

Horizon Homeowners Cooperative

PARK RULES

Welcome

Welcome to our community. We wish to provide a pleasant, attractive, and affordable place for people 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 its reputation in the region. We hope our rules facilitate these goals.

The Board of Directors

These rules apply to all homeowners and all other persons living in the home, as well as guests. They apply equally to 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 Board of Directors with the approval of the Members.

1. General Responsibilities

To maintain a healthy and collaborative relationship between the Board of Directors and residents, these are basic guidelines for separating responsibilities between the Cooperative and residents.

- a. The Cooperative is responsible for:
 - i. Maintenance of roads, trees, and common areas and, if applicable, community building and lot space
- b. The resident is responsible for:
 - i. Obeying these rules and regulations and ensuring guests do the same.
 - ii. Paying all state and local taxes.
 - iii. Upkeep of your space.
 - iv. Paying your space rent on time.
 - v. Arranging for garbage service, hooking up utilities, maintaining connections, and paying utility bills.
 - vi. Disposal of grease, oil, solvents, pain, or any other toxic material in the sewer system or drains is not allowed. The resident will be charged for any damage to the sewer system caused by such materials.
- c. All residents are liable for damages, injury, or loss incurred in their homes and on their space. Residents are strongly urged to carry homeowners insurance.
- d. All homes are to be occupied by the owner, with exceptions provided only by written permission of the Board of Directors.

- e. Any resident may at any time request clarification or interpretation of these rules by the Board of Directors.
- f. Residents with disabilities have the right to request waivers or modifications of rules if required as a reasonable accommodation. Residents shall make their request in writing to the Board of Directors. The Board of Directors may establish by resolution additional forms and procedures to be followed in making such request. If approved by the Board, such waivers or modifications shall be in writing. The Board of Directors and residents must keep a copy of such agreements.
- g. If a resident fails to take any action required by these rules, the Board of Directors may take such action on behalf the resident, at the resident's expense, plus charge a management fee. See Section X below.
- h. A maximum number of 2 occupants per bedroom (not counting children under two years of age) is allowed in each home.

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 resident are responsible for the actions of their guests and their children and pets.
- b. Residents must conduct themselves in a reasonable manner at all times, and must not disturb, 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 park. Use, possession, or distribution of illegal drugs is prohibited and is cause for immediate eviction, as provided by Oregon law.
- f. No-home businesses are allowed except for day care businesses serving no more than 3 children.
- g. A moderate noise level from radios, electronic equipment, vehicles, and parties is expected at all times. In addition, during quiet hours (see below) noise levels must be even lower.
- h. Quiet house are from 10pm – 7am weekdays (Su-Th), and 1am – 8am weekends (Fr-Sa). During these times, you must keep conversations, sound, and noise at a level that cannot be heard beyond your own space.
- i. Vandalism or graffiti must be immediately repaired or removed by the owner of the space. If not repaired or removed within 24 hours, the Cooperative may repair or remove it and the cost of the repair or removal will be charged to you.
- j. Bicycles and toys must be kept out of the street when not being used.
- k. Discharge of firearms, BB guns, hunting archery equipment, and any other weapon is strictly prohibited.

3. **Vehicles**

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

- a. The speed limit is five (5) miles per hour.
- b. At all times vehicles must be operated in a careful manner so as to avoid injury to persons and property.
- c. Motor scooters, motorized trail bikes, go-carts, and all-terrain vehicles are not to be used in the park.
- d. Residents must register all of their vehicles with the Cooperative. Unregistered guest vehicles may remain for up to 24-hours only, after which time the guest must register the vehicle.
- e. Driveways can accommodate up to three (3) vehicles., for registered vehicles or guests only. Only guests may park on the street. Registered vehicles parked in the street are subject to a \$50 park fine, after one warning notice. "No Parking" zones will be posted. Vehicles parked in No Parking zones will be fined and may be subject to towing for repeated violations. Parking on lawns is not allowed. Parked vehicles shall not block access for snowplows or emergency vehicles.
- f. No major vehicle repair is to be performed in the park or parking spaces. Minor fluid changes are allowed. Used vehicle fluids must be disposed of properly.
- g. Any vehicle that is disabled must be parked in your driveway.

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 the flowing rules balance the interests of all residents regarding pets and create a healthy environment for all.

- a. Only domestic household pets under 35 pounds and service animals will be allowed. Domestic household pets are defined as dogs, cats, and any pets normally kept in a terrarium or aquarium (lizards, fish, etc). There is a limit of two pets (cats, dogs) per home. Exotic and wild animals are not allowed. Pets capable of causing damage to persons or property are not allowed. Pets are considered capable of causing damage to persons or property if because of the nature, size or behavioral characteristics of the particular animal or of that breed or type of animal generally, a reasonable person might consider it to be capable of causing personal injury or property damage. Pit bull and pit bull crosses, Chow, Rottweiler, Doberman, Blue Heeler, German Shepherd, Akita, Wolf-hybrid are not allowed.
- b. Residents must register all pets with the Cooperative. Registration includes proof of rabies, vaccination, proof that the animal has been

- spayed or neutered (if applicable), and a physical description of the pet. Pure bred animals do not need to be spayed or neutered.
- c. Dogs must be kept on a leash or on a run when outside. Dog runs and dog houses are allowed. Dogs must be kept inside if they bark excessively or create similar disturbances when left outside.
- d. Dogs that have threatened or bitten someone are not allowed in the park. Violation of this rule is cause for eviction.
- e. Residents must restrict the cat to their own space.
- f. Animals that damage the property of other residents may be restricted to the space of the owner, or removed from the park.
- g. All solid wastes from pets are to be picked up by the pet-owner immediately and disposed of in garbage bins.
- h. Guests' pets are subject to these rules. However, they are not required to be registered or spayed or neutered.

5. **Maintenance of Building and Structures**

To preserve the value of our homes and the safety of all residents, all residents should maintain their homes and spaces to a similar standard of upkeep.

- a. All homes must be maintained in good condition, skirted, clean, neat, and painted in a manner keeping with the general appearance of the park.
- b. Accessory structures, porches, decks, steps, and skirting must be kept painted and in good repair so the appearance of the home and space are attractive.
- c. Steps to homes are to be wood, aluminum, or pre-cast concrete. Concrete blocks may not be used as stairs, for the safety of all residents. Residents must install all steps, railings, and exterior doors.
- d. Only one utility/storage building is allowed on each space. Wooden and metal buildings are permitted. Existing structures are permitted to remain on the property, but any new structure must comply with the following standards:
 - i. May not exceed 10' x 24'
 - ii. Roof must be pitched
 - iii. Doors and windows must be in good repair and able to be closed.
- e. Buildings, structures, porches, sheds, towers, children's play facilities, decks, etc. are not permitted without prior approval from the Board of Directors. They must also comply with building codes and federal and state regulations. Before installation, residents must present to the Board a plan for any of the above structures, showing details of the structure and its proposed location on the space. After approval by the Board, the resident must obtain a building permit, if applicable, and give a copy to the Board to be placed in the resident's file. Ask before you build!
- f. Residents are responsible for preventing leaks and freezing in their home's water lines. Don't forget to inspect water lines each year in the fall. The

- Cooperative reserves the right to shut off the water at any home where there is a leak until the repair is made.
- g. Residents must not tamper with park fuses, electric service, or connections. Contact the board for any necessary repairs. All extension cords must be in good condition and properly sized for their intended use.
 - h. Pools are not allowed, except wading pools for children not exceeding 10 ft long and 2 feet deep (or circular equivalent). Children in pools must be supervised by an adult at all times.
 - i. The Board of Directors will notify a resident if any additional repairs or maintenance is needed. The resident has 30 days from receipt of notice to complete the requested work, unless a request for extension is submitted in writing by the resident and approved by the Board.
 - j. Repainting of your trailer will require prior approval of the color by the Board of Directors. Ask before you paint!

6. Space Maintenance

These rules provide a standard for upkeep of individual spaces, to 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 Cooperative may clean the space and bill the owner for the cost.
- b. Yards and lawns are not be kept trimmed and mowed, the grass not higher than 3" minimum and 6" maximum.
- c. Rubbish must be kept in closed containers designed for that purpose, kept out of sight if possible. Composting bins are allowed.
- d. The burning of leaves, rubbish, etc is not permitted. Gas and charcoal grills are permitted, but permanent fireplaces or barbecue pits are not.
- e. Items not used on a weekly or seasonal basis may not be stored outside the home or outside storage/utility buildings. Residents must not keep appliances, large containers, motors, auto body parts, tools, building supplies, chemicals, drums, tires, old furniture, etc, on lawns around homes. Clean and neat lawn furniture is permitted, if used in season and properly stored out of season.
- f. Wooden fencing is a fire hazard and is not permitted. Chain link fences are permitted. They must be installed to code. Fence posts must be metal and must be set in concrete. Front fence should be no higher than 4 feet and back fence no higher than 6 feet.
- g. Resident's use of spaces, including trellises (and similar structures for decorative or gardening purposes), gardens and landscaping, must not interfere with the Cooperative's ability to perform any upkeep and maintenance of park infrastructure. The Board of Directors must approve the planting, trimming, and replacement of all trees. *Ask before you plant or trim.*

- h. Freestanding clotheslines are permitted. Also, stringing clotheslines between trees and/or the home is allowed, as long as any trees used are entirely within the space leased by the resident, and the line is placed in such a manner as not to jeopardize the safety of others.
- i. Watering of lawns will be conservative. There shall be no over-watering. Lawns may be watered for no more than one (1) hour at a time, between 7am and 9am or 5pm and 7pm daily.

7. Set-up and Removal

These rules are intended to facilitate easy set-up and removal of all manufactured homes.

- a. Set -up
 - i. The Board of Directors 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.
 - ii. 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.
 - iii. Residents are responsible for connecting all utilities, including electrical, telephone, cable television, and water.
 - iv. Skirting and permanent stairs must be installed within thirty (30) days of placing the home in the park.
- b. Removal
 - i. Residents wishing to remove their homes are required to give written notice of intent to the Board of Directors at least thirty (30) days before moving their homes.
 - ii. A copy of the permit from the local governing body allowing removal of the home must be given to the Board of Directors.
 - iii. The resident must clean the space of any trash, debris, and hazards (i.e. stairs in need of maintenance, outbuildings in disrepair, broken glass, etc.).
 - iv. Residents are responsible for the costs of repairing any damage caused to the park property or the property of other residents during home removal or set-up.

8. Dispute Resolution and Complaint Procedures for Disputes between Residents

Residents are encouraged to attempt to resolve differences between themselves. These rules are intended to facilitate the easy resolution of conflicts.

- a. Any resident with a complaint about another resident's violation of any of these rules is encouraged to first approach that person and attempt to resolve the issue together. However, if a resident feels a direct approach

would be inappropriate or dangerous, s/he may file a written complaint with the Board of Directors.

- b. Complaints must be in writing. Complaints must contain the name and address of the resident against whom the complaints is directed, as well as the name and address of the resident filing the complaint and must be specific, including dates and witnesses, if any.
- c. The Board of Directors will keep a record of all complaints filed. If possible, the name of the resident filing the complaint will be kept confidential.
- d. The Board of Directors will deal with complaints in a timely, diligent, and responsible manner, as detailed below.
- e. Within thirty (30) days of when a complaint is received, the Board of Directors will review the complaint. The Board may choose to resolve the issue through oral negotiations with the resident against whom the complaint is directed or mediation between the two residents. Written record of this negotiation and/or mediation will be made and filed with the original complaint.
- f. If the issue is not resolved, the Board of Directors has the authority to determine a course of action that will be binding on both the resident who filed the complaint and the resident against whom the complaint was filed. The Board of Directors will make a written record of its decision, and a copy will be delivered to the resident who filed the complaint, the resident against whom the complaint was filed, and a copy will be filed with the original complaint.
- g. If the Board of Directors determines that there has been a rule violation, the procedure for Rule Enforcement in Section X shall apply.

9. Rule Enforcement and Grievance Procedure

- a. Residents must obtain any approval, consent, or waiver from the Board of Directors before commencing the act for which approval, consent, or waiver is necessary.
- b. The Board of Directors' failure at any time to require performance of any of these rules does not limit the Board of Directors' right to enforce the rules. Any waiver of any breach of any of these rules does not constitute a waiver of any succeeding breach of that rule or waiver of the rule or any other rule.
- c. The resident must pay all costs incurred by the Cooperative, including those of collection and reasonable attorney's fees, resulting from proceedings to enforce these rules.
- d. Where the Board of Directors determines that a resident has violated the rules, the Board of Directors may issue a Notice of Violation to the resident.
- e. A resident may contest the written Notice of Violation by sending or delivering a written response disputing the Notice to the Board of Directors within (7) days of the date the Notice of Violation was served on the resident.

- f. The Board of Directors and the resident shall then engage in informal dispute resolution, unless the Notice of Violation relates to non-payment of rent (including additional rent as defined in the lease) or a material violation of these rules, in the sole determination of the Board of Directors. If informal dispute resolution applies, within thirty (30) days of the receipt by the Board of Directors of the resident's written notice of dispute, one or more representatives of the Board of Directors shall meet with the resident to attempt to resolve the dispute informally. If informal dispute resolution does not apply, the Board of Directors shall notify the resident immediately.
- g. Residents shall have thirty (30) days from the Notice of Violation to cure any violation which is not the subject of an informal dispute resolution, in order to avoid termination of the lease and eviction from the Park. If the Board and the resident engage in informal dispute resolution and the dispute is not resolved, the cure period shall begin following written notice from the Board that the dispute is not resolved and stating the cure period, which shall be at least 30 days.