

Bella Vista Estates 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 Bella Vista Estates 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. Homes are to be owner occupied, and occupancy is limited to the persons named in the Space Lease Rentals are not permitted. 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.
- 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, including daycare, with the exception of non-physical internet commerce. No visible signage or other advertising is allowed.
- g. Since our community members work varying shifts and many must sleep during the day time, noise levels are to be at a moderate level at all times. Quiet hours are 10:00 P.M. until 8:00 AM. unless a modification is authorized by the Board of Directors upon request for a special occasion. Music from car stereos must be turned down upon entering the Park so that the music cannot be heard outside of the car when the windows are rolled up. Unmuffled cars must be quieted upon entering the Park.
- h. Vandalism or graffiti to a home or space must be immediately repaired or removed by the Resident of the space. If not repaired or removed within 72 hours, the Cooperative may repair or remove it, after providing 24 hours notice to the resident, and the cost will be charged to the Resident. The Cooperative shall keep supplies on hand to remove graffiti and tagging and shall have the authority to pay for removal. Residents shall reimburse the Cooperative for the costs of removal of the graffiti and it will be equal to the same price that the Cooperative paid for the removal. Payment will be due with the following month's lease payment.
- 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.

3. Vehicles

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

- a. The speed limit within the Park is fifteen (15) 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. Any vehicles that are licensed and street legal are allowed for ingress and egress to the Park.
- d. Each resident's space is provided with off-street parking spaces.
- e. A resident with a recreational vehicle needs to get approval from the Board to lease space, in locked down area and pay a fee of \$10 each month.
- f. Vehicles must not be stored on driveways. 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.
- g. 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 drive train, 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. Minor repairs and maintenance are acceptable.
- h. 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.
- i. 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 two (2) domestic pets per household. The Board may restrict certain breeds. No pit bull or Rottweiler full or mixed breeds are allowed.
- c. 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.
- d. Pets must not be allowed to run free.
- e. 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.)
- f. Exotic and wild animals are not allowed in the Park.
- g. Pets capable of causing damage to persons or property are not allowed in the Park.
- h. 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. Residents are not to allow their pets defecate in the Park without removal of fecal matter.
- i. The Board may require residents to submit proof that their pets are current on vaccinations.
- j. 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.
- k. Animals that have threatened or bitten someone or damaged the property of other residents must be removed from the Park
- l. Permanent outdoor pet kennels require written approval by the Board. There shall be no exterior dog runs.
- m. Dog owners will need to provide a 36" chain link fence around the perimeter of their space, with posts every 10ft and 2 gates, by July 1, 2014.

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, and water, with supervision by the property manager.
- e. Because of the many underground utilities in the community, residents who wish to dig to a depth below one foot must receive prior approval from the Board. It is called to your attention that 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.
- 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 allowed after sixty (60) days from the siting of the home.

- i. Surfaces: All wood surfaces, and accessories, must be painted or stained.
- j. Landscaping: Residents must landscape their site after they have received approval of their landscaping plans from the Board. Basic landscaping must be completed within one hundred and twenty (120) 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.

5. 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. Permanent outdoor fireplaces, fire pits, and barbecue pits will receive an onsite inspection and will require a written approval by the Board.
- d. Burning of garbage in woodstoves is prohibited. Burning of leaves, rubbish, etc. is not permitted.
- e. Rubbish must be enclosed in 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.
- f. 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.

- i. Residents have the continuing responsibility of maintaining their landscaping in a neat and weed-free condition.
 - 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.
 - 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. Faded, streaked, or peeling paint should be painted by the resident as soon as possible, weather permitting.
 - n. Residents shall maintain insulation such as "heat tapes" on water pipes under their manufactured home, to prevent freezing of their water pipes.
6. Fireworks. Only fireworks approved for sale in the state of Oregon are allowed in the Park. Residents shall clean up all debris left from fireworks use or displays.

7. 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

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.

