

# **SUNSET MEADOWS ASSOCIATION, INC.**

## **RESIDENTS' GUIDE**

### **September 2017**

**Website:** [www.sunsetmeadowseugene.blogspot.com](http://www.sunsetmeadowseugene.blogspot.com)

Welcome to Sunset Meadows Townhomes. This guide will help familiarize you with the rules and regulations governing Sunset Meadows Townhomes. 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 and fees. Current contact information for the Board of Directors and Association committees is located on our website and on the bulletin board next to the swimming pool.

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The Board of Directors and homeowners developed this guide based on the Covenants, Conditions, and Restrictions (CC&Rs) 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.

### **INSURANCE**

- It is highly recommended that you have “**building property condo insurance**” in addition to coverage for your contents and liability insurance. The **building property condo insurance** is used if the inside of your unit sustains damage of any kind.
- If you do not have **building property condo insurance** coverage and your unit sustains damage, you can request a claim be made on the Association insurance. However, you will have to pay the \$2,500 deductible prior to any claim being paid.
- In the event of a claim that involves both the homeowner’s policy and the Association’s policy, the homeowner’s policy shall be Primary and the Association’s policy shall be Secondary, per Board Resolution on July 22, 2015.

### **EXTERIOR INSTALLATIONS and MAINTENANCE**

- We highly recommend that you learn how to turn off the water and electricity to your unit (see website for instructions on how to do this).
- 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 approval from the Board of Directors. This includes, but is not limited to, installation of items such as ductless heat pumps, satellite dishes, exterior doors, new windows and planter boxes.
  - In the event work needs to be done on the siding (painting, replacement, etc.), the owner shall be responsible for the cost to remove and replace the ductless heat pump parts that are attached to the siding.
- Exterior doors may not be painted by the homeowner. Contact a board member if your door needs to be painted.
- Screen doors may only be black, white, silver or bronze.
- Outside light fixtures cannot be changed.
- Window-mount AIR CONDITIONERS are allowed in the rear bedroom second floor window only. The only exception to this is the one-bedroom loft units which do not have a rear bedroom 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.
- If you are using your fireplace on a regular basis, it should be inspected and cleaned regularly, per our insurance regulations.
- Exterior maintenance issues should be addressed to the Board of Directors. Contact a board member if you need help.

### **PARKING AND AUTOMOBILES**

- All vehicles must be currently licensed and in good operating condition.
- Each condominium has one assigned carport space located near the unit. This is your only assigned parking space.
- Uncovered spaces are available on a “first come, first serve” basis for resident and visitors’ alike.
- 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 should be free of oil and fluid leaks. Leakage of oil or other fluids may result in costs assessed against the vehicle’s owner, or the associated homeowner.
- No resident may park large commercial vehicles on the property.
- Only personal vehicles may be parked anywhere on Sunset Meadows property.
- No parking is permitted along the main driveways at any time.
- Vehicles are to be parked in designated parking spaces. Vehicles parked along the main driveways will be towed at the owner’s expense. (Eugene Municipal Code 5.280)
- Mechanical work is not permitted on the property. This includes engine work, fluid changes (oil, antifreeze, etc.), 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.
- Quiet hours are from 10pm-7am per City ordinance.
- Residents shall restrict all noise so as not to be heard outside of their unit.
- No loud audio in homes or motor vehicles.
- No 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.
- Fireworks are not permitted on Sunset Meadows property.
- Skateboards may not be used in any way inside the complex.
- Noise complaints will result in a fine.

### **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 not have more than two (2) small domestic pets.
- The CC&Rs state that animals must be no more than 12 pounds. Animals in excess of this weight are tolerated on a probationary basis. 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. All dogs must be kept 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.

### **RECYCLING**

- Three recycling centers are provided for newspaper, office paper, flattened cardboard, glass, plastic, tin and aluminum. NO LIDS.
- **Recycling cuts the cost of garbage collection.** Please locate and use the recycling area nearest you.

### **GARBAGE COLLECTION**

- Please keep dumpsters and recycle bins LOCKED! This prevents non-residents from going through our dumpsters which creates a mess, increases the risk of identity theft, and has led to aggressive confrontations against residents. Contact a board member if you need a key.
- 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.

### **SWIMMING POOL**

During the summer season, the Sunset Meadows Pool is open with hours posted on the entrance. Pool hours may vary from year to year, depending on availability of volunteers. Adult-only swim (18 or older) is designated from 5:30pm-6:30pm daily.

- Volunteers are needed 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.
- Pool keys have the condominium number and "Do not duplicate" stamped on them. Keys can only be obtained by owners or property management companies by contacting an HOA board member. There will be a \$25 fee. If you move, the key must be returned to the owner or property management company.
- Use of Sunset Meadows' pool is for residents and guests - a maximum of four (4) guests at a time. Non-resident owners are not allowed to use the pool. Pool guests must be accompanied by the Resident while using the pool. Residents 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.
- NO diving allowed.
- No running or horseplay on pool deck.
- Anyone with long hair (women, men, or children) must wear a swim cap or tie hair back while swimming. This prevents the filter from getting clogged.
- Keep the pool gate locked at all times, and report any gate violations to a pool committee member.
- No glass containers, food or picnicking are allowed inside the pool enclosure.
- No smoking.
- No alcoholic beverages.
- No animals allowed in pool or pool area.
- Flotation rings are allowed in the pool for children. Any other toys must be no larger than a child's flotation device. No air mattresses.
- DO NOT stand or hang on the rope that divides the pool areas. During adult swim only, the rope can be removed for lap swimming as long as it is replaced when you leave.

- Do not place poolside furniture in the water.
- Do not lie or sit on pool cover.
- No walking is allowed on the baby wall.
- Do not touch pool cleaning equipment or life saving devices except in the case of emergency.
- Keep the poolside restrooms clean. Turn off light switch and lock door after each use.
- Multiple infractions could result in the loss of pool privileges.

### **SATELLITE DISH POLICY**

- All satellite dish installations must be Board approved. A copy of this policy is available on the Association website ([sunsetmeadowseugene.blogspot.com](http://sunsetmeadowseugene.blogspot.com)), and is posted on the bulletin board by the pool.
- Satellite dishes cannot be installed on any roof. Satellite dishes can only be installed below the roofline on the rear patio wall next to the storage of the owner's unit, and may not encroach on neighbor's property.
- All cables must be routed along trim boards to remain as 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 by the owner upon sale of the unit.

### **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.
- BBQs in use may not be left unattended and are to be kept at a safe distance from structures. Sunset Meadows' insurance company recommends ten feet.
- **FIREWOOD SHOULD NOT be stored next to the siding.** Dry, neatly stacked firewood (for units with fireplaces) may be stacked near the edge of patios in the rear only.
- Garden hoses on appropriate hose holders are permitted.
- Bike racks and cages are provided in several areas for your use. However, Sunset Meadows assumes no responsibility for theft or damage to bikes secured in these locations.
- 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.
- Carports should be kept clear.
- Screen doors and screens should be kept in good repair.
- Sidewalks should not be obstructed with planters, pavers, trellises, etc.

### **LANDSCAPE MAINTENANCE**

- A professional landscaping company maintains the grounds weekly.
- Please do not contact the landscapers directly if you have questions, concerns, complaints or comments about landscaping work. Instead, please 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.

### **ASSOCIATION DUES**

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

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 continues thereafter. Letters will be mailed to homeowners who have unpaid monthly dues.

### **PROPERTY INSURANCE**

Tony Core, Agent  
Farmers Insurance  
2101 Bailey Hill Road  
Eugene, OR 97402                      541-687-0884

### **BOARD OF DIRECTORS**

A current list of contact numbers is posted on our website and on the bulletin board located next to the swimming pool.

New board members are elected at the Association's Annual Meeting held in October of each year.

### **FINE SCHEDULE**

\$25 per occurrence. The board may issue a courtesy notice in some situations. Violations include anything not allowed in the CC&Rs and Residents' Guide. Examples include, but are not limited, to the following:

- Patio mess
- Noise
- More than two cars per unit
- Unauthorized plantings or bed modifications
- Architectural standards
- Pool infractions
- Pet violations (noise, pet waste, off-leash, improper licensing, pet aggression)

The Board of Directors 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 Association**  
**1438 ½ Feters Loop**  
**Eugene, OR 97402**