

West-Side Pines Cooperative Community Rules

Welcome!

Welcome to our community, also referred to as 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 West-Side Pines 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 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 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.** Notice to the resident, when required by the rules, must be in writing and is effective when received. 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 be posted on the home but must also be mailed to be effective.
- e.** Occupancy is limited to the persons named in the Space Lease. Occupancy shall not exceed 2 persons per bedroom. Any exceptions require Board approval.

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.
- b.** Residents must conduct themselves in a reasonable manner at all times, and must not disrupt, threaten or harass other residents.
- c.** Residents may only be on another's space or in another's home when invited.
- d.** Public intoxication is prohibited. Public space is defined to include roads, common areas, and the laundry area.
- 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.** No commercial or in-home businesses are allowed that impact the community, i.e.: traffic, odors, noise, or large impact to public utilities. No daycare businesses. No visible signage or other advertising is allowed.
- g.** Noise levels are to be at a moderate level at all times. Quiet hours are 10:00 P.M. until 8:00 AM.
- h.** 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.
- i.** Discharge of firearms (including BB, air and paintball guns), archery equipment, and all other weapons is strictly prohibited.
- j.** 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.
- k.** 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, unless the guest is a caregiver for a Resident with a disability as defined by law. In order to qualify as a household occupant, they must first apply to the Board and meet the applicable occupancy requirements set in section 3.1 of the Bylaws and the screening policy. Temporary occupants and caregivers must also apply and pay for an abbreviated criminal background check. If approved, a household occupant must sign a temporary occupancy agreement with the resident and the Board. 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.

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

- a.** The speed limit within the Park is ten (10) 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 (enter) and egress (exit) to the Park. Motorized trail bikes, go-carts, and all-terrain vehicles are not to be used in the Park.
- d.** Each resident's space is provided with off-street parking spaces. Guest and off street parking is available .
- e.** Short term street parking is permitted for a period no longer than four (4) days. Residents may park in designated spaces for more than 4 days. Any extended permits approved by the Board will be displayed in a visible place on the approved vehicle's dashboard. Overnight parking is allowed in designated spaces only.
- 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 (RV) may apply to the Board to lease RV space, if available, and be subject to the payment of a separate lease fee.
- i.** Vehicles must not be stored on driveways for extended periods of time (longer than 2 weeks). 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.** Residents have the continuing responsibility of maintaining their landscaping. This includes, but not limited to, removal of pine needles, dead or dying plants, and other yard debris. Removal should occur at least 4 times a year from yards, roofs, gutters, carports, and all out buildings.
- 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 drivetrain, 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, oil change, other lubricant changes and regular maintenance. 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.

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.

- a. The Board of Directors' approval is required for all pets.
- b. There may be no more than three (3) domestic pets per household. Residents living in the community on July 24, 2013 shall be allowed to keep their current pets even if more than three.
- c. If a Resident owns a dangerous pet breed, as identified by the Cooperative, the Resident agrees to name Cooperative as an additional insured under the Resident's homeowner's policy if doing so does not place additional cost on the Resident.
- d. 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.
- e. Pets must not be allowed to run free.
- f. 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.)
- g. Exotic and wild animals are not allowed in the Park.
- h. Pets capable of causing damage to persons or property are not allowed in the Park.
- i. 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.
- j. The Board may require residents to submit proof that their pets are current on rabies vaccinations and current on county licensing requirements.
- k. 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.
- l. Animals that have threatened or bitten someone must be removed from the Park. Owners of animals that damage another's property will be required to compensate the injured person and/or to repair the damage. If the same animal continues to cause property damage, it may be subject to removal from the park at the Board's discretion.
- m. Permanent outdoor pet kennels require written approval by the Board. There shall be no exterior dog runs.
- n. No breeding of pets allowed.
- o. Pet waste must be removed daily from yard, leased spaces or other common areas.
- p. No constant dog barking will be allowed.

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.
- 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.
- 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, sewer and water.
- e.** Because of the many underground utilities in the community, residents who wish to dig to a depth below one foot must submit the request to the board and assure that any work to be done is being done professionally and that other underground utilities have been located. 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. The Oregon Utility Notification Center is open 24 hours a day, 7 days a week, and accepts calls from anyone planning to dig. Call 1- (800)-332-2344 (or 811) to schedule a location request with the Oregon Utility Notification Center.
- 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 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 are allowed after sixty (60) days from the siting of the home.
- i.** Awnings; Side/carport: Must be approved by the board.
- j.** 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.

- k. Storage Sheds: Each manufactured home must be equipped with a wood, metal, or all-weather storage shed: minimum size of 6' x 8'. The size and exterior appearance must be approved by the Board prior to installations. Storage sheds must be installed within sixty (60) days 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.

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.

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 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.
- c. Gas and charcoal grills are permitted unless our insurance company restricts the use. Notification of prohibitions on the use of grills will be posted in the West-Side Pines newsletter. Permanent outdoor fireplaces, fire pits, and barbecue pits will receive an onsite inspection and will require a written approval by the Board.
- d. Rubbish must be enclosed in a 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.
- 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 Park's infrastructure.
- f. Fencing shall be chain link, all weather or wood fencing. The Board of Directors must approve all fencing prior to installation.
- g. Permanent clotheslines are permitted. They must not be visible from the street, and shall not be used as a place to store clothing.
- h. Watering of lawns and the washing of cars is permitted, must be in accordance with City laws – i.e. odd number water odd days even numbers water even days, and

must not be left unattended.

- i. 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, for no longer than three (3) days for the purpose of cleaning or outfitting for a trip. Residents may request board approval for specific equipment to be exempt from application of this rule. Criteria that may be considered by the Board in determining if an exemption is granted include, but are not limited to, the type of equipment and the configuration of the member's space. If granted; all equipment must be stored in good repair, in driveways or behind homes. Equipment should still allow for residents to park in their driveway. Permission can be revoked anytime if equipment fails to meet these expectations or determines it is being used as an additional.
- j. Furnishings for the patio are restricted to patio-type furniture and equipment. Patios are not to be used for miscellaneous storage.
- k. 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.
- l. The resident will be responsible for proper maintenance of the home. Gutters and downspouts must be cleaned regularly and maintained in good condition.
- m. 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. 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.
- n. Residents shall maintain insulation such as "heat tapes" on water pipes under their manufactured home, to prevent freezing of their water pipes.

7. Fireworks. Only fireworks approved for sale in the state of Oregon are allowed in the Park, unless our insurance company restricts use or the Board determines to restrict use due to fire danger. Residents shall clean up all debris left from fireworks use or displays. Notification of fireworks prohibitions will be posted in the West-Side Pines newsletter.

8. 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 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.

- d. 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 and 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 West-Side Pines may be found to have committed a material violation of the Space Lease 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 and severity 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 West-Side Pines, 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.

These community rules were amended by majority vote of the Members of West-Side Pines Cooperative on 09/16/23 (via ballot vote). These are signed and attested on

Alicia Deaderick

10/3/2023

Alicia Deaderick, Secretary Date

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 HE/SHE HAS RECEIVED A COPY OF THE ABOVE RULES AND REGULATIONS, HAS READ THEM, AND AGREES TO ABIDE BY THEM.

RESIDENT DATE

RESIDENT DATE