

SPRINGLAKE COMMUNITY, INC.

51590 SE Westlake Drive, Scappoose, Oregon 97056

Index of Resolutions

Resolution No.	Effective Date	Title
2012-1	November 15, 2012	Resolution to Establish a System of Resolutions
2012-2	November 15, 2012	Resolution Regarding the Actions of Officers and Members of the Board of Directors
2012-3	November 15, 2012	Resolution to Clarify the Duties of the Treasurer of the Board of Directors
2012-4	November 15, 2012	Policy and Procedure for the termination of Membership in Springlake Community Inc.
2012-5	November 15, 2012 Rev. April 18, 2013	Policy and Procedure for Hearing and Discussing Sensitive Personal Issues – <i>addendum est.</i>
2012-6	December 20, 2012	Policy and Procedure for the Safety and Security of Employees, Vendors, Contractors, and Officers
2013-1	February 21, 2013	Schedule of Fees Charged for Extra Occupancy
2013-2	April 18, 2013	Resolution to Modify Policy and Procedure for Hearing and Discussing Sensitive Personal Issues
2013-3	July 18, 2013	Policy and Procedure for Inspection of and Duplication of SCI Records and Documents
2013-4	July 18, 2013	Authorization to Execute and Deliver Documents
2013-5	September 19, 2013	Live-In Caregiver Policy
2013-7	September 19, 2013	Prevention of and Handling of Insurance Claims
2013-9	September 19, 2013	Policy and Procedures for Business Correspondence
2013-10	November 21, 2013	Policy and Procedure for Posting Meeting Notices
2014-1	May 15, 2014	Onsite Community Manager Duties and Responsibilities
2015-2	July 16, 2015	Occupancy Resolution with Hardship Exception (Form 44-C)

SPRINGLAKE COMMUNITY, INC.

51590 SE Westlake Drive, Scappoose, Oregon 97056

2015-3		Terms of Office for SCI Board of Directors
2017-1	December 28, 2017	Property Improvement Requests
2020-1	February 2, 2020	Statutory Retention
2021-1	April 15, 2021	Resolution regarding Solar Energy installation
2023-01	March 16, 2023	Rules Enforcement and Fine Policy and Procedure
2023-02	March 16, 2023	Policy and Procedures for Collection of Unpaid Assessments
2023-3	April 20, 2023	Allow Property Management Company to Sign Checks on Behalf of SCI
2023-4	April 20, 2023	Interpretive Resolution

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO ESTABLISH A SYSTEM OF RESOLUTIONS**

WHEREAS, in addition to the minutes of meetings of the Board of Directors, it is sound practice to formally express board actions in an official document; and

WHEREAS, actions of the Board of Directors should not come into conflict with previous actions of the board; and

WHEREAS, a single reference source for policy and procedures need be established in order to avoid conflict; and

WHEREAS, a system of cataloging the formal expression of board actions for future reference be established; and

WHEREAS, an established and formalized system for documenting and recording the actions of the S.C.I. Board of Directors shall be known as a *resolution*;

NOW, THEREFORE, BE IT RESOLVED; that policies presented and acted upon by the Board of Directors of Springlake Community, Inc., shall be in written form and documented as an official formal expression of board action by the Secretary, and

BE IT FURTHER RESOLVED; that the resolutions of the Board of Directors be maintained by the Secretary of the Board of Directors in a permanent *Resolution Book* kept at the S.C.I. business office, and

BE IT FURTHER RESOLVED; that the S.C.I. Resolution Book be available for inspection in accordance with the laws of the State of Oregon and Springlake Community bylaws, and


BE IT FURTHER RESOLVED; that all resolutions be numbered sequentially using the four digit calendar year and resolution number separated by a hyphen, as used on this resolution.

Dated and effective, this 15th day of November, 2012.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Tim Thoreson, Vice President



Colette Adams, Secretary



Dennis Binkerd, Treasurer

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION REGARDING THE ACTIONS OF
OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS**

WHEREAS, the duties of officers and members of the Board of Directors are codified in Articles 5 and 6 of the Bylaws of Springlake Community, Inc.; and

WHEREAS, it is not possible to foresee all possible situations which may arise and need immediate attention; and

WHEREAS, situations may arise which require immediate judgment and discretion; and

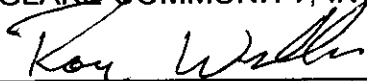
WHEREAS, officers and members of the Board of Directors have a fiduciary duty to protect the Members of the Corporation and their investment as their primary duty;

NOW, THEREFORE, BE IT RESOLVED, that from time-to-time officers and members of the Board of Directors of Springlake Community, Inc. may rely upon experience, sound judgment and discretion in performing their duties of office; and

BE IT FURTHER RESOLVED, that actions taken by individual officers and members of the Board of Directors are subject to review, revision, or nullification by the full body of the Board of Directors.

Dated and effective, this 15th day of November, 2012.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO CLARIFY THE DUTIES OF
TREASURER OF THE BOARD OF DIRECTORS**

WHEREAS, the duties of officers and members of the Board of Directors are codified in Articles 5 and 6 of the Bylaws of Springlake Community, Inc.; and

WHEREAS, there is no more vital duty of the Board of Directors than that of financial and budgetary matters; and

WHEREAS, the primary duty of members of the Board of Directors is the fiduciary responsibility to jealously guard and protect the finances of Springlake Community, Inc.; and

WHEREAS, the office of Treasurer has evolved into its current form based on sound, established accounting and business practices;

NOW, THEREFORE, BE IT RESOLVED, that any change to, or deviation from the established accounting and business practices of the office of Treasurer be done so only on the approval of the entire Board of Directors meeting in regular session.

Dated and effective, this 15th day of November, 2012.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO ESTABLISH POLICY AND PROCEDURE FOR
THE TERMINATION OF MEMBERSHIP IN SPRINGLAKE COMMUNITY.**

WHEREAS, the Bylaws of Springlake Community, Inc. provide for the termination of the S.C.I. membership certificate of members found to be in default; and

WHEREAS, the Board of Directors of S.C.I., has authority found in Article 10 of the Bylaws and in law, to terminate and revoke the membership of members found to be in default ; and

WHEREAS, a critical element of the duty of the Board of Directors is to follow an established policy, procedure and guideline in the revocation and termination of a membership; and

WHEREAS, the S.C.I. Board of Directors, at a regular board meeting has established a policy, procedure and guideline for revocation and termination of a membership;

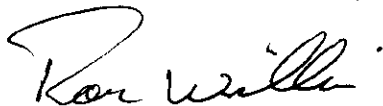
NOW, THEREFORE, BE IT RESOLVED, that the policy and procedure to be followed by the S.C.I. Board of Directors, is found in the attached document, entitled: . "*Springlake Community, Inc. Board of Directors Termination of Membership.*"

BE IT FURTHER RESOLVED, that nothing in the policy and procedure document shall prevent the Board of Directors from seeking a solution through mediation; and

BE IT FURTHER RESOLVED, that the policy and procedure document be physically attached to this resolution, and permanently maintained in the S.C.I. Resolution Book.

Dated and effective, this 15th day of November, 2012.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO ESTABLISH POLICY AND PROCEDURE
FOR HEARING AND DISCUSSING SENSITIVE PERSONAL ISSUES.**

WHEREAS, the Bylaws of Springlake Community, Inc. provide for the Board of Director's meeting quorum requirement as a majority of the board members; and

WHEREAS, a quorum of the Board of Directors is a gathering of four or more voting members to conduct S.C.I. business; and

WHEREAS, S.C.I. Bylaws and Oregon law requires prior notification of meetings of the Board of Directors, to be held in public; and

WHEREAS, from time-to-time, sensitive personal matters come to the attention of the Board of Directors from members seeking a waiver of Bylaws, or Rules and Regulations;

NOW, THEREFORE, BE IT RESOLVED, when a member wishes to present a request to the Board of Directors to apply for a waiver of the Bylaws, or Rules and Regulations, and such pleading is of a sensitive, confidential nature, a panel composed of no more than three members of the Board of Directors, may convene to informally hear the pleading.

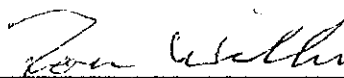
BE IT FURTHER RESOLVED, that the member pleading for a waiver be fully informed by the informal panel that the remedy sought may only be considered by the full Board of Directors in an open meeting, thus nullifying confidentiality.

BE IT FURTHER RESOLVED, that with the member's consent to discussion in an open meeting at a future date, the panel hears the matter with the pleading member in private.


BE IT FURTHER RESOLVED, that if in the majority opinion of the panel, the member's pleading should be presented to the full Board of Directors at a regular or special meeting of the Board of Directors, such matter shall be placed on the agenda for the next regular meeting, or special meeting if circumstances dictate.

Dated and effective, this 15th day of November, 2012.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO ESTABLISH POLICY AND PROCEDURE FOR THE SAFETY AND
SECURITY OF EMPLOYEES, VENDORS, CONTRACTORS AND OTHERS.**

WHEREAS, all persons have a right to be safe and secure in their homes, places of business or work areas, whether as a member, employee, contractor, or volunteer; and

WHEREAS, all persons have a right to be treated with respect and civility; and

WHEREAS, complaints directed toward the Board of Directors, it's Officers and Directors should be directed to the Board of Directors, it's Officers and Directors; and

WHEREAS, the Springlake Community Inc. Bylaws, Article 10, provide for termination of lease and removal of members of Springlake under certain conditions;

NOW, THEREFORE, BE IT RESOLVED, that any loud, aggressive, or threatening behavior which places any person on Springlake Community Inc. property in fear of their personal safety, shall not be tolerated; and


BE IT FURTHER RESOLVED, that Springlake Community Inc., its Board of Directors, managers, employees, contractors, or vendors, reserves the right to refuse service to any person for rude, obnoxious, disruptive, or threatening behavior, of any kind; and

BE IT FURTHER RESOLVED, it is the policy of Springlake Community, Inc., it's Board of Directors, employees and contractors, to report any criminally threatening behavior to appropriate Law Enforcement authorities and to cooperate with Law Enforcement and Criminal Court authorities, in any prosecution for a violation of law; and

BE IT FURTHER RESOLVED, that upon conviction of any criminal offense for making threats, criminal harassment, any degree of assault, disorderly conduct, menacing, coercion, or any other criminal conduct, against members, employees, contractors or Board of Directors, it shall be the policy of Springlake Community, Inc. to initiate proceedings to revoke the convicted person's membership as provided for in Springlake Community, Inc. Rules and Regulations, Bylaws, State and Federal law, and upon revocation of membership, to evict the convicted person from Springlake Community, Inc.

Dated and effective, this 20th day of December, 2012.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

Rules, Regulations, Resolution and Bylaw articles in support of Resolution 2012-6.

Rules and Regulations

1.8 Any Homeowner who fails to comply with any written notice of violation of any Rule or regulation contained herein shall be determined to be in default and shall be governed by Article 10 of the Bylaws.

3.4 No Homeowner or any other person shall engage in any obnoxious or offensive activity which SCI believes is or may become an annoyance or nuisance to Springlake.

Bylaws

10.1. **Events of Default.** A Member shall be in default under the Lease for any of the following:

10.1.6 The Member is convicted under a federal law, state law or local ordinance of a crime based on an act which the Board determines by a majority vote threatens the health, safety or welfare of the other Members and residents in Springlake.

10.1.7 The Board, at a meeting called for that purpose, finds that the Member has engaged in egregious and objectionable conduct or has violated these Bylaws or any rules relating to residency in Springlake, which jeopardizes the orderly operation of Springlake, Springlake's reputation or the peaceful living of other Members and residents in Springlake.

10.2.1 The Co-Op may terminate the Lease after giving the Member written notice of its intent to terminate the Lease and the grounds for termination.

RESOLUTION 2012-4 Springlake Community, Inc, Resolution to establish policy and procedure for the termination of membership in Springlake Community.

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO ESTABLISH SCHEDULE
OF FEES CHARGED FOR EXTRA OCCUPANCY.**

WHEREAS, SCI Bylaws article 9.7 establishes an extra occupancy utility fee; and

WHEREAS, the SCI Membership on May 29, 2009, voted an extra occupancy monthly utility fee of thirty dollars and no cents (\$30.⁰⁰); and

WHEREAS, no rate schedule of extra occupancy utility fees has been recorded in SCI governing documents;


NOW, THEREFORE, BE IT RESOLVED, the extra occupancy utility fee shall be in the amount of thirty dollars and no cents (\$30.⁰⁰), due on the first business day of each month of occupancy; and

BE IT FURTHER RESOLVED, all fees thus collected shall be applied in the same manner as all other maintenance and utility fees, subject to late charges, or NSF bank charges as may apply; and

BE IT FURTHER RESOLVED, the amount of fees shall only be changed by the SCI Membership, voting at a special meeting called for that purpose.

Dated and effective, this 21st day of February 2013.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO MODIFY POLICY AND PROCEDURE FOR
HEARING AND DISCUSSING SENSITIVE PERSONAL ISSUES.**

WHEREAS, SCI Resolution 2012-5 establishes policy and procedure for the SCI Board of Directors to hear and discuss sensitive personal issues according to law and bylaws in effect at that time; and

WHEREAS, SCI Amended and Restated Revised Bylaws, Article 5.8, adopted on February 22, 2013, includes language clarifying executive session meetings of the Board of Directors, authorizing the board to hear and discuss sensitive personal issues while in executive session; and

WHEREAS, the foregoing is in compliance with Oregon and Federal law;

NOW, THEREFORE, BE IT RESOLVED, any member of SCI who wishes to plead a matter before the Board of Directors which is of a personal, sensitive nature, may choose to do so informally before a three member panel of the Board of Directors, or before the entire board present at a regular or special meeting in executive session, by requesting such appeal to the president, or vice-president.


BE IT FURTHER RESOLVED, in accordance with SCI Bylaws, article 5.8.C; a contract or an action considered in executive session does not become effective unless the Board of Directors, following the executive session reconvenes in the open meeting and votes on the contract or an action, which must be reasonably identified in the open meeting and included in the minutes.

BE IT FURTHER RESOLVED, such executive session meetings of the Board of Directors shall be conducted in compliance with law, and SCI Amended and Restated Revised Bylaws adopted on February 22, 2013, under article 5.8 et seq.

BE IT FURTHER RESOLVED, SCI Resolution 2012-5 remains valid and in effect with an *addendum est.* notation clearly made in the *SCI Resolution Book*.

Dated and effective, this 18th day of April, 2013.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO ESTABLISH POLICY AND PROCEDURE FOR
INSPECTION OF AND DUPLICATION OF SCI RECORDS AND DOCUMENTS.**

WHEREAS, Oregon law sets forth requirements for public documents; and

WHEREAS, SCI Bylaws sets forth requirements for SCI documents; and

WHEREAS, SCI Bylaws specify those documents which must be maintained and available for inspection by members; and

WHEREAS, Oregon Revised Statutes require that all records of the Association must be reasonably available for examination, except; Personnel matters relating to specific identified person[s] or a person's medical records; contracts, leases, and other business transactions under negotiation; and communications with legal counsel that relate to the previous [two] matters; and disclosure which would be in violation of the law; documents, correspondence, management or Board reports compiled for the Board or Association by agents or committees, for consideration by the Board in executive session; and documents, correspondence, or other matters considered by the Board in executive session; and files of individual owners; and

WHEREAS, Oregon Revised Statutes define records suitable for duplication as; Bylaws; current Rules and Regulations; most recent financial statement; current operation budget; reserve study; architectural standards and guidelines; and that those documents must be furnished within 10 days of the written request; and

WHEREAS, Oregon Revised Statutes allow that the Board of Directors may establish reasonable rules governing frequency, time, location, notice and manner of examination; and

WHEREAS, Oregon Revised Statutes requires that requests by members for duplication of records must be in writing; must be in good faith and for a proper purpose; that the purpose and the records the member desires to duplicate must be described with reasonable particularity; and the records must be directly connected with the stated purpose; and the records must be furnished within 10 business days; and

WHEREAS, Oregon Revised Statutes authorizes the Board of Directors to impose a reasonable fee for furnishing copies of documents; and that those fees be set forth in SCI Rules and Regulations; and

WHEREAS, Oregon Law and SCI Bylaws authorizes the Board of Directors to adopt and amend Rules and Regulations which shall apply to and are binding on all Members;

NOW, THEREFORE, BE IT RESOLVED, any member of SCI who wishes to inspect SCI records as allowed by law, must make a request in writing, declaring the purpose of the request, the particular records to be inspected, and the direct connection of the records to the declared purpose; and

BE IT FURTHER RESOLVED, only those records allowed by law shall be made available for duplication; and

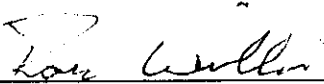
BE IT FURTHER RESOLVED, that a rule shall be adopted by the Board of Directors, setting forth policy for inspection of and duplication of records as allowed by law; and

BE IT FURTHER RESOLVED, that a reasonable fee be established to be paid by a Member or Member's representative for duplication; and

BE IT FURTHER RESOLVED, that the rule be codified in SCI Rules and Regulations, under a new section entitled: "*Section 14, Documents and Records.*"

Dated and effective, this 18th day of July, 2013.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

Loan No. 901000591

**RESOLUTION OF THE BOARD OF DIRECTORS
OF
SPRINGLAKE COMMUNITY, INC.
AUTHORIZATION TO EXECUTE AND DELIVER DOCUMENTS**

(Columbia County, Oregon)

WHEREAS, SPRINGLAKE COMMUNITY, INC, an Oregon nonprofit corporation requested that GENWORTH LIFE INSURANCE COMPANY, a Delaware corporation ("Lender"), make a loan to it in the original principal amount of Four Million Seven Hundred Thousand Dollars (\$4,700,000) (the "Loan"), said Loan to be secured in part by a Line of Credit Trust Deed, Assignment of Rents and Leases, and Security Agreement (Also Constituting a Fixture Filing) on Borrower's fee interests in certain real property located in Columbia County, Oregon, as hereinafter described; and

WHEREAS, Lender has agreed to make such Loan to Borrower pursuant to the terms of a Loan Application/Commitment dated May 2, 2013 (the "Commitment Letter") executed by the Borrower; and

WHEREAS, the Corporation has determined that the making of the Loan to the Borrower is reasonably expected to benefit, directly or indirectly, the Corporation;

NOW THEREFORE, BE IT RESOLVED, that Ronald Willis, the President of the Corporation, and Dennis Binkerd, the Treasurer of the Corporation, be and is hereby authorized, empowered and directed, to execute and deliver on such terms as they deem appropriate whatever documents and take whatever steps as they deem necessary in the name of the Corporation to consummate the transactions contemplated by the Commitment Letter, including but not limited to executing and delivering the Trust Deed, all promissory notes, loan documents, environmental and hazardous waste indemnification agreements (the "Loan Documents") for the purpose of evidencing or securing repayment of the Borrower's indebtedness to Lender with interest thereon and performance of the Borrower's obligations under the Loan Documents.

RESOLVED FURTHER, that any and all actions taken by Ronald Willis, and Dennis Binkerd, in the negotiation of, and execution and delivery of the Commitment Letter prior to the date of this resolution be and hereby are ratified, approved, and confirmed in all respects.

RESOLVED FURTHER, that the Borrower's real property affected hereby is described on Exhibit A attached hereto and incorporated herein by this reference.

RESOLVED FURTHER, that this authorization shall continue in full force and effect until revoked by resolution of the Board of Directors, and until official notice in writing of such revocation has been given to Lender, its successors or assigns.


CERTIFICATE BY SECRETARY

I, Colette Adams, do hereby certify that I am the elected and acting Secretary of said Corporation, and further that:


1. Ronald L. Willis is the duly elected and acting President of said Corporation.
2. Dennis R. Binkerd is the duly elected and acting Treasurer of said Corporation.
3. The above and foregoing is a full, true and correct copy of a resolution duly enacted by the Board of Directors of said Corporation at a regular meeting of said Board duly called and held at 51590 SE Westlake Drive, Scappoose, Oregon 97056 on July 18, 2013.

Dated: July 18, 2013.

ATTEST:



President



Treasurer



Secretary

EXHIBIT A

(Columbia County, Oregon)

LEGAL DESCRIPTION:

The property is situated in the County of Columbia, State of Oregon, and is legally described as follows:

PARCEL 2 OF PARTITION PLAT 2003-22, RECORDED AUGUST 29, 2003 AS FEE NUMBER 03-13721, RECORDS OF COLUMBIA COUNTY, OREGON.

TOGETHER WITH ALL RIGHT, TITLE AND INTEREST IN AND TO THAT CERTAIN DRAINAGE EASEMENT CREATED PURSUANT TO EASEMENT FILED FOR RECORD ON APRIL 19, 2002 AS INSTRUMENT NUMBER 02-05540 IN COLUMBIA COUNTY, OREGON.

SPRINGLAKE COMMUNITY, INC.
Resolution of the Board of Directors

LIVE-IN CAREGIVER POLICY

WHEREAS, the duties of officers and members of the Board of Directors are codified in Articles 5 and 13 of the Bylaws of Springlake Community, Inc. adopted February 21, 2013, and;

WHEREAS,

- a. Section 9.6 of the Bylaws establishes the requirement that at least 80% of all residents must be 55 years of age or more in order to maintain SCI's status under Federal and State Statutes as a community for persons aged 55 years and older, and;
- b. Section 9.7 of the Bylaws provides that a co-occupant to a Member must be at least 45 years of age, must pass a background check and must sign and deliver to SCI a Co-Occupancy Agreement in which the co-occupant agrees to comply with the Springlake Rules and regulations and all applicable laws, and;
- c. Section 9.8 of the Bylaws provides that no Guest may reside with a Member for more than 30 days within a one year period.

WHEREAS, the Board deems it necessary and desirable to establish a formal procedure for the handling of the request of Members to have Live-In Caregivers. This policy will be used by the Board to ensure the safety of all owners and to preserve the community's status as a 55 and older community as well as for the benefit and protection of SCI and of the individual members.

NOW, THEREFORE, BE IT RESOLVED, the procedure set forth below shall be the process for handling requests of Members for a live-in Caregiver.

1. **Definition.** A live in caregiver is defined as anyone spending more than 14 hours in a home in any given 24 hour period and who does not have a different primary residence other than the home in which they are giving care to a Member. A live in caregiver is someone who will reside in the home giving care to one of its residents for periods exceeding 30 days.
2. **Process.**
 - 2.1. **Request of Owner.**
 - a. Live-In Caregivers, age of 45 and older: A member may file a request which will be considered a Co-occupant as defined in Section 2.9 of the Bylaws and Section 3 of the Rules and Regulations. The request must be made by completing a Co-Occupant Application (Form 44-A).
 - b. Live-In Caregivers, under age 45: A member may file a written request for a Live-In Caregiver by filling out the Application for Live-In Caregiver Approval (Form 44-B). The request must be accompanied by a letter from a doctor on

the doctor's letterhead expressing the doctor's opinion of the need for a live-in caregiver, the reasons why any current member, resident, or co-occupant, if any, living in the home cannot fulfill the need, and the level of urgency with which the approval should be granted.

- c. A payment of \$35 for the cost of the background check must accompany either the Co-Occupant or the Application for Live-in Caregiver.

- 2.2. **Board Approval.** The Board of Directors has the responsibility to conduct a background check on the proposed Live-In Caregiver. If there are any indications that a proposed Live-in Caregiver may cause a risk to the safety of SCI, the application will be denied and the Member will be notified in writing the application was denied and the reasons for the denial.

If an application has been denied, the member will be required to submit a new application with a new proposed Live-In Caregiver. The board will then go through the same process until satisfied with the outcome of the background check.

Once the Board has approved the request for a Live-In Caregiver and approved the Live-In Caregiver applicant, the Board or the Community Manager will issue a written approval and the date which it becomes effective. This approval will expire one year from the effective date.

All approvals of Live-In Caregivers including Hardship Exceptions shall be reviewed by the Board in Executive Session. Approvals and denials shall be issued in writing and kept in each Member's file with the Community Managers.

3. **Renewal of Live-In Caregiver.** Within 30 days of the expiration of the Live-In Caregiver Approval, the Member will be required to renew the Live-In Caregiver authorization. This renewal application will need to be accompanied by a letter from a Doctor on the Doctors letterhead expressing the Doctors opinion of the need for a continued live-in Caregiver dated within 30 days of the submitted renewal application.
4. **Monthly Utility Fee.** A monthly utility fee may be charged to each Member for a Live-In Caregiver per Rules and Regulation Section 3.5.
5. **Maintaining Federal 55-and-Up Status.** In an effort to remain in good standing with Federal and State Statutes requiring at least 80% of residents to be 55 years of age or older, the board will have discretion to deny any application or renewal application for a Live-In Caregiver where the Live-In Caregiver is under 55 years of age and where the approval of said application would result in a lower percentage of residents 55 years of age or older. If an application is denied on these grounds a Member may submit a new application proposing a caregiver over 55 years of age.

6. **Hardship.** If an owner has been denied a Live-In Caregiver pursuant to Section 5 above, and the Owner is unable to find a Live-In Caregiver over the age of 55, the owner may submit a request for a hardship exception. The request must be made in writing to the Board and must include a description of:
- a. The efforts made to procure a Live-In Caregiver over 55;
 - b. The obstacles making it impossible for the owner to procure a Live-In Caregiver over 55;
 - c. Any other information the Owner feels may be important for the Board to understand in considering the Hardship.

The Board shall consider the request for a hardship exception and either approves or denies the exception based on the information received and issue written notification of their decision.

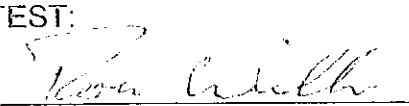
7. **Current Live-In Caregivers.** Any current Members who, at the passing of this resolution, have a Live-In Caregiver are required to submit the Live-In Caregiver Application along with the required letter and information regarding the current Live-In Caregiver. The continued approval of the current Live-In Caregiver will be subject to the same Policy as established by this Resolution of the Board. If a current Live-In Caregiver does not pass a background check, the Owner will be required to find a new Caregiver. If an application for approval of a current Live-In Caregiver is not received by the Board, the Member shall be found to be in violation of the Rules and Regulations and subject to fines as established by the Enforcement Policy of the Board of Directors and subject to any fines established by the Board of Directors.
8. **Co-Occupancy Agreement.** All approved Live-In Caregivers will be required to sign the Co-occupancy agreement agreeing to comply with the SCI rules and Regulations, all applicable laws and agreeing not to stay in the home longer than the period of approval and shall only stay beyond that time subject to annual renewals.

BE IT FURTHER RESOLVED:

The Application for Caregivers is attached as Exhibit A and is adopted by the Board of Directors as the required application to be completed and turned in to the Board.

This Resolution will be on file in the offices of SCI upon approval.

ATTEST:



President, Board of Directors
Springlake Community, Inc.



Secretary, Board of Directors
Springlake Community, Inc.

DATED: 8-19-13

SPRINGLAKE COMMUNITY, INC.

51590 SE Westlake Drive, Scappoose, Oregon 97056
(503) 543-5205

Member Name: _____ Date: _____

Member Address: _____

City: Scappoose State: OR Zip: 97056

Mailing Address (if different from above): _____

Number of Current Occupants in the requesting Members Home: _____

Ages of Current Occupants: _____

Reasons for Request: _____

Information on the Live-In Caregiver being submitted for Approval:

Name: _____

Current Address: _____

Birthdate: _____ Social Security No.: _____

Homeowner – PLEASE PRINT	Live-In Caregiver Applicant – PLEASE PRINT
Signature	Signature

PLEASE ATTACH A LETTER FROM YOUR DOCTOR DATED WITHIN 30 DAYS OF THIS APPLICATION SUBMITTAL ALONG WITH A CHECK FOR \$35.

**SPRINGLAKE COMMUNITY, INC.
Resolution of the Board of Directors**

PREVENTION OF AND HANDLING OF INSURANCE CLAIMS

RECITALS

WHEREAS, the duties of officers and members of the Board of Directors are codified in Articles 5 and 13 of the Bylaws of Springlake Community, Inc. (SCI) adopted February 21, 2013, and;

WHEREAS, Section 5.21(B)(11) directs the Board of Directors to obtain and maintain the kinds and amounts of insurance for the property and SCI as is reasonable and prudent; and

WHEREAS, The Board deems it necessary and desirable to adopt this policy to share responsibility for preventing damage to common areas resulting in an insurance claim and outline a procedure for initiating and handling insurance claims.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED the following shall be the policy of Springlake Community, Inc. (SCI):

- 1.1. **Scope.** Claims made on SCI's insurance policy have a long-term effect on premiums, deductibles and even SCI's ability to obtain insurance. This policy is developed to outline a procedure for preventing, evaluating, and handling incidents that may result in an insurance claim.
- 1.2. **Owners Insurance Coverage.** SCI maintains an insurance policy for coverage of all common areas. Individual homeowners are responsible for maintaining their own homeowner's policy and general liability coverage
- 1.3. **Prevention of Damage.** All members share in the savings or expense of damage and insurance claims. For this reason, all members should be vigilant in watching for and preventing damage. In common areas, members are encouraged to report potential problems if they see trip hazards, exposed wiring, vandalism, or any other threat of damage or early warning signs of damage.
- 1.4. **Claims Handling.**
 - A. Any damage to a common area must be reported to the Community Manager as soon as reasonably possible.


- B. The Community Manager will investigate the damage, secure the property from further damage, and document the damage. Bids shall be obtained for repair work from a licensed contractor. All repairs must be made to the level of present building codes. Licensed contractors must submit proof of liability and workers compensation insurance naming SCI as an additional insured.
- C. If the repair cost is expected to exceed the insurance policy deductible, the Community Manager shall involve the Board to determine if a claim should be submitted.
- D. The Board reserves the right to decline submitting a claim if the damage is caused by negligence or if there has been a previous claim for the same issue.

1.5. Payment of Deductible. SCI shall pay for the cost of the deductible unless the loss was caused by an act or negligence of a Member, renter or their invitee or guest.

NOW, BE IT FURTHER RESOLVED that the Board reserves the right to deviate from the procedure set forth in this Resolution if, in its sole discretion, such deviation is reasonable under the circumstances.

A copy of this Resolution will be placed on file in the official records of SCI and a copy will be placed in the SCI Community Manager office.

ATTEST:



President, Board of Directors,
Springlake Community, Inc.



Secretary, Board of Directors,
Springlake Community, Inc.

DATED: 9-19-13

DATED: 9/19/13

**SPRINGLAKE COMMUNITY, INC.
Resolution of the Board of Directors**

POLICY AND PROCEDURE FOR BUSINESS CORRESPONDENCE

WHEREAS, the business address for Springlake Community, Inc. (SCI) is 51590 SE Westlake Drive, Scappoose, Oregon 97056-8601; and

WHEREAS, using other addresses for official correspondence is a source of confusion and delay; and

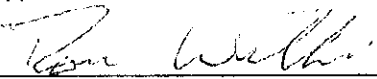
WHEREAS, in order to avoid confusion and delay in SCI business and legal correspondence, only one address shall be used in official SCI correspondence, business or legal matters.

NOW, THEREFORE, BE IT RESOLVED, all correspondence for official SCI business and legal concerns shall only use 51590 SE Westlake Drive, Scappoose, Oregon 97056-8601 as the business address; and


BE IT FURTHER RESOLVED, this policy shall apply to all members of the SCI Board of Directors, committees appointed by the Board, and contracted management personnel conducting official business on behalf of SCI.

This Resolution will be on file in the offices of SCI upon approval.

ATTEST:



President, Board of Directors
Springlake Community, Inc.



Secretary, Board of Directors
Springlake Community, Inc.

DATED: 9/19/13

**SPRINGLAKE COMMUNITY, INC.
RESOLUTION TO ESTABLISH POLICY AND PROCEDURE
FOR POSTING MEETING NOTICES.**

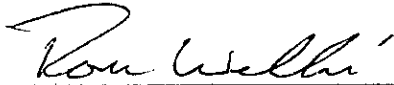
WHEREAS, language in SCI Bylaws specifies that "*meeting notices shall be posted at Fred Winter Hall, in a place designated by the Board and commonly used for the posting of notices, and on the five (5) reader boards located in the community...*"; and

WHEREAS, no such place at Fred Winter Hall has been officially designated by the Board of Directors, but custom has been to post meeting notices on the interior Fred Winter Hall bulletin board, located in the main corridor;

NOW, THEREFORE, BE IT RESOLVED, the interior bulletin board shall be the place designated by the Board of Directors to post meeting notices at Fred Winter Hall.

Dated and effective, this 21st day of November, 2013.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



Ron Willis, President



Colette Adams, Secretary

SPRINGLAKE COMMUNITY, INC.

**RESOLUTION TO ESTABLISH POLICY AND PROCEDURE FOR ON-SITE COMMUNITY
MANAGER DUTIES AND RESPONSIBILITIES**

WHEREAS, Commonwealth Real Estate Services, Inc. provides managerial services under contract with Springlake Community, Inc.; and

WHEREAS, the on-site Community Manager(s) of Springlake Community, Inc. are employed by Commonwealth Real Estate Services, Inc.; and

WHEREAS, Springlake Community, Inc. and Commonwealth Real Estate Services, Inc. agree to provide on-site Community Manager(s) with clearly defined duties and responsibilities; and

WHEREAS, the Board of Directors of Springlake Community, Inc., in consultation with Commonwealth Real Estate Services, Inc., has prepared a document entitled "SCI Community Manager Job Description;" and

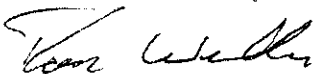
WHEREAS, no document can foresee all possible circumstances, the attached "SCI Community Manager Job Description," as Exhibit A, shall serve as a guide for on-site manager, to include other non-specific duties as required.

NOW THEREFORE BE IT RESOLVED, the "SCI Community Manager Job Description," set forth below as Exhibit A, shall be the guide for establishing duties and responsibilities of on-site Community Manager(s) of Springlake Community, Inc.; and


BE IT FURTHER RESOLVED that Exhibit A, "SCI Community Manager Job Description," is adopted by the Board of Directors to serve as a guide for on-site Community Manager(s) in their duties.

Dated and effective this 15th Day of May, 2014.

By Order of the Board of Directors
SPRINGLAKE COMMUNITY, INC.



President, Board of Directors,
Springlake Community, Inc.



Secretary, Board of Directors,
Springlake Community, Inc.

Springlake Community, Inc.
SCI Community Manager Job Description

General Rules and Responsibilities

- Open office from 9:00 am to 2:30 pm Monday-Friday. Manager must be fully ready to receive residents and prospective residents during all office hours. All personal matters must be taken care of outside office hours. Exceptions to this rule may be accommodated by request to Regional Manager and Board of Director President.
- Answer phones during office hours. Respond promptly to all after hour office phone calls. The Manager is to be available to handle gate entrance problems after office hours and in emergencies.
- Post a phone number where Manager may be reached after office hours on the office door. Place office telephone on call-forwarding during non-office hours. Manager must promptly respond to all after hour requests for assistance or emergencies.
- Keep the Managers home and office clean and presentable at all times, including maintaining the cleanliness of all windows and doors. No smoking in the office or manager's residence.

Daily/Weekly/Monthly Office Duties

- Tour Springlake Community at least 3 times a week at varying times. Pick up litter, remove leaves from drains, shovel snow from mailboxes, etc. during these tours.
- Be visible and identifiable within the property to assist residents outside of the office.
- Deliver new resident packets.
- Issue member certificates to members as soon as their home closes in escrow.
- Insure NEW members have read the Bylaws and Rules and Regulations and stress their importance.
- Collect and maintain records on all residents, lots, and homes.
- Listen to resident's complaints. Have resident write complaint and address the issue. File complaint electronically.
- Collect and record all deposits in Manage America.
- Notify residents who are in arrears with monthly maintenance fees and/or rent, as well as any fines levied by the Board.
- Make deposits as needed.
- Print out deposit data and provide a monthly report to Springlake Community Treasurer or upon request.
- Maintain records on SCI loans. Send annual statements to members at year end.
- Collect information on HUD files every two years.
- Maintain a Petty Cash Fund in the amount of \$200.00 for the purchase of office and grounds necessities. Report monthly to SCI Treasurer, or as needed.
- Maintain a record of Visa card purchases and submit to SCI Treasurer monthly or upon request.
- Purchase office supplies.
- Print, collate, staple and make ready for delivery the monthly newsletter for Springlake Community.
- Print labels, prepare envelopes, print letters, ballots, and maintain and update voters list in conjunction with Elections Committee.
- Keep phone lists updated and available for all residents. Provide list to SCI Secretary monthly.

Springlake Community, Inc.
SCI Community Manager Job Description

- Post and remove outdated information from the 5 community outdoor bulletin boards and the bulletin board in FWH. All notices should be dated and removed weekly.
- Post SCI Board Meeting notices on the 5 community outdoor bulletin boards and the bulletin board inside FWH.

Daily/Weekly/Monthly Facility Duties

- Monitor the upkeep and condition of resident's homes and yards including: landscaping, home repair and maintenance, storage and miscellaneous issues that do not comply with community rules and regulations.
- Work with and accompany Regional Manager during monthly inspections to identify community issues. Provide monthly report to SCI President.
- Write to or call resident to address inspection issues and set a date of compliance. File report in resident's file.
- Take photos of extreme non-compliance issues to show resident, Regional Manager and BOD President. Keep photos on file.
- Check street lights for proper working order. Report to Maintenance Committee if repairs are needed.
- Monitor lakes and report to Maintenance Committee any problems as noted.
- Maintain and/or repair any minor street or walkway damage, including lake paths.
- Maintain all roadway and park signs.
- Touch up any minor paint damages on common area property.
- Maintain all street and parking drains to insure proper drainage, including leaf and snow removal.
- Maintain and clean RV and Fred Winter Hall parking areas of weeds and debris.
- Maintain a list of all RV vehicles in the RV parking area. Identify unlicensed or out of date licensed vehicles in parking area. Notify RV owner and SCI President.
- Maintain a waiting list of residents who wish to place their units in the RV storage area.
- As spaces become available, assign spaces to new RV vehicles.
- Ensure the GFI receptacles are in good working condition in RV lot and in Fred Winter Hall.
- Ensure that electrical cords supplying RVs are safe.
- Keep gate codes up to date.
- Check on landscapers, and any other contractor, for SCI common areas and Manager's residence and office, during every visit to ensure the work is being performed as contracted.
- Monitor sprinkler system.
- Purchase and plant flowers for the office and community entrance areas (the SCI sign).
- Locate SCI main water shut off valves.
- Have SCI backflow devices tested annually
- Maintain SCI golf cart.

Springlake Community, Inc.
SCI Community Manager Job Description

Fred Winter Hall (FWH)

- Keep and maintain a Calendar of Events for FWH—the official calendar in the office and the unofficial calendar on the bulletin board in FWH.
- Keep records of residents wishing to reserve FWH for personal use. Retain reservation form in resident's file.
- Sweep floors daily or as needed. Floors must be swept after an event
- Mop floors weekly or as needed, unless there is an event scheduled where food and drink will be available. Floors must be mopped following such events.
- Wash windows inside and outside quarterly, or as needed.
- Check ice machine to ensure it is working properly. Keep refrigerators clean and remove articles left for more than one week.
- Clean restrooms daily and restock all paper toiletries and cleansing products
- Clean urinals and commodes with cleansing products to keep them clean, in good order and odor free.
- Order all restroom supplies needed for maintenance of building.
- Remove waste from trash receptacles daily, or as otherwise needed.
- Order and pick up supplies as requested for community functions.
- Maintain building temperature for all weather conditions.
- Change all furnace filters quarterly. There are 5 filters to be changed.
- Setup FWH for monthly board meetings and SCI annual member meetings, including sound system.
- Setup FWH as requested for SCI-sponsored functions.
- After each private event scheduled via a Fred Winter Hall reservation form, determine if any damage occurred as per SCI Rules and Regulations.
- Replace light bulbs in FWH as needed.
- Report to Reserve Committee any major repairs needed in FWH.
- Monitor the HVAC units in the attic and on patio for gas and/or Freon leaks. Contact contractor to repair when such identifications are made.
- Check smoke detectors monthly.
- Schedule annual fire extinguisher check.
- Check fireplace in FWH monthly for proper function during winter months. Turn pilot light off in the spring and relight in the fall.

Springlake Community, Inc.
SCI Community Manager Job Description

Additional Responsibilities

- Attend annual MHCO Community Management Training Seminars to keep informed of new laws and rules for Manufactured Home Communities.
- Attend mandatory Management Meeting every 2 months as required by Commonwealth to update new requirements throughout the year.
- Ensure SCI Rules and Regulations are being followed.
- Other duties as necessary.

Emergency Situations

- Immediately report any unsafe or hazardous conditions observed or reported, whether on private lots or common areas. Take appropriate measures to correct the condition or summon assistance from appropriate public or private organizations. Notify the SCI President or any other board member in his absence, as soon as practical.
- In case of a hazardous or toxic substance incident, call 9-1-1 and request the fire department. Notify the SCI President or other board member in his absence, as soon as practical.
- If criminal activity is observed or reported, and the criminal perpetrators are still on-site, call 9-1-1 and request the police. Stay on the phone with 9-1-1 until told to disconnect by the operator.
 - Before the police arrive, attempt to obtain a description of the perpetrators and/or any vehicle involved
 - Make no attempt to intervene in any dispute or disturbance where violence is threatened.
 - Under no circumstances detain anyone or attempt to make a "citizen's arrest."
 - Notify the SCI President or other board member in his absence, as soon as practical.
- If criminal activity is observed or reported, and the criminal perpetrators are no longer present,
 - Make an effort to contact the victim/property owner and suggest they call the police.
 - If the property owner is not present, or cannot be located, notify the SCI President or other board member in his absence, as soon as practical.

**SPRINGLAKE COMMUNITY, INC.
Resolution of the Board of Directors**

OCCUPANCY RESOLUTION

RECITALS

- A. Springlake Community, Inc., ("SCI") an Oregon nonprofit corporation, is governed by the following documents:
1. *Summary of Offering for Membership*, revised August 1, 2012 ("Membership Prospectus").
 2. *Amended and Restated Revised Bylaws of Springlake Community, Inc.* adopted February 21, 2013 ("Bylaws").
 3. *Articles of Incorporation of Springlake Community, Inc.* filed with the Oregon Secretary of State on March 12, 2003, as amended ("Articles").
- B. The Membership Prospectus and Section 5.21 of the Bylaws vest the Board of Directors ("Board") with all of the powers and duties as necessary for the administration of the affairs of SCI.
- C. Section 5.21(B)(8) and Section 13.6(A) of the Bylaws empower the Board to adopt Rules and Regulations.
- D. Under the heading "Occupancy Requirements" and Section 9.6 of the Bylaws, at least one person in each household in Springlake Community shall be 55 years of age or older, no resident shall be less than 45 years of age, and no person shall be allowed to reside in Springlake Community which would cause 20 percent of the residents to be younger than 55 years of age ("Age Restrictions").
- E. The Board has full discretion to allow or deny petitions for exceptions to the Age Restrictions.
- F. Currently, there are residents in Springlake Community who do not meet the Age Restrictions. The Board finds it to be in the best interests of SCI to adopt the following procedures in order to bring the homes in Springlake Community into compliance with the Age Restrictions.

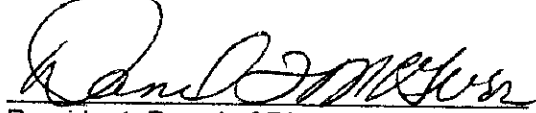
RESOLUTION

NOW, THEREFORE, IT IS RESOLVED that the following procedures regarding the Age Restrictions be adopted:

- A. **Future Enforcement of Age Restrictions.** As of the date of this Resolution, the Board shall enforce the Age Restrictions for each home not subject to the exceptions below.
- B. **Grandfather Exception.** Notwithstanding the foregoing, any person permanently residing in Springlake Community, in full compliance of the Rules, Regulations, and Bylaws, on the date of incorporation of SCI shall be entitled to remain a resident even though under fifty-five (55) years of age and any person who is 55 years of age or older may petition the Board to allow temporary occupancy by a companion who is less than 45 years of age. The rights under this section are referred to as the "Grandfather Exception."
- C. **Expiration of Grandfather Exception.** The Grandfather Exception for any home shall expire upon the sale or lease of the home, or when all persons residing in the home reach an age that brings the home into compliance with the Age Restrictions.
- D. **Hardship Exception.** In order to avoid undue hardships or practical difficulties such as the Member's death, job relocation, disability or other similar circumstances, the Board of Directors has discretion to approve a hardship application of a Member or resident or authorized representative of a Member to temporarily occupy the home. A hardship exception shall last for no more than one (1) year. An application for a Hardship Exception must be on a form prescribed by resolution of the Board of Directors. The Board shall review applications for Hardship Exceptions according to time periods established by the Board. At the termination of any Hardship Exception, the Member or authorized applicant of the Member may submit an application for extension of the Hardship Exception for additional one-year periods.
- E. **Exception for Mortgagees and Government Agencies.** The Board may make exceptions to the Member Occupancy requirement for mortgagees holding a first mortgage on any home and for government agencies, including without limitation the US Department of Veterans Affairs.
- F. **Application of Hardship Exception.** The form prescribed by the Board of Directors for making application for a Hardship Exception is hereby attached as Exhibit A.

A copy of this Resolution will be placed on file in the official records of SCI and a copy will be placed in the SCI Community Manager office.

ATTEST:



President, Board of Directors,
Springlake Community, Inc.



Secretary, Board of Directors,
Springlake Community, Inc.

DATED: 16 July 2015

DATED: July 16, 2015

FORM 44-C

HARDSHIP EXEMPTION

SPRINGLAKE COMMUNITY, INC.

51590 SE Westlake Drive, Scappoose, Oregon 97056
(503) 543-5205

Homeowner Name: _____ Date: _____

Address: _____

City: Scappoose State: OR Zip: 97056

Telephone Number: _____

Proposed Hardship Applicant Name: _____

Date of Birth: _____

Term of Occupancy Requested: Start Date: _____ End Date: _____ (not to exceed 1 year)

Reason for Hardship Exception: _____

Under no circumstances shall this Hardship Exemption application create a landlord-tenant relationship. In the event Hardship Applicant pays maintenance fees on behalf of the Homeowner, it is understood and agreed by all parties that acceptance of maintenance fees by SCI from the Hardship Applicant for the benefit of the Homeowner shall not in any way create a landlord-tenant relationship. It is agreed that acceptance of maintenance fees from Hardship Applicant shall not constitute waiver of SCI's right to terminate the exemption.

Homeowner is required to be the owner and occupy the home. The Hardship Applicant shall be permitted to stay only for the length of this agreement which will terminate as of the End Date above. SCI makes no promise or representation of any renewal or extension beyond the End Date specified in this agreement. This agreement shall not imply right of assignment or subletting to the Hardship Applicant. It is the responsibility of the Homeowner to re-apply for the Hardship Exemption at the expiration of the term requested above if the Hardship Applicant is still experiencing a hardship.

Hardship Applicant must sign and abide by the Rules and Regulations of the Community and any other laws or requirements. No additional occupant(s) may reside in the Community without the written approval of the Board of Directors. If the owner of the home as designated above is no longer a homeowner in the community Hardship Application will immediately vacate the premises.

SCI retains its rights, in their entirety, to terminate the tenancy for failure to comply with this agreement and/or SCI Rules and Regulations.

Homeowner PLEASE PRINT		Hardship Applicant PLEASE PRINT	
Signature	Date	Signature	Date

Issued July 2015

**SPRINGLAKE COMMUNITY, INC.
Resolution of the Board of Directors**

**RESOLUTION TO ESTABLISH POLICY AND PROCEDURE, REGARDING TERMS
OF OFFICE FOR SCI BOARD OF DIRECTORS.**

WHEREAS, SCI Bylaws 5.4A establishes that election of members of the SCI Board of Directors shall occur at the Annual Meeting of the Membership; and

WHEREAS, SCI Bylaws 6.2A establishes that Officers shall be elected by the Board of Directors at the Annual Meeting of the Board of Directors; and

WHEREAS, SCI Governing documents are silent as to when an elected member, retiring member, or Officer of the Board of Directors' term begins and ends; and

WHEREAS, negotiations, contracts and agreements in the normal course of business of SCI should require a definite and clear term of office for Board Members and Officers of the board.

NOW, THEREFORE, BE IT RESOLVED

1. Duly elected members of the Board of Directors shall assume their responsibilities immediately following adjournment of the Annual Meeting and election.
2. Members retiring from the Board of Directors shall vacate their positions immediately following adjournment of the Annual Membership Meeting.
3. The Annual Board of Directors Meeting shall be held immediately following adjournment of the Annual Membership Meeting.
4. Members appointed to the offices of President, Vice President, Secretary and Treasurer, shall assume the duties of their respective offices immediately following adjournment of the Annual Meeting of the Board of Directors.

This Resolution will be on file in the offices of SCI upon approval.

ATTEST:

President, Board of Directors
Springlake Community, Inc.

Secretary, Board of Directors
Springlake Community, Inc.

DATED: _____

RESOLUTION 2017-1

SPRINGLAKE COMMUNITY, INC. RESOLUTION REGARDING PROPERTY IMPROVEMENT REQUESTS

WHEREAS, SCI Bylaws Section 5.22 "Committees" states: "Establishes that SCI's Community Design Committee as a Standing Committee. This committee shall be made up of a cross section of members of SCI and be an advisory to the Board of Directors. And have no authority in and of itself".

The Community Design Committee will establish, with Board approval, the following:

- a. Develop a color chart of acceptable paint and trim colors for manufactured homes, carports, garages and storage sheds located in the SCI community.
- b. Develop samples of roofing material and colors that meet SCI standards for manufactured homes, carports, garages and storage sheds located in the SCI community.
- c. Develop Community Design Committee guidelines and procedures regarding the Property Improvement Request Form.

The Community Design Committee will review all requests via a Property Improvement Request Form for fencing, landscaping, and exterior construction on new and existing manufactured homes, carports, garages and storage sheds. This request by home owners will include type and color of roofing, home paint color, trim color and installation of propane tanks, as stated in the SCI Rules and Regulations: Section 2.4 of the Manufactured Home and Lot Maintenance; and all of Section 10 Manufactured Home Set-up and Manufactured Home Standards; and any Columbia County and/or City of Scappoose building regulations.

SCI also recommends that home owners have home-owners insurance covering work-related damages and hire licensed and bonded workers.

A Property Improvement Request Form will be obtained from the SCI Managers in the SCI office and when the Form is completed, returned to the SCI Office Managers. The SCI Managers will review the Form for completeness and will forward the completed form to the Community Design Committee Chairperson.

Residents must submit an Improvement Request Form outlining work to be completed and a detailed drawing showing construction work and landscaping. The Property Improvement Request Form will include a choice of paint colors from the approved color chart, contractors used and other related information.

RESOLUTION 2017-1

The Community Design Committee will have a maximum of 45 days from the receipt of the Property Improvement Request Form to review the request, interview the home owner and neighbors if necessary, make recommendations regarding the Improvement Request Form and have the request approved or denied by the SCI Board of Directors.

If the SCI Board of Directors approves the Property Improvement Request Form, the home owner will receive an SCI fuchsia-colored permit to be placed in their window closest to the street, to show that the work being performed has been approved.

If the SCI Board of Directors denies the Community Design request, the home owner will receive in writing, the reason for the action. Any denial received by a home owner can be appealed to the Board of Directors, or the Property Improvement Request Form appended and resubmitted to the SCI office.

The SCI Managers will be responsible for observing that the home owner maintains the property improvement in a neat and timely manner, as per the Property Improvement Request form, without presenting any irritation to neighbors.


This Resolution will be on file in the offices of SCI upon approval.

The undersigned President and secretary certify the foregoing resolution was adopted at a meeting of the Board of Directors by a majority of the members of the Board held on: December 21, 2017

ATTEST:



President, Board of Directors
Springlake Community, Inc.



Secretary, Board of Directors
Springlake Community, Inc.

RESOLUTION**I. Statutory Retention Periods****A. Permanent Records**

1. The following documents, if received (at turnover):
 - a) As-built architectural, structural, engineering, mechanical, electrical, and plumbing plans. ORS 100.480(1)(a); ORS 100.210(5)(j)(A); ORS 94.670(1)(a); ORS 94.616(3)(o)(A).
 - b) Original specifications indicating thereon all material changes. ORS 100.480(1Xa); ORS 100.210(5)(j)(B); ORS 94.670(1)(a); ORS 94.616(3)(o)(B).
 - c) Plans for underground site service, site grading, drainage and landscaping together with cable television drawings. ORS 100.480(1); ORS 100.210(5)(j)(C); ORS 94.670(1)(a); ORS 94.616(3)(o)(C).
 - d) All other plans and information relevant to future repair or maintenance of the property. ORS 100.480(1); ORS 100.210(5)(j)(D); ORS 94.670(1)(a); ORS 94.616(3)(o)(D).
 - e) A list of the general contractor and the electrical, heating and plumbing subcontractors responsible for construction or installation of common property. ORS 94.670(1Xa); ORS 94.616(3)(o)(E). Does not apply to condominiums.
2. Minutes of meetings of members. ORS 771(1)
3. Minutes of meetings of board of directors. ORS 771(1).
4. Corporate action taken by members or directors without a meeting. ORS 771(l).
5. Records of all actions taken by committees of the board of directors in place of the board on behalf of the association. ORS 771(l).
6. Resolutions adopted by the board relating to characteristics, qualifications, rights, limitations and obligations of members. ORS 771(5)(c).

B. Three years

1. All written communications with the prior three years required by ORS Chapter _____ (Oregon Nonprofit Corporation Act). ORS 771(5)(e).
2. All written communications made to members in prior three years. ORS 771(5)(e).

C. One year

1. Proxies and Ballots-one year from date of determination. ORS 100.480(l)(b); ORS 94.670(l)(b).
Recommendation: Retain proxies and ballots for amendments to governing documents which need to be recorded for one year from date of recording the amendment.

D. Current Only

- a. Articles of Incorporation and amendments currently in effect. ORS 771(S)(a).
- b. Bylaws and amendments currently in effect. ORS 771(5)(b).
- c. List of names and business or home addresses of the current directors and officers. ORS 771(S)(f).
- d. Most recent annual report delivered to the Secretary of State. ORS 771(S)(h).

E. Indefinite

1. Financial Records-sufficient for proper accounting. ORS 100.480(2); ORS 94.670(3); ORS 771(2)
 - a) The last three annual financial statements, if any, must be available for inspection. ORS 771(S)(g).
 - b) The last three account's reports if annual financial statements are reported by a public accountant, must be kept for inspection. ORS 771(S)(h).
2. Types of Financial Records: Accounts payable and receivable ledgers; Bank statements, cancelled check; Certificates of deposit; Budgets; Tax returns; Audits, etc.

F. Recommended Non-Statutory Retention Periods

1. Contracts - ten years from date of completion of contract
2. Insurance Policies - ten years
3. Insurance Claims-ten years
4. Legal files-pleadings, judgments, other documentation - ten years
5. Tapes of board and association meetings - one
6. Miscellaneous Records-ten years

A copy of this resolution will be placed on file in the official records of SCI and a copy will be placed in the SCI Community Manager office.

X *Dan McGivern 2 Feb 2020*

Dan McGivern
SCI President

X *Christine Greener*

Christine Greener
SCI Secretary

Springlake Community Inc.

Resolution regarding Solar Energy installation

The requirements laid down before any solar energy system can be installed on any home or building are quite substantial and not conducive to existing manufactured homes. City of Scappoose requirements are such that a permit cannot be issued without a full engineering analysis declaring the manufactured home has the foundation and structural strength to support the load.

The requirements include:

- Analysis and Certification by a certified Structural Engineer
- The home/garage and/or carport must have permanent foundations and structural load bearing capacity capable of supporting a solar panel system as well as wind and snow loading requirements, etc.
- City of Scappoose permit.
- State and local health, safety, and performance standards.
- Professional installation.
- A secure enough attachment to meet specific codes.

It is possible to have free standing structures built to support a solar system, however lot size in this community would not be big enough to permit that to happen.

RESOLUTION

Therefore, be it resolved that the Board of Directors hereby state that installation of solar energy on any home in Springlake Community will not be allowed at this time.

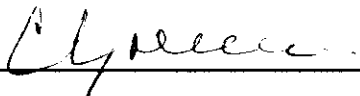
This Resolution will be placed on file in the official records of SCI and a copy will be placed in the SCI Community Manager Office.

The undersigned President and Secretary certify the foregoing resolution was adopted at a meeting of the Board of Directors by a majority of the members of the Board held on:

4.15.2021, 2021

ATTEST:

President, Board of Directors
Springlake Community, Inc.



Secretary, Board of Directors
Springlake Community, Inc.

**SPRINGLAKE COMMUNITY, INC.
Resolution of the Board of Directors**

Rules Enforcement and Fine Policy and Procedure

Replaces any and all policy adopted prior to the date of signature on this Resolution.

At a regular meeting of the Board of Directors ("Board") of the Springlake Community, Inc. ("Community") held on March 16, 2023, the Board resolved as follows:

WHEREAS, the Community has a Declaration and Bylaws, and,

WHEREAS, the Declarations of the Springlake Community, Inc. charge the Board of Directors with the powers and duties to ensure that residents who enjoy the privilege of living in Springlake Community, Inc., also accept the responsibility of not infringing on their neighbors' rights of peaceful enjoyment, safety, and sustained property value.

NOW, THEREFORE BE IT RESOLVED, that apparent compliance violation issues of Springlake Community, Inc. shall be dealt with as follows:

1. Observations made by the Community: When the community directly observes a violation (through the Board of Directors or the Managing Agent), it will begin with paragraph 5, below. No written complaints are required to be filed.
2. Direct resolution preferred: Owners disturbed by a neighbor's actions or believing that a neighbor is in a compliance violation with a Springlake Community, Inc. rule or regulation are encouraged to express their concern with the neighbor prior to reporting to the Community. Most disturbances are believed to be unintentional and immediate resolution by responsible neighbors, if possible, is desired and expected.
3. Written Complaint: If a resolution to the situation is not achieved through the initial direct discussion between the involved parties, or is recurrent, the Complainant may submit a signed, written complaint to the Community. This written complaint shall document the disturbance/violation created by which neighbor, on what date, time, and place, and whether the Complainant attempted contact with the homeowner. The complaint must describe the activity in enough detail that an objective person could comprehend the concern. A written complaint is considered an email, fax, or letter received at the office by hand delivery or via regular mail.
4. Upon receipt of a written complaint, the Board, or a person authorized by the Board, has the discretion to conduct an investigation to confirm the nature and existence of the allegations contained in the complaint. Nothing precludes the Board, or a person authorized by the Board, from first attempting to resolve the matter either by an informal meeting, telephone call, or a warning letter to the homeowner.
5. Community's Initial Response: Upon notification of a 1st violation, a homeowner will receive a "Friendly Reminder" to correct the violation. This reminder will notify the homeowner of the infraction and request correction to avoid potential fine

assessment and or collection activity. This notice shall be sent to the homeowner by regular mail and certified mail return receipt. The homeowner will have 14 calendar days from the date of the letter to comply. This notice will inform the homeowner of their right to a hearing prior to any fine being assessed. The homeowner must request a hearing within 10 calendar days of the date of the letter. If the Agent of Record receives a request for a hearing within the time limit, a date and location will be established, the homeowner notified, and all collection or late fee activity will be put on hold until the hearing is held. In a situation where there is an immediate threat to health, safety, or the environment, the Community may elect to rectify the situation immediately, without notice, and charge the homeowner for any and all costs incurred. An immediate threat will be determined by the Board of Directors at their discretion.

6. **Community's secondary response:** Should the violation not be remedied within 14 calendar days of the "Friendly Reminder", the homeowner will receive a "Notice to Correct". This notice will notify the homeowner of the continued violation and request correction to avoid potential fine assessment and or collection activity. This notice shall be sent to the homeowner by regular mail and certified mail return receipt. The homeowner will have 14 calendar days from the date of the letter to comply. This notice will inform the homeowner of their right to a hearing prior to any fine being assessed. The homeowner must request a hearing within 10 calendar days of the date of the letter. If the Agent of Record receives a request for a hearing within the time limit, a date and location will be established, the homeowner notified, and all collection or late fee activity will be put on hold until the hearing is held.
7. **Fine Notices:** Should the same violation not be remedied within 14 calendar days of the date of the second Notice, and no request for a hearing received, a third letter will be sent ("Fine Notice") and a fine of \$75.00 (seventy-five dollars) will be assessed to the homeowner's account. Fines are due in accordance with the collection resolution. Unpaid fines will accrue late fees and interest pursuant to the collection resolution.
8. **Continued Violation:** Should the continued violation remain for another period of 14 calendar days, a second fine of \$150.00 (one-hundred and fifty dollars) will be imposed on the homeowner's account. At this same time, if payment of the fines is not made, a lien may be placed on the property. Additionally, all related attorney and filing fees incurred for enforcement would be charged to the homeowner's account.
9. Should the initial violation continue and there has been no compliance, an additional fine of \$250.00 (two-hundred and fifty dollars) will be imposed every 14 calendar days thereafter until remedied.
10. **Legal Action:** The Board of Directors reserves the right at any time to elect to hire legal counsel to pursue compliance of any homeowner with the governing documents. The homeowner in violation is responsible for all fees and costs incurred by the Community regarding enforcement. In addition to levying fines, action by the Board may include, but need not be limited to:

- (a) Seeking injunctive or declaratory relief action against any homeowner, and tenants, guests, or other occupants of the homeowner; and/or
 - (b) Taking immediate legal action, as the Board finds reasonably necessary, to stop conduct which it determines is in violation of the Bylaws or Rules and Regulations, or applicable state or federal law.
 - (c) The Board may offer to hold mediation prior to initiating any litigation between the Community and the homeowner.
 - (d) The Board shall give the homeowner written notice of any additional action taken.
11. Repeat Violators: Each repeat violation by the same owner, guest, contractor, vendor, etc., whether single or multiple locations and or times, within a 6-month period, shall begin being fined without further notice at \$250.00 plus administrative charges every 14 days.
12. Community correcting violation: The Community at any time may correct the violation but is not obligated to do so. If the Community corrects the violation, the homeowner is responsible for reimbursing all costs to the Community plus a flat \$100.00 administrative fee charged for correcting any matter.
13. Appeal: if the homeowner does not agree with the issue as stated in the notice of violation, that homeowner may file a written appeal, along with supporting documentation, as to why they are an exception to the stated rule. If the homeowner is requesting a hearing with the Board, the written request must be received within 10 calendar days of the date of the notice of violation or fine notice. If no hearing request is received, the Board of Directors is not required to schedule a hearing with the homeowner and the violation will be upheld.
14. Hearing Request: Upon receipt of a request for hearing, the Board will notify the homeowner in writing within 14 calendar days of the date, time, and location of the hearing. The hearing will be scheduled within 30 calendar days of the notice, if possible, schedules permitting. The hearing is to provide the homeowner an opportunity to be heard by the Board of Directors. At this time, the homeowner is to submit all supporting documentation, facts, etc. The Board of Directors will adjourn the hearing and provide a written decision to the homeowner within 7 calendar days of the hearing.
15. Hearing Procedure: The Board shall utilize the following procedure for violation hearings:
- (a) Appearance at the Hearing. If the homeowner fails to appear within *fifteen minutes (15)* of the time set for the hearing, the Board may, at its sole discretion:
 - (1) Conduct the hearing without the presence of the homeowner;
 - (2) Allow the homeowner additional time that day to appear;
 - (3) Reset the hearing to another date and time; or
 - (4) Dismiss the complaint.

- (b) Dismissal. In the case of dismissal, the Board shall notify the homeowner, in writing, that the Complaint has been dismissed.
- (c) Conduct of Hearing.
 - (1) Testimony from Parties. If the complaining member chooses to appear and the homeowner appears, the Board shall proceed to hear from the complaining member and then from the homeowner.
 - (2) Evidence and Witnesses. The complaining member and the homeowner may present evidence and witnesses at the hearing. The Board may limit testimony and evidence as it determines is reasonable and necessary. A member's testimony shall not exceed 15 minutes.
 - (3) Attorney. The member may bring an attorney to the meeting to speak on their behalf only after giving written notice to the board 3 days prior to the time set for the meeting. If a member brings an attorney to a hearing without prior notice to the Board, upon an affirmative vote of the Board, the meeting may be adjourned until such time as the Community's attorney can be present.
- (d) Board Determination. Following the testimony and any evidence presented by the parties, the Board has the discretion to re-evaluate its prior determination of violation. The Board also has the discretion to reevaluate the fine, any required or appropriate resolution for the violation, and any other matter which may result in the resolution of the violation.

NOW, BE IT FURTHER RESOLVED, that a copy of this Resolution shall be sent to all Owners at their last known address and will be enforced within ten (10) days from the date of mailing to the membership.

Dated this 16th day of March 2023.

By: 
Its President, Steve Miles

By: 
Its Secretary, Cheryl Newcomer

**SPRINGLAKE COMMUNITY, INC.
Resolution of the Board of Directors**

**Policy and Procedures for Collection of Unpaid Assessments
Replaces any and all policy adopted prior to the date of signature on this Resolution.**

At a regular meeting of the Board of Directors ("Board") of the Springlake Community, Inc. ("Community") held on March 16, 2023, the Board resolved as follows:

WHEREAS, the Community has a Declaration and Bylaws, and,

WHEREAS, the Declaration of the Springlake Community, Inc. charges the Board to set and collect special assessments, and

WHEREAS the Board resolves that the Community's contracted management company, at the direction of the Board, shall make concerted and reasonable attempts to collect or otherwise mutually resolve all outstanding homeowner assessments before initiating collection procedures.

NOW, THEREFORE BE IT RESOLVED, that delinquent homeowner assessments shall be dealt with as follows:

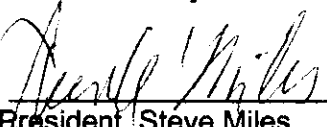
1. Fines will be due within fifteen (15) calendar days from the date of the special assessment.
2. Unpaid fines will accrue interest at the rate of 12% per annum.
3. If payment of a special assessment is not received within the due date period, the homeowner will be sent written notification of the total assessment amount due plus a late fee in the amount of \$25.00.
4. If thirty (30) days after the special assessment due date, payment has not been received, the homeowner will be sent a final written notice of the total amount due plus a fine in the amount of \$25.00.
5. If sixty (60) days after the special assessment due date, payment has not been received, the homeowner will be sent a demand letter of the total amount due plus a fine in the amount of \$25.00.
6. If ninety (90) days after the special assessment due date, payment has not been received, the homeowner will be sent a second demand letter of the total amount due plus a late fee in the amount of \$25.00 with no additional fine.
7. If one hundred twenty (120) days after the special assessment due date, payment has not been received, the homeowner will be sent an Intent to Refer to Collections letter plus a fine in the amount of \$25.00.

RESOLUTION 2023-02

8. If one hundred thirty five (135) days after the special assessment due date, a payment has not been received, legal collections will be initiated.
9. Hearing Request: The Board shall afford the homeowner the opportunity to request a hearing provided by Community documents to contest any late fee or fine assessed.
10. The Board shall afford the homeowner the opportunity to initiate a time-payment plan in order to reduce or eliminate their outstanding debt to the Community as is specified in writing and mutually agreed to by the homeowner.
11. Any subsequent default, cessation, or refusal to make timely and consistent payments on such time-payment plan shall constitute default on the part of the homeowner and shall result in initiation of legal collection procedures.
12. The Board reserves the right to deviate from the procedure set forth in this Resolution if, in its sole discretion, such deviation is reasonable under the circumstances.

NOW, BE IT FURTHER RESOLVED, that a copy of this Resolution shall be sent to all owners at their last known address and will be enforced within ten (10) days from the date of mailing to the membership.

Dated this 16th day of March 2023.

By: 
Its President, Steve Miles

By: 
Its Secretary, Cherlyn Newcomer

**SPRINGLAKE COMMUNITY INC.
Resolution of the Board of Directors**

Remove References to CMI and Replace with Property Management Company
Replaces any and all policies adopted prior to the date of signature on this Resolution.

Resolution to allow SCI's designated property management company to endorse certain checks on behalf of SCI.

The following provisions of SCI's bylaws in 5.21.B.7; 5.23.A.2; 6.4.d; 6.4.D.5; and 6.5.A.B have been reviewed and they give the power to the membership to hire the management company, but give the SCI board of directors the authority to establish and change financial procedures.


WHEREAS, any changes to, or deviations from, the Generally Accepted Accounting Principles (GAAP) or SCI established practices and procedures for financial matters must be approved by the SCI Board of Directors (6.4.D.5).

WHEREAS, the SCI board of directors can change the requirement to have 2 members of the SCI Board of Director sign all checks.

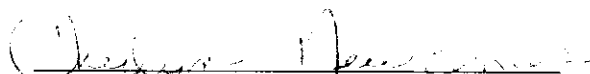
NOW, THEREFORE, BE IT RESOLVED that two officers of the board of the SCI Board of Directors sign all checks coming out of the SCI accounts, with the exception that the designated property management company be given authority to sign all checks within their contract purview.

NOW, BE IT FURTHER RESOLVED that a copy of this Resolution shall be sent to all owners at their last known address and will be enforceable within ten (10) days from the date of mailing to the membership.

Dated this 20th day of April, 2023.



Its President, Steve Miles



Its Secretary, Cherlyn Newcomer

SPRINGLAKE COMMUNITY, INC.
Resolution of the Board of Directors

Remove References to CMI and Replace with Property Management Company
Replaces any and all policies adopted prior to the date of signature on this Resolution.

INTERPRETIVE RESOLUTION

WHEREAS, SCI Bylaws Section 1.2 makes reference to the principal office of Springlake Community, Inc., (SCI) and provides that the principal office may be designated by the Board of Directors. Section 1.2 of the Bylaws also makes reference to the “On-Site Manager’s Office at 51590 SE Westlake Drive, Scappoose, Columbia County, Oregon”; and

WHEREAS, SCI Bylaws Sections 4.9.C and 12.2.B and 12.2.D make reference to the “Property Manager,” Section 5.15.C of the Bylaws makes reference to the “Community Manager’s office,” and Section 5.18.A makes reference to the “Manager’s office” for the purposes of keeping records, and

WHEREAS, SCI Bylaws Section 4.13.D.3 makes reference to the “manager’s office” for purposes of returning voting materials; and

WHEREAS, SCI Bylaws Section 5.23.A.2 provides that SCI may hire a professional property manager of management firm; and

WHEREAS, SCI enters into a Proprietary Lease with each resident for use of a lot within Springlake Community. The Proprietary Lease provides that any “manager” employed by SCI shall have access upon 24 hours’ notice; and

WHEREAS, SCI Governing Documents are silent as to the definition of the terms “On-Site Manager,” “Manager,” “Community Manager,” and “Property Manager”; and

WHEREAS, SCI has hired a property management company as the professional manager of SCI. All records of SCI are kept at the offices of the property management company. Because SCI has hired a property management company as an off-site, professional management firm of SCI in accordance with Bylaws Section 5.23.A.2, the Board of Directors finds it necessary to clarify and interpret the terms identified above.

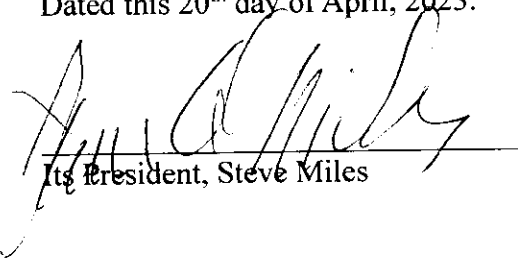
NOW, THEREFORE, BE IT RESOLVED pursuant to Section 5.21.B.8 and Section 13.6.A of the Bylaws that the Bylaws be interpreted as follows:

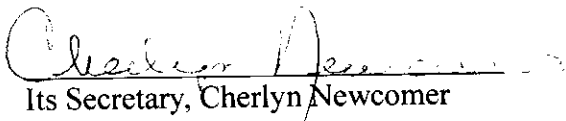
1. **“Manager.”** For purposes of the Bylaws, the Proprietary Lease, and any Rules and Regulations adopted by the Board of Directors, the terms “Manager,” professional manager or management firm hired by SCI if one has been hired. The professional manager or firm shall be referred to as the “Manager” for purposes of this resolution and all SCI business.

2. **“Office Coordinator.”** SCI employs an “Office Coordinator” to be available for SCI business on-site at Springlake Community. The term “on-site manager” shall mean the Office Coordinator. The Office Coordinator’s office is located at 51590 SE Westlake Drive, Scappoose, Oregon 97056.
3. **“Principal Office.”** SCI’s Principal Office shall be at the designated property management main office, or at any other location later designated by the Board of Directors.
4. **“Location of Association Records.”** All SCI records shall be located at the designated property management office. Requests for inspection of records must be made to the Manager.

NOW, BE IT FURTHER RESOLVED that a copy of this Resolution shall be sent to all owners at their last known address and will be enforceable within ten (10) days from the date of mailing to the membership.

Dated this 20th day of April, 2023.


Its President, Steve Miles


Its Secretary, Cherlyn Newcomer