

Umpqua Ranch Cooperative Community Rules

Welcome to our community! 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 Umpqua Ranch Cooperative ("the Cooperative") members and nonmembers. 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 Umpqua Ranch 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. Cooperative member meeting notices have a different standard detailed in the Umpqua Ranch Cooperative Bylaws.
- 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 approval by the Board.

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 and their guests must conduct themselves in a reasonable manner at all times, and must not disrupt, threaten or harass other residents or guests. The aforementioned actions could result in the suspension or revocation of membership. Extreme behavior could result in eviction.
- c.** Public intoxication from drugs or alcohol is prohibited.
- d.** 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.
- e.** 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.
- f.** Excessive noise levels are to be avoided at all times. The term "excessive noise levels" is defined as noise levels that more than is reasonably necessary, normal, desirable or that is reasonably disruptive to other residents. Excessive loud noise includes, but is not limited to, dog barking, music, outdoor/indoor conversations, motor vehicles, social events, loud pets or assistance animals. Quiet hours are 10:00 P.M until 8:00 AM.
- g.** Vandalism or graffiti to a resident's home or space must be immediately repaired or removed by the Resident of the space within a reasonable amount of time, determined by the Board. Foul, offensive or abusive graffiti must be covered immediately. Failure to comply will result in the Board hiring a contractor to repair or remove graffiti and the cost will be charged to the resident.
- h.** Discharge of firearms (including BB, air and paintball guns), archery equipment, and all other weapons is strictly prohibited.
- i.** Any person or persons evicted from the community for cause shall not be permitted to return, with the exception of short term visitations by written Board approval.
- j.** Displaying a "For Sale" sign on any parked vehicle in a common area is prohibited.
- k.** Any guest staying for more than fourteen (14) days in a six-month period who wishes to remain in the community must qualify as a household occupant, unless the guest is a caregiver for a Resident with a disability as defined by law. In order to qualify as a household occupant, they must first apply to the Board and meet the applicable occupancy requirements

set in section 3.1 of the Bylaws and the screening policy. Temporary occupants and caregivers must also apply and pay for an abbreviated criminal background check. A caregiver may provide a state or agency certified copy of their criminal background check to URC in lieu of a background check. If approved, a household occupant must sign a temporary occupant agreement with the resident and the Board. For purposes of determining the fourteen-day threshold, the word “day” is defined as an average of over four hours within a twenty-four hour period.

1. In compliance with Oregon law, children under the age of 16 on a bike, with or without training wheels, must always wear a helmet. This rule applies to all other 2-, 3-, and 4-wheeled vehicles.

3. Vehicles

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

- a. The speed limit within the community is five (5) miles per hour.
- b. At all times vehicles must be operated in a careful manner in the community so as to avoid injury to persons and property. Driving under the influence of any intoxicant legal or illegal is not permitted.
- c. Motorcycles and motor scooters that are licensed and street legal are allowed for ingress and egress to the Park. Motorized trail bikes, go-carts, and all-terrain vehicles are not to be used in the community. Engine noise should be kept at moderate level and unnecessary revving of engines is prohibited. Excessive vehicle idling of more than five (5) minutes is prohibited. The cooperative may use such a vehicle for park maintenance but the vehicle shall not be excessively loud to operate. Vehicles being used for park maintenance are exempt from the five (5) minute idling prohibition, provided the vehicle is not excessively loud to operate.
- d. Residents must park in their carport, driveway and permitted parking space. Parking on the street is allowed adjacent to your own space. There is no parking in the fire lanes demarcated by the red lines. Resident leases verify the number of parking spaces for each space, if there is no number entered on the lease, the default is two parking spaces. Residents without a valid lease are granted two parking spaces. Additional parking or temporary parking permits may be allowed in writing by the Cooperative Board. Additional parking spaces may be approved with prior written authorization by the Board. The cost of paving or gravelling a resident’s parking space is the resident responsibility.
- e. 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.

- f. Equipment, such as boats, trailers, ATV's, etc., shall not be stored in driveways. These items may be parked in the RV storage area of the community, or a resident may request an exemption from the Board. The Board may grant a resident written permission to keep such equipment on their space provided that it is not a hindrance to traffic. Equipment must be kept in good repair and must not block a neighbor's view. A resident may also request permission from the Board to build an additional storage shed for equipment storage so long as the shed meets the requirements laid out in Section 5, Subsection j. of these Community Rules. Occupancy in a pop-up trailer or an RV that is granted permission to be kept on a space should not exceed the guest provision indicated in Section 2, Subsection k. of these Community Rules. A member with a recreational vehicle may apply to the Board for a space in the Storage Area if space is available. No RV overnight parking on street. No vehicle occupancy will be permitted in the Storage Area.
- g. Major repair of vehicles may be done within the residents space on a reasonable timeline, but not more than sixty (60) days. Residents are required to notify the Board in writing prior to beginning the repair and to provide an estimate of the length of time the repair is estimated to take. 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 without Board notice. If there are extenuating circumstances residents may request additional time in writing to the Board. The Board will reply in writing an answer to the request.
- 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. A Resident will be charged for any damages caused by such materials.
- i. Non-operational 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.

Pets AND ASSISTANCE ANIMALS

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. Umpqua Ranch Cooperative expects all community members to familiarize themselves with all federal, state and local pet ordinances and to comply with those laws while residing in the community. Residents shall spay, neuter, and vaccinate animals. Assistance animals are not pets, but must follow all pet rules unless there is an approved reasonable accommodation given by the Board. In the event a resident's need for an assistance animal is

not evident, then the Board my request provided documentation from a health care professional or social worker of the disability-related need for the assistance

- a. Approval from the Board is required for all pets.
- b. There may be no more than three (3) domestic pets per household. The Board may restrict certain breeds.
- 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. Temporary occupants that also have pets, count with the household maximum and the pet must also be approved.
- d. 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.). Exotic and wild animals are not allowed in the Park.
- e. When walking pets, residents must carry a bag, use it to contain their pet's refuse, and must dispose of it in a garbage receptacle or pet refuse container if available.
- f. The Board may require residents to submit proof that their pets are current on vaccinations.
- g. Dogs must be kept on a leash while not within a resident's space. The leash must be properly affixed to the dog and controlled by a human that is capable of controlling the dog. Entering other resident's spaces with the dog requires the other resident's approval. Dogs should be contained within the resident's space or yard and must not bark to the extent that other residents are disturbed.
- h. Animals that have threatened or bitten someone and/or damaged the property of other residents must be reported to law enforcement and removed from the community. The victim of the incident shall contact law enforcement officials and notify the Board of the incident within 72 hours of the occurrence if the victim wants the Board to take action.
- i. Permanent outdoor pet kennels require written approval by the Board. Exterior dog runs may also be approved by the Board, and shall meet the building/fencing requirements in Section 6, Subsection h. of these Community Rules.
- j. Residents should provide a safe and sanitary space for their pets that at the minimum offers shade against the sun, shelter against rain, snow and wind, and sufficiently protects against cold and inclement weather. Residents shall clean up the animal feces no less than daily from their space. Food should not be left outside overnight and fresh water should be provided daily.

5. Siting, Set-Up, Repair, Improvements and Removal of Homes and Accessory buildings

These rules are intended to facilitate easy set-up and removal of all manufactured homes in the community. This section applies to new and used homes sited on the space, any improvements to the home or accessory buildings like carports, sheds and fences. All additions, removals, remodels of structures and space modification must have Board approval prior to start of work. All requests and all approvals must be in writing.

A. Set-Up

- a.** The Board of Directors must approve and has the right to inspect and view any home before it is moved into the community. 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. A copy of the permit must be provided to the Board and placed in the resident’s file prior to starting work and after final inspection for any and all construction, remodels or repairs that require a permit. This section also applies to any accessory buildings added after the original installation of the home.
- 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 community.
- 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. Permitting and inspection requirements still apply if the resident is allowed to do the work themselves.
- d.** Residents are responsible for contacting utility companies relating to the connection all utilities, including electrical, telephone, television, and water, with supervision by the onsite maintenance personnel.
- 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. As a condition of receiving approval from the Board, Residents must call line locate services **(811)** to mark location of underground utilities prior to digging into the soil and must not dig where locators do not allow.
- 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 community 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 compliment 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 inspected and approved by the Board upon completion. 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 community. 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 thirty-six (36) inches x forty-eight (48) inches. All handrails must be bolted. No temporary steps allowed after sixty (60) days from the siting of the home. Steps and porches must be maintained to remain usable and safe as they age.
- i.** Awnings- Carports and patios awnings belong to the residents and must be maintained by residents. When adding, removing or remodeling a structure written Board approval is required prior to start of work.

 - 1)** Side/carport: Each manufactured home may be equipped with a carport awning. For your protection, the carport awning must conform to the building codes for this type of installation. Carport awnings on the side of the home shall be no less than twenty-five (25) feet in length, and wide enough to cover the driveway area. Maximum space allowable between the driveway and the home shall be (3) feet. In some instances, wood carports are required. Check with the Board for more details.
 - 2)** Front/carport: Front carports must be wood with a composition or metal roof. Exact size and placement will be determined by the Board when residents submit their Site Plans.
 - 3)** Patio: Should a manufactured home be equipped with a patio cover, the awning must conform to the building codes for this type of installation. Patio awnings must be a minimum of four (4) feet x six (6) feet. For clarification, patio awnings are also awnings that may be necessary to cover the front or rear door of a home.
- j.** Storage Sheds: Existing and future sheds belong to the resident leasing the space and responsibility for maintenance is the residents. When adding, removing or remodeling a structure written Board approval is required prior to start of work. Each manufactured home may be equipped with a wood, metal or vinyl storage shed with a composition, metal or vinyl roof: minimum size of six (6) feet by eight (8) feet. The size and exterior appearance must be approved by the Board prior to installations. Storage sheds are not to be converted or used for living

space. Any electricity serving a storage shed shall be permitted and inspected, copy of permit and the final inspection given to the Board.

- k. Surfaces: All raw wood surfaces, and accessories, must be painted or stained.
- l. Landscaping: Residents are strongly urged to install landscaping within sixty (60) days after the home is sited and landscaping plans must be approved by the Board. If the weather does not permit landscaping, this time frame may be extended with Board approval.

B. Removal of Home

- a. Homeowners 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. Board will provide a list of items that may remain on the space in writing.
- b. Following removal of the home, the Homeowner shall be responsible for clearing the space of all debris and trash within sixty (60) days. If trash or debris remains on the space sixty (60) days after home removal, the Board will have all items removed at the homeowner's expense.

6. 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 from the Board before cutting or trimming trees. Watering of lawns is permitted, but should not be excessive. In extreme conditions of minimum water availability, such as a drought, the Board reserves the right to impose watering restrictions for the community by written notice. All residents will be expected to comply with the stated restrictions.
- c. Gas, charcoal and pellet grills are permitted. Permanent outdoor fireplaces, fire pits (with screen covers), and barbecue pits will receive an onsite inspection and will require a written approval by the Board.
- d. No resident burning is permitted. Burning of limbs, branches, and other yard debris is prohibited in the park. All of the aforementioned items must be taken to the designated burn pile, and all burning in the burn pile must be done by a Cooperative board member or a Board-appointed resident.

- e. Garbage, rubbish and recycling must be enclosed in covered containers with tight lids.
- f. 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.
- g. Resident's use of spaces, including trellises (and similar decorative structures used for gardening purposes); gardens and landscaping must not interfere with the Board' ability to perform any upkeep and maintenance of the community's infrastructure.
- h. Fencing shall be chain link, all weather or wood fencing. Fence heights: Front fence shall not exceed 4 feet; sides and rear fence shall not exceed 6 feet. Fences shall not impede line of sight for vehicles ingress and egress of parking spaces. Fences shall be kept in good repair and maintained. Fences must maintain accessibility for emergency response and utility companies. The Board must approve all fencing prior to installation. Board shall refer to safety standards and resident is responsible for all permits.
- i. Permanent clotheslines are not permitted, but temporary freestanding clotheslines are allowed. They must not be visible from the street, and shall not be used as a place to store clothing.
- j. Residents must properly secure tarps, or other protective coverings, and are to avoid the prolonged use of any tarp for roofing. Tarps must be kept in good repair.
- k. Residents living at higher elevations in the community must avoid garbage and other debris run-off during the washing of large items or cars and in the watering of lawns. Residents living at lower elevation will not be responsible for disposing of garbage or debris run-off from a run-off source that does not belong to them.
- l. Residents have the continuing responsibility of maintaining their landscaping so as not to be overgrown and create a potential fire hazard.
- m. Furnishings for the patio are restricted to patio-type furniture and equipment. Patios are not to be used for miscellaneous storage.
- n. Garbage cans and recycling containers must have tight lids.
- o. The Resident will be responsible for proper maintenance of home. Gutters and downspouts must be cleaned regularly and maintained in good condition and remain connected to drain pipes that run off into the streets or drywell. Drywells must be approved by the Board.
- p. All exterior surfaces and paint of manufactured homes in the community 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. Prior to painting, residents shall obtain approval of a change of paint colors from the Board. If a Resident does not follow the correct procedure, the Board may require the Resident to repaint their home in an approved color at the Resident's expense.

- q. Residents shall maintain insulation such as "heat tapes" on water pipes under their manufactured home, to prevent freezing of their water pipes.
- r. Hot tubs are not allowed at this time due to URC's water situation.
- s. Swimming pools over twelve (12) inches in height are prohibited.
- t. Carports are for parking vehicles only and not for the storage of household furnishings and household appliances. Work benches, lidded garbage cans, lawnmowers, ladders, potted flowers and firewood storage are permitted to be stored in carports but must be kept neat, clean and organized. Piles of junk and garbage are prohibited.

7. Fireworks

All fireworks are prohibited in the community year-round. Sparklers are only permitted under adult supervision.

8. Rule Violations and Relief Clause

- 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 range from \$15 - \$50, and the maximum fine for a second violation shall range from \$50 - \$150. Mediation will also be encouraged and explored.
- b. If the Board determines that a violation constitutes a material (significant) 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. A violation that may be considered material/significant includes, but is not limited to, a reasonable belief that the homeowner or someone in the household (including a pet) has seriously injured someone, threatened someone with serious harm, done substantial damage to someone else's belongings or committed an act "outrageous in the extreme" in or near the community. Outrageous in the extreme acts include, but are not limited to, illegal drug dealing, the manufacturing of illegal drugs, burglary and sex-related offenses. If the Board determines that a violation is a material/significant violation of the Space Lease, then there shall be no opportunity for the resident to cure the violation.

- c. Residents who resided at Forrest Ranch Mobile Home Park before Umpqua Ranch Cooperative's ownership of the community are granted relief from a Community Rule when compliance would result in the removal of a pet that belonged to the Resident before Umpqua Ranch Cooperative purchased the park, or when compliance of any rule would subject a Resident to immediate financial hardship. A Resident must describe the immediate financial hardship to the Board in writing.
- b. On the advice of legal Counsel, the Board shall have the authority to modify the application of these Community Rules in certain circumstances where doing so is reasonably necessary to comply with the Americans with Disability Act (ADA), or any other state or federal law.

PLEASE BE ADVISED THAT ANY AND ALL AGREEMENTS BETWEEN ANY RESIDENT AND THE BOARD WHICH MODIFY OR AMEND THE RULES, REGULATIONS OR POLICIES SET FORTH HEREIN MUST BE IN WRITING. VERBAL REPRESENTATIONS OR AGREEMENTS ARE INVALID AND UNENFORCEABLE.

RESIDENT ACKNOWLEDGES THAT IT HAS RECEIVED A COPY OF THE ABOVE RULES AND REGULATIONS, HAS READ THEM, AND AGREES TO ABIDE BY THEM.

RESIDENT

DATE

RESIDENT

DATE