



Registration Sheet

Date _____

Unit _____

Owner / Renter

Owner Information

Owner Name(s) _____

Mailing Address _____ City _____ State _____ Zip _____
If different from onsite address

Phone Numbers Home _____ Cell _____ Alternate _____
Cell _____ Alternate _____

Email Address _____

Emergency Contact _____ Phone _____

Property Manager Information

Manager Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Numbers Work _____ Cell _____ Alternate _____

Email Address _____

Renter/ Roommate Information

Renter Name(s) _____
(ALL Resident Names over 18)

Phone Numbers Home _____ Cell _____ Alternate _____
Cell _____ Alternate _____

Email Address _____

Emergency Contact _____ Phone _____

Vehicle Information

Drivers License Number _____ Car Make/ Model _____

License Plate _____ Color _____ Year _____ Permit # _____

Drivers License Number _____ Car Make/ Model _____

License Plate _____ Color _____ Year _____ Permit # _____

I have received the Rules and Regulations of Sixty-01 Association of Apartment Owners I understand that as a condition of my residency at Sixty-01 Association of Apartment Owners compliance with all Condominiums rules is required.

All move-in information has been received and a \$125.00 registration fee has been paid

Signature _____ Date _____

Signature _____ Date _____

Staff Initials _____ Date _____



Welcome to Sixty-01

As a new Resident at Sixty-01, we hope the following information will be helpful to you:

TRAFFIC REGULATIONS	The speed limit on property is 15mph AT ALL TIMES unless otherwise posted. Please <u>watch for pedestrians</u> on roadways, who may be walking or crossing the street.
PARKING REGULATIONS	Parking is allowed in designated areas only; parking in numbered spaces reserved by others is not allowed at any time. No resident may park a vehicle behind another vehicle so that it protrudes into the roadway or is parked in such a manner as to be within three feet of the edge of the roadway closest to the carport, on a curve, or at a stop sign. No vehicle may create a visual obstruction which impairs the safety of drivers or pedestrians by double parking, even if it meets the above requirements. There is no double-parking whatsoever in the visitor or common area parking spaces. Yellow zones are designated fire lanes. Vehicles parked in any yellow zone may be cited and towed without notice. Red zones are for loading and unloading only and are not meant for extended or overnight parking. A vehicle parked in a red zone must use emergency flashers or turn signals.
MAIL DELIVERIES	Your new address must include your building number, street number and unit number. Deliveries are to be left at the unit unless otherwise specified. If the office accepts a package on your behalf you will be notified by phone or email. At that time you will have three (3) business days to pick up the package.
KEYS SERVICE	A duplicate set of your door keys may be kept at the Administration Office. Sixty-01 Administration will always receive your permission before handing out keys to anyone not registered to the unit, except in emergency maintenance situations.
GATE CARDS	Key cards may be obtained by residents to access the gated and the spa entry doors. The price for a gate card is \$20.
MAINTENANCE	For all maintenance concerns please contact the Administration office.
UTILITIES	Garbage and recycling should be taken to the designated areas for pick-up BEFORE the scheduled time to ensure service. If your pick-up is missed, please call Administration.
AMENITIES	The Spa/Exercise facilities are <u>open from 5am to 11pm every day</u> . This area is accessed with a key card and is for the use of residents and guests. Guests must be accompanied by a resident. All amenities are a first-come, first-serve basis.

(Print Name)

(Signature)

(Date)

(Print Name)

(Signature)

(Date)



Sixty-01 Association of Apartment Owners Architectural Modification Guidelines

To ensure that all modifications and/or remodeling is completed to the City of Redmond building codes; Sixty-01 requires that each homeowner follow this outlined procedure. This policy exists to guarantee the safety of our residents, as well as to preserve the architectural integrity of the property.

Owner may not modify the **Common Area** (such as but not limited to any electrical, plumbing, and/or structural changes within the walls, i.e. washer/dryer installation), the **Limited Common Area** (such as decks, patios, carports, or entry way) or the exterior appearance of the buildings, doors, or windows, without prior written approval.

The following guidelines are required:

1. Approval must be granted prior to modification. The following items are to be submitted in writing to the Administration Office to initiate the approval process:
 - A. Proposal for the modifications.
 - B. Architectural scale drawing that includes all dimensions, and illustrates clearly what is proposed.
 - C. Estimated project start and completion dates.
 - D. Hold Harmless agreement, signed.
 - E. \$500.00 refundable deposit.
2. The Architectural Control Committee will review the proposal to make sure that the proposal is not inconsistent with regulations.
3. The Administration Office will send a letter of approval or rejection to the Homeowner.
4. The homeowner must submit copies of the City of Redmond building permits to the Administration Office prior to the commencement of any work on the proposed project.
5. Any subsequent changes required by the City of Redmond Building Permit Department must be re-submitted to the Committee for further review and approval.
6. Upon completion of the project the homeowner must submit to the Administration Office a request for inspection by Sixty-01.
7. Owners of units with modifications started or completed without prior written approval as stated above face a \$500.00 fine. Homeowners conducting unauthorized modifications must submit the above outlined proposal to the Architectural Committee for approval within seven (7) days of notice. If the Architectural Committee fails to approve the project, the homeowner will be required to remove the unauthorized modifications and restore the property to its original condition at the owner's expense. Failure of the homeowner to do so as directed by the Architectural Committee or the Board will result in the property being restored to its original condition by a contractor designated by the Board. This restoration will be at the homeowner's expense.

_____	_____	_____
(Print Name)	(Signature)	(Date)
_____	_____	_____
(Print Name)	(Signature)	(Date)



Sixty-01 Association of Apartment Owners Landscaping Modification Guidelines

Owners may not modify or decorate the landscaping of the Common Areas, the Limited Common Area, (decks, patios, carports, entrance way) or the exterior appearance of the buildings without prior written approval. The following guidelines are required:

1. All modification proposals must come from owners.
2. All modification proposals must include a Hold Harmless agreement.
3. The written proposal to modify or decorate landscaping along with the estimated start and completion date must be submitted to the Administration Office for approval. Planting any and all perennials other than in flowerpots is considered a landscaping modification and requires an approval from the Landscaping Committee
4. If the proposed alteration adversely affects neighboring units, the written approval of those owners affected by such alterations will be needed at the time the proposal is submitted to the Administration Office. The Committee reserves the right to verify that the owner of the unit, not the renter or roommate of the owner, signed the approval.
5. The Landscape Committee will review the written proposal evaluating the over all affect of the proposed alteration on the property. If the Landscaping Committee is in agreement the Association's Administrator and Landscaping Supervisor will send a letter of approval or rejection to the homeowner with a copy to the Administration Office
6. Upon completion of the project, the Landscaping Supervisor will inspect the completed work. The Landscaping Supervisor will notify the Association's Administrator of any modification to the original proposal.
7. Owners of units with modifications started or completed without prior written approval, as stated, must submit a proposal to the Landscaping Committee for approval within seven (7) days of notice to do so, in addition to a minimum of \$50.00 fine. If the Landscaping Committee fails to approve the project, the owner will be required to remove the unauthorized modifications and restore the property to its original condition at the owner's expense. Failure to do so as directed by the Landscaping Committee or the Board will result in the property being restored to its original condition by a contractor designated by the Board. This restoration will be at the owner's expense.
8. The Landscaping Committee reserves the right to remove all the approved alterations after an appropriate notice.
9. The Landscape Department is not responsible for the plant mortality due to regular maintenance of beds. In an area where a homeowner has planted annuals of has had permission to modify, failure to keep that area clean will result in the Association taking over the maintenance as they see fit.

(Print Name)

(Signature)

(Date)

(Print Name)

(Signature)

(Date)



Insurance Notice to Owners and Renters

The insurance policy of Sixty-01 Association of Apartment Owners insures the common areas only, not the apartment, and therefore will not cover damage to an apartment. An apartment, as defined in the Declarations, is "the unfinished interior surfaces of its perimeter walls, floors, ceilings, windows, and doors..." Everything within those unfinished interior surfaces will not be protected under the Association's master policy and should, therefore, be insured by the owner/occupant of the particular unit.

The master insurance policy excludes flood and earthquake coverage. It also excludes damage due to wear and tear, or obsolescence. The first \$25,000.00 of damage caused is borne by the Homeowner's Association or the responsible homeowner, and not the insurance company.

The insurance policy covers the Condominium Association and unit owners, but only with respect to their individual membership within the Association. The liability policy in force does not protect owners for their personal liabilities arising from their individual residence or personal activities. **Each individual owner or renter should purchase a personal liability insurance policy, ideally in conjunction with a fire insurance policy to protect them accordingly.**

The Declarations read that "each owner shall be responsible for the maintenance, repair, or replacement of any plumbing fixtures, water heaters, fans, heating equipment, electrical fixtures, or appliances which are in the apartment or portions thereof that serve the apartment only..." The Association's Declarations clearly expect and intend for the unit owners themselves to maintain the above-mentioned equipment and take responsibility for any consequences that might arise as a result of any lack of the same.

Insurance Guidelines for Unit Owners and Tenants

It is the responsibility of all apartment owners and tenants to purchase your own insurance policy covering, at a minimum:

1. **Coverage A: Dwelling:** Not less than \$25,000.00; the amount of the deductible on the Association's master policy. Tenants do not have to purchase this coverage if the owner has already done so.
2. **Coverage C: Personal Property:** The amount necessary to protect your personal property.
3. **Coverage E: Personal Liability:** Covers your personal liability for damage to property of others or for injury to others for which you could be held liable. The limit for this coverage should not be less than \$100,000.00 each occurrence.

In all cases, you should consult your insurance agent before purchasing any insurance policy.

The undersigned hereby declare that I/we as owners/ renters have read and understand the above information on insurance responsibility.

_____	_____	_____
(Print Name)	(Signature)	(Date)
_____	_____	_____
(Print Name)	(Signature)	(Date)



Pet Rules

NO DOGS are permitted on Sixty-01 property with the exception of service animals. Residents of guests are not permitted to bring dogs onto the premises at any time for any reason (with the exception of Service Animals).

In order to be allowed to keep a service animal on the property, residents must register the animal with the Administration office. Residents must provide the Office a copy of an official physician's note which should include the resident's full legal name and 6001 unit number.

There will be a \$200 fine assessed for bringing a dog onto the property, or for failure to register a service animal with the Office. Failure to pay the fine will constitute a lien against the property as well as a personal obligation to the owner.

ANY animals running loose on the property may be picked up and turned over to the King County Animal Control Department without notice and without liability or responsibility to the Association for the results of such action. The Association has the right to impound and turn over to the King County Animal Control Department any dogs found loose on the property without liability or responsibility for the results of such action.

- I do not have a pet
- I have a service animal
Animal description _____
- I have a pet
Pet description _____

I understand all of the above rules.

_____	_____	_____
(Print Name)	(Signature)	(Date)
_____	_____	_____
(Print Name)	(Signature)	(Date)



Postal Release Authorization

For use by the Sixty-01 postal carrier only – Resident need to do a change of address with the post office to have mail forwarded from previous address.

Unit Number:

Names of Residents (please print):