

# **Elk Meadow Homeowners Cooperative Community Rules**

Welcome to our 55+ community ("the 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 Elk Meadow Homeowners Cooperative ("the Cooperative") members and non-members. 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 Elk Meadow Homeowners 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"). Questions, comments, or suggestions must be submitted to the Board in writing and signed

- a. Any requests of the Board, including requests for approval of an exception to these rules, must be submitted in writing 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 such agreement.
- 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. When notice is required in the Rules, the notice will be in writing. Receipt of the notice by the resident shall be considered complete three (3) days after mailing or after it is hand-delivered to a person eighteen (18) years or older living in the home, in addition to a mailed notice. Notices may 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. Rentals are not permitted. Occupancy shall not exceed 2 persons per bedroom. Any exceptions require approval by the Board.

## **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.
- b. Residents must conduct themselves in a reasonable manner at all times, and must not disrupt, threaten or harass other residents.
- c. Public intoxication is prohibited.
- d. 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.
- e. No commercial or in-home businesses are allowed, including daycare, with the exception of non-physical internet commerce. If residents are negatively impacted by any business activity within the community, the business must cease operation. No visible signage or other advertising is allowed.
- f. Excessive noise levels are to be avoided at all times. Noise includes, but is not limited to, dog barking, music, outdoor/indoor conversations, motor vehicles, social events, loud pets or assistance animals. Quiet hours are 10:00 P.M until 8:00 AM.
- g. Vandalism of any kind will not be tolerated. Vandalism or graffiti to a resident's home or space must be repaired or removed in 30 days by the Resident of the space. If the vandalism or graffiti is not repaired or removed within 30 days, the Board may repair or remove it after providing 24 hours notice to the Resident and the cost will be charged to the Resident.
- h. Discharge of firearms (including BB, air and paintball guns), archery equipment, and all other weapons is strictly prohibited.
- i. Any person or persons evicted from the community for cause shall not be permitted to return, with the exception of short term visitations by written Board approval.
- j. 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 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 an average of over four hours within a twenty-four hour period.

- k. 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.
- l. Children under 16 riding wheeled toys must be accompanied by an adult.

### **3. Vehicles**

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

- a. The speed limit within the community is ten (10) miles per hour.
- b. At all times vehicles must be operated in a careful manner in the community 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. Motorized trail bikes, go-carts, and all-terrain vehicles are not to be used in the community. Engine noise should be kept at moderate level and unnecessary revving of engines is prohibited.
- d. Each resident's space contains parking for two vehicles. No more than two vehicles are permitted per space. Residents must use their allotted parking spaces in lieu of parking in the street. No overnight street parking is allowed. Four (4) -hour, short-term street parking is permitted. Vehicles shall not block entryways. Easy access to emergency vehicles must be provided at all times.
- e. 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, 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.
- f. Equipment, such as boats, trailers, recreational vehicles, ATV's, etc., shall not be stored in Residents' spaces except for periods not to exceed 48 hours for loading and unloading. These items may be parked in the RV storage area of the community. Stored equipment must be kept in good condition, particularly if the equipment is visible in the community. A resident may also request permission from the Board to build an additional storage shed for equipment storage so long as the shed meets the requirements laid out in Section 5, Subsection j. of these Community Rules.
- g. Major repair of vehicles may be done within the community on a reasonable timeline, but not more than one (1) month. Residents are required to notify the Board in writing prior to beginning the repair and to provide an estimate of the length of time the repair is estimated to take. A major repair is defined as the dismantling of a vehicle, parts of an engine or drive train, or the lifting of any wheel off the ground for the purpose of repair other than repair of a flat tire. No painting or body work will be permitted. Minor repairs and maintenance are acceptable without Board notice. Disabled vehicles must be removed from the community

- h. within three (3) months. A request for an extension should be written, signed and submitted to the Board and must state why the resident cannot remove the vehicle in the 3 months time and give a time when the vehicle will be removed.
- i. 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. A Resident will be charged for any damages caused by such materials.
- j. Non-operational 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.

#### **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. Elk Meadow Homeowners Cooperative expects all community members 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. All pets currently residing in the Park may live out their natural lives here, but replacement pets must conform to these rules.

- a. A Park household may own two pets. No pet may exceed 25 pounds at maturity. Fish, birds and small caged animals are permitted. Certified service animals are permitted as provided by law.
- b. 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.
- c. Farm animals, including poultry, are prohibited.
- d. Exotic and wild animals may not be kept in the Park.
- e. When walking pets, residents must carry a bag, use it to contain their pet's refuse, and must dispose of it in a garbage receptacle.
- f. Dogs must be kept on a leash while in common areas, or contained within the resident's space or yard. Dogs must not bark to the extent that other residents are disturbed.
- g. Animals that have threatened or bitten a resident or guest, and/or have damaged the property of other residents in the community, may be removed from the community. The victim of the incident shall contact law enforcement officials and notify the Board about the incident.
- h. No outdoor pet kennels or exterior dog runs are permitted.

## **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 community.

### **A. Set-Up**

- a. The Board of Directors must approve and has the right to inspect and view any home before it is moved into the community. 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.
- 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 community. 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 contacting utility companies relating to the connection of all utilities, including electrical, telephone, television, and water, with supervision by the onsite maintenance personnel. The work must be performed by a licensed, bonded contractor.
- 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 are buried underground, and it could be dangerous to dig without knowledge of the location of these wires. 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 community 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. It is necessary that an access door be installed in the skirting for easy access to utilities. 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 community. 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 thirty-six (36) inches x forty-eight (48) inches. All handrails must be bolted. No temporary steps allowed after sixty (60) days from the siting of the home.
- i. Storage Sheds: The size and exterior appearance of sheds must be approved by the Board prior to installations. The maximum storage shed size shall not exceed 8' by 10.

- j. Surfaces: All exterior surfaces, and accessories, must be painted or stained. Color schemes should be referred to the Board for approval.

**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 thirty (30) days. Trash and debris that remains 30 days after the home removal shall be removed at the homeowner's expense.

**6. 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 at the homeowner's expense.
- b. Yard and lawns are to be kept neat and uncluttered.
- c. Gas and charcoal grills are permitted.
- d. 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.
- e. 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 community's infrastructure.
- f. Fencing shall be chain link, all weather or wood fencing. The Board must approve all fencing prior to installation. Fencing should be not higher than four (4) feet
- g. Clotheslines are permitted but they must not be visible from the street.
- h. Residents must properly secure tarps, or other protective coverings, and use of any tarp for fencing or roofing is prohibited.
- i. Watering of lawns and plants should not be excessive and water should not be allowed to run into the street. Lawns are expected to be kept mowed. All residents will be expected to comply with the stated watering restrictions when necessary.
- j. Furnishings for the patio are restricted to patio-type furniture and equipment. Patios are not to be used for miscellaneous storage if visible from the street.

- k. The Resident will be responsible for proper maintenance of home. Gutters and downspouts must be cleaned regularly and maintained in good condition
- l. All exterior surfaces and paint of manufactured homes in the community 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. Faded, streaked, or peeling paint should be painted by the Resident as soon as possible, weather permitting.
- m. Residents are encouraged to maintain insulation such as “heat tapes” on water pipes under their manufactured home, to prevent freezing of their water pipes.
- n. Homeowners must receive prior written permission from the Board before installing a hot tub on their space. Hot tubs must comply with applicable federal and state laws and local ordinances as to their construction, installation, and maintenance. While hot tubs are permitted, they must be covered when they are not in use.

## **7. Fireworks**

All fireworks are prohibited in the community year-round

## **8. Rule Violations and Relief Clause**

- 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 range from \$15 - \$50, and the maximum fine for a second violation shall range from \$50 - \$150. Mediation will also be encouraged and explored.
- b. A second violation may result in a fine or lease termination at the discretion of the Board if the Board determines that any violation is a material violation of the space lease, the Board may vote to proceed immediately to terminate the Resident’s lease and proceed to eviction subject to compliance with the space lease.
- c. Residents who resided at Warrenton Mobile Estates Manufactured Home Park prior to the Cooperative’s ownership of the community are 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  
ELK MEADOW HOMEOWNERS COOPERATIVE**

The undersigned, being the duly and acting Secretary of Elk Meadow Homeowners Cooperative, hereby certifies that the attached copy of the Community Rules is a full, true, and correct copy, as now in effect, that said document was duly adopted by the members of Elk Meadow Homeowners Cooperative, by Member vote on 02/24/2021 and that said voting was held in pursuant to the Bylaws of the Corporation.

By: Connie L Samuel

Secretary, Elk Meadow Homeowners Cooperative

CONNIE L SAMUEL  
Print name

03/05/2021  
Date