



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HOME AND COMMUNITY LIVING ADMINISTRATION
20311 52nd Ave W, Suite 100, Lynnwood, WA 98036

HILLTOP ADULT FAMILY HOME LLC
HILLTOP ADULT FAMILY HOME
20328 DAMSON RD
LYNNWOOD, WA 98036

RE: HILLTOP ADULT FAMILY HOME License # 750776

Dear Provider:

This letter addresses Compliance Determination(s) 74396 (Completion Date 03/17/2026) and 73337 (Completion Date 02/23/2026).

The Department completed a follow-up inspection of your Adult Family Home on 03/17/2026 and found that you have corrected the violations listed in the Complaint report dated 02/23/2026. Your home is back in compliance as of 02/24/2026 with the cited requirements of the Washington Administrative Code or the Revised Code of Washington or both.

The Department found that deficiencies for the following licensing laws and regulations were corrected:
WAC 388-76-10025-1, WAC 388-76-10025-2, WAC 388-76-10025-3

The Department staff who did the off-site verification:
Tekeste Demissie, Complaint Investigator

If you have any questions, please contact me at (206)914-5042.

Sincerely,

Renee Bourque

Renee Bourque, Field Manager
Region 2, Unit I
Residential Care Services

This document was prepared by Residential Care Services for the Locator website.



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HOME AND COMMUNITY LIVING ADMINISTRATION
20311 52nd Ave W, Suite 100, Lynnwood, WA 98036

Statement of Deficiencies	License #: 750776	Compliance Determination # 73337
Plan of Correction	HILLTOP ADULT FAMILY HOME	Completion Date
Page 1 of 3	Licensee: HILLTOP ADULT FAMILY HOME LLC	02/23/2026

You are required to be in compliance at all times with all licensing laws and regulations to maintain your Adult Family Home license.

The department completed data collection for an unannounced on-site complaint investigation on 02/23/2026 of:

HILLTOP ADULT FAMILY HOME
20328 DAMSON RD
LYNNWOOD, WA 98036

This document references the following complaint number(s): 210537

The following sample was selected for review during the unannounced on-site visit: 1 of 3 current residents and 0 former residents.

The department staff that investigated the Adult Family Home:

Tekeste Demissie, Complaint Investigator

From:
DSHS, Home and Community Living Administration
Residential Care Services, Region 2, Unit I
20311 52nd Ave W, Suite 100
Lynnwood, WA 98036

This document was prepared by Residential Care Services for the Locator website.

Statement of Deficiencies

License #: 750776

Compliance Determination # 73337

Plan of Correction

HILLTOP ADULT FAMILY HOME

Completion Date

Page 2 of 3

Licensee: HILLTOP ADULT FAMILY HOME LLC

02/23/2026

As a result of the on-site visit(s), the department found that you are not in compliance with the licensing laws and regulations as stated in the cited deficiencies in the enclosed report.

Renee Bourque
 Residential Care Services

02/25/2026

Date

Received by
 Hilltop 3/5/26

I understand that to maintain an Adult Family Home license, I must be in compliance with all the licensing laws and regulations at all times.

Cheryl Annis
 Provider (or Representative)

3/10/2026
 Date

WAC 388-76-10025 License annual fee.

- (1) The adult family home must pay the license fee that is established in the state's operating budget, as described in RCW 70.128.060.
- (2) Each year, the home's annual license fee is due during the same month in which the home was initially licensed. For example, if the home was licensed in June, 2010, then the annual licensing fee will be due in June of each year.
- (3) The home must ensure that the department receives the annual license fee when it is due.

This requirement was not met as evidenced by:

Based on observation, interview, and record review, the Adult Family Home (AFH) failed to ensure they paid their annual AFH license fee of \$2250 in full before the due date on 12/15/2025. This failure resulted in the AFH operating without a valid license since 12/16/2025.

Findings included...

Review of the Department's Secure Tracking and Reporting System, on 02/23/2025, showed the AFH did not pay their annual licensing fee in full. The Department database showed the balance as \$450.

Observation, on 02/23/2026 at 10:40 AM, showed the AFH operating with three residents. The AFH had necessary services (running water, electricity, and cable.)

In an interview, on 02/19/2026 at 8:51 AM, Collateral Contact 1 (CC1) stated that the

Statement of Deficiencies

License #: 750776

Compliance Determination # 73337

Plan of Correction

HILLTOP ADULT FAMILY HOME

Completion Date

Page 3 of 3

Licensee: HILLTOP ADULT FAMILY HOME LLC

02/23/2026

AFH did not pay their annual licensing fee in full. CC1 stated that the AFH did not officially apply for a bed capacity decrease. I was advised on 2/24/26 when I called RCS

not to pay the balance of \$450 - as I completed the form that day.

In an interview, 02/23/2026 at 11:20 AM, Staff A, Entity Representative, stated that they paid the annual licensing fee. Staff A stated that they did not pay the full amount because they decided to implement a bed capacity decrease and indicated the capacity change on the payment voucher. Staff A stated that they would pay the remaining balance as soon as possible.

I hereby certify that I have reviewed this report and have taken or will take active measures to correct this deficiency. By taking this action, HILLTOP ADULT FAMILY HOME is or will be in compliance with this law and / or regulation on
(Date) 2/24/2026.

In addition, I will implement a system to monitor and ensure continued compliance with this requirement.

Alisa S. Connor

Provider (or Representative)

3/10/2026

Date

Please Note that

I called the RCS phone # 360-725-3700 on 2/24/26, just to confirm if I still have to pay the extra \$450 after I paid \$1800 in December 2025 for a decreased bed capacity to be licensed to 4 only. And I was advised to only submit the completed Form to decrease capacity & there was no need to pay the \$450 (balance) since they have issued the license that day I submitted the form to decrease. (Please see attached Form-dated 2/24/26.) I received my license w/ 4 beds licensed that day. And on the form to decrease, it says "there is no REFUND" of any portion of the per bed fee paid." So they advised me not to pay the \$450.