

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

Community Development Law Center Attorney Approved (2023) Template

Family Redwood Park Cooperative Community Rules

Welcome!

Welcome to our community, also referred to as the Family Redwood Park. We wish to provide a pleasant, attractive, and affordable place for residents to live. All communities need some basic rules to accomplish this goal. We hope these rules are not unnecessarily restrictive, but provide a safe and tranquil community. The future value of your home rests on our community's appearance and reputation in the region. We hope our rules facilitate these goals.

These rules apply to all member home owners and all other persons living in the home, as well as guests. They apply equally to Family Redwood Park Cooperative ("the Cooperative") members and nonmembers. For brevity, we have used "residents" to refer to all of these persons. These rules may be amended from time to time by the Cooperative members as provided in the Cooperative Bylaws.

1. General

Residents may at any time request clarification or interpretation of these rules by the Board of Directors of the Cooperative ("the Board").

a. Any requests of the Board, including requests for approval of an exception to these rules, must be submitted in writing, or by email to the Secretary of the Board at least five (5) days prior to a scheduled Board meeting.

b. Residents with disabilities have the right to request waivers or modifications of rules if required as a reasonable accommodation. The Board may establish by resolution additional forms and procedures to be followed in making such request. The Board and residents must keep a copy of all relevant documents related to a request for an accommodation.

c. Any approval or permission granted by the Board to a resident or request of the Board to a resident must be in writing.

d. Notice to the resident, when required by the rules, must be in writing and is effective upon receipt. Receipt is defined as personal delivery to a person over 18 in the household or three (3) days from the date of mailing by first class United States mail. Notices may also be posted on the home, but must also be mailed to be effective.

e. Homes are to be owner occupied, and occupancy is limited to the persons named in the Space Lease or in an approved temporary occupancy agreement. Rentals are not permitted. Occupancy shall not exceed 2 persons per bedroom. Any exceptions require Board approval.

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

- f. Residents may be required to carry Homeowners or Renters liability insurance with Cooperative named as co-insured, in a reasonable amount that may be determined by the Board.
- g. Cooperative retains the right to make exceptions to these Rules in special circumstances where making such an exception is prudent and reasonable given mobile/manufactured home standards and due to the Park topography and/or location of individual lots.

2. Conduct

We strive to build a safe and tranquil community. Due to the close proximity in which we live, we have basic ground rules to maintain the peace and security of all residents.

- a. All residents are responsible for the actions of their guests and guest's children, pets, and/or their assistance animals. They are also responsible for actions of workers on their lot space or community spaces.
- b. Residents must conduct themselves in a reasonable manner at all times, and must not disrupt, threaten or harass other residents or their guests or invitees.
- c. Residents may only be on another's space or in another's home when invited.
- d. Public intoxication is prohibited.
- e. This is a drug free community. Use, possession, or distribution of illegal drugs is prohibited and is cause for immediate eviction, as provided by Oregon law.
- f. Growing, processing or usage of marijuana may only be conducted in non-public areas (generally within a resident's home). Marijuana growing and/or processing is not allowed to be conducted in areas that are visible from common areas, or by other residents. Further, personal use of marijuana shall not be conducted in such a manner so as to cause an unreasonable nuisance to neighboring residents.
- g. No commercial or in-home businesses are allowed, including daycares, with the exception of non-physical internet commerce. No visible signage or other advertising is allowed.
- h. Noise levels are to be at a moderate level at all times. Quiet hours are 10:00 P.M. until 8:00 AM.
- i. Vandalism or graffiti to a resident's home or space must be immediately repaired or removed by the Resident of the space. If not repaired or removed within 72 hours, the Board may repair or remove it after providing 24 hours notice to the resident and the cost will be charged to the Resident.

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

j. Every resident, together with their guests and invitees, shall respect the rights of other residents to the quiet enjoyment of their respective spaces, and shall not trespass on another's space. For purposes of this section, the term "trespass" shall mean knowingly entering the space of another Resident without permission. Nothing in this section shall prohibit members of the Board of Directors or representatives of the Cooperative's property management company from accessing resident spaces for the purpose of conducting inspections or Cooperative business in accordance with the terms of the Lease.

k. Discharge of firearms (including BB, air and paintball guns), archery equipment, and all other weapons is strictly prohibited.

l. Any person or persons evicted from the Park for cause shall not be permitted to return, with the exception of short term visitations by written Board approval.

m. Any guest staying for more than fourteen (14) days in a six-month period who wishes to remain in the community must qualify as a household occupant or a temporary occupant and be added to the lease or must execute a temporary occupancy agreement, unless the guest is a caregiver for a resident with a disability as defined by law. In order to qualify as either a household occupant or a temporary occupant, they must first apply to the Board and meet the occupancy requirements set in section 3.1 of the Bylaws and the screening policy. All household occupants, temporary occupants and caregivers are subject to a criminal background check. The Board reserves the right to deny temporary occupancy to any household occupant or caregiver based on the results of the criminal background check. The Board recognizes that there may be extenuating circumstances for which longer stays may be authorized. These circumstances should be described in writing, signed and submitted to the Board prior to the end of the 14 day period. For purposes of determining the fourteen-day threshold, the word "day" is defined as over four hours within a twenty-four hour period.

n. Displaying of "For Sale" sign on any parked vehicle in a common area is prohibited.

o. In compliance with Oregon law, children under the age of 16 on a bike, with or without training wheels, must always wear a helmet. This rule applies to all other 2-, 3-, and 4-wheeled vehicles.

3. Vehicles

We strive to provide a safe, clean, and orderly community.

a. The speed limit within the Park is five (5) miles per hour.

b. At all times vehicles must be operated in a careful manner in the Park so as to avoid injury to persons and property.

c. Motorcycles and motor scooters that are licensed and street legal are allowed for ingress and egress to the Park. Engine noise should be kept at a moderate level and unnecessary revving of engines is prohibited. Motorized trail bikes, go-carts, and all-terrain vehicles are not to be used

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

in the Park.

d. Each resident's space is provided with off-street parking spaces. **Parking on the street is not permitted except with board approval.** Sufficient access by emergency vehicles must be provided at all times.

e. Short term street parking is permitted for a period no longer than four (4) hours. Residents may request a permit from the Board to park for more than 4 hours. Any extended permits approved by the Board will be displayed in a visible place on the approved vehicle's dashboard. No vehicle shall be parked on the street overnight.

f. Parked vehicles shall not block entryways, driveways or access for emergency vehicles.

g. Vehicles parked off-street shall not block the street. Parking on a resident's property shall be in carports or driveways only.

h. A resident with a recreational vehicle may apply to the Board to lease RV space, if available and subject to the payment of a separate lease fee.

i. Vehicles must not be stored on driveways. Residents shall be responsible for the removal of stored vehicles. A stored vehicle is defined as a (vehicle) that does not have a current license tag and/or is inoperable, or that is not used or intended to be used on a regular basis or within 2 weeks. Vehicles left in the driveway, or designated parking area, by residents taking an extended vacation or away from residence for an extended period are not considered "stored vehicles", if the Board is notified in advance of the situation and has approved it.

j. Equipment, such as boats, trailers, ATV's, etc., shall not be stored in driveways. These items must be parked in the RV section of the community. A trailer or other recreational vehicle may be parked in a resident driveway, no longer than three (3) days for the purpose of cleaning or outfitting for a trip.

k. No major repairing of vehicles may be done within the community. A major repair is defined as the dismantling of a vehicle, parts of an engine or drive train, painting, body work requiring machine shop tools or the lifting of any wheel off the ground for the purpose of repair other than repair of a flat tire. Minor repairs and maintenance are acceptable.

l. No motor oil or any caustic or non-biodegradable substance shall be deposited in any street, sewer system, or on the ground within the Park. The Resident will be charged for any damages caused by such materials.

m. Disabled vehicles and vehicles that are not properly maintained (including those that are not currently licensed), or are in a condition that detracts from the appearance of the Park, are not permitted. Vehicles that meet this description, as determined by the Board, may be towed at the expense of the owner. Notice shall be given of the intent to tow the vehicle 72 hours prior to towing. If the vehicle owner is unknown, the notice shall be placed in a visible place on the vehicle to be towed.

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

n. Residents will have up to 90 days to remedy vehicle violations after the adoption of these rules. Any violations that pose a health and safety risk should be remedied immediately.

4. Pets

We recognize the importance of pets to many Residents. However, not everyone likes the same pets. Recognizing the close proximity in which we live, we intend that the following rules balance the interests of all residents regarding pets and create a healthy environment for all.

All community members are expected to familiarize themselves with all local pet ordinances and to comply with those laws while residing in the community. We also require that residents spay, neuter, and vaccinate animals and register their pet(s) with the county. All pets currently residing in the Park upon adoption of these Community Rules may live out their natural lives here, but replacement pets must conform to these rules.

- a. The Board of Directors' approval is required for all pets.
- b. There may be no more than two (2) total cats and dogs per household. The Board may restrict certain breeds. Certified service animals are permitted as provided by law.
- c. Rules regarding pets also apply to the pets of guests. Each Park resident will be held responsible for their guest's pet behavior or damage. Noisy, unmanageable, or unruly pet behavior that causes complaints is prohibited.
- d. Pets must not be allowed to run free.
- e. Only domestic household pets, of docile nature, and service animals will be allowed in the Park. Domestic household pets are defined as dogs, cats, and any pet normally kept in a bird cage, terrarium or aquarium (fish, turtles, etc.)
- f. Exotic and wild animals are not allowed in the Park.
- g. Pets capable of causing damage to persons or property are not allowed in the Park.
- h. When walking pets, residents must carry a bag, use it to contain their pet's fecal matter, and must dispose of it in a garbage receptacle.
- i. The Board may require residents to submit proof that their pets are current on vaccinations.
- j. Dogs must be kept on a leash while in common areas, or contained within the resident's space. Dogs must not bark to the extent that other residents are disturbed.
- k. Animals that have threatened or bitten someone or damaged the property of other residents must be removed from the Park

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

1. Permanent outdoor pet kennels require written approval by the Board. There shall be no exterior dog runs.

5. Siting, Set-Up and Removal of Homes

These rules are intended to facilitate easy set-up and removal of all manufactured homes in the Park.

A. Set-Up

a. The Board must approve and has the right to inspect and view any home before it is moved into the Park. The Board must approve the placement and position of the home on the space (“Site Plan”), as well as any awnings or carports to be constructed and the proposed landscaping. The Board’s approval of all homes moving into the Park must be obtained prior to leasing of the homesite.

b. If required by local, state, or federal regulations, the regulating authority must approve the age and condition of the home before it is moved into the Park. No homes older than 20 years will be accepted. Videos or photos of the potential home to be sited must be submitted to the Board before the board accepts a member’s application packet.

c. All installations and construction must be performed by a licensed and bonded contractor; or, by the resident if prior approval is obtained by the Board. Installations and construction must be in accordance with local, state, and federal laws.

d. Residents are responsible for connecting all utilities, including electrical, telephone, television, and water, with supervision by the property manager. The work must be performed by a licensed and bonded contractor. Residents are responsible for payment of all initial utility/equipment set up fees and/or expenses. They are also responsible for utility changes of their choice after move-in. Residents are responsible for all monthly utilities not specifically included in their lease agreement.

e. Because of the many underground utilities in the community, residents who wish to dig to a depth below one foot must receive prior approval from the Board. It is called to your attention that high voltage wires and other utilities may be buried underground, and it could be dangerous to dig without knowledge of the location of these utilities. Residents must call line locate services to mark location of underground utilities prior to digging on their rental space.

f. All wiring and plumbing, either inside or outside of the manufactured home, must comply with state and local codes. Any changes necessary in altering Park wiring or plumbing must first be approved by the Board.

g. Skirting: Skirting and permanent stairs must be installed within six (6) weeks of the home being sited in the Park. All manufactured homes must be skirted to match the exterior siding of the home. It is necessary that an access door be installed in the skirting for easy access to utilities. All skirting must be installed by a licensed and bonded contractor; or, by resident if

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

prior approval is obtained from the Board. Installations must be in accordance with State of Oregon specifications.

h. Steps and Porches: Steps and porches must be installed at each exterior door of a manufactured home in the Park. Each Resident must have their steps and porches installed within sixty (60) days after the home is sited. Minimum landing size, for steps or porches, is 36” x 48”. All handrails must be bolted. No temporary steps allowed after sixty (60) days from the siting of the home.

i. Awnings:

1) Side/carport: Each manufactured home may be equipped with a carport awning. For your protection, the carport awning must conform to the building codes for this type of installation. Carport awnings on the side of the home shall be no less than twenty-five (25) feet in length, and wide enough to cover the driveway area. Maximum space allowable between the driveway and the home shall be (3) feet. In some instances, wood carports are required. Check with the Board for more details.

2) Front/carport: Front carports must be wood with a composition roof. Exact size and placement will be determined by the Board when residents submit their Site Plans.

3) Patio: Should a manufactured home be equipped with a patio cover, the awning must conform to the building codes for this type of installation. Patio awnings must be a minimum of 4’ x 6’. For clarification, patio awnings are also awnings that may be necessary to cover the front or rear door of a home. Patio awnings must be installed within sixty (60) days after the home is sited.

j. Storage Sheds: Each manufactured home may be equipped with a wood storage shed with a composition roof: minimum size of 6” x 8”. The size and exterior appearance must be approved by the Board prior to installations.

k. Gutters and Downspouts: Gutters and downspouts must be installed, and connected to an adequate drainfield or to the street. Drywells may be acceptable if approved by the Board. Gutters and downspouts must be installed and connected within six (6) weeks after the home is sited.

l. Surfaces: All wood surfaces, and accessories, must be painted or stained.

m. Landscaping: Residents must landscape their site after they have received approval of their landscaping plans from the Board. Basic landscaping must be completed within sixty (60) days after the home is sited. If the weather does not permit landscaping, this time frame may be extended with Board approval.

n. No structure or storage building may be erected, sited or placed so as to cover any utility or infrastructure shut-off valve, sewer clean-out or electrical pedestal. Each Resident is responsible to make sure this important requirement is followed.

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

B. Removal

a. Residents wishing to remove their homes are required to give notice of intent to the Board at least thirty (30) days prior to moving their home.

b. Following removal of the home, the Resident shall be responsible for clearing the space of all debris and trash within ten (10) days. Trash and debris that remains 10 days after the home's removal shall be removed by the Cooperative at the homeowner's expense.

5. Space and Home Maintenance

These rules provide a standard for upkeep of individual spaces and maintain a neat and orderly community appearance.

a. Residents must keep their spaces free of debris, waste, and garbage. After notice of violation and thirty (30) days for the resident to fix the violation, the Board may clean the space and bill the Resident for the cost.

b. Yard and lawns are to be kept neat and uncluttered. You must have approval of the Board before cutting or trimming trees if this trimming would affect other households or lots.

c. Gas and charcoal grills are permitted, but must not be used within 3' feet of any fence or other resident's lot space. Permanent outdoor fireplaces, fire pits, and barbecue pits will receive an onsite inspection and will require a written approval by the Board.

d. Burning of garbage in woodstoves is prohibited. Burning of leaves, rubbish, etc. is not permitted.

e. Rubbish must be enclosed in covered garbage container. Items not regularly in use must be stored inside the home or inside the utility/storage building. Residents must not keep non-working appliances, large containers, motors, auto body parts, tools, building supplies, chemicals, drums, tires, old furniture, etc. stored around their space.

f. Resident's use of spaces, including trellises (and similar decorative structures used for gardening purposes); gardens and landscaping must not interfere with the Board's ability to perform any upkeep and maintenance of the Park's infrastructure.

g. Fencing shall be chain link, all weather or wood fencing. The Board of Directors must approve all fencing prior to installation. Fencing should be no higher than four (4) feet in the front of the homesite and six (6) feet in the back of the home site. Any existing fence or one built on a resident's lot space is the property of the Resident and must be maintained by them.

h. Permanent clotheslines are not permitted, but temporary freestanding clotheslines are allowed. They must not be visible from the street, and shall not be used as a place to store clothing.

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

- i. Residents must properly secure tarps, or other protective coverings, and are to avoid the prolonged use of any tarp for uses such as fencing or roofing.
- j. Watering of lawns and the washing of cars is permitted, but water use should not be excessive. Water, dirt, yard debris or litter is not allowed to run into the street or another resident's lot space. All residents will be expected to comply with the stated watering restrictions when necessary.
- h. Residents have the continuing responsibility of maintaining their landscaping in a neat and weed-free condition. Lawns are expected to be kept mowed.
- i. Furnishings for the patio are restricted to patio-type furniture and equipment. Patios are not to be used for miscellaneous storage.
- j. Garbage cans and recycling containers must be kept in storage buildings, car ports or out of sight from the street. Garbage cans must have tight lids. Lids must be kept in place. Garbage containers must be removed from the street or curb within 24 hours of garbage pick-up.
- k. The resident will be responsible for proper maintenance of home. Gutters and downspouts must be cleaned regularly and maintained in good condition and remain connected to drain pipes that run off into the streets or drywell. Drywells must be approved by the Board.
- l. All exterior surfaces and paint of manufactured homes in the Park must be maintained in good condition. All exterior surfaces and paint of skirting sheds, carports, fences and other accessories must be maintained in good condition and in the color scheme that matches or compliments the exterior siding of the home. Faded, streaked, or peeling paint should be painted by the resident as soon as possible, weather permitting. Prior to painting, residents shall obtain approval of a change of paint colors from the Board. If a resident does not follow the correct procedure, the Board may require the resident to repaint their home in an approved color at the resident's expense.
- m. Residents shall maintain insulation such as "heat tapes" on water pipes under their manufactured home, to prevent freezing of their water pipes.
- n. Trees taller than 20' will be professionally trimmed by a professional tree service and paid for by the Cooperative. Residents must notify the Board as to the presence of the trees in their lot space that will require trimming or removal if the tree is dead or dying. Residents are not allowed to trim trees outside of their lot space but are allowed to trim trees under 20' on their lot if done safely and in a proper manner, provided however, that the resident assumes all risks associated with trimming trees within their lot, including, but not limited to, personal injury.
- o. If a Resident wishes to plant a tree, they must select a variety that will not grow over 15 feet. Certain trees are not appropriate for the Community due to possible root interference with infrastructure including underground power lines or other areas of concern.

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

6. Fireworks. Only fireworks approved for sale in the state of Oregon are allowed in the Park. Residents shall clean up all debris left from fireworks use or displays. A resident (or their guest) who sets off fireworks within the Park are responsible for all damage caused by the fireworks.

7. Rule Violations

a. When a resident or a resident's guest violates a rule, as determined by the Board, the Board shall determine whether to or not to also impose a fine on the resident and the amount of the fine. If the Board decides to impose a fine, the maximum fine for the first violation shall be \$50, and the maximum fine for a second violation shall be \$100.

b. A second violation may result in a fine or lease termination at the discretion of the Board.

c. If the Board determines that a violation constitutes a material (significant) violation of the Space Lease, the Board may vote to proceed immediately to terminate the resident's Space Lease and proceed to eviction, subject to compliance with the Space Lease. A violation that may be considered material/significant includes, but is not limited to, a reasonable belief that the homeowner or someone in the household (including a pet) has seriously injured someone, threatened someone with serious harm, done substantial damage to someone else's belongings or committed an act "outrageous in the extreme" in or near the community. Outrageous in the extreme acts include, but are not limited to, illegal drug dealing, the manufacturing of illegal drugs, burglary and sex related offenses. If the Board determines that a violation is a material/significant violation of the Space Lease, then there shall be no opportunity for the resident to cure the violation.

A resident who engages in criminal activity while a resident of the community may be found to have committed a material violation of the Space Lease and/or Community Rules if the Board determines that the criminal activity constitutes a demonstrable risk to resident safety and/or property.- In making this determination, the Board shall consider the nature, severity and recency of the criminal conduct, the facts or circumstances surrounding the criminal conduct, the age of the individual at the time of the conduct, how long ago the criminal conduct occurred, other conduct of the resident while a resident of the community, any rehabilitation efforts undergone by the resident, and the degree to which the criminal conduct demonstrates a risk to other residents and/or their property. A resident, including children, who has been charged with and/or convicted of a crime including illegal drug dealing, the manufacturing of illegal drugs, burglary and sex related offenses has a responsibility to notify the Board within 30 days.

Family Redwood Park Co-op Community Rules, Approved 12/06/2023

d. Residents who resided within the community prior to the Cooperative’s ownership of the community may be granted relief from a Community Rule when compliance would subject a resident to immediate financial hardship. A resident must describe the immediate financial hardship to the Board in writing.

**CERTIFICATION OF SECRETARY OF FAMILY REDWOOD PARK
COOPERATIVE**

The undersigned, being the duly qualified and acting Secretary of Family Redwood Park Cooperative, hereby certifies that the attached copy of the Community Rules is the full, true, and correct copy, and is now in effect, that said document was duly adopted by the members of Family Redwood Park Cooperative, by member vote on 12/06/2023, and that said voting was held pursuant to the Bylaws of the Corporation.

By: Berenice Maya
Secretary, Family Redwood Park Cooperative

Print name: Berenice Maya

Date: 1/5/2024

PLEASE BE ADVISED THAT ANY AND ALL AGREEMENTS BETWEEN ANY RESIDENT AND THE BOARD OF DIRECTORS WHICH MODIFY OR AMEND THE RULES, REGULATIONS OR POLICIES SET FORTH HEREIN MUST BE IN WRITING. VERBAL REPRESENTATIONS OR AGREEMENTS ARE INVALID AND UNENFORCEABLE.

RESIDENT ACKNOWLEDGES THAT IT HAS RECEIVED A COPY OF THE ABOVE RULES AND REGULATIONS, HAS READ THEM, AND AGREES TO ABIDE BY THEM.

RESIDENT

DATE

RESIDENT

DATE