

SUNSET MEADOWS HOMEOWNER'S ASSOCIATION

RESIDENTS' GUIDE - OCTOBER 2010

Welcome to Sunset Meadows Condominium Homes. This guide will help familiarize you with the rules and regulations governing Sunset Meadows homes. It replaces previously distributed copies of the Residents' Guide. At the end of the Guide, you will find contact information for the Association's bookkeeping service, The Bottom Line. This is where to pay Association dues, fees and property insurance. Current contact information for the Board of Directors and Association committees is located on the bulletin board next to the swimming pool.

Sections in this guide will provide information on:

- OCCUPANCY
- OWNER RESPONSIBILITY
- PORCHES, PATIOS AND CARPORTS
- PARKING/AUTOMOBILES
- NOISE
- PETS
- POOL USE
- BUILDING MAINTENANCE, AIR CONDITIONERS
- SATELLITE DISH POLICY
- LANDSCAPING AND YARD MAINTENANCE
- RECYCLING
- GARBAGE SERVICES
- CONTACT NUMBERS

The Board of Directors and homeowners developed this guide based on the Covenants, Conditions, and Restrictions (CC&R's) of the Association. These rules provide for the safety and comfort of all who live at SUNSET MEADOWS.

OCCUPANCY

Article XI, Section 15 of Covenants, Conditions and Restrictions state that not more than four (4) residents may occupy any one residence at any one time. "Permanent Resident" shall mean any person who dwells in the residence for more than thirty (30) consecutive days.

OWNER RESPONSIBILITY

Owners are responsible and must comply with the rules and regulations developed to maintain a pleasant living environment for all occupants. It is the responsibility of all "non-resident" property owners to provide this Guide to their tenants and to monitor compliance at their property. Owners and tenants who are not compliant with the rules and regulations will be fined. **A change in home ownership should be reported to The Bottom Line and the Association.** Both the Association and The Bottom Line need your new address.

PORCHES, PATIOS AND CARPORTS

Porches and patios should be kept clear of any items except live plants, patio furniture, BBQs, and children's outdoor toys.

Dry, neatly stacked firewood (for units with fireplaces) may be stacked near the edge of patios in the rear only. **FIREWOOD SHOULD NOT be stored next to any structure.**

Garden hoses on appropriate hose holders are permitted on back patios.

Bicycles*, furniture, boxes, appliances, etc. must be stored. *Bike racks are provided in several areas for your use. However, Sunset Meadows assumes no responsibility for theft or damage to bikes secured in these locations. See Maintenance person for access to locked areas.

Clotheslines and clothes racks are permitted; however, these items must be stored after each use.

Holiday decorations and lights should be removed by January 15th.

Personal items may not be left in any common area except by special permission from the Board.

Porches, patios and carports should be kept clear of litter.

Screen doors and screens should be kept in good repair.

Sidewalks should not be obstructed with planters, pavers, trellises, etc.

PARKING AND AUTOMOBILES

Each condominium has one assigned carport space located near the unit. This is your primary parking space and should be used first before using uncovered, unassigned parking space.

Uncovered spaces are available on a "first come, first serve" basis for resident and visitors' use.

No household may park more than one additional car in any of the unassigned spaces.

Vehicle storage is not permitted on the premises. Any vehicle which remains unmoved for two weeks at a time will be considered "stored" and will be fined.

All vehicles must be currently licensed and in good operating condition. All vehicles should be free of oil and fluid leaks. Leakage of oil or other fluids may result in costs assessed against the vehicles owner, or the associated residence homeowner.

No resident may park commercial vehicles on the property. Only personal autos and pickups may be parked anywhere on Sunset Meadows property.

No parking is permitted along the main drive lanes at any time. Vehicles are to be parked in designated parking spaces. Vehicles parked along the main driveways will be towed at the owners' expense. (Eugene Municipal Code 5.280)

Mechanical work is not permitted on the property. This includes engine work, fluid changes (oil, antifreeze, etc.) tire or other maintenance work. Vehicles may not be disassembled in any way.

Washing, waxing, vacuuming and minor adjustments are permitted.

Music volume should remain low when driving through the property.

No engine revving or loud/broken mufflers are allowed.

NOISE

Please be considerate of your neighbors at all times. Residents and their guests shall conduct themselves in a manner that will not disturb the peaceful enjoyment of the complex by others. Residents shall restrict all noise so as not to be heard outside of their unit.

No loud audio in homes or motor vehicles.

Do not let cars run or rev motors excessively, especially in the early morning hours or late at night (before 8:00 a.m. and after 10:00 p.m.)

Please don't disturb your neighbors with loud parties or social gatherings. This is especially important during warm weather when it is most comfortable to have windows open. Be courteous and keep parking lot conversations low, especially at night. Noise complaints will result in a fine.

Fireworks are not permitted on Sunset Meadows property. See fine schedule.

Skateboards may not be used in any way inside the complex.

PETS

Complaints to the Board frequently result from pet ownership. This makes full compliance with the rules governing pets a priority for the Board of Directors.

Each unit may have not more than two (2) small domestic pets. CC&R's state animals must be **less than 12 pounds**. Animals in excess of this weight are tolerated on a probationary basis. Repeated violations will result in CC&R enforcement action by the Board.

Owners are responsible for IMMEDIATELY cleaning up their pet's waste. Failure to comply will result in fines. Dogs must be walked on a leash, and must be kept under direct owner supervision at all times.

Animals not appropriately licensed and identified may be considered abandoned, stray or feral, and may be subject to removal.

Pets may not be tied up outside except for brief periods while attended.

Excessive barking or other animal noise is not permitted.

Owners are encouraged to have their pets neutered.

SWIMMING POOL

During the summer season the **Sunset Meadows Pool is open from 8:00 a.m. to 9:00 p.m. daily.** Pool hours may vary from year to year. Every day the time from **5:30 – 6:30 p.m. is designated as Adults Only** (18 or older) swim time. Use of Sunset Meadows' pool is for residents and guests - a maximum of four (4) guests at a time.

Pool guests must be accompanied by an Owner/Resident while using the pool. Owners are responsible for the actions and safety of their guests.

Oregon Law states that children under 14 years of age may use the pool only when accompanied by an adult who is 18 or older.

Be courteous of residents living near the pool; keep noise at a minimum.
Do not dive into the pool. No running or horseplay is permitted.
Anyone with long hair (women, men, or children) must wear a swim cap or tie hair back while swimming.
Keep the pool gate locked at all times, and report any gate violations.

Please observe the following pool rules:

- No glass containers, food or picnicking** are allowed inside the pool enclosure.
- No air mattresses.** Flotation rings are allowed in the pool for children. Any other toys must be no larger than a child's flotation device.
- No Smoking.**
- No alcoholic beverages.**
- No animals.**
- DO NOT stand or hang on the rope** that divides the pool areas. If you wish to swim laps you may remove the rope, but please replace it when you are finished. The rope should be in place at all other times.
- Do not place poolside furniture** in the water.
- Do not touch pool cleaning** equipment or life saving devices except in the case of emergency.

Keep the poolside restrooms clean. Turn off light/fan and lock door after using restrooms. Each owner was issued a new pool key in May 1997. These keys have the condominium number and **"Do not duplicate"** stamped on them. If you lose your key, there will be a \$10.00 charge to replace it. **If you move, the key must be transferred to the new owner.** If you do not have a key, please see the bulletin board for the appropriate contact person. Multiple infractions could result in the loss of pool privileges.

VOLUNTEER to be on the Pool Committee. The pool water is tested for chemicals several times a day and we will teach you how to do it.

BUILDING MAINTENANCE

Damage caused by owners or occupants to Association-maintained property will be repaired by the Association at the expense of the unit owner.

No structural changes or additions to common areas or buildings may be made without written permission from the Board of Directors. This includes installation of satellite dishes, screen doors, new windows and planter boxes.

AIR CONDITIONERS are allowed in the rear bedroom second floor window. The open window area above the air conditioner must be properly enclosed with either clear Plexiglas or white painted plywood. Permanent, through the wall installations must be approved by the Board.

Exterior maintenance issues should be addressed to the Board of Directors or the Maintenance Supervisor. Please leave a note with your request in the mailbox on the door of the maintenance building, next to 1438 Feters Loop.

SATELLITE DISH POLICY

All satellite dish installations must be Board approved and compliant with current installation policy. A copy is available through any Board representative. Only one set of provider equipment per building is permitted. The preferred location is between buildings, below the roofline at the gable end. All cables must be routed along trim boards to remain as closely out of sight as possible. Satellite dish placement may not be an option for all units.

Previous installations that do not conform to the installation policy shall be removed upon sale of the unit, unless an adjacent neighbor has an issue with out-of compliance installations, in which case the dish must be moved immediately. Please contact any Board representative for more information.

LANDSCAPE MAINTENANCE

A professional landscaping Company maintains the grounds weekly. This includes all landscape beds for weeding and maintenance. **Please do not contact the landscapers directly** if you have questions, concerns, complaints or comments about landscaping work. Instead, please leave a note in the maintenance mailbox or contact any Board representative. Residents may plant annuals, perennials and other decorative plants in the garden areas adjacent to their condominium. Shrubs or trees need to be approved by the Board. It should be noted that there is no private landscape space within the Sunset Meadows property. All common area landscape changes should be in keeping with the association's landscape master plan, and/or approved by the Board. Sunset Meadows will continue in the tradition of honoring these requests to the benefit of the general association. The Board will act in preventing increased landscape maintenance costs or future cost of removal of inappropriate plantings.

RECYCLING

Three recycling centers are provided for newspaper, office paper, flattened cardboard, clear and colored glass, plastic, tin and aluminum. **NO LIDS.** The recycling center with a cardboard container is located on the east rear driveway behind the pool.

GARBAGE COLLECTION

ALL trash must be secured in bags and placed inside the dumpsters located around the property.

Trash and recycling must be placed in the appropriate locked container, and will not be permitted in any other location.

Dumpsters and locked recycling containers must be re-locked after each use. If you lose your key; you must pay \$10 for a replacement. If you move, please be sure to pass your key along to the new owner/resident.

If a dumpster is filled, please place your trash in one of the other dumpsters on the property. Trash such as diapers, kitty litter, meat scraps or anything that will spoil or cause an odor should be sealed in plastic bags before placing it in a dumpster.

Do not discard cigarette butts or other trash in any outside area, including the parking lots. See fine schedule for penalties for any fire.

ASSOCIATION DUES

Dues are payable the first of each month. Checks should be made payable to Sunset Meadows Association and delivered to:

**Mark Peterman, The Bottom Line
1699 Oak Street
Eugene, OR 97401**

541- 484-7394

LATE FEES WILL BE CHARGED after 30 days non-payment. The first month shall be \$10.00 per month. The second month shall be \$20.00 per month. The third month shall be \$30.00 per month. If dues are not paid by the third month, the charge will be \$30.00 per month thereafter. Letters will be mailed to homeowners who have unpaid dues monthly.

**Property Insurance: Greg Lumsden, Farmers Insurance
2101 Bailey Hill Road
Eugene, OR 97402**

541-687-0884

Board of Directors - A current list of contact numbers is posted on the bulletin board located next to the pool on the end wall of the restrooms. New Board members are elected at the Association's Annual Meeting held in October of each year.

FINE SCHEDULE

High Priority – Courtesy Notice first, then \$25 per occurrence thereafter, exceptions as noted.

Pets: including pet waste, improper identification/licensing, and excessive pet noise.

First warning will require removal within 24 hours.

Noise.

Incorrect Satellite Dish installation: Courtesy Notice with one week to correct, then \$25 fine every two weeks.

General Priority – Courtesy Notice first, then \$25 per week thereafter.

Patio Mess

More than two cars per residence unit.

Unauthorized plantings or bed modifications.

Violations not listed above will be addressed on a case-by-case basis. The Board of Directors reserves the right to enforce CC&R's outside these guidelines as the case warrants, and may increase fines based on frequency of violation. Unpaid fines will result in liens against the property, exercised at sale or by other legal means.

**Sunset Meadows Homeowner's Association
1438 ½ Feters Loop
Eugene, OR 97402**