

SUNSET MEADOWS HOMEOWNERS ASSOCIATION

RESIDENTS' GUIDE

September 2015

Website: www.sunsetmeadowseugene.blogspot.com

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 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.

Sections in this guide will provide information on:

- AIR CONDITIONERS p. 2
- CONTACT NUMBERS p. 6
- DUCTLESS HEAT PUMPS p. 2
- EXTERIOR INSTALLATIONS and MAINTENANCE p. 2
- FINE SCHEDULE p. 6
- GARBAGE and RECYCLING SERVICES p. 4
- INSURANCE p. 2
- LANDSCAPING AND YARD MAINTENANCE p. 5
- NOISE p. 3
- OCCUPANCY p. 1
- OWNER RESPONSIBILITY p. 1
- PARKING/AUTOMOBILES p. 2
- PETS p. 3
- PORCHES, PATIOS, BBQs & CARPORTS p. 5
- RECYCLING p. 4
- SATELLITE DISH POLICY p. 5
- SWIMMING POOL p. 4

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 permission from the Board of Directors. This includes installation of items such as ductless heat pumps, satellite dishes, screen 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.
- Doors may not be painted by the homeowner.
- Outside light fixtures cannot be changed.
- 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 primary parking space and should be used first before using uncovered, unassigned parking spaces.
- 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 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 homeowner.
- No resident may park large 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 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 before 8am and after 10pm.
- **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. Noise complaints will result in a fine.
- Fireworks are not permitted on Sunset Meadows property.
- 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 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. 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.

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 recycled 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. 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 or tenant.
- 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 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.
- If you do not have a key, please contact a pool committee member.
- 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 air mattresses.
- 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.
- 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.
- 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), 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 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.
- 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.
- 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.

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

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

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
- 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&Rs 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 Association
1438 ½ Feters Loop
Eugene, OR 97402**