



Dear New SMRC Property Owner(s):

Welcome to Sun Mountain Ranch Club! Your membership will be more enjoyable if you fully understand how the association operates and how the policies of SMRC help ensure the value of your property and enhance your recreational experiences while you are here. The following information packet was prepared for you as an introduction to SMRC and to help you get in touch with people you may need to contact during your ownership.

Please feel free to contact any of the Board members or officers if you have questions regarding this information. Board meetings are held as needed (generally every 2 months) with the dates and times posted on the website and at each entrance. Members are always welcome.

The annual membership dues are \$700.00 per year per lot effective January 1, 2024. One half of the dues are collected twice each year on April 10<sup>th</sup> and October 10<sup>th</sup>. If you are unsure if the dues have been paid on your new property, please call or email the Treasurer right away. Your dues are used to maintain the roads, the bath house facility, the pool, the park, the greenbelts and all business-related expenses for the association. If you would like more detailed information about how HOA dues are budgeted/expensed, please contact our treasurer, Kathi Cherrier, [treassmrc@gmail.com](mailto:treassmrc@gmail.com) or 425.327.4169. Dues are to be mailed to SMRC, P.O. Box 1227, Winthrop, WA 98862. Dues invoices for the year are mailed/emailed in January. Each invoice states when the payments are due and the late fees you will be assessed if the dues are not paid according to the terms outlined.

Through the process of purchasing your lot, you should have received a few things in your escrow packet. They are:

- 1) A copy of the CC & R's and the By-Laws. If you prefer to read the information online, please visit our website at [www.sunmountainranchclub.org](http://www.sunmountainranchclub.org). There is other useful information there as well. If you do not have access to the internet, and did not receive a copy of the CC & R's and By-Laws, please contact the Secretary and one will be provided to you.
- 2) If you would like to rent a mailbox, please complete a Mailbox Rental Agreement form from our website, [www.sunmountainranchclub.org](http://www.sunmountainranchclub.org), and mail with your fee of \$100.00 to the address on the form.

Security Keycards allow access to the pool and dumpster areas. When your property was transferred to you through escrow, SMRC was paid a \$100.00 transfer fee, which includes two new keycards. We have either sent you two keycards or contacted you regarding receiving them. Replacement of lost cards will cost \$50.00 each.

These other items are included in your Welcome Packet and should provide immediate additional helpful information.

- ✓ Board of Directors and Officers contact information
- ✓ **Highlights** from the CC'R's and By-Laws that should be reviewed immediately.
- ✓ Keycard Policy and Dumpster rules as posted at garbage facility.
- ✓ Dues Collection Policy
- ✓ Fire Prevention Information for New Property Owners & FireWise Flier
- ✓ Guidelines for Completing App for Development/Construction Approval and Application
- ✓ SMRC Lot/Road Map (available on our website in a user-friendly adjustable format)

Again, welcome to the Sun Mountain Ranch Club!

## 2023/2024 ELECTED BOARD OF DIRECTORS

PRESIDENT  
& DIRECTOR 3

Carl (Gus) Clay  
[presidentsmrc@gmail.com](mailto:presidentsmrc@gmail.com)  
941.243.1974

VICE PRESIDENT  
& DIRECTOR 2

Melissa Hinkle  
[director2smrc@gmail.com](mailto:director2smrc@gmail.com)  
425.698.8522

SECRETARY

Gale Haley  
[secsmrc@gmail.com](mailto:secsmrc@gmail.com)  
509.765.0653

TREASURER

Kathi Cherrier  
[treassmrc@gmail.com](mailto:treassmrc@gmail.com)  
425.327.4169

DIRECTOR 1

Anton McGready  
[director1smrc@gmail.com](mailto:director1smrc@gmail.com)  
510.965.2763

DIRECTOR 4

Brad Bekendam  
[director4smrc@gmail.com](mailto:director4smrc@gmail.com)  
916.205.6994

DIRECTOR 5

Alexander Hunold  
[directorfivesmrc@gmail.com](mailto:directorfivesmrc@gmail.com)  
360.391.8778

# SUN MOUNTAIN RANCH CLUB & MEMBERSHIP ASSOCIATION RULES

- ✓ Late fees will be assessed if the dues are not paid according to the terms outlined. You may also refer to the Dues Collection Policy on our website at [www.sunmountainranchclub.org](http://www.sunmountainranchclub.org).
- ✓ The **posted speed limit is 15 mph** REGARDLESS of what type vehicle, or the time of year. This includes, but is not limited to, snowmobiles and ATV's. Please advise your guests, renters & contractors to observe this speed limit for the enjoyment of your neighbors, and maintenance of our roads.
- ✓ Dogs must be confined to your own property or be on a leash to protect the wildlife, the walkers and our many ground-nesting birds. You, as a property owner, are responsible for the behavior of your family and pets, and that of your guests and renters, their children and their pets. **No animals are allowed inside the Bathhouse/Pool fenced area.**
- ✓ Currently the Bathhouse is open year-round. The swimming pool is open from approximately May 15<sup>th</sup> through Labor Day, weather dependent, and subject to posted Pool Rules.
- ✓ **All potential new structures must be approved through the Architecture Committee prior to construction. This includes, but is not limited to, any permanent shed, fence or RV shelter. Drawings or blueprints, a site plan and county permits are required for most construction or renovation. A Construction/Development Fee may be assessed for construction projects.**
- ✓ Small vehicles such as bicycles and 3 or 4 wheeled ATV's must have a flag attached that extends approximately 3 feet above the seat height while on SMRC property. This includes snowmobiles. This is a safety measure to help reduce the danger of head-on collisions when coming around corners and cresting hills.
- ✓ There are provisions for the potential approval of home businesses operating from SMRC lots as long as that use does not conflict with By-Laws, CC & Rs or other Rules and Regulations. Such things as construction equipment or large trucks are not allowed.
- ✓ Absolutely **NO HUNTING** (bow or otherwise) and **NO DISCHARGING OF FIREARMS** is allowed anywhere within the Ranch Club boundaries.
- ✓ The dumpsters are for **BAGGED HOUSEHOLD GARBAGE ONLY**. Please review the **Key Card Policy and Dumpster Rules for a list of prohibited items that MUST go to the Twisp Transfer Station**. Recycling bins are provided for newspapers, magazines, some plastics, tin and aluminum. **NO GLASS IS ALLOWED IN THE RECYCLING.**
- ✓ Short-term and nightly rentals are prohibited. Rentals or leases must be a minimum of 3 months. **PROPERTY OWNERS ARE RESPONSIBLE FOR THEIR RENTERS CONDUCT.**
- ✓ Please respect your neighbor's right to peaceful and quiet evenings and weekends by keeping noise to a minimum. Loud music, barking dogs and loud vehicles should be restricted at all times.

**Failure to adhere to these rules and ALL the information contained within the full version of the CC & R's and By-Laws may result in the loss of use of the facilities and/or other actions from the Board of Directors.**

## SUN MOUNTAIN RANCH CLUB & MEMBERSHIP ASSOCIATION

### KEY CARD POLICY

Keycards are issued by SMRC to lot owners for their personal access to the Bathhouse, Pool, and Dumpster areas. Any Keycard use is the responsibility of the Lot Owner assigned to the cards. All cardholders and their guests must follow the rules of SMRC when accessing any of the secured areas. **Any violations of posted rules at the Dumpster facility or the Bathhouse/Pool area will result in the suspension of the lot owner's Keycard access.**

All Lot Owners will be allowed access to the SMRC amenities when their annual dues are current or in good standing with their payment plans. **Keycards will be suspended when HOA dues are unpaid for the current year billings.**

### ISSUANCE OF KEYCARDS

Keycards are issued after purchase of a lot in SMRC with the Transfer Fee paid at the closing of the real estate transaction. Current Transfer Fee in effect is \$100.00. However, this fee can be increased at the discretion of the Board of Directors. **Only two (2) Keycards per lot will automatically be assigned.** An exception to this number will be granted to a lot with multiple (more than 2 individuals). Each owner of record at Okanogan County Assessor can be issued a card with an additional payment of current Keycard Replacement Fee.

### VIOLATIONS OF SMRC RULES

**Any violation of Pool/Bathhouse rules or Dumpster/Recycle rules will result in cancellation of Keycards. Reinstatement can only be made by appeal to Board of Directors.**

### LOST/STOLEN KEYCARDS & REPLACEMENT OF CARDS

Lost/stolen Keycards should be reported as soon as possible to avoid unauthorized use of the SMRC facilities. Notification of lost cards can be made by using the "Contact the Club" messaging on the website and/or emailing/calling any Board member. Any unauthorized use of lost/stolen Keycards are the Lot Owner's responsibility.

Replacement cards will only be issued upon verification of remaining cards in the possession of the Lot Owner. Verification of card numbers to the security system has to be made in order to cancel the missing card.

Fees for replacement cards are as follows and must be paid at time of request:

- 1<sup>st</sup> occurrence of a lost card - \$ 50.00
- 2<sup>nd</sup> occurrence of a lost card - \$100.00

**DUMPING OF ANY OF THE FOLLOWING ITEMS IS A VIOLATION OF THE GARBAGE DISPOSAL POLICY AND WILL RESULT IN IMMEDIATE KEYCARD CANCELLATION:**

1. NO FURNITURE OR MATTRESSES OF ANY TYPE
2. NO CONSTRUCTION DEBRIS (DRYWALL, INSULATION, WOOD PIECES, PAINT, METAL FRAMING, ETC)
3. NO APPLIANCES (MICROWAVES, REFRIGRATORS, STOVES, ETC)
4. NO ELECTRONICS (TV'S, VIDEO CONSOLES, COMPUTERS, KEYBOARDS, ETC)
5. NO CAR/AUTOMOBILE PARTS/ITEMS (BATTERIES, MOTOR PARTS, OIL, ETC)
6. NO MEDICAL WASTE (NEEDLES/SHARPS)
7. NO YARD WASTE OR DEBRIS (PINE NEEDLES, TREE LIMBS, WATER HOSES, LAWN CHAIRS, ETC.)
8. NO DOORS, WINDOWS, SCREENS, WINDOW MOLDING, ETC.
9. NO MIRRORS, SINKS, TOILETS, CABINETS, COUNTERTOPS, ETC.
10. NO LEAVING OF ITEMS INSIDE OR OUTSIDE OF DUMPSTER AREA IN HOPES SOME ONE ELSE MAY WANT TO MAKE USE OF IT.

**DUES COLLECTION POLICY**  
**SUN MOUNTAIN RANCH CLUB & MEMBERSHIP ASSOCIATION**

The following Membership Dues Collection Policy is established to create a clear and orderly process for the collection of the annual dues assessments established by the Board of Directors and the Membership of the Association.

1. Annual Dues notifications shall be remitted by US Postal Service or other means opted in by individual lot owner, i.e. e-mail. **IT IS THE RESPONSIBILITY OF THE MEMBER TO PROVIDE THE ASSOCIATION WITH ANY CHANGE OF MAILING/BILLING ADDRESS OR E-MAIL ADDRESS WITHIN 30 DAYS PRIOR TO BILLING CYCLE.**
2. The 1<sup>st</sup> half of said Annual Dues are due and payable by **April 10** of billing year. (Member may opt to pay in full if they so choose).
3. Any Member who fails to pay on or before 1<sup>st</sup> half due date will be assessed the current late fee amount as noted on the Annual Billing Notice. A statement of their account balance shall be mailed or transmitted no later than May 31<sup>st</sup>.
4. In addition to the late fee, any Member who fails to make any payments/and or payment arrangements by June 10<sup>th</sup> may have their security card disabled. **This will result in a loss of access to the garbage dumpsters and the bath house facilities and incur a Reinstatement Fee as published in the Keycard Policy.**
5. The 2<sup>nd</sup> half payment of Annual Dues is payable no later than **October 10** of billing year.
6. Any Member who fails to pay on or before the 2<sup>nd</sup> half due date will be assessed the current late fee amount as noted on the Annual Billing Notice. A statement of their account balance shall be mailed or transmitted no later than November 30<sup>th</sup>.
7. In addition to the late fee, any Member who fails to make any payments/and or payment arrangements by November 30<sup>th</sup> will have their security card disabled. **This will result in a loss of access to the garbage dumpsters and the bath house facilities, and incur a Reinstatement Fee as published in the Keycard Policy.**
8. Any Member who fails to pay their account balance in full by December 31<sup>st</sup> (including all late fees), shall be charged interest at current rate of 12% per annum.

**PROPERTY SUBJECT TO LIEN**

Any Member who fails to pay Annual Dues by November 30<sup>th</sup> of billing year will be subject to lien on their property. All associated lien and legal fees will be the responsibility of the Member, along with outstanding balance, late fees, and accrued interest.

Any Member who fails to make all payments due (including late fees, lien fees, and accrued interest) for a period of TWO (2) years will be subject to foreclosure. All associated legal fees, foreclosure fees and costs will be the responsibility of the property owner along with existing outstanding account balance.

**PAYMENT ARRANGEMENTS**

Payment arrangements for past-due accounts may be arranged with the Treasurer of the Association, and once approved by the Board, must be paid as agreed to avoid further lien/legal action. Contact the Treasurer via e-mail at [Treassmrc@gmail.com](mailto:Treassmrc@gmail.com) to request a payment plan.

# Sun Mountain Ranch Club Firewise Committee



## [FIRE PREVENTION INFORMATION FOR NEW PROPERTY OWNERS](#)

Welcome to Sun Mountain Ranch Club!

This information for new property owners was put together by your Sun Mountain Ranch Club Firewise Committee. According to the National Fire Prevention Association, “the national Firewise USA® recognition program provides a collaborative framework to help neighbors in a geographic area get organized, find direction, and take action to increase the ignition resistance of their homes and community and to reduce wildfire risks at the local level.” You’ll be happy to know Sun Mountain Ranch Club is a nationally recognized Firewise site.

But having a Firewise sign in front of our neighborhood does not mean we’re done. It means we recognize we live in a fire-prone environment and that we have a fire mitigation problem. It means we are a work in progress and progress depends on you and all of your neighbors. Protecting our homes is most effectively done when we have wide-spread participation. We all need to recognize the importance of personal and community responsibility in becoming more fire resilient. Fully engaging in wildfire risk reduction activities is the best chance our Community has to protect our homes and properties.

As such, we have a committee comprised of interested community members and we meet the 3rd Wednesday of every month at 4:00 PM on Zoom. New members are always welcomed, and we encourage you to participate! Our e-mail address is [smrcfirewise@gmail.com](mailto:smrcfirewise@gmail.com) .

There are several things to be aware of when you live in a fire prone environment. The first is to be aware *that there is always the risk of devastating fire and the best approach to take to be prepared is “not if, but when.”*

The most likely cause of fire in SMRC will probably come from within the development. With that thought in mind, there are a number of steps you can take to help ensure your property is as defensible as possible.

First, sign up for a free Firewise home risk assessment. These are provided by the Okanogan Conservation District. Their website is <https://www.okanogancd.org/wildfire> and there is an on-line form you can fill out under “Home Risk Assessment.” They can also be reached by phone at (509)429-0855. They will send out an individual who will walk your property with you and give you advice on what things you can do to help make your home and property more fire resilient.

Second, get a blue reflective address sign. If emergency services can’t find you, they can’t help you. The sign should use your county approved street address, NOT your lot number and division. Signs may be

available through our Firewise committee. If not, they may be ordered through the Winthrop Fire Fighters Association. Their website is <https://www.winthropfirefighters.org> .

Third, familiarize yourself with what's called the Home Ignition Zone. This identifies what landscaping is appropriate within a specified distance from your home as well as activities to undertake to generally harden your home and property to wildfire. A good website to check for this information is: <https://wildfirerisk.org/reduce-risk/home-ignition-zone/> .

Following are some other sources of information you may find helpful:

**Sun Mountain Ranch Club's website:** <http://www.sunmountainranchclub.org/>

**The SMRC Firewise committee's e-mail address:** [smrcfirewise@gmail.com](mailto:smrcfirewise@gmail.com)

**Okanogan Conservation District:** <https://www.okanogancd.org/wildfire>

**Okanogan County Fire District 6:** <https://ocfd6.com>

**Transfer Station, Twisp (for disposal of yard waste):**  
[https://www.okanogancounty.org/departments/solid\\_waste\\_recycling/solid\\_waste\\_locations.php](https://www.okanogancounty.org/departments/solid_waste_recycling/solid_waste_locations.php)

**County Burn Ban information:**  
[https://okanogancounty.org/government/emergency\\_management/new\\_page/index.php](https://okanogancounty.org/government/emergency_management/new_page/index.php)

**Dept. of Ecology Burn Ban information:** <https://ecology.wa.gov/Air-Climate/Air-quality/Smoke-fire/Burn-bans>

**Department of Natural Resources:** <https://www.dnr.wa.gov/>

**Resources for landscaping:** <https://methownet.com/homegarden.php?CatID=137>

**Methow Conservancy Fire Prep and Recovery:** <https://methowconservancy.org/discover/fire-prep-recovery>



**SUN MOUNTAIN RANCH CLUB & MEMBERSHIP ASSOCIATION**

**APPLICATION FOR FIREWISE IMPROVEMENTS**

Name(s) of property owner(s): \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_

E-mail address (required) \_\_\_\_\_

Property physical address: \_\_\_\_\_

Contact number(s): \_\_\_\_\_

Location: Lot # \_\_\_\_\_ Sun Mountain \_\_\_\_\_ Rodeo Trails \_\_\_\_\_ Start date: \_\_\_\_\_

Please describe project briefly (approximate # of trees to remove – thinning of trees on property):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Firewise Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firewise Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architectural Committee Chairman/Member

\_\_\_\_\_  
Date

Please submit **Application for Firewise Improvement form with a basic site plan** to:

Firewise Committee, Sun Mountain Ranch Club, PO Box 1227, Winthrop, WA 98862

**OR** E-mail to:

Firewise Committee President at [SMRCFIREWISE@GMAIL.COM](mailto:SMRCFIREWISE@GMAIL.COM) **AND** [TREASSMRC@GMAIL.COM](mailto:TREASSMRC@GMAIL.COM)

**Sun Mountain Ranch Club & Membership Association  
Application for Development/Construction Approval**

Name(s) of property owner(s): \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address (required) \_\_\_\_\_

Project physical address: \_\_\_\_\_

Contact number(s): \_\_\_\_\_

Location: Lot # \_\_\_\_\_ Sun Mountain \_\_\_\_\_ Rodeo Trails \_\_\_\_\_ Start date: \_\_\_\_\_

Please describe project briefly (storage shed, home, garage, tree removal):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address & contact information for builder:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Approved:

\_\_\_\_\_  
Architectural Committee Chairman \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Architectural Committee Chairman \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Architectural Committee Member \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Architectural Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Please submit **Application for Development/Construction Approval form & Site Plan** with required supporting materials to:

Architectural Committee, Sun Mountain Ranch Club, PO Box 1227, Winthrop, WA 98862.  
E-mail questions to Kathi Cherrier @ [treasmrc@gmail.com](mailto:treasmrc@gmail.com).

**Construction/Development Improvement Fee due prior to final approval** \$ \_\_\_\_\_

**CONSTRUCTION/DEVELOPMENT IMPROVEMENT FEE SCHEDULE  
EFFECTIVE 1-1-2020**

**STORAGE SHED (UNDER 200 SQ. FT (MEASURED BY OKANOGAN COUNTY STANDARD)** NO FEE

**STORAGE SHED/OUTBUILDING OVER 200 SQ FT BUT LESS THAN 500 SQ FT** \$100

**HOUSE/STRUCTURE/BUILDING/OUTBUILDING**

**.20 PER SQ FT AS MEASURED BY BUILDING PLANS SUBMITTED TO OKANOGAN  
COUNTY FOR BUILDING PERMIT**

**(.20 x SQ FT = TOTAL FEE)**

<b>EXAMPLE:</b>	720 SQ FT (WHICH IS MINIMUM SIZE PER SMRC COVENANTS) X .20	\$144
	1,500 SQ FT	\$300
	1,750 SQ FT	\$350
	2,000 SQ FT	\$400
	2,500 SQ FT	\$500

This Construction/Development Improvement Fee is in place to mitigate the impact to our roads for the extra wear and tear caused by heavy construction equipment (i.e. dump trucks, concrete trucks, contractor trips, etc.). **PLEASE ADVISE ALL CONTRACTORS THAT THE SPEED LIMIT ON SMRC ROADS IS 15 MPH. THEY MAY BE SUBJECT TO RESTRICTION OF USING ROADS IF OBSERVED VIOLATING OUR SPEED LIMIT.**

Fee to be remitted with **SMRC Application for Development/Construction Approval** request.

E-mail **treassmrc@gmail.com** for questions regarding fees.

**Completed Application form, site plan & fee** payable to Sun Mountain Ranch Club should be mailed to:

Architectural Committee, Sun Mountain Ranch Club, PO Box 1227, Winthrop, WA 98862

# Guidelines for Completing Application for Development/Construction Approval

## When must I complete an Application?

The *Application for Development/Construction Approval* form must be submitted to the Architectural Committee before you:

- install or modify your utilities or access (electric, water, sewer, driveway, etc.) and you will need to dig or otherwise move earth; (*CC&R's page 6 Part a) Approval of All Changes to Property Required*) or
- construct new or modify any above-ground structure (e.g., house, deck, barn, fencing, shed, non-movable storage container, pre-fab shed/structure, etc.) (*CC&R's page 3 Part II Lot Covenants Section(h)*)

## What must be included in the Application?

- Fill in all blanks on the application form.
- Attach a site plan drawing to the application, showing all property lines and indicating the measured distance from any proposed improvement to the property lines. (Required setbacks- except for access drives, paths, bridges, and landscaping- are at least 30 ft. from front and rear boundaries and at least 20 ft. from side boundaries.) (*CC&R's page 2 Part II Lot Covenants Section (b)*)
- Be aware of property lines that border Association roads. Do not encroach on the road right-of-way.
- For new construction and/or additions, attach copies of blueprints, elevations, and site plans, including measured dimensions.
- Be aware that all new constructed residences must include at least 720 square feet of interior living space and be no greater than two stories in height. (*CC&R's page 2 Part II Lot Covenants Section (a)*)
- Removal of any trees 3 inches or greater in diameter requires approval by the Architectural Committee. Plans for tree removal should be included in the Application form. (*General Covenants page 5 Part IV Section (h) Trees*)
- Applicants must receive written approval from the Architecture Committee before beginning any work covered by the application.

**Things to consider when planning new structures or other property modifications, suggested by the Architecture Committee:**

1. Proximity to the neighbor's wells and septic systems.
2. How your improvements will fit in the topography of your lot, and affect the view of the neighboring lots.
3. Snow sliding off structures and snow plowing your driveway. Where will the snow be pushed by plow-man?
4. How much shoveling will you have to do in the winter time to get out of the house/garage?
5. Will Emergency Services be able to get to you through your driveway?
6. Is your driveway wide enough for Fire Truck access?

Revised 04-17-2024