toilet) or gray-water holding tanks;
- portable, cassette, or camp toilets;
- any other wastewater, chemicals, or material that does not come from normal use of the Shower House's own fixtures.

IV. Who This Applies To

This Policy applies to everyone at the Shower House: members, associate members, guests, tenants, contractors, and non-members. Members are responsible for their guests and tenants.

V. Prior Practice

RV dumping was allowed in the past as an informal practice. That practice did not create a right to continue it (CC&Rs Section XIII(c)).

VI. Signs and Physical Measures

The Board may post signs and may lock, cap, block, or otherwise secure any cleanout or access point to prevent dumping.

VII. Violations

- **Cleanup and repair costs.** A person who violates this Policy, or who damages Association property while at the Shower House, is responsible for the cost of cleanup,

septic pumping, inspection, and repair. The Board will bill those costs to the responsible member. Members are responsible for violations by their guests and tenants.

- **First violation.** The Board will send the member a written notice of violation describing what happened.
- **Right to be heard.** Before any fine is imposed, the member may ask to be heard by the Board at its next meeting.
- **Later violations.** For a second or later violation, the Board may impose the fine stated in the Fee and Fine Schedule, Section 7 (Shower House RV Waste Disposal Enforcement).
- **Collection.** Fines and costs under this Policy are a personal debt of the responsible member and are added to the member's account.

VIII. Appeals

A member may appeal a Board decision under this Policy using the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).

IX. Where to Dump Instead

Members should use a public RV dump station. The Board will list nearby options on the Association website: [nearest public RV dump station(s) and locations].

SUN RANCH OWNERS' ASSOCIATION

Resolution of the Board of Directors — Fresh Start 2027: Deferral of Enforcement for Existing Conditions

RESOLUTION NO. 2026-22

Adopted: _____, 2026

As amended to add Section 2, Existing Permanent Structures

Highlighted text shows the amendments to the version in the October 21, 2026 Board packet. Former Sections 2–8 are renumbered 3–9, and former Section 9 is now Section 11.

Text highlighted in green shows conforming amendments proposed with Resolution No. 2026-23 for the November 21, 2026 ratification, replacing references to Board building approval with building notification.

WHEREAS, the Association is a nonprofit corporation organized under the laws of the State of Washington, governed by its 1997 Bylaws and by the 1970 Restatement of Declaration of Covenants, Conditions, and Restrictions (the "CCRs") applicable to the Sun Ranch subdivision, Okanogan County, Washington;

WHEREAS, prior Boards did not adopt written enforcement procedures or consistently enforce the CCRs, and conditions now exist on some lots that may not comply with the CCRs or with the policies adopted by the Board on October 24, 2026;

WHEREAS, prior Boards did not consistently require, review, or keep records of building approvals, so that many owners and the Association cannot now determine whether an existing building was approved, and the Board finds it fair to accept permanent buildings already complete rather than require after-the-fact paperwork for them;

WHEREAS, on October 24, 2026 the Board adopted Resolution Nos. 2026-14 (Maintenance of Lots), 2026-16 (General Covenant Violation Enforcement), 2026-17 (Temporary Construction Residence), and 2026-19 (Shipping Container Storage & Screening), each of which provides notice, cure period, and fine procedures;

WHEREAS, winter weather and seasonal occupancy make it impractical for many owners to correct existing conditions before spring, and the Board wishes to give every owner the same fair opportunity to bring an existing condition into compliance before any notice or fine is issued;

WHEREAS, CCR Section XIII(c) (No Waiver) preserves the Association's right to enforce the CCRs notwithstanding any prior failure to enforce them, and the Board wishes to begin enforcement of existing conditions on a single, clearly announced date that applies equally to all owners;

WHEREAS, Bylaws Article VI, Section 1(b) authorizes the Board of Directors to conduct, manage, and control the affairs of the Association and to make such rules and regulations as it deems best, not inconsistent with law, the articles of incorporation, or the Bylaws;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Sun Ranch Owners' Association hereby resolves as follows:

1. Existing Conditions. For any condition that exists on a lot as of October 24, 2026, no notice of violation shall be issued and no fine shall accrue under Resolution No. 2026-14, 2026-16, 2026-17, or 2026-19 before June 1, 2027. An owner claiming that a condition existed on October 24, 2026 has the burden of showing it, for example by dated photographs or county records. The Board may also rely on its own lot records.

2. Existing Permanent Structures. A permanent building or structure that was completed on a lot as of October 24, 2026 ~~is accepted as it stands~~is accepted for building notification purposes only, as provided in this Section. For this Section, "complete" means fully enclosed, with a finished roof and exterior, and in use for its intended purpose as of that date. No Building Notification and Compliance Form is required for it under Resolution No. 2026-09, and it shall not be treated as a failure to submit building notification under that Resolution. Every such building remains subject to the maintenance standard of CCR Section IV(c) and Resolution No. 2026-14 and to the Building and Structure Standards Policy (Resolution No. 2026-23), and any later addition, replacement, or reconstruction of it requires building notification under Resolution No. 2026-09. If the Board questions whether a building or structure was complete as of October 24, 2026, the owner has the burden of showing it as provided in Section 1, and the Board may rely on its lot records, including dated photographs taken from Association roads. This Section does not apply to (a) construction in progress or not complete as of October 24, 2026; (b) trailers, campers, or other temporary shelters, which are governed by Resolution No. 2026-17; (c) shipping containers, which are governed by Resolution

No. 2026-19 (a container on a lot on October 24, 2026 needs no approval under that Resolution, but must meet its standards by May 31, 2027); or (d) any condition the Board determines is an imminent threat to health or safety. This Section addresses building notification only. Acceptance waives only the requirement for a Building Notification and Compliance Form for the building as it stood on October 24, 2026; it is not a finding that the building meets setback, use, or other covenant requirements, and it does not excuse any failure to keep the building in good repair. It does not decide whether a dwelling with less than the 500 square feet of living floor area required by CCR Section II(a) may continue to be used as a residence, or any other question under CCR Section II; the Board will address those questions by later resolution. Recreational use of a structure with less than 500 square feet of living floor area, within the occupancy limits of Resolution No. 2026-17, is governed by Resolution No. 2026-23, Section VI(e).

3. Grace Period. From March 1, 2027 through May 31, 2027, owners may bring existing conditions into compliance without penalty, including by submitting a Building Notification and Compliance Form for a structure not covered by Section 2, screening a shipping container or removing it, cleaning up the lot, and registering an existing trailer or camper residence under Resolution No. 2026-17. Owners may take these steps at any time before June 1, 2027.

4. Enforcement Beginning June 1, 2027. Beginning June 1, 2027, existing conditions that have not been brought into compliance shall be addressed under the notice, cure period, right to be heard, fine, and appeal procedures of the applicable policy. The Board shall address such conditions consistently among all lots, giving priority to conditions affecting safety or fire risk.

5. Existing Trailer or Camper Residences. The registration and transition deadlines for existing occupants are set out in Resolution No. 2026-17, Exhibit A, Section VII: registration no later than May 31, 2027; Track A initial term beginning June 1, 2027; and Track B wind-down period ending October 31, 2027, subject to a single hardship extension of up to six (6) months.

6. Exclusions. This Resolution does not apply to (a) animals at large under Resolution No. 2026-13; (b) any condition that begins after October 24, 2026, which shall be addressed under the applicable policy once that policy takes effect; (c) any condition the Board determines is an imminent threat to health or safety; or (d) annual assessments, late fees, and the collection of delinquent assessments, which are governed by the Bylaws and by Resolution Nos. 2026-08, 2026-15, and 2026-20.

7. Lot Records. The Board shall keep a file for each lot with a known existing condition, recording complaints, observations, owner submissions, Board actions, and resolution, so that enforcement is consistent and the records carry over between Boards.

8. Notice to Membership. The Secretary shall include notice of this Resolution in the written notice of adoption provided to the membership under Resolution Nos. 2026-16, 2026-17, and 2026-19.

9. Numbering. This Resolution is numbered 2026-22 because Resolution No. 2026-21 was previously assigned to the Shower House RV Waste Disposal Policy, scheduled for Board action on November 21, 2026.

10. Ratification. This Resolution was added to the Board packet on October 21, 2026, with less than the fourteen (14) days' notice provided for in RCW 64.90.445, and is acted on at the October 24, 2026 meeting because it only extends deadlines and relieves owners of penalties. The Board shall ratify this Resolution at its November 21, 2026 meeting after full notice.

11. Effective Date. This Resolution is effective immediately upon adoption.

ADOPTED by the Board of Directors of Sun Ranch Owners' Association on the date first written above.

_____

President, Sun Ranch Owners' Association — Date: _____

_____

Secretary, Sun Ranch Owners' Association (Attest) — Date: _____

SUN RANCH OWNERS' ASSOCIATION

Resolution of the Board of Directors — Building and Structure Standards Policy

RESOLUTION NO. 2026-23

Adopted: _____, 2026

WHEREAS, the Association is a nonprofit corporation organized under the laws of the State of Washington, governed by its 1997 Bylaws and by the 1970 Restatement of Declaration of Covenants, Conditions, and Restrictions (the "CCRs") applicable to the Sun Ranch subdivision, Okanogan County, Washington;

WHEREAS, CCR Section II(a) requires a permanent dwelling of at least 500 square feet of living floor area, CCR Section II(b) requires a 20-foot setback for above-ground improvements, CCR Section II(c) permits a trailer, camper, or other temporary shelter to be used as a temporary residence subject to approval, and CCR Sections IV(c) through IV(e) require property to be kept clean, safe, attractive, and in good repair and prohibit unsightly or hazardous conditions;

WHEREAS, CCR Sections II(f), V, and VI assign approval of building plans to a Cattleman's Board that must include a licensed architect or landscape architect as its Architect Member; no such Board has been constituted; and the Board of Directors therefore will enforce objective standards drawn from the covenants the Association enforces directly, with advance building notification in place of architectural approval;

WHEREAS, CCR Section VI(b) requires the Architect Member's vote only for approval of plans, drawings, and specifications, and otherwise provides that the vote or written consent of any two members constitutes action of the Board; CCR Section II(g) places sole and exclusive responsibility for that Board with the Association; and placing a shipping container is a material change to a lot under CCR Section V(a) that involves no plans, drawings, or specifications, so the Board of Directors will continue to approve or deny shipping containers under Resolution No. 2026-19 while it no longer approves building plans;

WHEREAS, on October 24, 2026 the Board adopted Resolution No. 2026-22 (Fresh Start 2027), Section 2 of which accepts a permanent building that was complete on a lot as of October 24, 2026 without building paperwork, because approval records from past Boards are incomplete and reviewing every existing building after the fact would be unworkable for a volunteer Board;

WHEREAS, Resolution No. 2026-22, Section 2 provides that acceptance is not a finding that a building meets setback, use, or other covenant requirements, and the Board finds that owners need a clear written statement that acceptance waives only the building paperwork and is not a free pass for a building that is derelict, unsafe, or does not meet the CCRs;

WHEREAS, the governing documents do not define a permanent or temporary structure or living floor area, or state condition and design standards for buildings, which has led to inconsistent treatment of lots;

WHEREAS, the Board finds it clearer for owners and future Boards to state all building and structure standards in a single policy that other Association policies reference, rather than repeating them in several policies;

WHEREAS, the Board finds that a small cabin used for recreational stays should be treated the same as a trailer or camper used the same way, while a dwelling used as a full-time residence must continue to meet the 500-square-foot minimum;

WHEREAS, Bylaws Article VI, Section 1(b) authorizes the Board of Directors to conduct, manage, and control the affairs of the Association and to make such rules and regulations as it deems best, not inconsistent with law, the articles of incorporation, or the Bylaws, and RCW 64.38.020(1) authorizes the Association to adopt rules and regulations;

WHEREAS, this Resolution and the attached Policy were included in the Board packet and on the agenda for the November 21, 2026 Board meeting, with at least fourteen (14) days' notice to owners under RCW 64.90.445;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Sun Ranch Owners' Association hereby resolves as follows:

1. Adoption. The Building and Structure Standards Policy and Procedure, attached as Exhibit A, is hereby adopted. It defines permanent and temporary structures, living floor area, and recreational cabins, and states the condition standards for all structures, the standards for new construction, the standards for dwellings and the 500-square-foot minimum, the standards for recreational cabins, and the advance building notification requirement.

2. Existing Buildings Under Fresh Start 2027; Amendment of Resolution No. 2026-22. For clarity, acceptance of an existing building under Resolution No. 2026-22, Section 2 waives only the requirement to submit a Building Notification and Compliance Form. It is not approval of the building's condition, design, location, size, or use, and every existing building must meet the standards of the CCRs and of the attached Policy that apply to it. A building that does not meet them is subject to enforcement beginning June 1, 2027. The definitions of "permanent structure" and "existing structure" in Exhibit A, Section III apply to Resolution No. 2026-22, Section 2. To remove any doubt, Resolution No. 2026-22, Section 2 is amended by replacing the words "is accepted as it stands" with "is accepted for building notification purposes only, as provided in this Section," and is further amended as shown in green highlighting in the copy presented for ratification.

3. Conforming Amendment — Building Notification and Compliance Review (Resolution No. 2026-09). Resolution No. 2026-09 and its Policy are amended and restated as shown in the attached marked copies, replacing Board approval of building plans with the advance building notification and compliance review described in Exhibit A, Section IX. The Building Notification and Compliance Form replaces the Building Approval Form.

4. Conforming Amendment — Maintenance of Lots Policy. Sections 5 and 6 of the Maintenance of Lots Policy and Procedure (Resolution No. 2026-14) are amended as shown in green highlighting in the attached marked copy. The standard for derelict vehicles remains in Section 6(a). The standards for accessory structures in former Sections 6(b) through 6(d) are replaced by a reference to Exhibit A, Section IV, so that those standards are stated in one place. If Section 6 has not been adopted before this Resolution is acted on, Section 6 is adopted in the form shown in the marked copy.

5. Conforming Amendments — Other Policies. The following are amended as shown in the attached marked copies: the General Covenant Violation Enforcement Policy and Procedure (Resolution No. 2026-16); the Temporary Construction Residence Policy and Procedure (Resolution No. 2026-17), to apply its occupancy trigger to recreational cabins and to replace references to the Building Approval Form with the Building Notification and Compliance Form; the Fee and Fine Schedule (Resolution No. 2026-18), to conform its descriptions to this Resolution and to add the administrative fee for failure to submit building notification; the Shipping Container Storage & Screening Policy and Procedure (Resolution No. 2026-19), which is amended and restated in the form attached to require written approval of a shipping container by any two directors under CCR Sections V(a)–(b), VI(b), and II(g), and which adopts the Shipping Container Placement Request Form; and the forms adopted with

Resolution No. 2026-10 (Notice of Appeal Form), Resolution No. 2026-16 (Covenant Violation Complaint Form), and Resolution No. 2026-17 (Existing Trailer or Camper Residence Registration Form and Temporary Residence Progress and Renewal Form).

6. Fines. The attached Policy is enforced through the notice, cure period, right to be heard, fine, and appeal procedures of the Association's existing policies, as listed in Exhibit A, Section X. Except as shown in the marked copy of the Fee and Fine Schedule described in Section 5, this Resolution creates no new fines.

7. Existing Conditions. Resolution No. 2026-22 applies to conditions that existed on a lot as of October 24, 2026. No notice of violation shall be issued and no fine shall accrue for such a condition under the attached Policy before June 1, 2027, except for a condition the Board determines is an imminent threat to health or safety.

8. Appeals. Appeals of Board determinations made under the attached Policy shall follow the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).

9. Severability. If any provision of this Resolution or the attached Policy is later determined to be unenforceable or inconsistent with the Bylaws or CCRs, the remaining provisions shall continue in full force and effect.

10. Effective Date and Notice. This Resolution and the attached Policy are effective immediately upon adoption. The Secretary shall provide written notice of adoption to the membership and post the Policy on the Association website.

ADOPTED by the Board of Directors of Sun Ranch Owners' Association on the date first written above.

_____

President, Sun Ranch Owners' Association — Date: _____

_____

Secretary, Sun Ranch Owners' Association (Attest) — Date: _____

EXHIBIT A — Building and Structure Standards Policy and Procedure is attached and incorporated herein by reference. Marked copies of the policies and forms amended in Sections 3, 4, and 5 (Resolution Nos. 2026-09, 2026-10, 2026-14, 2026-16, 2026-17, 2026-18, and 2026-19), and of Resolution No. 2026-22 showing its conforming changes, are also attached.

SUN RANCH OWNERS' ASSOCIATION

Building and Structure Standards Policy and Procedure

Approved by the Board of Directors: _____, 2026 (Resolution No. 2026-23)

I. Purpose

Sun Ranch is a scenic, rustic recreational-residential community. This Policy keeps it that way by setting plain, objective standards so that buildings and structures on every lot are sound, finished, and kept in good repair, and so that owners, the Board, and future Boards apply the same standards to every lot. It carries out the existing CCRs and adds no new covenant. In the event of any conflict, the CCRs control.

How this Policy works. CCR Section VI gives approval of building plans to a Cattleman's Board that must include a licensed architect or landscape architect, and no such Board has been constituted. The Board of Directors therefore does not approve building plans, drawings, or specifications under CCR Sections II(f), V, and VI. (Shipping containers, which involve no plans, are approved under Resolution No. 2026-19.) Instead, this Policy states standards drawn from covenants the Association enforces directly. A structure that meets these standards complies with this Policy; one that does not is a covenant violation handled under the Association's enforcement policies. Owners must notify the Association before they build so the Board can confirm the standards are met, but the notice is not a request for permission (Section IX).

II. Authority

- **CCR Section II(a):** requires lots to be improved only with a permanent dwelling of at least 500 square feet of living floor area, together with structures customarily incident to recreational-residential use.
- **CCR Section II(b):** requires above-ground improvements to be set back at least 20 feet from lot boundaries.
- **CCR Section IV(b):** limits occupancy of a dwelling to what it was designed to accommodate in a sanitary, safe, and comfortable manner.
- **CCR Section IV(c):** requires all property and improvements to be kept clean, safe, attractive, and in good repair.
- **CCR Sections IV(d) and IV(e):** prohibit anything on a lot that is unsightly, a nuisance, or unsafe or hazardous to any person or property.
- **CCR Sections XI and XIII(c):** authorize the Association to enforce the covenants and correct violations at the owner's cost, and provide that past failure to enforce is not a waiver.
- **Bylaws Article II, Section 2(c) and (h), and Article VI, Section 1(b):** authorize the Association to enforce the recorded restrictions and the Board to make rules and regulations consistent with them.
- **RCW 64.38.020(1):** authorizes the Association to adopt rules and regulations.

III. Definitions

(a) Structure means anything built, placed, or erected on a lot, whether permanent or temporary, including buildings, cabins, sheds, barns, garages, carports, lean-tos, tents, canopies, greenhouses, and hoop houses.

(b) Permanent structure means a structure with a rigid roof, and rigid walls where it has walls, of durable material such as wood, metal, masonry, or rigid panels, built to remain in place and not

designed to be routinely taken down or moved. An enclosed shed on skids that is kept in place is a permanent structure.

(c) Temporary structure means a structure designed to be set up and taken down, moved, or towed, or whose roof or walls are fabric, plastic film, tarp, or other flexible material, such as fabric storage tents, portable carports with fabric covers, canopies, and plastic-covered greenhouses or hoop houses. Leaving it in place does not make it permanent. Trailers, campers, and recreational vehicles are governed by Resolution No. 2026-17, and shipping containers by Resolution No. 2026-19; they are not temporary structures under this Policy.

(d) Dwelling means a structure used or designed as living quarters, full-time or part-time, including a cabin used for recreational stays. A recreational cabin used within the limits of Section VI(e) is not held to the 500-square-foot minimum for dwellings.

(e) Living floor area means the fully enclosed, finished, weather-tight living space of a single dwelling, measured from the outside of the exterior walls, not including porches, decks, patios, garages, carports, storage reached only from outside, crawl spaces, or loft or attic space under seven (7) feet of ceiling height. Separate detached structures are not added together.

(f) Visible means visible at ground level from an Association road, a public road, or an adjoining lot.

(g) Existing structure means a permanent structure that was complete (fully enclosed, with a finished roof and exterior, and in use) on October 24, 2026, as in Resolution No. 2026-22, Section 2.

(h) Recreational cabin means a permanent structure with less than 500 square feet of living floor area that is used for overnight stays only on a recreational, intermittent, or seasonal basis, within the limits of Section VI(e).

IV. Condition Standards (All Structures)

Every permanent structure on a lot, whenever built, must be kept safe, sound, and in good repair, and must not be unsightly or hazardous (CCR Sections IV(c)–(e)). A structure does not meet this standard if it:

(a) Structure: is leaning, sagging, or unstable, or has a collapsing or partly collapsed roof, wall, or floor;

(b) Roof: has missing, failed, or open roofing, or uses a tarp, plastic sheeting, or other flexible material as its roof, except as a temporary repair under subsection (f);

(c) Enclosure: is not enclosed and weather-tight where it is meant to be enclosed, including missing walls or doors and windows left open to the weather;

(d) Exterior: shows unfinished or scrap materials on any visible side, such as bare pallets, scrap lumber, mismatched salvage, or weathering particleboard or OSB, unless screened under subsection (g); or

(e) Hazard: is a fire or safety hazard, including exposed nails or sharp debris, loose materials that can blow away, a stovepipe or chimney without safe clearance, or junk or debris piled against or under it.

(f) Temporary repairs. A tarp or plastic sheeting may cover storm damage or a failed roof or wall for up to ninety (90) days while repairs are made, or longer if the Board allows more time in writing.

(g) Screening. An owner may meet subsection (d) by screening the structure from view with a solid fence, natural vegetation, or other screening that is itself kept in good repair.

(h) Materials and correction. Rustic, salvaged, and owner-built structures are welcome if they are sound, enclosed, and finished or screened. The owner chooses how to correct a structure that does not meet this Section: repair it, finish it, screen it, or remove it.

(i) Common-sense test. The Board applies this Section by asking whether, as seen from a road or neighboring lot, the structure looks sound and finished, or neglected, unfinished, or falling apart. The question is condition, not taste or cost.

V. New Construction Standards

Every permanent structure built, placed, replaced, or rebuilt after October 24, 2026, and every addition to an existing structure, must also meet these standards:

(a) Roofing: finished with durable roofing such as metal, asphalt shingle, rolled roofing, wood shake, or comparable material. Tarps and plastic sheeting are not roofing.

(b) Exterior finish: exterior walls finished with siding, paint, stain, or another finished treatment, or built of natural material meant to be left exposed, such as logs, slab wood, or rough-sawn lumber. Raw particleboard, OSB, or plywood sheathing, house wrap, and bare pallets may not be left as the final exterior. The exterior must be finished within twelve (12) months after the structure is enclosed.

(c) Setback: located outside the 20-foot setback (CCR Section II(b)).

(d) Converted structures: building a roof, walls, or deck around or over a shipping container, trailer, recreational vehicle, bus, or other vehicle does not make it a permanent structure; it remains subject to Resolution No. 2026-19 or Resolution No. 2026-17, and the added construction must meet this Policy.

Natural and earth-tone colors are encouraged, and owners are encouraged to site new structures to respect neighbors' views and keep existing trees where practical. These are recommendations, not requirements.

VI. Dwellings and the 500-Square-Foot Minimum

(a) Standard. CCR Section II(a) requires a permanent dwelling of at least 500 square feet of living floor area. This Policy does not change that number; only an amendment of the CCRs can.

(b) New dwellings and conversions. A new dwelling, or any structure converted into a dwelling after October 24, 2026, must have at least 500 square feet of living floor area before it is lived in. A smaller dwelling violates CCR Section II(a). This subsection does not apply to a recreational cabin that meets subsection (e).

(c) Existing dwellings under 500 square feet. The Board will address existing dwellings with less than 500 square feet of living floor area by separate resolution. Until then, nothing in this Policy or Resolution No. 2026-22 waives CCR Section II(a). This subsection concerns full-time residence. Recreational use of an existing structure with less than 500 square feet of living floor area is governed by subsection (e).

(d) Living in a structure that is not a dwelling. Using a shed, garage, barn, temporary structure, trailer, camper, or shipping container as living quarters is governed by Resolution No. 2026-17 and Resolution No. 2026-16, Category F.

(e) Recreational cabins. A permanent structure with less than 500 square feet of living floor area, whether new or existing, may be used for recreational, intermittent, or seasonal overnight stays on the same terms as a trailer or camper. The Board treats this use as temporary shelter under CCR Section II(c), not as a permanent dwelling under CCR Section II(a), as long as: (1) overnight occupancy, by any person, does not meet the occupancy trigger in the Temporary Construction Residence Policy (Resolution No. 2026-17), Section III (more than 120 nights in a calendar year, or the objective indicia that apply to a recreational cabin); (2) the cabin meets the condition standards (Section IV) and the 20-foot setback, and, if built, rebuilt, or added to after October 24, 2026, the new construction standards (Section V); and (3) for a cabin built, or a structure converted to a cabin, after October 24, 2026, the owner submits the Building Notification and Compliance Form (Section IX). A cabin

occupied beyond the occupancy trigger is being used as a residence. Except for a structure already used as a full-time residence before October 24, 2026, which is addressed under subsection (c), it must then meet the 500-square-foot minimum or be authorized under Resolution No. 2026-17 while a conforming dwelling is built on the lot, including by enlarging the cabin to at least 500 square feet; unauthorized occupancy is addressed under Resolution No. 2026-16, Category F. This subsection is the Board's interpretation of CCR Sections II(a) and II(c), so that a small cabin and a trailer used the same way are treated the same way. It does not waive the 500-square-foot minimum for a permanent dwelling used as a residence (CCR Section XIII(c)).

VII. Temporary Structures (Reserved)

This Policy does not set standards for temporary structures, such as fabric tents, canopies, portable carports, and hoop houses, at this time. The Board will address them by separate resolution. No one may live in a temporary structure (Section VI(d)).

VIII. Existing Structures and Fresh Start 2027

(a) No paperwork. An existing structure needs no form or review. Approval records from past Boards are incomplete, and reviewing every building in Sun Ranch after the fact would be unworkable for a volunteer Board and unfair to owners.

(b) Still subject to the standards. An existing structure must still meet the condition standards (Section IV), the 20-foot setback (CCR Section II(b)), and the use restrictions of CCR Sections II and IV; an existing dwelling is addressed under Section VI(c). The new construction standards (Section V) apply only when the structure is replaced, rebuilt, or added to.

(c) Deadline. An existing condition that does not meet this Policy must be corrected by May 31, 2027. No notice of violation will be issued and no fine will accrue before June 1, 2027, except for a condition the Board determines is an imminent threat to health or safety (Resolution No. 2026-22).

IX. Building Notification (Required)

(a) When notice is required. Before starting any of the following, the owner must submit the Association's Building Notification and Compliance Form (Resolution No. 2026-09): a new permanent structure; a replacement, rebuild, or addition; or converting any structure into a dwelling or recreational cabin. A shipping container is not placed through building notification; it requires written approval under Resolution No. 2026-19. Ordinary repairs and maintenance do not require notice.

(b) What the form asks for. Only what is needed to check this Policy: the lot number; what is being built and its use; its location with setback distances to the lot lines; its size, and living floor area if it is a dwelling or recreational cabin; roof and exterior materials; and any Okanogan County permit number. Full architectural plans are not required.

(c) How to submit. By email to sunranchmemberstonasket@gmail.com, by mail to PO Box 407, Tonasket, WA 98855, or by hand delivery to a Board member, at least fourteen (14) calendar days before work begins.

(d) The Board's response. Within fourteen (14) calendar days after receiving the form, the Board will respond in writing with either a compliance letter or a list of the specific standards the project does not appear to meet, so the owner can adjust before building. If the Board does not respond within fourteen (14) days, the owner may proceed.

(e) Notice, not permission. The notification is not a request for approval, and the Board's response is not architectural approval under CCR Sections V and VI. The Board will not deny or delay a project because of its design or taste. A project that meets the standards of this Policy and the CCRs complies, whether or not the Board has responded.

(f) What the Board does not review. The Board does not review structural design, construction quality, or code compliance. Obtaining any required Okanogan County permits is the owner's responsibility.

X. Enforcement

(a) Failure to submit notice. An owner who begins work without submitting the form will receive a written reminder and fourteen (14) calendar days to submit it. If the form is still not submitted, the owner may be charged the administrative fee for failure to submit building notification set in the Fee and Fine Schedule (Resolution No. 2026-18). Failure to submit notice alone will never result in a stop-work notice, removal, or abatement.

(b) Failure to meet a standard. A structure that does not meet a standard of this Policy or the CCRs is a covenant violation, enforced using the notice, cure period, right to be heard, fine, and appeal procedures of the Association's existing policies:

- **Condition and new construction standards:** Maintenance of Lots Policy and Procedure (Resolution No. 2026-14), or General Covenant Violation Enforcement Policy (Resolution No. 2026-16).
- **Setbacks:** Resolution No. 2026-16, Category B.
- **Living in a structure that is not a dwelling, or using a recreational cabin beyond Section VI(e):** Resolution No. 2026-17 and Resolution No. 2026-16, Category F.
- **Shipping containers:** Shipping Container Storage & Screening Policy (Resolution No. 2026-19).
- **Fines and cost recovery:** as set in the Fee and Fine Schedule (Resolution No. 2026-18). Where an owner fails to correct a violation, the Association may correct it and bill the cost as provided in CCR Section XI(c).

XI. Appeals

An owner may appeal a Board determination made under this Policy by following the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).

XII. Relation to Other Policies and Amendment

This Policy is read together with Resolution No. 2026-22 (Fresh Start 2027), the Building & Improvement Review Policy and Procedure (Resolution No. 2026-09), and the Maintenance of Lots Policy and Procedure (Resolution No. 2026-14). It does not modify the CCRs or the Bylaws. Nothing in this Policy waives the right to constitute a Cattleman's Board under CCR Section VI in the future (CCR Section XIII(c)). This Policy may be amended by resolution of the Board of Directors.

_____

President, Sun Ranch Owners' Association — Date: _____

_____

Secretary, Sun Ranch Owners' Association (Attest) — Date: _____

MARKED COPY FOR MEMBER REVIEW

Resolution No. 2026-09, as proposed to be amended and restated by Resolution No. 2026-23, showing changes from the version adopted October 24, 2026. ***Green highlight = new text.*** ~~***Red strikethrough = removed text.***~~

SUN RANCH OWNERS' ASSOCIATION

Resolution of the Board of Directors — Building Notification and ~~Improvement~~ Compliance Review Policy and Procedure

RESOLUTION NO. 2026-09

~~Adopted: _____, 2026~~Adopted: October 24, 2026 | Amended: _____, 2026 (Resolution No. 2026-23)

~~**WHEREAS,** the Declaration of Covenants, Conditions, and Restrictions for Sun Ranch ("CC&Rs"), Sections II(f), V, and VI, require that building plans, specifications, and plot plans be reviewed and approved in writing by the Cattlemen's Board prior to construction, and require Board approval of any material change in the existing state of a lot; and~~**WHEREAS,** the Declaration of Covenants, Conditions, and Restrictions for Sun Ranch ("CC&Rs"), Sections II(f), V, and VI, assign approval of building plans and of material changes to a lot to a Cattleman's Board of three members, at least one of whom must be a licensed architect or landscape architect designated as the Architect Member, and require the Architect Member's vote to approve plans, drawings, and specifications, while other action of that Board requires the vote or written consent of any two members (Section VI(b)); and

~~**WHEREAS,** CC&Rs Section VI(g) provides that appointment of the Cattlemen's Board shall become the sole and exclusive responsibility of the Association once sixty (60) calendar months have elapsed from the Declarant's recording of a plat or survey map for any unit or division included in the Subdivision, a threshold that has long since passed, such that the Association's elected Board of Directors (the "Board") now holds and exercises the authority and responsibilities assigned to the Cattlemen's Board under the CC&Rs; and~~

~~**WHEREAS,** the CC&Rs establish the criteria the Board must apply in reviewing such submissions but do not specify a response timeline, a reconsideration or appeal process, or a procedure for addressing work undertaken without approval; and~~

~~**WHEREAS,** the Association has no Architect Member as described in CC&Rs Section VI(b), and the Board therefore reviews and decides all submissions as a body by majority vote; and~~

WHEREAS, no Cattleman's Board with an Architect Member has been constituted, and the Board of Directors (the "Board") therefore does not approve building plans, drawings, or specifications under CC&Rs Sections II(f), V, and VI, and does not wish any Association policy or form to suggest that it does; approval of shipping containers, which involves no plans, drawings, or specifications, is governed by Resolution No. 2026-19; and

WHEREAS, the Association enforces directly, under CC&Rs Section XI, the covenants requiring a permanent dwelling of at least 500 square feet of living floor area (Section II(a)), a 20-foot setback for above-ground improvements (Section II(b)), and safe, well-maintained property free of unsightly, nuisance, or hazardous conditions (Sections IV(b)–(e)); and

WHEREAS, Bylaws Article VI, Section 1(b) and RCW 64.38.020 authorize the Board to adopt rules and regulations, and the Board finds that requiring owners to notify the Association before building lets

the Board identify setback, size, and other covenant problems before construction, when they are easiest and least expensive for the owner to fix; and

WHEREAS, the Board adopted a Building & Improvement Review Policy and Procedure and a Building Approval Form on October 24, 2026, and now adopts the Building and Structure Standards Policy (Resolution No. 2026-23), with which this Resolution is amended to conform; and

WHEREAS, the Board has adopted a Board Decision Appeals Policy and Procedure (Resolution No. 2026-10) establishing a single, consistent appeals process for Board decisions across Association ~~policies, and finds it appropriate for appeals under this Policy to follow that same process; and~~policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Sun Ranch Owners' Association hereby adopts the Building Notification and Compliance Review Policy and Procedure attached as Exhibit A, which replaces in full the Building & Improvement Review Policy and ~~Procedure,~~ Procedure adopted October 24, 2026, effective as of the date of ~~adoption below;~~ amendment above; and

BE IT FURTHER RESOLVED, that the Building ~~Approval~~ Notification and Compliance Form attached to this Resolution is adopted as the required ~~application for all submissions~~ notification form under the Policy, and replaces the Building ~~Structure~~ Approval Form adopted October 24, 2026 and any building form previously posted on the Association's website; and

BE IT FURTHER RESOLVED, that building notification is notice to the Association and not a request for approval; that it does not apply to shipping containers, which require written approval under Resolution No. 2026-19; that a compliance letter issued under the Policy is not architectural approval under CC&Rs Sections V and VI; and that nothing in this Resolution waives the right to constitute a Cattleman's Board in the future (CC&Rs Section XIII(c)); and

~~**BE IT FURTHER RESOLVED,** that the appeal process in Section 7 of the Building and Improvement Review Policy and Procedure incorporates the Board Decision Appeals Policy and Procedure by reference, and shall be interpreted consistently with it; and~~**BE IT FURTHER RESOLVED,** that appeals under Section 7 of the Policy follow the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10), which is incorporated by reference; and

BE IT FURTHER RESOLVED, that this Resolution and the attached Policy and Procedure may be amended from time to time by subsequent resolution of the Board.

ADOPTED by the Board of Directors of Sun Ranch Owners' Association on October 24, 2026, and AMENDED on the date ~~first~~ written above.

_____

President, Sun Ranch Owners' Association — Date: _____

_____

Secretary, Sun Ranch Owners' Association (Attest) — Date: _____

MARKED COPY FOR MEMBER REVIEW
Building Notification and Compliance Review Policy and Procedure (Resolution No. 2026-09, Exhibit A), as proposed to be amended by Resolution No. 2026-23, showing changes from the version adopted October 24, 2026. Green highlight = new text. ~~Red strikethrough = removed text.~~

SUN RANCH OWNERS' ASSOCIATION

Building ~~&~~Notification ~~Improvement~~and Compliance Review Policy and Procedure

Approved by the Board of Directors: October 24, 2026 (Resolution No. 2026-09)

As amended by Resolution No. 2026-23: _____, 2026

This version replaces the Building & Improvement Review Policy and Procedure as adopted October 24, 2026, and is proposed for adoption with Resolution No. 2026-23 at the November 21, 2026 Board meeting.

~~As adopted October 24, 2026~~

1. Purpose

~~This Policy establishes the process by which the Board reviews and acts upon lot owner requests for approval of building, construction, and other material changes to property within the Unit or Subdivision, as required by CC&Rs §§II(f), V, and VI. It is intended to implement, and shall be read consistently with, the CC&Rs. In the event of any conflict, the CC&Rs control.~~

This Policy sets the procedure for the advance building notification required by the Building and Structure Standards Policy (Resolution No. 2026-23), Section IX, and for the Board's compliance review of each notification. Its purpose is to identify setback, size, and other covenant problems before construction, when they are easiest and least expensive to fix. It shall be read consistently with the CC&Rs; in the event of any conflict, the CC&Rs control.

2. Authority and Nature of Review

(a) No architectural approval. CC&Rs Sections II(f), V, and VI assign approval of building plans to a Cattleman's Board that must include a licensed architect or landscape architect as its Architect Member. No such Board has been constituted, and the Board of Directors does not approve building plans, drawings, or specifications. Shipping containers, which involve none of these, require written approval under Resolution No. 2026-19.

(b) Notification as a rule. The Board requires advance notification as a rule under Bylaws Article VI, Section 1(b) and RCW 64.38.020, to support enforcement of the covenants the Association enforces directly under CC&Rs Section XI, including the 500-square-foot minimum (Section II(a)), the 20-foot setback (Section II(b)), and the occupancy, maintenance, nuisance, and hazard covenants (Sections IV(b)–(e)).

(c) Notice, not permission. A notification is not a request for permission, and the Board's response is not architectural approval. The Board will not deny or delay a project because of its design or taste. A project that meets the standards of the CC&Rs and Resolution No. 2026-23 complies, whether or not the Board has responded. This subsection does not apply to shipping containers, which require written approval under Resolution No. 2026-19.

~~2. Scope~~

~~This Policy applies to any submission required under the Association's Building Approval Form, including but not limited to construction or alteration of a building or structure, installation of a temporary residence, utility installation, excavation or grading, drainage or stream alteration, tree or vegetation clearing, signage, and placement of a shipping container.~~

~~This Policy applies to (a) any such work that begins after October 24, 2026, and (b) any construction or other material change that was underway without Board approval on October 24, 2026 and was not yet complete on that date. For work described in clause (b), Resolution No. 2026-22 (Fresh Start 2027) defers fines only. It does not authorize further unapproved work: an owner with construction underway should submit a Building Approval Form before continuing, and the Board may issue a Stop-Work Notice under Section 8(b). A permanent building that was complete on a lot as of October 24, 2026 is addressed by Resolution No. 2026-22, Section 2, and does not require a submission under this Policy.~~

~~**3. Submission**~~

~~An owner shall submit a completed Building Approval Form, together with building plans, specifications, a plot plan, and any other materials identified in the Form, to the Board by one of the following methods: (a) email to sunranchmemberstonasket@gmail.com; (b) U.S. Mail to PO Box 407, Tonasket, WA 98855; or (c) hand delivery to a Board member or at a Board meeting. The Board designates these methods for receiving submissions under CC&Rs §II(g). A submission is not complete, and the review period described in Section 4 does not begin, until all required materials have been received.~~

~~**4. Review Timeline**~~

~~The Board shall act on each complete submission at a Board meeting. A complete submission received at least seven (7) calendar days before a regular Board meeting will be decided at that meeting; one received later will be decided at the following regular meeting. The Board shall send the owner a written decision — approval, conditional approval, or denial — within seven (7) calendar days after the meeting. For time-sensitive projects, the Board may call a special meeting to act sooner.~~

- ~~If the Board does not issue a written decision within that time, the owner may request written confirmation of status from the Board; the submission remains pending until a written decision is issued and shall not be deemed approved by default.~~
- ~~The Association has no Architect Member under CC&Rs §VI(b). The Board therefore decides each submission by majority vote of the Board members present at a meeting at which a quorum is present. Other Board action requires the vote or written consent of any two members, per CC&Rs §VI(b).~~

~~**5. Review Criteria**~~

~~The Board shall evaluate each submission using the discretionary criteria set forth in CC&Rs §V(b), including consistency with the general purposes of the CC&Rs; prevention of unsafe or hazardous conditions; minimization of obstruction or diminution of the view of others; preservation of visual continuity and avoidance of sharp or unnecessary transitions between improved and unimproved areas; good and attractive design in harmony with the rustic and natural setting; and preservation of existing natural beauty.~~

~~**Scope of review.** The Board's review is limited to the exterior appearance, siting, and setbacks of the proposed work and the other criteria above. The Board does not review or approve interior layout, structural design, construction quality, or compliance with building, electrical, plumbing, septic, or other codes, which are the responsibility of the owner and Okanogan County. Board approval is not a representation that the work is safe, code-compliant, or properly built.~~

~~**6. Decision, Notice, and Recordkeeping**~~

3. When Notification Is Required

(a) Required. Before starting any of the following, the owner must submit a Building Notification and Compliance Form:

- a new permanent structure;
- a replacement, rebuild, or addition to an existing structure;
- converting any structure into a dwelling or a recreational cabin.

(b) Not required. Ordinary repairs and maintenance; a permanent structure that was complete on October 24, 2026 and is accepted under Resolution No. 2026-22, Section 2; and a trailer, camper, or recreational vehicle used as a residence, which is registered under the Temporary Construction Residence Policy (Resolution No. 2026-17). A shipping container does not use this form; it requires written approval under the Shipping Container Storage & Screening Policy (Resolution No. 2026-19), using the Shipping Container Placement Request Form. Owners are encouraged to include major grading or drainage changes that could affect an Association road or a neighboring lot.

(c) Work underway on October 24, 2026. For construction that was underway on October 24, 2026 and not yet complete, the owner should submit the form before continuing. Resolution No. 2026-22 (Fresh Start 2027) defers fines for that work until June 1, 2027.

(d) Standards always apply. Every structure must meet the Building and Structure Standards Policy (Resolution No. 2026-23), whether or not notification is required for it.

4. Submission

(a) Contents. The form asks only for the information needed to check the standards: the lot number; what is being built and its use; its location, with setback distances to the lot lines; its size, and its living floor area if it is a dwelling or recreational cabin; roof and exterior materials; and any Okanogan County permit number. Full architectural plans are not required.

(b) How to submit. By (1) email to sunranchmemberstonasket@gmail.com; (2) U.S. Mail to PO Box 407, Tonasket, WA 98855; or (3) hand delivery to a Board member or at a Board meeting.

(c) Timing. The form must be submitted at least fourteen (14) calendar days before work begins.

(d) Incomplete forms. If the form is missing information needed to check a standard, the reviewing Board members will tell the owner what is missing within seven (7) calendar days after receiving it. The response period in Section 5(c) then runs from receipt of the missing information.

~~The Board's written decision shall state whether the submission is approved, conditionally approved, or denied, and, if denied or conditioned, the reasons therefore. The decision shall be sent to the owner and reported in writing to the Association, and a permanent record of the submission and decision shall be maintained, as required by CC&Rs §VI(b).~~

~~**Conditional approval.** When the Board approves a submission with conditions, the written decision shall state each condition and the date by which it must be met. If a condition is not met by its deadline, the work is treated as unapproved and is addressed under Section 8, unless the Board extends the deadline in writing before it passes.~~

~~**7. Appeal Process**~~

~~Appeals of a Board decision under this Policy follow the Association's Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). A timely filed appeal stays the enforcement escalation described in Section 8 below (including self-help abatement and lien action), but does not authorize the owner to begin or continue the disputed work — the property must remain in the state required by the Board's decision while the appeal is pending.~~

~~**8. Non-Compliance: Stop-Work and Enforcement**~~

5. Compliance Review

(a) Who reviews. Each form is reviewed by two Board members designated by the Board, or by any two Board members if none are designated, acting for the Board. The review is a check against written standards and does not require a Board vote.

(b) What is reviewed. The review is limited to the standards in the CC&Rs and the Building and Structure Standards Policy (Resolution No. 2026-23). The Board does not review design or taste, interior layout, structural design, construction quality, or compliance with building, electrical, plumbing, septic, or other codes, which are the responsibility of the owner and Okanogan County. A compliance letter is not a representation that the work is safe, code-compliant, or properly built.

(c) Response. Within fourteen (14) calendar days after receiving a complete form, the Board will send the owner a written response that is either (1) a compliance letter confirming that the project, as described, meets the standards, or (2) a notice listing each specific standard the project does not appear to meet and the CC&R or policy section it comes from, so the owner can adjust before building. A recreational cabin that meets Resolution No. 2026-23, Section VI(e) receives a compliance letter even though it has less than 500 square feet of living floor area.

(d) No response. If the Board does not respond within fourteen (14) calendar days, the owner may proceed. The project must still meet the standards.

(e) Revisions. An owner may revise and resubmit the form at any time; the same fourteen (14) day response period applies.

6. Recordkeeping and Reporting

Each form and the Board's response shall be placed in the lot file kept under Resolution No. 2026-22, Section 7, and reported at the next regular Board meeting under the standing agenda item for building notifications.

7. Appeals

An owner may appeal a determination that a project does not meet a standard by following the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). A timely appeal stays the enforcement escalation in Section 8(c). An owner who builds the disputed portion of a project while an appeal is pending does so at the owner's own risk of later correction.

8. Enforcement

(a) Failure to submit notification. An owner who begins work without submitting the form will receive a written reminder and fourteen (14) calendar days to submit it. If the form is still not submitted, the owner may be charged the administrative fee for failure to submit building notification set in the Fee and Fine Schedule (Resolution No. 2026-18). Failure to submit notification alone will never result in a notice to stop work, removal, or abatement.

(b) Non-compliant work. If the Board confirms that work underway or completed does not meet a standard of the CC&Rs or Resolution No. 2026-23 (for example, a structure inside the 20-foot setback or a dwelling under 500 square feet that is used beyond the recreational cabin limits of Resolution No. 2026-23, Section VI(e)), the Board shall issue a written Notice of Non-Compliance that identifies the standard, directs the owner to stop the non-compliant portion of the work, and gives the owner ten (10) calendar days to respond with a plan to correct it. The notice, cure period, right to be heard, and fine procedures of the Maintenance of Lots Policy (Resolution No. 2026-14) or the General Covenant Violation Enforcement Policy (Resolution No. 2026-16) then apply.

~~**(a) Discovery.** If the Board becomes aware that material changes are being made, or have been made, to a lot without required approval, or that constructed improvements materially deviate from an approved submission, the Board shall promptly investigate.~~

~~**(b) Stop-Work Notice.** Where unapproved or non-conforming work is confirmed and ongoing, the Board shall issue a written Stop-Work Notice to the owner directing that work cease immediately pending compliance with this Policy.~~

~~**(c) Cure Period.** The owner shall have ten (10) calendar days from the date of the Stop-Work Notice to either (i) submit a complete request for retroactive approval under Sections 3–5 above, or (ii) bring the property into conformance with a previously approved submission or with the CC&Rs.~~

~~**(d) Escalation.** If the owner fails to respond within the cure period, or if retroactive approval is denied and the work is not brought into conformance, the Board may pursue the remedies available under CC&Rs §XI, including without limitation:~~

(c) Escalation. If the owner does not correct the violation, the Board may pursue the remedies available under CC&Rs Section XI, including without limitation:

- ~~Prosecuting~~prosecuting an action at law or in equity, including for prohibitive or mandatory injunction;
- ~~Entering~~entering the lot to abate or remove the condition causing the violation, or otherwise curing ~~the violation,~~it, with costs billed to the owner;
- ~~Recording~~recording a lien against the lot for unpaid costs, bearing interest at the rate specified in CC&Rs ~~§XI(c),~~Section XI(c), enforceable by foreclosure; and
- ~~Seeking~~seeking an award of costs and reasonable ~~attorneys'~~attorneys' fees as the prevailing party.

9. Relation to Other Policies

This Policy works together with the Building Notification and Compliance Form, the Building and Structure Standards Policy (Resolution No. 2026-23), Resolution No. 2026-22 (Fresh Start 2027), and the Association's enforcement and fee policies. It replaces the building approval process adopted October 24, 2026. Nothing in this Policy waives the right to constitute a Cattleman's Board under CC&Rs Section VI in the future (CC&Rs Section XIII(c)).

~~This Policy works together with the Building Approval Form (the member-facing application and checklist) and does not modify the substantive standards set forth in the CC&Rs. This Policy may be read together with any Fee and Fine Schedule or other enforcement policy subsequently adopted by the Board, and with Resolution No. 2026-22 (Fresh Start 2027) as to conditions existing on October 24, 2026.~~

10. Amendment

This Policy may be amended from time to time by resolution of the Board of Directors.

SUN RANCH

Building Notification and Compliance Form

Required notice under the Building Notification and Compliance Review Policy (Resolution No. 2026-09) and the Building and Structure Standards Policy (Resolution No. 2026-23). Replaces the Building Approval Form.

Tell us before you build. Submit this form at least 14 days before work begins. It is a notice, not a request for permission: two Board members check your project against the written standards so any problem can be fixed before you build, when it is easiest and least expensive. The Board does not judge design or taste. If you do not hear back within 14 days after a complete form, you may proceed.

1. Owner and lot information

Date: _____

SROA member name: _____ Lot number: _____

Property address: _____

Mailing address: _____

Email address: _____

Phone number(s): _____

Brief description of project: _____

_____

2. Does your project need this form?

Submit this form before starting any of the following (Resolution No. 2026-23, Section IX). Check all that apply:

☐ New permanent structure (house, cabin, garage, barn, shed, carport, etc.)

☐ Replacement, rebuild, or addition to an existing structure

☐ Converting any structure into a dwelling (living quarters)

☐ Building a recreational cabin under 500 sq. ft., or converting a structure into one (see Section 3)

Shipping containers: do not use this form. A shipping container, conex box, or similar storage container needs written approval before it is placed — use the Shipping Container Placement Request Form (Resolution No. 2026-19).

No form is needed for ordinary repairs and maintenance, or for a permanent building that was complete on October 24, 2026 (Fresh Start 2027, Resolution No. 2026-22). A trailer, camper, or RV used as a residence is registered under the Temporary Construction Residence Policy (Resolution No. 2026-17) instead. If your project includes major grading or drainage changes that could affect an Association road or a neighboring lot, please describe them in Section 4.

3. Standards your project must meet

Every structure must meet these standards, whether or not the Board responds to your form. Check each one that applies to your project:

☐ Setback met.

All above-ground improvements must be at least 20 feet from every lot line shown on the recorded plat (CC&Rs §II(b)).

☐ Dwelling of at least 500 sq. ft.
A dwelling used as a residence must have at least 500 sq. ft. of living floor area, measured from the outside of the exterior walls, not counting porches, decks, garages, carports, or lofts under 7 feet (CC&Rs §II(a); Res. 2026-23 §§III, VI).

☐ Recreational cabin under 500 sq. ft.
A cabin under 500 sq. ft. may be used only for recreational stays totaling no more than 120 nights per calendar year, counting nights by anyone, the same as a trailer or camper. Staying longer requires a dwelling of at least 500 sq. ft. (Res. 2026-23 §VI(e); Res. 2026-17 §III).

☐ New construction standards.
Durable roofing (no tarps or plastic); exterior finished with siding, paint, stain, or natural material within 12 months after it is enclosed (Res. 2026-23 §V).

☐ Residential/recreational use only.
Lots are for recreational-residential living, including horses, other livestock, and fruit/agricultural crops; no business or commercial use (CC&Rs §§II, IV(a)).

4. Project details

Fill in what applies. A simple sketch is fine; full architectural plans are not required (Res. 2026-09 §4(a)).

What is being built, and its use: _____

Location on the lot: _____

Distance to nearest lot line(s): _____

Size (length × width, total sq. ft.): _____

Living floor area (dwelling or cabin): _____

Roof material: _____

Exterior material and finish: _____

Okanogan County permit no. (if any): _____

Grading or drainage changes (if any): _____

☐ Sketch attached, showing where the structure will go and its distances to the lot lines.

☐ Recreational cabin only: I understand overnight stays are limited to 120 nights per calendar year, and that longer use requires a dwelling of at least 500 sq. ft. or authorization under Resolution No. 2026-17.

5. How to submit

Submit the completed form and sketch using one of the following methods:

- Email it to sunranchmemberstonasket@gmail.com.
- Send it by US Mail to **PO Box 407, Tonasket, WA 98855**.
- Deliver it in person at a board meeting or make arrangements to give it to one of the board members (see the https://www.sunranchtonasket.org website for contact information).

Timing: submit at least 14 calendar days before work begins. If the form is missing information, the Board will tell you within 7 days what is needed, and the 14 days start when it arrives (Res. 2026-09 §4).

6. What happens next

- Two Board members check your form against the written standards. This is not a Board vote and not architectural approval (Res. 2026-09 §5).

- Within 14 days after a complete form, you receive either a compliance letter or a list of the specific standards your project does not appear to meet, with the CC&R or policy section, so you can adjust before you build.
- If you do not hear back within 14 days, you may proceed. Your project must still meet the standards.
- You may revise and resubmit at any time; the same 14 days apply.
- The Board does not review structural design, construction quality, or code compliance. Okanogan County permits are your responsibility.
- Your form and the Board's response are kept in your lot file.

7. If you don't submit, or a standard isn't met

Not turning in this form brings a written reminder and 14 days to submit it, then a one-time $50 administrative fee (Fee and Fine Schedule, Resolution No. 2026-18). Not submitting the form will never, by itself, lead to an order to stop work, removal, or abatement. If work does not meet a standard (for example, a structure inside the 20-foot setback, or a cabin lived in more than 120 nights a year), the Board will send a Notice of Non-Compliance and give you 10 days to respond with a plan to correct it. The notice, cure period, and fine procedures of Resolution No. 2026-14 or 2026-16 then apply, and the CC&Rs (§XI) allow the Association to correct a violation and bill the cost.

Note: before any fine, you may ask to be heard by the Board, and you may appeal a Board determination under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). Fresh Start 2027 (Resolution No. 2026-22): permanent buildings finished by October 24, 2026 need no form; other existing conditions may be corrected, and forms submitted, with no penalty through May 31, 2027.

This form summarizes the Sun Ranch CC&Rs and Association policies for owners' convenience and is not a substitute for reading them. If anything here appears to conflict with the recorded CC&Rs, the recorded document controls.

Board review (Board use only)

SROA member name: _____ Lot number: _____

Date form received: _____ Date complete: _____

Due: _____ Sent: _____

☐ Compliance letter ☐ Standards not met ☐ Information requested

Standards not met / notes (cite CC&R or policy section): _____

_____

Reviewed for the Board (two Board members, Res. 2026-09 §5(a)):

Reviewer _____ Reviewer _____

SUN RANCH

Notice of Appeal Form

Based on the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10)

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23. Green highlight = new text. ~~Red strikethrough = removed text.~~

Use this form to appeal a Board decision made under an Association policy that provides a right to appeal. This form must be delivered to the Association Secretary within 14 calendar days of the date of the decision being appealed: by email to sunranchmemberstonasket@gmail.com, by US Mail to PO Box 407, Tonasket, WA 98855, or by hand. For a roadway gate decision, use the Roadway Gate Notice of Appeal Form instead.

1. Appellant Information

Name(s): _____ Lot #: _____

Mailing Address: _____

Phone: _____ Email: _____

2. Decision Being Appealed

Date of Board Decision: _____

Policy under which the decision was made:

- ☐ ~~Building & Improvement Review Policy and Procedure (Building Approval Form decision)~~Building Notification and Compliance Review Policy (Res. 2026-09) or Building and Structure Standards Policy (Res. 2026-23)
- ☐ Animals at Large Policy and Procedure
- ☐ Maintenance of Lots Policy and Procedure
- ☐ General Covenant Violation Enforcement Policy and Procedure
- ☐ Temporary Construction Residence Policy and Procedure
- ☐ Shipping Container Storage & Screening Policy and Procedure
- ☐ Other Association policy that provides a right to appeal: _____

The decision was a:

☐ Denial ☐ Approval with conditions ☐ Finding that a project does not meet a standard
☐ Violation determination or fine ☐ Other

3. Basis for Appeal

Check all that apply.

- ☐ I am providing corrected or additional information or documents that address the Board's stated reasons.
- ☐ I have changed the project or corrected the condition to address the Board's stated reasons.
- ☐ I believe the Board misapplied a covenant, Bylaw, or policy. *(cite the section in your statement)*
- ☐ Other (explain in your statement)

4. Written Statement

Explain the basis for your appeal and the outcome you are requesting. Attach additional pages if needed.

_____

_____

_____

5. Required Attachments

☐ A copy of the Board decision being appealed

☐ Any corrected, additional, or supporting documentation relevant to the Board's stated reasons

6. What Happens Next

- A timely appeal pauses further enforcement escalation (such as recurring fines, lien action, or abatement) while the appeal is pending. Fines, fees, or costs already assessed remain due.
- Filing an appeal does not authorize you to begin, continue, or leave in place the activity, structure, or condition that led to the decision.
- The Board will place your appeal on the agenda of its next meeting, where you may present it. The Board decides by majority vote, and that decision is final and binding.
- If the appeal is denied, you must comply with the original decision within 7 calendar days, unless the policy under which the decision was made sets a different period.

7. Appellant Certification

I certify that the information provided above and attached is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

8. For Board Use Only

Date Received: _____ Received By: _____

Received within 14 calendar days of the decision: ☐ Yes ☐ No

Hearing Date: _____ Board Vote: _____ in favor _____ opposed

☐ Appeal sustained ☐ Sustained with conditions ☐ Appeal denied

Conditions or reasons: _____

_____

Compliance deadline (if denied): _____

President: _____ Secretary: _____

SUN RANCH OWNERS' ASSOCIATION

Maintenance of Lots Policy and Procedure

Attached to Resolution No. 2026-14

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23. *Green highlight = new text.* ~~*Red strikethrough = removed text.*~~

This Policy implements CCR Section IV(c), which requires that property within the Subdivision be kept and maintained "in a clean, safe, attractive and slightly used condition and in good repair," and formalizes the policy originally approved by the Board of Directors on January 9, 2021, with the standards for derelict vehicles and accessory structures added in Section 6. Obligations under this Policy include, but are not limited to, removing garbage, derelict vehicles (as defined in Section 6), and downed and/or diseased trees, keeping accessory structures in good repair (Section 6), and keeping grass low and tree limbs cut well above the ground for fire safety.

1. Notice

Upon a Board determination or member complaint that a lot is not clean, safe, or attractive under CCR Section IV(c), the Association will notify the owner in person, in writing, or by phone at the owner's recorded residence.

2. Owner Response

The owner has one week from notification to report a cleanup plan to the Board. Cleanup must begin immediately.

3. Fees and Enforcement

- Failure to begin cleanup within 2 weeks of the initial notification: $25.00 per week, assessed and due immediately.
- Continued noncompliance after 30 days: $50.00 per day.
- Nonpayment after 60 days: all charges become delinquent and are collectible, together with collection costs and attorneys' fees, as an obligation running with the land.
- A sale or transfer of the lot does not affect any lien recorded for charges assessed under this Policy.

These amounts are set forth in, and may be revised from time to time through, the Association's Fee and Fine Schedule.

4. Appeals

An owner may appeal a determination made under this Policy by following the Board Decision Appeals Policy and Procedure.

5. Adoption and Amendment

This Policy was originally approved by the Board of Directors on January 9, 2021, and is formally adopted, without substantive change, by Board Resolution No. 2026-14. Section 6 (Standards for Derelict Vehicles and Accessory Structures) was added by Board amendment on _____, 2026, and Sections 5 and 6 were amended by Resolution No. 2026-23 on _____, 2026. This Policy may be amended from time to time by vote of the Board.

6. Standards for Derelict Vehicles and Accessory Structures

These standards apply to every lot, whenever a vehicle was placed or a structure was ~~built and whether or not a structure was previously approved.~~built. Acceptance of an existing structure under Resolution No. 2026-22 (Fresh Start 2027) ~~concerns approval~~waives only the building notification for it and does not excuse compliance with this Section.

(a) Derelict Vehicles. A vehicle, trailer, or piece of equipment is derelict if it is visible from a road or neighboring lot and is inoperable, wrecked, dismantled, or missing major parts such as wheels, engine, or windows. This does not include farm or ranch equipment in regular use, a vehicle under active repair for not more than ninety (90) days, or any vehicle kept inside a garage or other enclosed building or fully screened from view.

~~(b) Accessory Structures. Sheds, outbuildings, lean-tos, carports, and other accessory structures must be kept structurally sound and in good repair. An accessory structure does not meet this standard if it: (i) is leaning or sagging, or has a collapsing roof or walls; (ii) is not enclosed and weather-tight where it is meant to be enclosed, including missing walls or roofing, or tarps used as roofing or siding; (iii) has unfinished or exposed scrap materials, such as bare pallets, on its exterior visible from a road or neighboring lot; or (iv) is hazardous because it is unstable, has exposed nails or loose debris, or presents a fire risk.~~(b) Accessory Structures. Sheds, outbuildings, lean-tos, carports, and other accessory structures must meet the Condition Standards in Section IV of the Building and Structure Standards Policy (Resolution No. 2026-23), which apply to every structure on a lot and are stated there in one place. Those standards cover leaning, sagging, or collapsing structures; tarps or plastic used as roofing; missing walls or roofing; bare pallets, scrap, or unfinished sheathing visible from a road or neighboring lot; and fire and safety hazards. Rustic, salvaged, and owner-built structures are allowed if sound and finished or screened, and the owner chooses whether to repair, finish, screen, or remove a non-conforming structure. A structure that does not meet those standards is a violation of this Policy, enforced under Sections 1 through 4. An accessory structure used for overnight stays is governed by Resolution No. 2026-23, Section VI, including the recreational cabin rules in Section VI(e), and by the Temporary Construction Residence Policy (Resolution No. 2026-17).

~~(c) Materials. This Section does not prohibit rustic, salvaged, or owner-built structures. A structure built from any material meets this standard if it is sound, enclosed, and finished or screened as described above.~~

~~(d) Correction. The owner may choose how to correct a non-conforming accessory structure: by repairing it, finishing its exterior, screening it from view, or removing it. An accessory structure used as a dwelling is governed by the Temporary Construction Residence Policy (Resolution No. 2026-17).~~

SUN RANCH OWNERS' ASSOCIATION

General Covenant Violation Enforcement Policy and Procedure

~~Approved by the Board of Directors: _____, 2026 (Resolution No. 2026-16)~~Approved by the Board of Directors: _____, 2026 (Resolution No. 2026-16); amended _____, 2026 (Resolution No. 2026-23)

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23. *Green highlight = new text.* ~~*Red strikethrough = removed text.*~~

I. Purpose

This Policy establishes a single, consistent enforcement procedure — notice, cure period, right to be heard, and fine — for the covenant violations described in Section IV below, so that owners are held to the same standard and the Board has a documented, defensible process. This Policy fills the procedural gap identified in the Fee and Fine Schedule, Section 6 (Proposed Violation Fine Schedule), which lists proposed fine amounts but does not itself establish the process for imposing them.

II. Authority

- CCR Section II(a): requires lots to be improved with a permanent dwelling of at least 500 square feet.
- CCR Section II(c): permits a mobile house trailer, camper, or other temporary shelter as a temporary residence, subject to Board approval, as further governed by the Temporary Construction Residence Policy and Procedure (Resolution No. 2026-17).
- ~~CCR Section V (Required Approval of All Changes to Property Within the Unit or Subdivision): governs unapproved exterior/structural changes and requires prior written Board approval for material changes to a lot.~~CCR Sections II(f), V, and VI: approval of building plans, drawings, and specifications requires the Architect Member of a Cattleman's Board, which has not been constituted. The Board does not approve building plans, so Category A applies to structures that do not meet the CC&Rs or the Building and Structure Standards Policy (Resolution No. 2026-23), not to the absence of plan approval. Shipping containers, which the Board approves under CCR Sections V(a) and VI(b), are enforced under Resolution No. 2026-19.
- CCR Sections IV(c) and IV(e): require property and improvements to be kept clean, safe, attractive, and in good repair, and prohibit unsafe or hazardous conditions.
- CCR Section II(b): sets the 20-foot setback requirement for above-ground improvements.
- CCR Section IV(a): restricts business or commercial activity absent Board or Declarant approval.
- CCR Section IV(d): prohibits noxious, unsightly, or offensive activity.
- CCR Section IV(f): restricts signs and advertising devices absent prior Board approval.
- CCR Section XI: authorizes the Association to enforce covenants through injunction, cost-recovery liens, and, in appropriate cases, punitive damages awarded by a court; and authorizes cost recovery when the Board cures a violation after an owner fails to act.
- Bylaws Article VI, Section 1(b): authorizes the Board to conduct, manage, and control the affairs of the Association and to make such rules and regulations as it deems best, not inconsistent with law, the articles of incorporation, or the Bylaws — the basis for the administrative fines in Section IV below, which go beyond the cost-recovery and injunctive remedies CCR Section XI provides directly.
- RCW 64.38.020(1) and (11): unless the governing documents provide otherwise, authorize the Association to adopt rules and regulations, to impose charges for late payment of assessments, and

to levy reasonable fines under a previously established schedule adopted by the Board, after the owner receives notice and an opportunity to be heard. This Policy and the Fee and Fine Schedule provide that schedule and process.

III. General Enforcement Process

Reports of violations. A member may report a suspected violation using the Association's Covenant Violation Complaint Form. The Board, or a committee it designates, reviews each report and determines whether a violation is confirmed before any notice is sent to the owner.

Unless a specific category in Section IV below states otherwise, the Board follows this sequence for every violation covered by this Policy:

- **1. Notice.** The Board notifies the owner of the violation in writing, describing the violation and citing the specific covenant section, sent to the owner's address of record (and by email if on file).
- **2. Cure Period.** ~~The owner has the cure period specified for that violation category in Section IV to correct the violation or, for approval-based violations, to submit a request for after-the-fact Board approval.~~ The owner has the cure period specified for that violation category in Section IV to correct the violation.
- **3. Right to Be Heard.** Before any fine is imposed, the owner may request to be heard by the Board. A request for a hearing does not toll the cure period unless the Board agrees otherwise in writing.
- **4. Fine.** If the violation is not cured ~~(or approval is not obtained)~~ within the cure period, the fine for that occurrence is assessed under Section IV and added to the owner's account.
- **5. Continued Violation.** If the violation continues uncured, the Board may treat each successive Board meeting at which the violation remains uncured as a new occurrence for fine-escalation purposes, or may pursue abatement under Section V below, at the Board's discretion.
- **6. Collection.** Fines are a personal debt of the owner, collectible together with interest, collection costs, and attorneys' fees as allowed by law (RCW 64.38.020(11)). Costs the Board incurs to cure a violation itself are billed to the owner and lienable under CCR Section XI(c) (see Section V).

Occurrences are counted per violation type, per lot, and reset if the lot has had no violation of that type for 24 consecutive months.

IV. Violation Categories and Fine Schedule

~~A. Unapproved Exterior or Structural Change (CCR §V)~~A. Structure Not Meeting the Building and Structure Standards (CCR §§II(a), IV(c)–(e); Resolution No. 2026-23)

~~Cure period: 30 days from written notice to either restore the property to its prior condition or submit the change for Board approval.~~Cure period: 30 days from written notice to repair, finish, screen, or remove the structure, or otherwise bring it into compliance with the Building and Structure Standards Policy (Resolution No. 2026-23). Failure to submit building notification is not a Category A violation; it is addressed only under Resolution No. 2026-09, Section 8(a).

Occurrence	Action	Fine	Notes
1st occurrence	Written warning; 30-day cure period begins	No fine	~~Board may approve the change retroactively if it meets CCR §V(b) criteria~~Owner chooses how to correct: repair, finish, screen, or remove
2nd occurrence (same lot, same violation type)	Fine assessed if not cured ~~or approved~~	$150.00	

Occurrence	Action	Fine	Notes
3rd and subsequent occurrences	Fine assessed; Board may enter and cure at owner's cost	$300.00 + cost of Board-arranged cure, billed and lienable	CCR §XI(c)

B. Setback Violation (CCR §II(b))

~~Cure period: 30 days from written notice to remedy the encroachment (relocate, remove, or obtain a Board-approved size/dimension change under CCR §II(e)).~~Cure period: 30 days from written notice to remedy the encroachment by relocating or removing the encroaching improvement.

Occurrence	Action	Fine	Notes
1st occurrence	Written warning; 30-day cure period begins	No fine	
2nd occurrence	Fine assessed if not cured	$150.00	
3rd and subsequent occurrences	Fine assessed; Board may pursue injunctive relief	$300.00, and/or injunction	CCR §XI(b)

C. Unauthorized Signage (CCR §IV(f))

Cure period: 10 days from written notice to remove the sign or obtain Board approval.

Occurrence	Action	Fine	Notes
1st occurrence	Written warning; remove within 10 days or obtain approval	No fine	
2nd occurrence	Fine assessed if not removed/approved	$50.00	
3rd and subsequent occurrences	Fine assessed	$100.00	

D. Noxious, Unsightly, or Offensive Activity (CCR §IV(d))

Cure period: 15 days from written notice to abate the condition or activity.

Occurrence	Action	Fine	Notes
1st occurrence	Written warning; 15-day cure period begins	No fine	
2nd occurrence	Fine assessed if not abated	$75.00	
3rd and subsequent occurrences	Fine assessed	$150.00	

E. Unapproved Business or Commercial Use (CCR §IV(a))

Cure period: 10 days from written notice to cease the activity or obtain Board/Declarant approval.

Occurrence	Action	Fine	Notes
1st occurrence	Written warning; cease within 10 days or obtain approval	No fine	

Occurrence	Action	Fine	Notes
2nd occurrence	Fine assessed if not ceased/approved	$150.00	
3rd and subsequent occurrences	Fine assessed; Board may pursue injunctive relief	$300.00, and/or injunction	CCR §XI(b)

F. ~~Unauthorized Trailer or Temporary Shelter Residency~~Unauthorized Trailer, Temporary Shelter, or Recreational Cabin Residency (CCR §II(a), §II(c))

This category applies once the occupancy trigger defined in the Temporary Construction Residence Policy and Procedure, Section III is met (more than 120 nights within a calendar year, or any of the objective indicia listed there) without a current, valid authorization under that Policy — including a new unapproved placement, an authorization that has automatically expired under that Policy's Section VI, or a missed transition deadline under that Policy's Section VII. Recreational, intermittent, or seasonal use that does not meet the occupancy trigger is not a violation under this category and requires no notice or action. This category also applies to a recreational cabin under the Building and Structure Standards Policy (Resolution No. 2026-23), Section VI(e), once the cabin meets the same occupancy trigger.

Because unauthorized occupancy is a continuing condition rather than a single event, this category uses a recurring fine rather than the occurrence-based escalation used in Categories A–E above.

Occurrence	Action	Fine	Notes
Initial notice	Written notice of unauthorized occupancy; 10-day cure period to ~~vacate the trailer/shelter~~vacate the trailer, shelter, or cabin or submit a qualifying application under the Temporary Construction Residence Policy	No fine	Applies once the Section III occupancy trigger is met without a current, valid authorization
Continued noncompliance after the 10-day cure period	Recurring fine for each 7-day period ~~the trailer/shelter remains occupied~~the trailer, shelter, or cabin remains occupied without a current, valid authorization	$100.00 / week	
Continued noncompliance 60 days after the initial notice	Board may treat the trailer/shelter as an unauthorized structure and arrange its removal (trailers and temporary shelters only; a recreational cabin is not removed, and the weekly fine continues until occupancy ends)	Actual contractor cost, billed and lienable, plus all accrued weekly fines	CCR §XI(c)

Category F was added by Resolution No. 2026-17, adopted _____, 2026, amending Resolution No. 2026-16.

V. Board-Cured Violations

For violation categories where the Board may enter the lot and cure the violation itself (Section IV.A and, where applicable under CCR §XI(c), other categories), the Board bills the actual cost of cure to the owner. Unpaid cure costs are collectible as a lien against the lot on the same basis as unpaid assessments, including interest at 8% per annum (CCR §XI(c)) and collection costs and attorneys' fees, if incurred.

VI. Recordkeeping

The Board maintains a violation log for each lot, recording the date and nature of each violation, all notices sent, cure period deadlines, hearing requests, fines assessed, and payment status. Records are available for member inspection per Bylaws Article IX, Section 2.

VII. Fees and Costs

The fine amounts in this Policy are also stated in the Association's Fee and Fine Schedule, Section 6, which this Policy implements. In the event of any conflict between this Policy and the Fee and Fine Schedule, this Policy controls as to process, and the Fee and Fine Schedule, as most recently amended by Board resolution, controls as to the dollar amounts.

VIII. Appeals

An owner may appeal a Board determination made under this Policy, including a confirmed ~~violation, a fine,~~violation or a ~~denial of after-the-fact approval,~~fine, by following the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). The right to be heard under Section III(3) applies before a fine is imposed; it is separate from, and does not replace, this right to appeal.

IX. Amendment

This Policy may be amended by resolution of the Board of Directors, consistent with Bylaws Article VI, Section 1(b), without requiring a vote of the membership, provided any amendment does not conflict with the Bylaws or CCRs.

_____
President, Sun Ranch Owners' Association — Date: _____

_____
Secretary, Sun Ranch Owners' Association (Attest) — Date: _____

SUN RANCH

Covenant Violation Complaint Form

Based on the Restatement of Declaration of Covenants, Conditions, and Restrictions ("CC&Rs"), Sections II, IV, V, VI, VII, and XI, and the Association Bylaws

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23. Green highlight = new text. ~~Red strikethrough = removed text.~~

Use this form to report a suspected violation of the Sun Ranch CC&Rs or Board-adopted policies. Complete as much detail as possible — specific sections, dates, and evidence help the Board investigate and respond efficiently. Submit the completed form by email to sunranchmemberstonasket@gmail.com, by US Mail to PO Box 407, Tonasket, WA 98855, or by hand to a Board member.

1. Complainant Information

Name: _____ **Lot #:** _____

Mailing Address: _____

Phone: _____ **Email:** _____

Date of This Report: _____

Anonymous complaints will not be accepted — the Board cannot investigate or follow up without a named complainant. Your name and contact information will be kept confidential from the lot owner named in this complaint and will not be released to them, except where disclosure becomes necessary as part of a legal or formal enforcement proceeding (e.g., an appeal hearing, mediation, or court action) where the Board or its counsel determines disclosure is required.

2. Lot / Location Subject of the Complaint

Lot #: _____ **Owner Name (if known):** _____

Address / Location Description: _____

Date(s) and Approximate Time(s) Observed: _____

3. Nature of the Violation

Check all that apply. See CC&Rs citations for reference — the Board will confirm the applicable section(s) during review.

- ☐ ~~Construction, addition, or material change made without prior Board approval~~Structure not meeting the Building and Structure Standards, or built without the required building notification *~~(CC&Rs §V(a))~~(CC&Rs §§II(a)–(b), IV(c)–(e); Res. 2026-23)*
- ☐ Building size, setback, or lot dimension issue *(CC&Rs §II(a), (b), (e))*
- ☐ ~~Unapproved temporary residence (mobile home, camper, trailer, or other temporary shelter)~~Unauthorized residence in a mobile home, camper, trailer, other temporary shelter, or recreational cabin (more than 120 nights a year) *(CC&Rs §II(c))*
- ☐ Unapproved sign or advertising device *(CC&Rs §IV(f))*
- ☐ Property/improvements not kept clean, safe, attractive, or in good repair *(CC&Rs §IV(c))*
- ☐ Noxious, unsightly, or offensive activity; nuisance, disturbance, or annoyance *(CC&Rs §IV(d))*
- ☐ Hazardous activity or unsafe improvement *(CC&Rs §IV(e))*
- ☐ Business or commercial use of the lot *(CC&Rs §IV(a))*
- ☐ Occupancy exceeding the dwelling's designed capacity *(CC&Rs §IV(b))*

☐ ~~Shipping container not screened/approved~~Shipping container placed without approval, not screened, or not kept in good condition *(Shipping Container Storage & Screening Policy)*

☐ Animals/livestock at large or unauthorized use *(CC&Rs §II; Bylaws Art. II §2(k))*

☐ Road, drainage, or easement issue — described in Section 5 below *(CC&Rs §II(d))*

☐ Other (describe below)

4. Description of the Violation

Describe what you observed and how it relates to the section(s) checked above. Include specifics: what was built, placed, changed, or done; how it differs from what the CC&Rs require or permit; and whether the condition is ongoing, one-time, or worsening.

---

5. Road, Drainage, or Easement Issues (if applicable)

For anything affecting a private road, ditch, culvert, drainage pattern, or a reserved pedestrian/equestrian way (CC&Rs §II(d)) — e.g., blocked or narrowed access, unauthorized grading, drainage redirected onto a road or neighboring lot, an obstruction, or a maintenance/pothole concern.

Road / Easement Name: _____

Nearest Lot / Landmark: _____

☐ Blocked, narrowed, or obstructed access

☐ Drainage, grading, or erosion issue

☐ Unauthorized culvert, gate, or structure on/near the road or easement

☐ Pothole, surface, or general maintenance concern

☐ Other

Details:

---

6. Supporting Evidence

☐ Photos attached

☐ Video attached

☐ Written witness statement attached

☐ Prior correspondence with the lot owner attached

☐ Other documents attached (describe below)

Description of Other Evidence: _____

7. Witnesses (Optional)

Name / Contact Information: _____

Name / Contact Information: _____

8. Prior Contact and Requested Resolution

☐ I have already raised this directly with the lot owner

☐ I have not contacted the lot owner

What outcome are you requesting from the Board?

---

9. Complainant Certification

I certify that the information provided above is true and accurate to the best of my knowledge. I understand the Board will review this complaint under the applicable CC&Rs, Bylaws, and Board-adopted policies, and that the Board has discretion over how and whether to investigate and enforce.

Signature: _____**Date:** _____

10. FOR BOARD / COMMITTEE USE ONLY

Date Received: _____**Received By:** _____

Referred to Committee (Community Standards / Roads & Easements / Other): _____

CC&Rs Section(s) Confirmed to Apply: _____

Investigation Notes:

☐ Violation confirmed

☐ Violation not confirmed / insufficient evidence

☐ Referred for Notice of Violation and cure period

☐ Referred to Fee and Fine Schedule enforcement (Section/item: _____)

☐ No action — resolved informally

Date of Board Response to Complainant: _____**Follow-Up Date:** _____

Status: Open / Cure Period / Resolved / Escalated: _____**Closed Date:** _____

This form summarizes the CC&Rs and current Board policies for members' convenience and is not a substitute for reading the full Declaration and Bylaws. If anything here appears to conflict with the recorded CC&Rs, the recorded document controls. A lot

owner named in a confirmed violation may appeal under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).

SUN RANCH OWNERS' ASSOCIATION

Temporary Construction Residence Policy and Procedure

Approved by the Board of Directors: _____, 2026 (Resolution No. 2026-17); amended _____, 2026 (Resolution No. 2026-23)

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23. *Green highlight = new text.* ~~*Red strikethrough = removed text.*~~

I. Purpose

CCR Article II(c) permits a mobile house trailer, camper, or other temporary shelter to be used as a temporary residence, subject to Board approval, while CCR Article II(a) requires every lot to ultimately be improved with a permanent dwelling of at least 500 square feet. This Policy connects those two provisions: it defines when trailer or camper occupancy counts as "residency" subject to this Policy, sets the terms under which the Board approves temporary residence during active construction, and establishes when that authorization ends.

This Policy applies only to owners who are living on their lot in a trailer, camper, or similar temporary shelter, or in a recreational cabin under the Building and Structure Standards Policy (Resolution No. 2026-23), Section VI(e). It does not apply to recreational, intermittent, seasonal, or guest use ~~of a camper or trailer~~of a camper, trailer, or recreational cabin that does not meet the occupancy trigger defined in Section III below — that use requires no application, term, or timeline under this Policy.

II. Authority

- CCR Section II(a): requires lots to be improved with a permanent dwelling or residence structure of at least 500 square feet of living floor area.
- CCR Section II(c): permits a mobile house trailer, camper, or other temporary shelter as a temporary residence, subject to Board approval.
- ~~CCR Section V: requires Board approval, in writing, of building plans, specifications, and plot plans before construction.~~Building Notification and Compliance Review Policy (Resolution No. 2026-09) and Building and Structure Standards Policy (Resolution No. 2026-23): require advance notification of a new dwelling and state the standards it must meet.
- Bylaws Article VI, Section 1(b): authorizes the Board to conduct, manage, and control the affairs of the Association and to make such rules and regulations as it deems best, not inconsistent with law, the articles of incorporation, or the Bylaws.

III. Occupancy Trigger — What Counts as "Living Here"

This Policy applies to a lot the moment either of the following is met. Either test alone is sufficient; both do not need to be met.

A. Annual-Nights Test

~~The trailer, camper, or shelter is occupied~~The trailer, camper, shelter, or recreational cabin is occupied by any person for more than 120 nights, whether or not consecutive, within any calendar year (January 1 through December 31). Leaving and returning does not reset this count — the Board looks at total nights within the calendar year, not a consecutive-day streak. Extended recreational or seasonal stays totaling 120 nights or fewer in a calendar year are not residency under this test.

B. Objective-Indicia Test

Residency is presumed, regardless of night count, if any of the following are true:

- Wheels removed, hitch disconnected, or skirting or a permanent foundation added;
- Connected to permanent septic/sewer or electrical service via a fixed hookup, rather than a temporary RV-style connection;
- The lot is used as the occupant's mailing address, or no other residence is on file with the Association for that owner; or
- Utility accounts for the lot (power, water) are in the occupant's name.

For a recreational cabin, which is a permanent structure, the first two items above (wheels, hitch, skirting, or foundation, and fixed utility hookups) do not apply; the remaining items do.

Recreational, intermittent, or seasonal use — weekends, vacations, and extended stays that do not meet either test — is outside this Policy entirely. No application, approval, term, or registration is required for that use.

C. County Requirements Apply Separately

This Policy addresses only the Association's covenants. Nothing in it authorizes any use that Okanogan County does not allow. Owners remain responsible for complying with all Okanogan County requirements that apply to a recreational vehicle kept or occupied on a parcel, including building, water, and septic requirements, and should confirm those requirements with the County directly.

D. Recreational Cabins

A recreational cabin (a permanent structure with less than 500 square feet of living floor area, under Resolution No. 2026-23, Section VI(e)) is treated the same as a trailer or camper under this Policy. Use that does not meet the Section III occupancy trigger requires no application or registration. Use that meets the trigger is residency, and the cabin may be authorized as a temporary residence under Section IV only while a conforming dwelling is built on the lot, which includes enlarging the cabin to at least 500 square feet of living floor area. A structure under 500 square feet that was already used as a full-time residence before October 24, 2026 is addressed by separate resolution (Resolution No. 2026-23, Section VI(c)), not by this Policy.

IV. Application and Approval (New Placements)

1. Application Required Before Placement. Before placing a trailer or camper that will meet the occupancy trigger in Section III, the owner must submit the Association's ~~Building Approval Form (per CCR Article V)~~Building Notification and Compliance Form (Resolution No. 2026-09) to the Board, describing the planned permanent dwelling and construction timeline.

2. Eligibility. Approval is available only where the trailer or camper occupancy is tied to active construction of a CCR Article II(a)–compliant permanent dwelling on that lot. This includes enlarging a recreational cabin to at least 500 square feet of living floor area (Section III(D)). There is no eligibility path for indefinite or non-construction-related trailer residency.

3. Initial Term. Upon approval, the Board authorizes temporary residence for an initial term of 12 months from the date of approval.

4. Renewal. The authorization may be renewed in additional 6-month increments, provided the owner demonstrates continued active construction as described in Section V below. There is no limit on the number of renewals provided each renewal's progress requirement is met.

V. Progress Requirements

Because Board approval alone does not distinguish a lot under active construction from one where nothing is happening, the owner must show physical progress at the following checkpoints:

Checkpoint	Requirement	How Shown
Initial milestone — within 90 days of approval	Foundation poured or footings set: some physically visible construction on the lot	Dated photo submitted to the Board
Each 6-month renewal	Visible continued progress since the last checkpoint (e.g., framing up, or a defined percentage of exterior enclosure complete)	Dated photo(s) submitted with the renewal request

The Board reserves the right to request a site visit if submitted photos are unclear or a good-faith dispute arises, but routine compliance is checked by photo submission, not by scheduled inspections.

VI. Automatic Expiration

Authorization under this Policy ends automatically, without further Board action, upon the earliest of the following:

- A certificate of occupancy is issued for the permanent dwelling;
- The initial term and all renewals are exhausted without a further renewal being granted;
- 90 days pass with no milestone met under Section V (construction is considered stalled); or
- The owner fails to submit a required renewal request or progress photo before the current term expires.

Occupancy continuing after automatic expiration is a violation under CCR Article II(a) and is addressed under the General Covenant Violation Enforcement Policy and Procedure, Category F.

VII. Existing Occupants — Transition Provision

This Section applies only to owners who met the Section III occupancy trigger before the adoption date of this Policy. It does not apply to a recreational cabin used as a full-time residence before October 24, 2026, which is addressed under Section III(D).

1. Registration Period. Any owner currently living in a trailer, camper, or similar shelter under Section III must register with the Board no later than May 31, 2027, disclosing how long they have occupied the lot and whether construction of a permanent dwelling is underway.

2. Track A — Active Construction. An owner who ~~has an approved Building Approval Form on file~~has a Building Notification and Compliance Form on file for the permanent dwelling (or submits one during the registration period) and shows construction is actively underway is treated as approved under this Policy. The 12-month initial term runs from June 1, 2027, not from when the owner originally moved in, and normal renewal and progress requirements under Sections IV–V apply going forward.

3. Track B — ~~No Building Approval Form / No Active Construction~~No Building Notification / No Active Construction. An owner who ~~has not submitted a Building Approval Form~~has not submitted a Building Notification and Compliance Form or is not actively constructing a permanent dwelling has until October 31, 2027 (the "wind-down period") to either (a) ~~submit a Building Approval Form and begin construction~~submit a Building Notification and Compliance Form and begin construction, at which point the owner moves to Track A with the term running from the date construction begins, or (b) vacate the trailer or camper as a residence.

4. Failure to Register. An owner who does not register by the Section VII(1) deadline forfeits the transition tracks in this Section and is treated as an unauthorized placement beginning June 1, 2027, addressed directly under the General Covenant Violation Enforcement Policy and Procedure, Category F.

5. Hardship Extension. The Board may grant a single extension of the Track B wind-down period of up to six (6) months, for documented cause (e.g., financing delay, permit or contractor backlog), on written request made before October 31, 2027. This is a one-time accommodation, not a recurring renewal.

VIII. Enforcement

Occupancy that meets the Section III trigger without a current approval under this Policy — whether a new placement made without applying, an expired authorization under Section VI, or a missed transition deadline under Section VII — is addressed as Category F of the General Covenant Violation Enforcement Policy and Procedure.

IX. Recordkeeping

The Board maintains a file for each approved or registered trailer/camper ~~residence: Building Approval Form,~~residence: Building Notification and Compliance Form, approval and renewal dates, progress photos, and (for existing occupants) registration disclosures and track assignment. Records are available for member inspection per Bylaws Article IX, Section 2.

X. Appeals

An owner may appeal a Board decision made under this Policy, including denial of an application or renewal, a determination that the Section III occupancy trigger is met, a track assignment under Section VII, or denial of a hardship extension, by following the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).

XI. Amendment

This Policy may be amended by resolution of the Board of Directors, consistent with Bylaws Article VI, Section 1(b), without requiring a vote of the membership, provided any amendment does not conflict with the Bylaws or CCRs.

_____

President, Sun Ranch Owners' Association — Date: _____

_____

Secretary, Sun Ranch Owners' Association (Attest) — Date: _____

SUN RANCH

Existing Trailer or Camper Residence Registration Form

Temporary Construction Residence Policy (Resolution No. 2026-17, Exhibit A, Section VII) and Fresh Start 2027 (Resolution No. 2026-22)

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23. Green highlight = new text. ~~Red strikethrough = removed text.~~

If you were living in a trailer, camper, mobile home, or other temporary shelter on your Sun Ranch lot before October 24, 2026, register with the Board using this form by May 31, 2027. Registering lets you continue living there under one of the two transition tracks below. Owners who do not register lose these options and are treated as an unauthorized placement beginning June 1, 2027.

1. Owner and lot information

Date:

SROA member name: Lot number:

Property address:

Mailing address:

Email address:

Phone number(s):

Name(s) of person(s) living in the trailer or shelter:

2. Do you need to register?

Register if your trailer or shelter was used as a residence on your lot before October 24, 2026 under either test below (Policy Section III). Check all that apply:

☐ Occupied more than 120 nights in a calendar year
Nights do not need to be consecutive. Extended recreational or seasonal stays of 120 nights or fewer in a calendar year are not residency.

☐ Wheels removed, hitch disconnected, or skirting or a permanent foundation added

☐ Connected to permanent septic/sewer or electrical service by a fixed hookup (not a temporary RV-style connection)

☐ The lot is the occupant's mailing address, or the owner has no other residence on file with the Association

☐ Utility accounts for the lot (power, water) are in the occupant's name

If none of these apply, your use is recreational, intermittent, or seasonal. No registration is needed, and you do not need to submit this form.

3. About the trailer or shelter

Type:

☐ Travel trailer / RV ☐ Fifth wheel ☐ Camper ☐ Mobile home ☐ Other: _____

Approximate length (feet): Month and year first used as a residence:

Location on the lot (e.g., "NE corner, 60 ft from road"):

Approximate nights occupied in 2026:

Is anyone living there now? ☐ Yes ☐ No

Utilities (check all that apply):

Power: ☐ Solar / generator ☐ Utility service

Water: ☐ Well ☐ Hauled ☐ None

Waste: ☐ RV holding tank ☐ Septic system ☐ Other: _____

4. Construction status — choose one track

☐ **Track A — I am building a permanent home on this lot**

~~Building Approval Form: ☐ Approved on~~Building Notification and Compliance Form: ☐ Submitted on _____ ☐ Submitted with this form

Current stage of construction:

☐ Site prep ☐ Foundation/footings ☐ Framing ☐ Enclosed (roof/walls) ☐ Finishing

Track A: if construction is actively underway, your temporary residence is approved for a 12-month term beginning June 1, 2027, renewable in 6-month increments with dated progress photos (Policy Sections IV–V).

☐ **Track B — I am not building yet**

My plan:

☐ ~~Submit a Building Approval Form and begin construction by~~Submit a Building Notification and Compliance Form and begin construction by _____

☐ Stop living in the trailer as a residence by _____

☐ Undecided

Track B: you have until October 31, 2027 to either ~~submit a Building Approval Form and begin construction (you then~~ submit a Building Notification and Compliance Form and begin construction (you then move to Track A) or stop living in the trailer as a residence. One hardship extension of up to 6 months may be granted for documented cause (for example, a financing or contractor delay) if requested in writing before October 31, 2027.

5. What to attach

☐ A dated photo of the trailer or shelter showing where it sits on the lot

☐ Track A only: a dated photo of the current construction

☐ Track A only: ~~your Building Approval Form, if one~~your Building Notification and Compliance Form, if one is not already on file

6. Certification

I certify that the information on this form is true to the best of my knowledge. I understand that the Board may request a site visit if anything on this form is unclear, and that registering with the Association does not authorize any use that Okanogan County does not allow; I remain responsible for all County building, water, and septic requirements.

Owner signature: Date:

How to submit

- Email it to sunranchmemberstonasket@gmail.com.
- Send it by US Mail to PO Box 407, Tonasket, WA 98855.
- Deliver it in person at a Board meeting, or arrange to give it to a Board member (see https://www.sunranchtonasket.org for contact information).

Deadline: May 31, 2027. You may register at any time before then — you do not need to wait for the March 1 – May 31, 2027 grace period.

Board use only

SROA member name: Lot number:

Date received:

Received by May 31, 2027? ☐ Yes ☐ No

Track assigned:

☐ Track A — 12-month term June 1, 2027 to May 31, 2028

☐ Track B — deadline October 31, 2027

~~Building Approval Form on file (date approved):~~ Building Notification and Compliance Form on file (date received):

Hardship extension: ☐ Requested on ☐ Granted through

Board meeting date:

Board vote: _____ in favor _____ opposed

Owner notified in writing on:

Notes:

The owner may appeal the track assignment or denial of a hardship extension under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).

Signed for the Board:

President Secretary

SUN RANCH

Temporary Residence Progress and Renewal Form

Temporary Construction Residence Policy (Resolution No. 2026-17, Exhibit A, Sections IV–VI)

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23. Green highlight = new text. ~~Red strikethrough = removed text.~~

Owners approved to live ~~in a trailer or camper while building~~in a trailer, camper, or recreational cabin while building must show construction progress with dated photos. Use this form for the 90-day milestone after approval and for each 6-month renewal. Submit it before your current term expires — if a required renewal request or progress photo is not received in time, your authorization ends automatically (Policy Section VI).

1. Owner and lot information

Date: _____

SROA member name: _____ Lot number: _____

Email address: _____ Phone: _____

2. What are you submitting?

☐ 90-day initial milestone
Within 90 days of approval: foundation poured or footings set — some physically visible construction on the lot.

☐ 6-month renewal request
Visible continued progress since the last checkpoint (for example, framing up, or a defined portion of the exterior enclosed).

☐ Moving from Track B to Track A
For existing occupants who have now ~~received Building Approval Form approval and begun~~submitted a Building Notification and Compliance Form and begun construction.

3. Current authorization

Date temporary residence approved (or Track A start date): _____

Current term expires on: _____ Number of prior renewals: _____

~~Building Approval Form approved on:~~Building Notification and Compliance Form submitted on: _____

4. Construction progress

Current stage:
☐ Site prep ☐ Foundation/footings ☐ Framing ☐ Roof on ☐ Exterior enclosed ☐ Finishing

Work completed since the last checkpoint: _____

_____

_____

Expected date the home will be ready to live in: _____

5. What to attach

☐ Dated photo(s) clearly showing the current construction (required)

☐ Any County permit or inspection records you wish the Board to consider (optional)

The Board checks progress by photo, not by scheduled inspections. It may request a site visit if photos are unclear or a good-faith dispute arises (Policy Section V).

6. Request and certification

☐ I request a 6-month renewal of my temporary residence authorization.

I certify that the information and photos submitted are accurate and current.

Owner signature: _____ Date: _____

How to submit

- Email it to sunranchmemberstonasket@gmail.com.
- Send it by US Mail to PO Box 407, Tonasket, WA 98855.
- Deliver it in person at a Board meeting, or arrange to give it to a Board member (see https://www.sunranchtonasket.org for contact information).

Deadline: before your current term expires. For the 90-day milestone, within 90 days of approval.

Board use only

SROA member name: _____ Lot number: _____

Date received: _____

Received before the current term expired? ☐ Yes ☐ No

Photos adequate: ☐ Yes ☐ No — additional photos requested ☐ Site visit requested

Decision:

☐ 90-day milestone met
☐ Renewed for 6 months, through _____
☐ Moved to Track A, 12-month term through _____
☐ Denied

Board meeting date: _____

Board vote: _____ in favor _____ opposed

Reason for denial (if any): _____

_____

Owner notified in writing on: _____

A denial may be appealed under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).

Signed for the Board:

President _____ Secretary _____

SUN RANCH OWNERS' ASSOCIATION

Fee and Fine Schedule

Approved by the Board of Directors: _____, 2026 (Resolution No. 2026-18)

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23. *Green highlight = new text.* ~~*Red strikethrough = removed text.*~~

This schedule was prepared from the Association's 1997 Bylaws and the 1970 Restatement of Declaration of Covenants, Conditions, and Restrictions.

1. Assessments (per governing documents)

Item	Amount	Authority
Annual assessment	$137.00 per lot	CCR VII(d)(i); Board vote of May 13, 2023 (see Resolution No. 2026-18)
Assessment due date	Due June 15; notice mailed by Secretary on or before June 1	Bylaws Art. VIII, §3
Delinquency referral to Board for collection action	~120 days after due date (Oct. 15); the Board determines the collection step for each account (lien, collections agency, and/or Small Claims Court)	Bylaws Art. VIII, §3a
Notice of Delinquency administrative fee	$10.00 per notice, plus the actual cost of printing and mailing the notice	RCW 64.38.100(1)(b)(ii)(A)–(B); Dues Collection Policy and Procedure §III.A
Late Payment Fee (Effective 2027)	$30.00, assessed if the annual assessment remains unpaid as of July 2 (or the 16th day after the Notice of Delinquency is mailed, if later)	Resolution No. 2026-15; Bylaws Art. VIII, §1; RCW 64.38.100(1)(b)(ii)(C)
Monthly Escalation Fee (Effective 2027)	$25.00/month, assessed August 2, September 2, and October 2 if the balance remains unpaid (combined maximum with Late Payment Fee: $105.00)	Resolution No. 2026-15; Bylaws Art. VIII, §1
Interest on unpaid charges (post-demand)	8% per annum	CCR VII(d)(vi) (assessments); CCR XI(c) (rate; abatement costs); Dues Collection Policy and Procedure §VI
Lien filing / release recording (Board discretionary; see Dues Collection Policy and Procedure §III.B)	At cost, billed to owner (currently $303.50 for the lien and $303.50 for the release, $607.00 total, including notarization)	Bylaws Art. VIII, §4; CCR VII(d)(iii)–(iv)
Small claims court action (delinquent balances not yet eligible for foreclosure)	Filing fee currently $35.00 (Okanogan County District Court); recoverable as a collection cost; entity claim limit $5,000	Dues Collection Policy and Procedure §III.D; RCW 12.40.010
Third-party collections agency referral (delinquent balances; Board discretionary)	Actual agency fees/costs charged, added to and collectible as part of the debt	Dues Collection Policy and Procedure §III.C; Resolution No. 2026-20; RCW 19.16; Bylaws Art. VIII

Item	Amount	Authority
Foreclosure eligibility	No earlier than 4 months after charge becomes due (CCR); additionally, under RCW 64.38.100 the delinquent amount must equal or exceed $2,000, and be delinquent at least 90 days	CCR VII(d)(vi); RCW 64.38.100; see Dues Collection Policy and Procedure §III.E

2. Administrative & Transaction Fees (per governing documents)

Item	Amount	Authority
Membership transfer fee (on sale/conveyance of a lot)	$25.00	Bylaws Art. IV, §2
Failure to submit building notification (after a written reminder and 14 days to submit)	$50.00, one-time per project; never a basis by itself for a stop-work notice, removal, or abatement	Board rulemaking authority (Bylaws Art. VI §1(b)); Building Notification and Compliance Review Policy §8(a) (Resolution No. 2026-09)
Collection costs / attorneys' fees on delinquent accounts	Actual cost, including small claims filing fees, third-party collections agency fees, and any post-judgment collection costs	Bylaws Art. VIII, §4, §6; CCR VII(d)(vi); CCR XI(b)–(c); Dues Collection Policy and Procedure
Cost to cure a violation the Board abates after owner fails to act	Actual cost, billed and lienable	CCR XI(c)
Records inspection	No fee specified — open to members on written demand at reasonable times	Bylaws Art. IX, §2

3. Shipping Container Enforcement (Fee and Fine Schedule Addition)

This section implements the Board's Shipping Container Storage & Screening Policy (Resolution No. ~~2026-19).~~2026-19), as amended and restated by Resolution No. 2026-23. The first ~~three~~two items are administrative ~~fees~~fines adopted under the Board's general rulemaking authority rather than a specific CC&Rs entitlement; the remaining items are cost-recovery mechanisms already authorized by CCR §XI(c). The cure period is the 30-day period in Section VII of that Policy.

Item	Amount	Authority
~~Placement without prior Board approval (initial fine)~~Unapproved or non-compliant container after the Policy's Section VII cure period expires (initial fine)	$250 flat, one-time	Board rulemaking authority (Bylaws Art. II §2(b) / Art. VI §1(b)) — not a CCR entitlement
~~Continued placement without approval (recurring) — each additional 30 days until an approval request is submitted~~Continued violation (recurring) — each additional 30 days until the container is approved and meets Section V, or is removed	$50 / 30 days	Board rulemaking authority (Bylaws Art. II §2(b) / Art. VI §1(b)) — not a CCR entitlement
~~Non-compliant container after the Section VI cure period expires (recurring)~~	~~$50 / 30 days~~	~~Board rulemaking authority (Bylaws Art. II §2(b) / Art. VI §1(b)) — not a CCR entitlement~~

Item	Amount	Authority
Board-arranged screening, ~~burial~~relocation, or removal after cure period expires	Actual contractor cost, billed and lienable	CCR XI(c)
Interest on unpaid abatement costs after demand	8% per annum	CCR XI(c)
Collection costs / attorneys' fees, if unpaid	Actual cost	CCR XI(c)
Lien recording, if payment not made after demand	Actual recording cost + amount owed (recording cost currently $303.50 for the lien and $303.50 for the release, $607.00 total, including notarization)	CCR XI(c); foreclosable as a mortgage foreclosure

4. Maintenance of Lots Enforcement (Fee and Fine Schedule Addition)

This section implements the Board's Maintenance of Lots Policy and Procedure (approved January 9, 2021, and re-adopted by Resolution No. 2026-14), which applies CCR Section IV(c) ("property shall be kept and maintained ... in a clean, safe, attractive and slightly used condition and in good repair").

Item	Amount	Authority
Board determination / member complaint that a lot is not clean, safe, or attractive	Board assesses situation; may notify owner to clean up (in person, in writing, or by phone at recorded residence)	CCR §IV(c); Maintenance of Lots Policy §1
Owner response to notification	Owner has 1 week to report a cleanup plan to the Board; cleanup must begin immediately	Maintenance of Lots Policy §2
Failure to begin cleanup within 2 weeks of initial notification	$25.00 per week, assessed and due immediately	Maintenance of Lots Policy §3
Continued noncompliance after 30 days	$50.00 per day	Maintenance of Lots Policy §3
Nonpayment after 60 days	All charges become delinquent; collectible with collection costs and attorneys' fees as an obligation running with the land	Maintenance of Lots Policy §3
Sale or transfer of the lot	Does not affect any lien for charges under this policy	Maintenance of Lots Policy §3

Cleanup obligations include, but are not limited to, removing garbage, derelict vehicles, and downed and/or diseased trees, and keeping grass low and tree limbs cut well above the ground for fire safety. See the full Maintenance of Lots Policy and Procedure (Resolution No. 2026-14).

5. Animals at Large Enforcement (Fee and Fine Schedule Addition)

This section implements the Board's Animals at Large policy (approved October 15, 2019), as amended by Resolution No. 2026-13, which requires members to contain livestock in a fenced area on their own lot, to keep dogs under control and on their own lot unless accompanied, and to keep poultry on their own lot.

Item	Amount	Authority
Animal at large (livestock outside a fenced area on the owner's lot; a dog off its owner's lot unaccompanied or not under control; poultry off its owner's lot)	Considered a nuisance	Animals at Large Policy §1
Owner response to notification	24 hours to retrieve and contain or control the animal, after notification in person, in writing, or by phone at recorded residence	Animals at Large Policy §1
Failure to contain or control the animal within 24 hours	$10.00 per animal (poultry: per flock), per day, assessed and due immediately	Animals at Large Policy §1
Continued noncompliance after 30 days	$20.00 per animal (poultry: per flock), per day	Animals at Large Policy §1
Nonpayment after 60 days	All charges become delinquent; collectible with collection costs and attorneys' fees as an obligation running with the land	Animals at Large Policy §1
Sale or transfer of the lot	Does not affect any lien for charges under this policy	Animals at Large Policy §1

See the full Animals at Large Policy and Procedure (Resolution No. 2026-13), originally approved by the SROA Board on October 15, 2019.

6. Violation Fine Schedule

~~*The current CCRs give the Board discretion to approve/disapprove changes to property (Section V), and to enforce violations through injunction, cost-recovery liens, and — in appropriate cases — punitive damages through court action (Section XI). They do not spell out a self-executing dollar fine schedule; the fine amounts and the notice-cure-hearing process below were adopted under the Board's general rulemaking authority (Bylaws Art. VI §1(b)) by the General Covenant Violation Enforcement Policy and Procedure, Resolution No. 2026-16, in the same manner as the Shipping Container, Maintenance of Lots, and Animals at Large enforcement sections above. The trailer/temporary shelter residency category was added by Resolution No. 2026-17.*~~*The CCRs enforce violations through injunction, cost-recovery liens, and, in appropriate cases, punitive damages through court action (Section XI), but do not spell out a self-executing dollar fine schedule. Because no Cattleman's Board with an Architect Member has been constituted, the Board does not approve building plans under CCR Sections II(f), V, and VI, and the structure fines below apply to structures that do not meet the CCRs or the Building and Structure Standards Policy (Resolution No. 2026-23), not to the absence of plan approval. Shipping containers, which the Board approves under CCR Sections V(a) and VI(b), are addressed in Section 3. The fine amounts and the notice-cure-hearing process below were adopted under the Board's general rulemaking authority (Bylaws Art. VI §1(b)) by the General Covenant Violation Enforcement Policy and Procedure, Resolution No. 2026-16, as amended by Resolution No. 2026-23, in the same manner as the Shipping Container, Maintenance of Lots, and Animals at Large enforcement sections above. The trailer/temporary shelter residency category was added by Resolution No. 2026-17.*

Violation Type	1st Notice	2nd Occurrence	3rd+ Occurrence
~~Unapproved exterior/structural change (CCR §V)~~Structure not meeting the Building and Structure Standards (CCR §§II(a), IV(c)–(e); Res. 2026-23)	Written warning + cure period	$150 fine	$300 fine + Board may cure and lien cost

Violation Type	1st Notice	2nd Occurrence	3rd+ Occurrence
Setback violation (CCR §II(b))	Written warning	$150 fine	$300 fine / injunction
Unauthorized sign (CCR §IV(f))	Written warning, remove within 10 days	$50 fine	$100 fine
Noxious/unsightly/ offensive activity (CCR §IV(d))	Written warning	$75 fine	$150 fine
Unapproved business/commercial use (CCR §IV(a))	Written warning, cease within 10 days	$150 fine	$300 fine / injunction
Failure to maintain lot (CCR §IV(c))	Written notice; owner reports a cleanup plan within 1 week, and cleanup must begin immediately	$25.00 per week if cleanup has not begun within 2 weeks of notice	$50.00 per day after 30 days; Board may enter and cure, cost billed & lienable (Section 4)
~~Unauthorized trailer/temporary shelter residency~~Unauthorized trailer, temporary shelter, or recreational cabin residency (CCR §II(a), §II(c))	Written notice; 10-day cure to vacate or apply under the Temporary Construction Residence Policy	$100.00/week recurring if not cured	Board-arranged removal after 60 days, cost billed & lienable (Section IV.F; Resolution No. 2026-17)

These figures were adopted by Resolution No. 2026-16 (General Covenant Violation Enforcement Policy and Procedure, Section IV), except the lot maintenance row, which restates the Maintenance of Lots Policy and Procedure (Resolution No. 2026-14). They reflect common practice among small rural/recreational HOAs (typically $25–$100 for minor, self-correcting violations like signage, $100–$300 for structural or land-use violations, escalating with repetition), and are subject to review and adjustment by future Board resolution as circumstances warrant.

Process for each fine: written notice describing the violation and citing the specific covenant section → cure period (10–30 days depending on violation type, per Resolution No. 2026-16) → right to be heard by the Board before a fine is imposed → fine assessed and added to the owner's account as a personal debt, collectible with interest, collection costs, and attorneys' fees as allowed by law (RCW 64.38.020(11)); costs of a Board-arranged cure are billed and lienable under CCR §XI(c) → right to appeal the Board's determination under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). See the General Covenant Violation Enforcement Policy and Procedure for full detail.

7. Shower House RV Waste Disposal Enforcement (Fee and Fine Schedule Addition)

Pending — not yet in effect. This section takes effect only if and when the Board adopts Resolution No. 2026-21 (Shower House RV Waste Disposal Policy). See Resolution No. 2026-18, Section 1.

This section implements the Board's Shower House RV Waste Disposal Policy (Resolution No. 2026-21), which prohibits emptying RV holding tanks, portable toilets, or any other outside wastewater into the Shower House septic system, drains, or grounds. The cost-recovery items apply to every violation. The fine amounts are proposed and are adopted under the Board's general rulemaking authority, in the same manner as the Shipping Container section (Section 3).

Item	Amount	Authority
Dumping RV holding tanks, portable toilets, or other outside wastewater at the Shower House	Prohibited	Shower House RV Waste Disposal Policy §III; Resolution No. 2026-21

Item	Amount	Authority
First violation	Written notice of violation	Shower House RV Waste Disposal Policy §VII
Second violation (proposed)	$250.00 fine	Board rulemaking authority (Bylaws Art. III §5 / Art. VI §1(b)) — not a CCR entitlement; RV Waste Disposal Policy §VII
Third and later violations (proposed)	$500.00 fine per occurrence	Board rulemaking authority (Bylaws Art. III §5 / Art. VI §1(b)) — not a CCR entitlement; RV Waste Disposal Policy §VII
Cleanup, septic pumping, inspection, and repair caused by a violation	Actual cost, billed to the responsible member	Shower House RV Waste Disposal Policy §VII
Damage to Association property at the Shower House (e.g., camera pole, building, fixtures)	Actual repair cost, billed to the responsible member	Shower House RV Waste Disposal Policy §VII

Members are responsible for violations by their guests and tenants. Before any fine is imposed, the member receives written notice and an opportunity to be heard by the Board, as set out in the Shower House RV Waste Disposal Policy, Section VII. Fines and costs are billed to the responsible member as a personal debt and may be appealed under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). See the full Shower House RV Waste Disposal Policy (Resolution No. 2026-21).

8. Adoption

This Fee and Fine Schedule is adopted as Exhibit A to, and on the terms set out in, the accompanying Resolution of the Board of Directors — Fee and Fine Schedule.

SUN RANCH OWNERS' ASSOCIATION

Shipping Container Storage & Screening Policy and Procedure

~~Approved by the Board of Directors: _____, 2026 (Resolution No. 2026-19)~~ Approved by the Board of Directors: October 24, 2026 (Resolution No. 2026-19); amended and restated _____, 2026 (Resolution No. 2026-23)

MARKED COPY FOR MEMBER REVIEW — shows the changes proposed by Resolution No. 2026-23 to this Policy as adopted October 24, 2026. Green highlight = new text. ~~Red strikethrough = removed text.~~

I. Purpose

Shipping containers, conex boxes, and similar large metal storage units are not addressed by name in the CC&Rs, but their placement on a lot is a material change to the existing state of the property and is visually inconsistent with the rustic, natural character the CC&Rs are intended to protect unless properly sited and screened. This Policy establishes the approval process, screening standards, treatment of existing containers, and enforcement fees that apply before and after a shipping container is placed on a lot.

II. Authority

- **CCR Section V (Required Approval of All Changes to Property Within the Unit or Subdivision):** under CCR §V(a), a shipping container is a material change to the existing state of a lot (the construction of a structure or other improvement) and requires prior written Board approval, subject to the discretionary criteria in CCR §V(b), including prevention of unsightly conditions and preservation of visual continuity with the rustic and natural setting.
- **CCR Section VI(b):** the vote or written consent of any two members constitutes action of the Board. Only approval of plans, drawings, and specifications requires the vote or written consent of an Architect Member. Approval of a shipping container involves no plans, drawings, or specifications and therefore does not require an Architect Member.
- **CCR Section II(g):** responsibility for the Board described in CCR Section VI rests solely and exclusively with the Association. The Association has not appointed a separate Cattlemen's Board. The Board of Directors, which conducts, manages, and controls the affairs of the Association (Bylaws Article VI, Section 1(b)), acts for the Association in approving material changes that do not involve plans, drawings, or specifications. The Board of Directors does not approve building plans under CCR Section II(f); buildings are addressed by Resolution Nos. 2026-09 and 2026-23.
- **CCR Sections II(b), IV(c), and IV(d):** require above-ground improvements to meet a 20-foot setback from lot boundaries, require property to be kept clean, safe, attractive, and in good repair, and prohibit anything on a lot that is unsightly or a nuisance.
- **CCR Section XI(c):** authorizes the Board to enter a lot to abate or remove a condition causing a violation after the owner fails to act, and to bill the cost to the owner as a lien against the lot.
- **Bylaws Article VI, Section 1(b) and Article II, Section ~~2(b):~~2(b); RCW 64.38.020:** authorize the Board to conduct, manage, and control the affairs of the Association, to make rules and regulations not inconsistent with law, the articles of incorporation, or the Bylaws, and to own, hold, and manage Association affairs — the basis for the administrative fines in Section ~~VIII~~ IX below, which go beyond the cost-recovery remedy CCR §XI(c) provides directly.

III. Scope

This Policy applies to any shipping container, conex box, intermodal container, or similar large metal or composite storage unit placed on a lot, whether used for storage, workshop space, or any other purpose, and regardless of whether it is placed temporarily or permanently. Moving a container to a new location on the lot, replacing it, or adding another container is a new placement. It does not apply to a temporary construction dumpster or similar debris container in active use during permitted construction, provided it is removed within 30 days of substantial completion of the work.

IV. Approval Required Before Placement

~~Before placing a shipping container on a lot, the owner must submit a written request to the Board describing the container's dimensions, intended location on the lot, intended use, and proposed screening, consistent with the Building & Improvement Review Policy and Procedure's submission and review timeline. The Board evaluates the request under the CCR §V(b) criteria and the screening standards in Section V below.~~

(a) Approval required. No shipping container may be placed on a lot until the owner has received written approval from the Board under this Section.

(b) How to request. At least fourteen (14) calendar days before the planned placement, the owner submits a Shipping Container Placement Request Form by (1) email to sunranchmemberstonasket@gmail.com; (2) U.S. Mail to PO Box 407, Tonasket, WA 98855; or (3) hand delivery to a Board member or at a Board meeting.

(c) What to include. A written description of the container's dimensions, its intended location on the lot with the distance to each nearest lot line, its intended use, and its proposed screening, with photographs of the proposed location. Plans, drawings, and specifications are not required, and the Board's decision is not an approval of plans, drawings, or specifications.

(d) Incomplete requests. If a request is missing information needed to apply Section V, the Board will tell the owner what is missing within seven (7) calendar days after receiving it. The fourteen (14) day decision period then runs from receipt of the missing information.

(e) Who decides. Any two directors, by vote or written consent (including email), decide a request, which constitutes action of the Board under CCR §VI(b). A director who owns or has a financial interest in the lot, or who is related to its owner, does not take part in the decision.

(f) Decision. Within fourteen (14) calendar days after receiving a complete request, the Board sends the owner a written decision: approved, approved with conditions, or denied. Each condition and each reason for denial cites the Section V standard or CCR §V(b) criterion it rests on, and each condition states the date by which it must be met.

(g) No response is not approval. If the Board has not sent a written decision within fourteen (14) calendar days, the request is not approved and the container may not be placed. The owner may ask the Board in writing for a decision, and the request will then be decided no later than the next regular Board meeting.

(h) Revisions. An owner may revise and resubmit a request at any time. The same fourteen (14) day decision period applies.

V. Screening and Siting Standards

Every shipping container on a lot must meet the following standards. The Board will apply these standards, together with the ~~following standards~~ CCR §V(b) criteria, when reviewing a container placement request, and

~~an~~ a request showing that the container will meet every standard will ordinarily be approved. An owner curing an unapproved ~~placement~~ or non-compliant container under Section ~~VI~~ VII below must bring the container into conformance with these ~~standards to be approved:~~standards:

- **Setback:** the container must meet the same 20-foot setback from lot boundaries required for other above-ground improvements under CCR ~~§II(b), unless the Board approves a different siting for screening reasons.~~§II(b).
- **Screening:** the container must be screened from view of roads and neighboring lots to the extent reasonably practicable, using natural vegetation, fencing, or siting behind existing structures or terrain. Tarps and plastic sheeting are not screening.
- **Condition and appearance:** the container must be kept in clean, safe, and reasonably attractive condition, consistent with CCR §IV(c), and may not be used for advertising or display of signage beyond what CCR §IV(f) otherwise permits.
- ~~**Number:** absent Board approval otherwise, no more than one shipping container per lot.~~ **Number:** no more than one shipping container per lot, unless the Board approves more and each additional container is fully screened from view of roads and neighboring lots.
- **Use:** a container may not be used as living quarters; occupancy is governed by Resolution No. 2026-17 and Resolution No. 2026-16, Category F. Building a roof, walls, or deck around or over a container must also meet the Building and Structure Standards Policy (Resolution No. 2026-23).

VI. Containers Already on a Lot on October 24, 2026

(a) No approval request. A shipping container that was on a lot on October 24, 2026 does not need approval under Section IV. It must meet the standards in Section V.

(b) Fresh Start 2027. Under Resolution No. 2026-22, the owner has until May 31, 2027 to bring an existing container into conformance with Section V or remove it. No notice of violation will be issued and no fine will accrue before June 1, 2027, except for a condition the Board determines is an imminent threat to health or safety.

(c) Proof. An owner claiming that a container was on the lot on October 24, 2026 has the burden of showing it, as provided in Resolution No. 2026-22, Section 1. The Board may rely on its own lot records.

(d) Later changes. Moving, replacing, or adding to an existing container is a new placement that requires approval under Section IV.

~~VI.~~ VII. Cure Period for Unapproved ~~Placement~~or Non-Compliant Containers

(a) Unapproved placement. If the Board discovers or is notified of a shipping container placed on a lot after October 24, 2026 without prior approval under Section IV, the Board will send the owner written notice describing the violation. The owner has 30 days from the date of that notice (the "cure period") to either ~~(a)~~ (1) submit a complete approval request under Section IV ~~and~~ and, once approved, bring the container into conformance with ~~the screening standards in~~ Section ~~V,~~ V and any conditions of approval, or ~~(b)~~ (2) remove the container from the lot entirely. ~~This~~ Fines do not accrue while a complete request is pending before the ~~cure period referenced in the Association's Fee and Fine Schedule, Section 3.~~Board.

(b) Non-compliant container. If any container on a lot, whether approved or existing under Section VI, does not meet the standards in Section V or the conditions of its approval, the Board will send the owner written notice identifying each standard or condition not met. The owner has 30 days from the date of that notice (the "cure period") to bring the container into conformance or remove it from the lot entirely.

Each 30-day period in this Section is the cure period referenced in the Association's Fee and Fine Schedule, Section 3.

~~VII.~~ VIII. Right to Be Heard

Before any fine is imposed under Section ~~VIII,~~ IX, the owner may request to be heard by the Board, consistent with the General Enforcement Process described in the General Covenant Violation Enforcement Policy and ~~Procedure.~~ Procedure (Resolution No. 2026-16). A request for a hearing does not toll the cure period unless the Board agrees otherwise in writing.

~~VIII.~~ IX. Fees and Enforcement

The following fees apply to a shipping container placed, or remaining, on a lot without current Board ~~approval:~~approval, or not meeting Section V or the conditions of its approval, after the Section VII cure period expires:

Item	Amount	Authority
~~Placement without prior Board approval (initial fine)~~Unapproved or non-compliant container after the Section VII cure period expires (initial fine)	$250 flat, one-time	Board rulemaking authority (Bylaws Art. II §2(b) / Art. VI §1(b)) — not a CCR entitlement
Continued ~~placement without approval~~ violation (recurring) — each additional 30 days until ~~an approval request~~ the container is ~~submitted~~approved and meets Section V, or is removed	$50 / 30 days	Board rulemaking authority (Bylaws Art. II §2(b) / Art. VI §1(b)) — not a CCR entitlement
~~Non-compliant container after the Section VI cure period expires (recurring)~~	~~$50 / 30 days~~	~~Board rulemaking authority (Bylaws Art. II §2(b) / Art. VI §1(b)) — not a CCR entitlement~~
Board-arranged screening, relocation, or removal after the cure period expires	Actual contractor cost, billed and lienable	CCR §XI(c)
Interest on unpaid abatement costs after demand	8% per annum	CCR §XI(c)
Collection costs / attorneys' fees, if unpaid	Actual cost	CCR §XI(c)
Lien recording, if payment not made after demand	Actual recording cost + amount owed (recording cost currently $303.50 for the lien and $303.50 for the release, $607.00 total, including notarization)	CCR §XI(c); foreclosable as a mortgage foreclosure

These figures are also stated in the Association's Fee and Fine Schedule, Section 3, which this Policy implements. In the event of any conflict between this Policy and the Fee and Fine Schedule, this Policy controls as to process, and the Fee and Fine Schedule, as most recently amended by Board resolution, controls as to the dollar amounts.

~~IX.~~ X. Appeals

An owner may appeal a denial, a condition of approval, or any other determination made under this Policy by following the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). A timely appeal stays fines and abatement while it is pending, but does not authorize the owner to place a container that has not been approved.

~~X. Recordkeeping~~XI. Recordkeeping and Reporting

The Board maintains a file for each shipping container reviewed or enforced under this ~~Policy:~~ Policy, kept with the lot file under Resolution No. 2026-22, Section 7: the approval request (if any), the Board's ~~decision,~~ decision and the names of the two deciding directors, notices sent, cure period deadlines, hearing requests, and fines assessed. As CCR §VI(b) requires, every approval and disapproval is reported in writing to the Association at the next regular Board meeting under the standing agenda item for building notifications and container requests, and kept as a permanent record. Records are available for member inspection per Bylaws Article IX, Section 2.

~~XI.~~ XII. Adoption and Amendment

This Policy was adopted by Board Resolution No. ~~2026-19.~~ 2026-19 and amended and restated by Resolution No. 2026-23. It may be amended from time to time by resolution of the Board of Directors, consistent with Bylaws Article VI, Section 1(b), without requiring a vote of the membership, provided any amendment does not conflict with the Bylaws or CCRs.

SUN RANCH

Shipping Container Placement Request Form

Required before placing a shipping container, conex box, or similar storage container under the Shipping Container Storage & Screening Policy and Procedure (Resolution No. 2026-19, as amended by Resolution No. 2026-23).

A shipping container needs written approval before it is placed on your lot. Submit this form at least 14 days before you plan to place the container. Two Board members will review it against the written standards and send you a written decision within 14 days after your form is complete. Do not place the container until you have that written approval: if you do not hear back, that is not an approval — ask us in writing and we will decide it no later than the next regular Board meeting.

1. Owner and lot information

Date: _____

SROA member name: _____ Lot number: _____

Property address: _____

Mailing address: _____

Email address: _____

Phone number(s): _____

2. Is this request for you?

Use this form for any of the following (Res. 2026-19 §§III, IV, VI(d)). Check all that apply:

☐ Placing a new shipping container, conex box, or similar storage container

☐ Adding another container to a lot that already has one

☐ Moving an existing container to a new spot on the lot, or replacing it

No request is needed for a container that was already on your lot on October 24, 2026, as long as you leave it where it is — but it must meet the standards in Section 5 by May 31, 2027 (Fresh Start 2027, Res. 2026-22). A temporary construction dumpster removed within 30 days after the work is done does not need this form.

3. Container details

Container type (shipping container, conex, other): _____

Size (length × width × height): _____

Color and condition (new / used): _____

Intended use (storage, workshop, other): _____

Containers on the lot now (number): _____

Planned placement date: _____

4. Location and screening

Where on the lot it will sit: _____

Distance to nearest lot line(s) (at least 20 ft): _____

Distance to nearest road: _____

How will the container be screened from roads and neighboring lots? Check all that apply:

☐ Existing trees or natural vegetation

☐ New plantings

☐ Fencing

☐ Placed behind an existing building or the lay of the land

☐ Other: _____

Describe the screening:

---

5. Standards your container must meet

Every container must meet these standards (Res. 2026-19 §V). Check each one to confirm:

☐ **Setback.** At least 20 feet from every lot line shown on the recorded plat (CC&Rs §II(b)).

☐ **Screening.** Screened from view of roads and neighboring lots as far as reasonably practicable. Tarps and plastic sheeting are not screening.

☐ **Condition.** Kept clean, safe, reasonably attractive, and in good repair, with no advertising or signs (CC&Rs §§IV(c), IV(f)).

☐ **Number.** One container per lot, unless the Board approves more and each extra container is fully screened.

☐ **Not living quarters.** A container may not be lived in. Building a roof, walls, or deck around it must also meet Res. 2026-23.

6. Photos

A written description and photos are all that is needed. Plans and drawings are not required.

☐ Photo(s) of the proposed location, taken from the nearest road

☐ Photo(s) of the proposed location, taken toward the nearest neighboring lot

☐ Photo of the container itself (if available)

7. How to submit

Submit the completed form and photos using one of the following methods:

- Email it to sunranchmemberstonasket@gmail.com.
- Send it by US Mail to **PO Box 407, Tonasket, WA 98855**.
- Deliver it in person at a Board meeting or to a Board member (see https://www.sunranchtonasket.org for contact information).

Timing: submit at least 14 calendar days before you plan to place the container. If the form is missing information, the Board will tell you within 7 days what is needed, and the 14 days start when it arrives (Res. 2026-19 §IV(d)).

8. What happens next

- Two Board members review your request and decide it by vote or written consent, as the CC&Rs allow (CC&Rs §VI(b); Res. 2026-19 §IV(e)).
- Within 14 days after a complete form, you receive a written decision: approved, approved with conditions, or denied. Any condition or denial will cite the standard it is based on.
- **Do not place the container until you have written approval.** No answer is not approval. If 14 days pass without a decision, ask us in writing and we will decide it no later than the next regular Board meeting.
- You may revise and resubmit at any time; the same 14 days apply.

- Your request and the Board's decision are kept in your lot file and reported at the next Board meeting.

9. If a container is placed without approval or doesn't meet the standards

You will receive written notice and 30 days to submit this form (or fix the problem) or remove the container. No fines run while a complete request is waiting for a decision. After the 30 days, the fine is $250 one-time, then $50 for each additional 30 days until the container is approved and meets the standards, or is removed. If you still don't act, the CC&Rs (§XI(c)) allow the Association to screen, move, or remove it and bill the cost (Fee and Fine Schedule, Res. 2026-18, Section 3).

Before any fine, you may ask to be heard by the Board, and you may appeal a denial, a condition, or a fine under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). This form summarizes the Sun Ranch CC&Rs and Association policies for owners' convenience and is not a substitute for reading them. If anything here appears to conflict with the recorded CC&Rs, the recorded document controls.

10. Owner certification

I certify that the information on this form is accurate, that I will not place the container until I receive written approval, and that I will keep it in conformance with the standards above and any conditions of approval.

Owner signature: _____ Date: _____

Board review (Board use only)

Date form received: _____ Date complete: _____

Decision due (14 days): _____ Decision sent: _____

☐ Approved ☐ Approved with conditions ☐ Denied ☐ Information requested

Conditions / reasons (cite the standard or CC&R §V(b) objective):

_____

Decided for the Board by two directors (CC&Rs §VI(b); Res. 2026-19 §IV(e)):

Director: _____ Date: _____

Director: _____ Date: _____

Reported at Board meeting of: _____

PART II
BUILDING NOTIFICATIONS AND CONTAINER REQUESTS RECEIVED

Standing monthly item (Agenda Item 9). Building Notification and Compliance Forms and Shipping Container Placement Requests received since the last meeting, with the responses and decisions sent by the two reviewing directors (Resolutions 2026-09 and 2026-19), are reported here for the record. Container approvals and denials are reported as required by CC&Rs Section VI(b). No Board vote is needed.

If nothing is attached behind this page, no Building Notification and Compliance Forms or Shipping Container Placement Requests were received since the last meeting.

ADJOURNMENT
NEXT MEETING

Agenda Item 12.

Next Regular Board Meeting: To be decided at this meeting. The Board will discuss whether to hold a December 2026 meeting or wait until January 2027.

Once the date is set, the meeting notice and agenda will be sent to owners at least 14 days in advance, as required by RCW 64.90.445, and posted on the Association website (www.sunranchtonasket.org) and Facebook group.

Motion to Adjourn.

Questions or comments may be sent to the Board at any time at sunranchmemberstonasket@gmail.com or by mail to SROA, PO Box 407, Tonasket, WA 98855.

— End of Board Packet —