

SUNSET MEADOWS HOMEOWNERS ASSOCIATION

www.sunsetmeadowseugene.blogspot.com

RESIDENTS' GUIDE

Effective January 1, 2022

Welcome to Sunset Meadows Townhouses. This Guide will help familiarize you with the rules and regulations governing the Sunset Meadows property. It replaces previously distributed copies of the Residents' Guide. In Section II, 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 is located on the website and the bulletin board next to the swimming pool.

Table of Contents

SECTION I: OWNERS' RESPONSIBILITIES	2
SECTION II: ASSESSMENT COLLECTION POLICY	2
Due Dates	2
Obligation to Pay	2
Late Charges	2
Application of Payments	3
SECTION III: VIOLATION ENFORCEMENT PROCEDURE	3
SECTION IV: COMMON AREA PROPERTY RULES	3
Use of Property	3
Insurance	3
Swimming Pool	3
Community Garden	4
Landscape Maintenance	4
Noise	5
Use of Patios and Porches. Walkway. Bicycles. Holiday Decorations. BBQ. Firewood. Fireworks. Smoking.	5
Pets	5
Garbage Disposal	6
Recycling Services	6
Parking and Towing	6
SECTION V: ARCHITECTURAL CONTROL	7
Each Unit owner is responsible for inspecting their unit	7
Architectural Guidelines	7
Satellite Dishes	7
Ductless Heat Pumps	7
Window Air Conditioners	7
Porch and Patio Architectural Changes	7
Doors	7
Light Fixtures	7
Fireplace	8
Crawl Spaces, Foundations, Vent Screens	8
Water and Electricity	8
Maintenance and Repair	8
Damages	8
SECTION VI: REGISTRATION OF HOMEOWNERS AND RESIDENTS	8
SECTION VII: NON-OWNER-OCCUPIED UNITS	8
SECTION VIII: GENERAL AND BOARD MEETINGS	9

SECTION I: OWNERS' RESPONSIBILITIES

- Sunset Meadows Homeowners Association (Hereinafter referred to as the Association) is a townhouse community incorporated under the laws of the State of Oregon as a non-profit corporation. Each homeowner is a member of the Sunset Meadows Homeowners Association with all the rights and responsibilities as described in the Declaration of Covenants, Conditions and Restrictions (CC&Rs) and the Association's Bylaws.
- The Association's governing documents include CC&Rs, Bylaws and the Residents' Guide. All owners agree to and should be given copies of the CC&Rs, Bylaws and the Residents' Guide as part of the finalization of the closing process. You can also go to the Association's website to obtain a copy of these important documents.
- Owners should read these documents carefully since they set forth the rights, duties, and obligations of each owner. Each owner is responsible to the Association and to all other owners for the behavior of their residents, guests and/or invitees, including tenants and vendors. In addition, all their residents, guests and/or invitees, including tenants and vendors are subject to these documents and rules. It is the responsibility of the homeowners to provide their tenants with a copy of all these documents.
- The rules and regulations in this Guide supplement the Association's CC&Rs and Bylaws, they do not replace them. In the event of a conflict between these rules and regulations and the Association's CC&Rs, the CC&Rs take priority.
- The purpose of these rules and regulations is to protect the physical property of the Association, to ensure the safety and comfort of all who live at Sunset Meadows, and for purpose of enhancing and protecting the value, desirability, and attractiveness of the property. To accomplish this purpose all residents must act with sensitivity and consideration for one another, as well as complying with the following rules and regulations.
- Under the authority granted them by the Association's CC&Rs and the appropriate Oregon State Law, the Sunset Meadow HOA Board of Directors (Hereinafter referred to as the HOA Board and elected members hereinafter referred as Board Members) can impose a penalty for violations in complying with any of the governing documents, including these rules and regulations in this Residents' Guide.
- The Association's website address is www.sunsetmeadowseugene.blogspot.com.
- The Association's mailing address is:

Sunset Meadows Association

1438 ½ Feters Loop

Eugene, OR 97402

SECTION II: ASSESSMENT COLLECTION POLICY

- **Prompt payment** of assessments by all owners is critical to the financial health of the Association and to the enhancement of the property values of our homes. The HOA Board takes very seriously its obligation to enforce the members' obligation to pay assessments. The HOA Board has adopted this Collection Policy to discharge that obligation in a fair, consistent and effective manner.
- **DUE DATES:** Monthly assessments are due on the first day of each month and owners can avoid a late charge if payment is received before the end of the month. All other assessments, including special assessments, are due and payable on the date specified in the notice of assessment. Checks should be made payable to Sunset Meadows Association and delivered to:

The Bottom Line

1699 Oak Street

Eugene, OR 97401

541- 484-7394

- **OBLIGATION TO PAY:** Assessments, late charges, interest, collection costs, and attorneys' fees, if any, are the personal obligation of the owner of the subject property at the time the assessment or other sums are levied. Owners shall be responsible for all such amounts unless it is determined that all assessments were paid on time to the Association.
- **LATE CHARGES:** Unpaid assessments are delinquent 30 days after they are due. A late charge will be charged for any assessment that is not paid in full within 30 days of the due date. The first month's late charge shall be \$10.00 for the month. The second month's late charge shall be \$20.00 for the month. The third month's late charge shall be \$30.00 for the 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.

- **APPLICATION OF PAYMENTS:** Payments will be applied to assessments so that the oldest assessment arrearages are retired first, unless the payment indicates that it shall be otherwise applied.

SECTION III: VIOLATION ENFORCEMENT PROCEDURE

- The HOA Board has established the following procedure for addressing most violations of the Association's governing documents. In certain circumstances, at the discretion of the Board, this procedure may be accelerated.
- To report violations or send a complaint, residents should reach out to the compliance person of the month. See the monthly meeting minutes or the bulletin board by the pool for the compliance person at the time of report. Residents are encouraged to obtain evidence of the violations and document the details of the incident when reporting. Board's compliance person will do a lateral check upon receiving reports or complaints and proceed with enforcement procedures when violations are verified.
 - Minimum \$25.00 per violation. Violations concerning dog poops guarantee at least \$50 per violation with no prior notice.
- The HOA Board may increase fines, utilize other sanctions or legal means based on frequency and gravity of violation. Unpaid fines will result in liens against the property, exercised at time of sale or by other legal means.
- Common violations include, but are not limited, to the following:
 - Speeding
 - Patio mess
 - Noise
 - More than two cars per unit, car storage, car repairs in the car ports.
 - Unauthorized plantings or bed modifications, unauthorized architectural modification
 - Pool infractions
 - Pet violations (noise, pet waste, off-leash, improper licensing, pet aggression).
 - Improper trash disposal and recycling.

SECTION IV: COMMON AREA PROPERTY RULES

USE OF PROPERTY

- Each unit shall be used and occupied for private dwelling purposes only. Short-term rentals with terms less than 30-days such as Airbnb contracts are prohibited. Home-based businesses are not allowed.
- No more than four (4) permanent 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.

INSURANCE

- Insurance for common areas and structural building are covered under a master policy carried by the Association. This policy does not cover your personal belongings or personal liability coverage for interior improvements performed on your unit. Each owner or resident is responsible for providing their own personal insurance in these areas. Current Insurance Declaration and Agent's contact are available on the Association website.
- 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 the HOA Board Resolution on July 22, 2015.
- Discuss your insurance needs with your agent.

SWIMMING POOL

- **Hours of Operation.** Pool hours may vary from year to year, depending on availability of volunteers. Ideally, the pool is available to residents and their guests from 9:00 AM. to 9:00 PM. seven (7) days a week. Please see the notice at the pool entrance for the effective hours. No one is allowed in this area at any other time. Adult-only swim (18 or older) is designated from 5:30pm-6:30pm daily. Any persons using the pool do so at their own risk. THERE IS NO LIFEGUARD ON DUTY!
- **Volunteers.** Volunteers are needed to be on the Pool Committee. Volunteers sign up for conducting pool tests, opening, and closing the pool daily.
- **Pool Tests.** The pool water is tested for chemicals 3 times a day, and volunteers will be trained on how to do it.

- **Pool Area Keys.** The pool area is maintained for the use of the Sunset Meadows residents and their guests only. The pool area should always remain locked. Report any problems with the pool gate to the Committee or a Board Member immediately. It is not permitted to loan keys to non- residents. There is a \$25.00 replacement charge for lost keys
 - Pool keys have the townhouse unit number and “Do not duplicate” stamped on them. Keys can only be obtained by owners or property management companies by contacting a Board Member. There will be a \$25 fee.
- **Do not Touch** lifesaving equipment, cleaning, testing equipment (life ring, testing, cleaning chemical, etc.). Lifesaving equipment is for emergency use only.
- **Age Requirements.** 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 who will be responsible for their conduct, safety and observance of these rules. Resident’s children may be accompanied by a non-resident 18 years or older. Infants and small children not toilet-trained may be brought into the pool area but are not permitted in the pool without the use of a leak proof diaper.
- **Non-Resident Use.** Non-residents are permitted use of the pool area only if accompanied by an adult resident (18 years or older). Residents are responsible for any and all damage caused by their guests. A maximum of four (4) guests are allowed at a time.
- **Proper Attire.** People using the pool must wear proper bathing attire. No street clothes or wet suits are allowed in the pool. 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.
- **No Smoking.** Smoking is strictly prohibited in the pool area.
- **No Alcohol, Beverage, Food.** No alcoholic beverages or food are allowed in the pool area. Drinking water in plastic, metal or paper containers are acceptable.
- **No pets.** All pets are strictly prohibited in the pool area.
- **No Littering.** Keep the areas around the pool clean at all times. Any beverages, or related trash, should be disposed of in trash receptacles. Do not leave any food, beverages, personal items, etc. in the pool area when you are not in attendance.
- **No Glass.** Glass or breakable containers are not permitted in the pool area.
- **Restricted Items.** No surf boards, boogie boards, air mattresses, balls or inflatable items are allowed in the pool except small, soft children’s toys and small flotation devices.
- **Pedestrian Traffic Only.** Pedestrian traffic only is allowed in the pool area. Roller-skates, skateboards, bicycles, and the like are strictly prohibited.
- **Restricted Activities.** All persons using the pool area should be considerate of others, avoiding jumping, diving, rough play, using profanity, running, horseplay and dangerous, destructive or noisy activities. 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 returned when you leave. Do not lie or sit on pool cover. No walking is allowed on the baby wall.
- **Pool Furniture.** Lounges, tables and other furniture in the pool area that belong to the Association may not be removed from the area at any time. Do not place poolside furniture in the water.
- **Bathrooms.** Keep the poolside restrooms clean. Turn off light switch and lock door after each use. Pool key opens bathrooms.
- **Damages.** Residents will be held responsible and financially liable for any damage to pool equipment, or facilities, whether caused by them, their residents, tenants or guests. Multiple infractions could result in the loss of pool privileges.

COMMUNITY GARDEN

We have an organic Community Garden that has space for ten gardeners. A waiting list is kept for residents who are interested in participating in the future. For further information see our website.

LANDSCAPE MAINTENANCE

- A professional landscaping company cuts grass in the common area and maintains scrubs, trees, and other plants in common areas (periodic pruning and trimming) that are planted by the Association.
- Residents may plant annual and perennial decorative plants in the garden areas adjacent to their townhouse. Planting large shrubs or trees need to be approved by the HOA Board. The resident is then responsible for maintenance of those private plants. The landscaping company will not maintain plants that were planted by current or former residents.
- The Association will not pay for removing landscape alteration by previous owners.

- The landscaping company is not paid to pull weeds around the units. Residents are encouraged to remove weeds around your units, walkways, parking areas, etc. Please don't use toxic chemicals. Reach out to a Board Member for advice.
- Do not contact the Association's contractors directly. If you have questions, concerns or comments, contact any Board member.
- The walls, fences, and plantings within or surrounding the property are not to be climbed on, over or under. Any damage to the landscaped areas caused by an owner, his/her family, guests, tenants, or pets will be charged directly to the owner. Items covered under this category include, but are not limited to, breakage of sprinkler heads, destruction or damage to plants and landscaped areas.
- No owner or resident may make any alterations or improvements such as concrete, tile or additional flowers to any common area except for the garden areas adjacent to their townhouse. Do not remove or treat shrubs, trees, bushes without checking with the Board.

NOISE

- Consideration of the interests of all residents with respect to loud and disturbing noise, whether caused by children, adults, or pets, must be observed on common areas, resident's patios and porches. This includes but is not limited to, noisy play, loud music, radios, stereos, televisions, late night parties, barking dogs, power tools and excessive noise from cars motorcycles and other vehicles.
- Construction work such as saws, drilling, hammering, etc. can only be conducted between the hours of 7:00am and 8pm.
- 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 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.

USE OF PATIOS AND PORCHES. WALKWAY. BICYCLES. HOLIDAY DECORATIONS. BBQ. FIREWOOD. FIREWORKS. SMOKING

- Each resident is responsible to ensure that their patio/porch be maintained in a clean and neat manner.
- Porches and patios should be kept clear of any items except live plants, patio furniture, BBQs, and children's outdoor toys.
- Patios and porches are not to be used for the purpose of storage. Personal items may not be left in any common area.
- All walkways are not to be obstructed with planters, pavers, trellises, etc.
- Bike racks are provided in several areas for your use. However, the HOA Board assumes no responsibility for theft or damage to bikes secured in these locations.
- All holiday decorations (Halloween, Thanksgiving, Christmas, etc.) can be displayed four (4) weeks prior to the holiday and must be taken down two (2) weeks after the holiday.
- Clotheslines and clothes racks are permitted; however, these items must be stored after each use.
- Garden hoses on appropriate hose holders are permitted.
- BBQs in use may not be left unattended and are to be kept at a safe distance from structures. Homeowners are responsible for damages caused by BBQ use.
- Firewood is not 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.
- Fireworks are not permitted on Sunset Meadows property.
- All matches and waste products of smoking should be disposed of properly. Do not discard cigarette butts or other trash in any common area, including the parking lots.

PETS

- No livestock, poultry, or animals of any kind shall be kept by any resident within the Association's property, except usual and ordinary household pets.
- A limit of two (2) usual and ordinary household pets may be kept in any living unit.
- Animals not appropriately licensed and identified may be considered abandoned, stray, or feral, and may be subject to removal.

- Whenever a dog is outside their owner's unit and/or exclusive-use area they must be kept on a leash and be in the presence of a responsible person. Pets may not run freely within the common areas of the property.
- Pets may not be tied up outside except for brief periods while attended.
- Pet food must not be left outdoors as it attracts ants, bees, possums, skunks, and rats.
- Any pet that disturbs the peace and comfort on any neighbor resident or interferes with the reasonable and comfortable enjoyment of adjacent properties will be considered a nuisance.
- The CC&Rs state that pets must be no more than 12 lbs. Pets in excess of this weight are subject to Board approval and tolerated on a probationary basis.
- Residents are responsible for cleaning up the waste material left by their animals. Residents are liable for any damage to the landscaped areas, grass, plants, patios and porches caused by their animals.
- Owners are encouraged to have their pets neutered.

GARBAGE DISPOSAL

- All trash being removed from units must be taken directly to a trash enclosure and disposed inside the trash bin provided. No trash is to be left around the exterior of the buildings or trash enclosures.
- Any items left outside of the trash bins are not subject to disposal by the collection company. Large items such as furniture, sofas, mattresses, etc. are to be disposed by the owners and not placed anywhere in the neighborhood. Should the Association incur additional costs as a result of large items left inside or outside of the trash areas, this cost will be passed on to the owner of the unit leaving the trash in addition to a fine.
- Lock the dumpster after every use. Contact a Board Member if you need a key.
- If a dumpster is filled, 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.

RECYCLING SERVICES

- Three (3) recycling centers are provided for newspaper, office paper, flattened cardboard, certain plastics, tin, and aluminum. There is a separate container for glass. Please refer to the Association's website for more recycling information. When in doubt, throw them in the garbage. NO garbage is allowed in the recycle bins.
- Lock the recycling bin after every use.
- Please locate and use the recycling area nearest to you. If a bin is filled, please use the other recycling centers on the property.
- Recycling cuts the cost of garbage collection and is required. This recycling program has reduced the burden on the regular trash dumpsters and to help preserve our environment.

PARKING AND TOWING

- Parking within the community is allowed in designated parking areas only.
- Each townhouse has one assigned carport space located near the unit. This is your only assigned parking space. You are allowed to park one more vehicle per unit in uncovered parking.
- Uncovered spaces are available on a "first come, first serve" basis for residents and visitors alike.
- Homeowners may not modify any assigned parking space in any way that prevents the parking of a standard sized vehicle in that space or in any way reduces the total number of parking spaces. Before parking in any (unassigned) parking space, homeowners must first park in their assigned parking spaces.
- Vehicles parked in other resident's assigned spaces, fire lanes, along the main driveways at any time are subject to immediate tow at vehicle owner's expense (Eugene Municipal Code 5.280)
- Inoperable vehicles, including vehicles with expired tags, may not be stored on the property, including homeowner's assigned parking spaces, and are subject to fines and/or towing at the vehicles owner's expense.
- Vehicles that are not in use cannot be stored on the premises.
- Only personal vehicles may be parked anywhere on Sunset Meadows property. The following may not be parked on the property except for loading or unloading: recreational vehicles, boats, trailers, limousines, dune buggies, motor homes, oversized vehicles, commercial vehicles or camper shells detached from vehicles.
- Oil changes, mechanical work or repairs are not allowed within the community. This includes engine work, fluid changes (oil, antifreeze, etc.), or other maintenance work. Vehicles may not be disassembled in any way. All vehicles

should be free of oil and fluid leaks. Leaks need to be promptly addressed. Washing, waxing, vacuuming and minor adjustments are permitted.

- Loose accessories such as old tires, batteries and other forms of debris must be disposed of properly and are not to be stored in your parking space. No loose items, including bicycles, may be stored in any parking spaces.
- The speed limit within the Association is 10 MPH. Residents must maintain a safe and reasonable speed at all times while driving on the property. Violators will be subject to fines.

SECTION V: ARCHITECTURAL CONTROL

- One of the primary responsibilities of the Association is to protect your property values by maintaining architectural control of the Association.
- **EACH UNIT OWNER IS RESPONSIBLE FOR INSPECTING THEIR UNIT** on a regular basis and must address any issues with exterior structures to the HOA Board immediately. Unit owner agrees to report immediately to the Association (if an Association responsibility) or repair immediately (if a homeowner responsibility).
- Any homeowner that fails to inspect their Unit and/or report any issue will be responsible to the Association and to any other homeowners that may be affected by that undiscovered or unreported issue.
- Homeowners will be responsible for all clean up and removal of any water and/or moisture and/or mold resulting from any intrusion into their unit, regardless of the source of the water/moisture intrusion.
- All homeowners, residents, and/or their tenants will be held responsible for all possible plumbing issues resulting from a private contractor and/or homeowners performing plumbing work for homeowner related issues.

ARCHITECTURAL GUIDELINES. No structural changes or additions to common areas or buildings may be made without written approval from the Board. This includes, but is not limited to, installation of items such as ductless heat pumps, satellite dishes, exterior doors, new windows, roof over patio, patio deck and planter boxes. If you make a modification to the exterior of your property without proper approval, you may be required to remove the improvement and return the property to its original state. A blank Special Request form can be found on the website.

SATELLITE DISHES

- All satellite dish installations must be approved by the Board.
- 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 and in a non-invasive manner.
- Satellite dish placement may not be an option for all units.
- No satellite dish antenna, hardware or cables may be installed in any way that attaches to, pierces or in any way damages Association property, including roofs, eaves, siding, patios or any other building surface without prior written consent from the Board.
- Installations that do not conform to the installation policy shall be subject to removal at the Board's discretion.

DUCTLESS HEAT PUMPS. Ductless heat pump units may only be placed on the rear patio and may not extend into the common area. Wiring and casing can only be installed on rear wall, not front or side wall.

WINDOW AIR CONDITIONERS. Window air conditioners that protrude are only allowed in the rear bedroom second floor window. 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.

PORCH AND PATIO ARCHITECTURAL CHANGES. Except as provided in the CC&Rs, nothing contained herein shall give any owner the right to paint, decorate, remodel, or alter said exclusive use areas or any other part of the common area without the prior written consent of the Board of Directors.

DOORS. Exterior doors are painted the same color throughout the neighborhood. Contact a Board Member if your door needs to be painted. Screen doors may only be black, white, silver or bronze. Screen doors and screens should be kept in good repair.

LIGHT FIXTURES. Outside light fixtures cannot be changed by homeowners. Please reach out to a Board Member if they need changing or fixing.

FIREPLACE. If you are using your fireplace on a regular basis, it is your responsibility have it inspected and the flue cleaned regularly to prevent fire hazard.

CRAWL SPACES, FOUNDATIONS, VENT SCREENS

- It is the unit owner's responsibility to inspect vent screen condition and report any damage to a Board Member. The HOA will take responsibility for vent screen repair, but the unit owner is responsible for any animal damage or clean-up in their crawl space.
- Unit owners are advised to remove the trap door to the crawl space and inspect under their unit once a year to look for water accumulation, mold, dry rot, animal activity, etc.

WATER AND ELECTRICITY

- The HOA will take responsibility for the repair of failed water lines up to the point where they run under the unit's foundation footing. From there any repair work or related damage is the responsibility of the unit owner.
- The cost of increased water or electricity consumption resulting from a line failure, regardless of where the failure occurs, will be the responsibility of the unit owner.

MAINTENANCE AND REPAIR. Association-maintained property includes but not limited to common areas and the exteriors of your units. "Common area" shall mean all real property and appurtenances thereto, now or here after owned by the Association for the common use and enjoyment of the members of the Association. "Exteriors" include but not limited to roofs, sidings, gutters, soffits, downspouts, exterior building surfaces, fences, trees, scrubs, grass, landscaped areas, walks, swimming pool and community garden.

- Exterior maintenance matters should be addressed to the Board.
- Do not directly address the contractors hired by the Association.
- Do not hire a contractor to repair or service anything that is the Association's responsibility. The unit owner will pay for anything done by private contractor without the Board's approval.
- 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 those installations such as the ductless heat pump parts, satellite dishes that are attached to the siding.

DAMAGES. Damage caused by owners or occupants to Association-maintained property will be repaired by the Association at the expense of the unit owner. The Association is not responsible for damages to private outdoor installations (AC outdoor units, wires, cables...) that are caused by animals.

SECTION VI: REGISTRATION OF HOMEOWNERS AND RESIDENTS

- 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.
- To allow the Association to quickly contact homeowners and residents in the event of an emergency, each Unit owner must fill out the "Homeowner and Resident Registration Form" and return the form to the Association.
- In the case of non-resident owners, owners must also provide the emergency contact information for their tenant(s) or occupant(s). Those homeowners that enlist the service of a professional property management company to manage their unit should also provide contact information for their manager.
- Homeowners may obtain a copy of the Homeowner and Resident Registration Form from the Association's website.

SECTION VII: NON-OWNER-OCCUPIED UNITS

The HOA Board has the following recommendations for homeowners that do not reside within their homes:

- The Association maintains an "address of record" for each homeowner that represents that homeowner's mailing address for all correspondence from the Association. Homeowners that do not live within their homes (such as homeowners that lease out their homes to tenants) should change their address of record so that they are receiving correspondence from the Association at their primary mailing address. Otherwise, the homeowner may not receive important correspondence from the Association, including invoices for monthly assessments, newsletters, election

materials, delinquency notices, violation enforcement letters, or other important legal notices. To change your address of record please fill out the Homeowner and Resident Registration Form which is available on the website.

- Homeowners are responsible to ensure their tenants follow the Association's rules and regulations. As such, tenant lease agreements should clearly indicate that the tenants have been provided with a copy of the Association's governing documents, including the CC&Rs, Residents' Guide, etc., and that the failure of the tenant to follow the rules of the Association is a breach of the lease. Owners should, of course, consult with their real-estate attorneys on any landlord/tenant issues, including lease agreements.
- Non-Resident owners are responsible for the actions of their tenants and will be fined for tenants' misconduct. The Association is prepared to take swift and immediate action on all issues that constitute misdemeanor offences, including but not limited to, disturbing the peace, threats and vandalism.

SECTION VIII: GENERAL AND BOARD MEETINGS

Board Members are elected at the Association's Annual General Meeting held each year.

The Board meetings must be held a minimum of one per quarter but historically they are held monthly as designated by the HOA Board. Unit owners are welcome to attend any Board meetings, and each will have 3 minutes to address the Board. The agenda for an upcoming Board meeting will be posted on the bulletin board and found on the website.



Residents will be notified when changes or new rules are added to the Guide.