

**SPRINGLAKE COMMUNITY, INC.
RULES AND REGULATIONS**

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RULES HIGHLIGHTED IN BOLD IN EACH SECTION REFLECT THE LAST REVISION MADE, AS NOTED BY THE REVISION DATE IN THE PAGE FOOTER

Acknowledgement

IN WITNESS WHEREOF, the undersigned Secretary of Springlake Community, Inc. hereby certifies that the foregoing Rules & Regulations for Springlake Community were duly adopted by the Board of Directors of Springlake Community, Inc. and made effective on April 1, 2012.

Signed: *Cordie Adams*

Date: April 1, 2012

RECORD OF REVISIONS BY SECTION

2.6:	07/17/14 – amended regarding storage of items outside of storage sheds
2.12:	03/18/18 – added to clarify responsibility of homeowners and SCI re wildlife
2.13:	07/16/20 – added to address requirements for flags and flagpoles
4.3:	11/19/20 – amended regarding homes sitting vacant
5.1:	01/21/21 – added to address procedure for homes for sale
6.2:	11/19/20 – amended to require receptables be stored out of sight
6.2:	01/21/21 – amended again regarding storing of receptacles
6.6:	02/20/20 – amended to standardize color of fire hydrants
6.6:	08/18/22 – amended to standardize color of fire hydrants to city code
7.1:	08/20/15 – amended to clarify number of pets allowed
7.1:	08/18/22 – amended to remove restricted dog breeds
7.1:	12/15/22 – amended to clarify type and number of pets allowed
7.2:	12/15/22 – added to include restricted dog breeds
7.3:	12/15/22 – amended to replace prior 7.9 re disallowance of farm animals
7.4:	12/15/22 – added to exclude keeping of animal for any commercial purpose
7.5:	12/15/22 – amended to clarify screening of assistance animal
7.6:	12/15/22 – added to provide grandfather clause for restricted breeds
7.7:	12/15/22 – added to include requirement of Columbia County licensing for dogs
7.8:	12/15/22 – amended to clarify & combine restrictions on animals outside home
7.9:	09/19/19 – amended to disallow farm animals
7.10:	06/17/21 – added to give authority to have dog muzzled or removed
7.11:	12/15/22 – added to provide definition of public nuisance and dangerous dog
7.14:	12/15/22 – added required notice when animal deceased/not living with owner
7.15:	12/15/22 – added to require annual update of Pet/Assistance Animal Agreement
8.5.8:	03/17/16 – amended to address capacity limits in FWH
8.6:	04/16/20 – added to prohibit littering
8.7:	08/20/20 – added to allow closure of common areas for maintenance
9.2.1:	06/21/18 – amended to outline long-term parking in parking lot
9.4:	04/16/20 – amended to restrict parking areas in front of home
9.8:	10/21/21 – amended RV parking outside owner's home from 48 hrs to 24 hrs
9.9.7:	08/20/15 – amended to clarify storage of cars in RV lot not to be for long-term
9.9:	08/18/22 – added to prohibit for sale signs on vehicles in FWH & RV parking lots
10.6.5:	10/21/21 – amended to updated language that shed cannot be part of a carport
10.6.6:	07/19/18 – amended to require curb bridges to be rubber
10.6.7:2:	07/19/18 – amended to restrict height of arborvitae to 7 feet
10.8:	02/20/20 – added to limit weight on driveways
10.9:	04/15/21 – added to disallow solar panels being added to homes

Section 1. General.

- 1.1 These are the Rules and Regulations for Springlake Community, Inc. (“Springlake”, “SCI”). The owner and operator of Springlake is Springlake Community Inc., an Oregon nonprofit corporation whose members are residents in Springlake.
- 1.2 **Definitions:** These terms shall have the following meanings hereafter in these Rules and Regulations:
 - 1.2.1 Homeowner (or Homeowners): The owner of a manufactured home located on a lot in Springlake.
 - 1.2.2 Rental Agreement: The Proprietary Lease or other rental agreement between SCI and a Homeowner, of which these Rules and Regulations form an integral part.
 - 1.2.3 Community Manager: The on-site representative for SCI employed by SCI or the property management company to manage Springlake on a day-to-day basis.
 - 1.2.4 Property Manager: SCI approved management company.
 - 1.2.5 Common Areas include, but are not limited to Fred Winter Hall, the recreational vehicle parking lot, streets, and the land surrounding the north and south lakes.
 - 1.2.6 Recreational Vehicles may include, but are not limited to motor homes, fifth wheel trailers, travel trailers, boats, jet skis, all terrain vehicles, motorcycles, golf carts, and other similar means of transportation.
 - 1.2.7 Transport Trailers: May include, but are not limited to utility trailers, enclosed work trailers, and sport utility trailers.
- 1.3 Any Homeowner in Springlake who does not own a membership in SCI may not sell his manufactured home unless SCI approves the new prospective Homeowner and unless the new prospective Homeowner also purchases an SCI membership.
- 1.4 Any Homeowner in Springlake who owns an SCI membership appurtenant to the lot on which his home is located may not sell his manufactured home unless SCI approves the new prospective Homeowner and unless the new prospective Homeowner also purchases an SCI membership.

- 1.5 Any approval, consent, or waiver of or by SCI required under these Rules and Regulations must be obtained by Homeowner prior to his doing the act for which such approval consent or waiver is necessary, in writing from SCI.
- 1.6 If a Homeowner fails to take any action required by these Rules and Regulations, SCI has the option of taking such action on behalf of the Homeowner. If Homeowner takes action not in compliance with these Rules and Regulations, SCI may act to undo or reverse Homeowner's action. If SCI exercises this corrective option, Homeowner shall repay SCI for its expenses in doing such work plus 20% as a management fee.
- 1.7 SCI will not discriminate against any Homeowner based on race, color, sex, marital status, familial status, sexual preference, national origin, or handicap in violation of any city, state, or federal law. However, Springlake is a Senior Facility and at least one person in each household at Springlake must be 55 years of age or older. No person living permanently at Springlake can be less than 45 years of age. In compliance with Federal HUD rules, no person will be allowed to reside at Springlake which, because of such residency, there would be twenty percent (20%) or more of the residents in Springlake younger than 55 years of age.
- 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.
- 1.9 SCI's failure at any time to require performance of any Rule or Regulation contained herein shall not limit SCI's right to enforce such Rule or Regulation, nor shall any waiver or any breach of any Rule or Regulation constitute a waiver of any succeeding breach of that Rule or Regulation or a waiver of the Rule or Regulation itself or any other Rules or Regulations.
- 1.10 SCI's office is located at 51590 SE Westlake Drive, Scappoose, OR 97056. The phone number is 503/543-5205, the fax number is 503/543-5538, and the email is springsci@comcast.net. Office hours will be posted at said office. The Community Manager is the on-site representative of SCI.
- 1.11 For security purposes, SCI requests each Homeowner notify the Community Manager if the Homeowner will be away from his home for more than seven (7) days and to leave a phone number or address at which he can be reached during his absence.
- 1.12 In these Rules and Regulations, the masculine, feminine and neuter gender, and the singular or plural number shall be deemed to include the other whenever context so dictates.

Section 2. Manufactured Home and Lot Maintenance.

- 2.1 Each Homeowner is responsible for maintaining and keeping clean and in good repair both the interior and exterior of his home, as well as all appurtenant structures such as decks, steps, garages, carports, storage buildings and fences. All wooden structures shall be painted or stained as necessary to prevent their visual and physical deterioration. The exterior finish of a home in Springlake must be maintained to SCI's satisfaction, which may require painting as needed with a color pre-approved by SCI.
- 2.2 Each Homeowner is responsible for maintaining all lawn areas, flowers, shrubbery and trees within the boundaries of his lot. Lawns must be mowed regularly, and all lawns and flower beds shall be edged, kept free of weeds, and watered as necessary. All slopes must be planted with erosion deterrent plants. If the landscaping is not properly maintained, SCI may, but is not required to, perform, or have performed whatever landscape maintenance may be required and charge the Homeowner directly. If a Homeowner wastes water and allows water to run into the street, SCI may impose a charge each time the Homeowner wastes water.
- 2.3 All landscaping improvements made to the home lot by a Homeowner shall remain the property of the Homeowner upon termination of the tenancy between the Homeowner and SCI, regardless of the reason for such termination, unless there is a written agreement between SCI and the Homeowner to the contrary. However, at any time the home is removed, such landscaping improvements shall also be removed at the Homeowner's expense.
- 2.4 All fence requests shall be presented to the Community Manager including type of materials to be used, height, and plan of where fence is to be installed. Requests must be approved in writing prior to installation. Requests for fences higher than 48 inches from ground level shall be approved in writing by the Board of Directors.
- 2.5 Furniture left outside a home shall be limited to items commonly accepted as outdoor or patio furniture and must be well-maintained. Storage of any type beneath the home is strictly prohibited. Any outdoor storage cabinet or shed must be approved by SCI before installation or construction and must present a neat and clean external appearance. Household appliances or upholstered furniture shall not be placed outside any home.
- 2.6 Items left outside of storage sheds shall be of a temporary nature, maintained in a neat and orderly manner, and shall not violate any of the rules and regulations contained herein. The appropriateness of stored items is at the discretion of the Community Manager and/or the Board of Directors.
- 2.7 Stacking or storage of firewood is limited to one cord. Firewood must be stored behind the home or in an approved storage shed.

- 2.8 Clotheslines or clothesline poles are not allowed. Clothing, linens, rugs, etc. shall not be draped over deck, porch railings, or fence or otherwise left outside the Homeowner's home.
- 2.9 Each Homeowner must remove (or take down) any holiday decorations from his home, yard, and/or space within thirty (30) days after the celebrated holiday.
- 2.10 Any product containing hazardous substances, as defined under any federal or state law or environmental regulation, including but not limited to petroleum products, paints, solvents, fertilizers, pesticides and herbicides, shall be stored in closed containers that are in good condition and kept in a manner to prevent leaking. Each Homeowner shall comply with all local laws regarding hazardous substances and shall use products containing hazardous substances only in a non-negligent manner according to the manufacturer's instructions. Homeowner shall not allow disposal of any hazardous substance on his lot or within Springlake in any storm drain or sewer or water system. Homeowner agrees to immediately clean up any spill of any hazardous substance, whether caused by him, and notify SCI of the circumstances surrounding the spill and actions taken. Homeowner shall indemnify and hold SCI harmless from any liability arising out of any release of hazardous substances under Homeowner's control.
- 2.11 Propane tanks larger than five (5) gallons that are used for indoor appliances must be installed according to local, county and state codes. Visual barriers, using lattice or matched siding, must be constructed to protect the view from all sides. Installation of such a propane system must be approved by SCI in writing prior to installation.
- 2.12 While Springlake Community Inc. will maintain common areas (Sect. 1.2.5 and Sect. 8.1) in Springlake to control invasive wildlife pests on SCI's common area property, homeowners are responsible for maintaining the exterior of their homes and to discourage stray pets, wildlife, and other predators (Sect. 2.1).

Therefore, it's the responsibility of each homeowner to control invasive wildlife pests on their own property including: enclosing the foundations and skirting around homes, decks, steps, porches, sheds, garages, etc., with materials down to and into the ground to prevent nesting and hiding spaces.

Bird seed feeders that allow seed to fall to the ground to then become a resource for skunks, raccoons, opossums, mice, rats and other nuisance animals to feed is prohibited.

Composting in open containers or containers that can be entered by wildlife is prohibited.

Outdoor pet feeding and outdoor food storage is prohibited (Sect. 7.6).

- 2.13 **Flag poles.** Members who wish to install a flagpole must submit a Property Improvement Form before beginning installation. The form must identify the proposed location, size (including circumference & height), material and color, whether it will be illuminated in any way, and how it will be affixed to the property. Flagpoles must be installed in concrete at a depth sufficient, per flagpole manufacturers specifications, for the height and weight of the pole and flag or flags, to prevent failure and safety hazards. All flags and flagpoles must be aesthetically pleasing and maintained in a clean, untattered condition at all times.

The flag of the United States will be displayed in a manner consistent with Federal Flag Display Law, Title 4. U.S. Code Chapter 1.

Section 3. Homeowners and Guest.

- 3.1 The tenancy created in a Rental Agreement is based on the permanent occupancy of the home by the persons identified in said agreement. Any additional occupants must be approved by SCI prior to move-in.
- 3.2 Each Homeowner is responsible for the actions of other occupants of his home as well as the actions of his guests, licensees, and invitees. No trespassing on other home lots is allowed.
- 3.3 Limited commercial trade or business may be conducted out of a Homeowner's home or on his lot in Springlake. All at-home businesses shall be listed with the Community Manager's office. Business shall not cause parking issues, excess utility usage or a significant increase in traffic through Springlake.
- 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.
- 3.5 A person residing with a Homeowner is either an Occupant or a Guest, as defined in the SCI Bylaws. All Occupants and Guests must comply with these Rules and Regulations and any requirements set forth in the Bylaws. The Homeowner and any Occupant residing in the Homeowner's home are responsible to pay any applicable monthly utilities fee. A monthly utilities fee will be charged for each extra person living in a home in Springlake after the first two persons. A Homeowner is responsible for the actions of any Occupant or Guest residing in Homeowner's home in Springlake.
- 3.6 Each Homeowner will respect the peace in Springlake and see that his guests do the same.
 - 3.6.1 Neither Homeowner nor guests shall cause unreasonable loud or disturbing noise through parties, radios, televisions, stereo equipment, musical instruments, chain saws, motorcycles, automobiles, pets, etc. There is a noise curfew from 10:00 pm until 8:00 am.
 - 3.6.2 In the event any occupant, guest, visitor, vendor, contractor, or other nonmember of SCI creates a situation which imminently endangers the life or property of any other person on SCI property, such occupant, guest, visitor, vendor, contractor, or other nonmember may be ordered by any member of the Board of Directors or by the Community Managers to leave the property of SCI, including its streets, sidewalks, roadways, pathways, or any common areas. If the person remains or returns to the property of SCI they will be subject to criminal prosecution for Criminal Trespassing in the Second Degree (ORS164.245).

- 3.6.3 Any person so ordered to leave SCI property may mail a petition for review by the full Board of Directors at 51590 SE Westlake Drive, Scappoose, OR 97056.
- 3.7 One community garage sale will be permitted each year. No individual garage sales will be allowed except one estate sale can be held at a manufactured home upon the death of a Homeowner and upon approval by SCI. SCI Board will select the date for the Community garage sale when establishing the annual calendar. The annual community garage sale shall not exceed three days (Friday through Sunday).

Section 4. Subletting

- 4.1 No renting or subletting of a manufactured home or RV space in Springlake Community is permitted. All manufactured homes must be owner-occupied.
- 4.2 Under exceptional circumstances only, the SCI Board of Directors may approve, in writing, the use of a manufactured home by other than the Homeowner.
- 4.3 **A home in Springlake Park is intended to be a member's primary residence, as stated in Bylaw 3.1 D #2. If a home is left vacant for the majority of any calendar year (6 months +1 day) the member or representative must present to the BOD a proposal on the future plans for the home. During the vacancy: -**
- 1. No one may stay in the home overnight without the member being present.**
 - 2. The member must provide a telephone number and contact address.**
 - 3. The member must provide proof of current Homeowner Insurance.**
 - 4. The home and property must be maintained as outlined in Sections 2.1 and 2.2.**

If an agreement cannot be reached between the parties, legal action may result in the home being removed from the park.

If the member's proposal is accepted by the BOD a schedule for future reviews will be established between the BOD and the member.

- 4.4 Vacant homes currently on the market for 6 months must have the owner or a representative for the owners present to the BOD a plan for the disposition of the home. During this time the home's lawn, shrubs, flowers, trees, etc., must be maintained as noted in Section 2 item 2.2.

Section 5. Sale of Manufactured Homes.

- 5.1 **Members should contact SCI office prior to listing their house for sale. Members must notify the office who the listing agent will be. The agent should contact the SCI office before listing the home to get the current Springlake membership requirement for prospective buyers. This is to ensure that prospective buyers will qualify to live in our community.**
- 5.2 Prospective purchasers of a manufactured home in Springlake must apply for residency and be approved by SCI prior to occupying the manufactured home. No contract for sale of a manufactured home in Springlake shall obligate SCI to accept or approve a prospective purchaser of the manufactured home.
- 5.3 Prospective purchasers of a manufactured home in Springlake must also purchase a Membership in SCI, either from the seller of the home or from SCI if the seller is not already a member.
- 5.4 Free standing "For Sale" signs must be approved by the Community Manager. Homeowner may display "For Sale" sign in window of home no larger than 24-inches x 18-inches. No other signs of any kind are permitted in homeowner yards.

Section 6. Utilities.

- 6.1 Each Homeowner shall pay the electricity and garbage collection bills for his home directly to the service provider.
- 6.2 **Garbage and or yard debris must be placed in approved receptacles and placed at the curb the night before pick up and returned by the evening of pick-up day. Garbage and yard debris receptacles should be stored in front of the carport shed, in the garage, or placed behind a visual barrier, (i.e., lattice or matched siding) to be less visible to passersby.**
- 6.3 Paper towels, Kleenex, sanitary napkins, diapers, hypodermic needles, and similar non-biodegradable materials shall not be flushed down a toilet. Grease shall not be poured down sinks. Each Homeowner is responsible for clearing any blockage in the sewer line from his home to the hookup in the main sewer line.
- 6.4 No citizen band/ham radio antennas are allowed. Satellite television dishes up to 24-inches in diameter may be placed discretely on a home. Any television antennas must be placed at the back of the home and must be less than twelve (12) feet above the roofline of the home. Television antennas must be maintained and kept free of rust. Antennas that are no longer in use must be removed from the home.
- 6.5 Each homeowner acknowledges SCI may need access to the utility hook-ups under a Homeowner's home for the purpose of maintenance/installation of water meters or other utilities. Each Homeowner expressly grants SCI permission to remove, replace or customize Homeowner's skirting to allow maintenance/installation of utility systems under Homeowner's homes.
- 6.6 **All Springlake fire hydrants shall meet Scappoose Fire Department color codes. These National Fire Hydrant Color Codes relate to water pressure in certain water lines. The Springlake office staff shall maintain and communicate with the Scappoose Fire Department regarding the proper codes for the Springlake fire hydrants.**

Section 7. Pets.

- 7.1 Written board approval is mandatory before any pet is allowed to reside with an owner. Domestic dogs, cats, fish, and birds are the only acceptable species. Dogs and cats are limited to a maximum of no more than two dogs or two cats, or one dog and one cat.**
- 7.2 The following dog breeds are specifically excluded due to potential liability risk (this includes mix-breeds): Akita, Bloodhound, Blue Healer, Boxer, Chow, Dalmatian, Doberman, German Shepherd, Pit Bull, Rottweiler, Staffordshire Terrier, and Wolf (hybrids).**
- 7.3 No farm animals are allowed. This includes animals housed in coops or fenced enclosures.**
- 7.4 No animal of any kind shall be kept, bred, or maintained for any commercial purpose.**
- 7.5 Written board approval is mandatory before any assistance animal is allowed to reside with an owner. Screening for approval will follow all allowable measures under existing laws.**
- 7.6 Any owner with pets or assistance animals approved for residency prior to 12/15/22 will be exempt from the breed restrictions in 7.2, but only until such time that the preapproved animal becomes deceased or no longer lives with the owner.**
- 7.7 Columbia County Animal Control requires licensing of all dogs at the age of 6 months, or 30 days after having resided within Columbia County. They also require all dogs have proof of a current rabies vaccination at the time of their license application or renewal. All dog owners in Springlake are required to provide proof of said licensing and vaccination status at the time of initial application and annual renewal of an animal agreement.**
- 7.8 No outside dog runs, or dog houses are allowed. No animals are allowed to live outside the home, or to be left outside during any period of absence by the owner, including birds. No animals are permitted to roam unattended anywhere in the community. Animals running at large may be reported to Columbia County Animal Control for retrieval or disposal as allowed by law.**
- 7.9 No outdoor feeding of animals or outdoor storage of any pet food is allowed.**
- 7.10 All animals must always be under the owner's physical control. When not inside the home or on the owner's lot, all animals must be carried or kept on a leash. Owners are responsible for any damage to property and/or injury to others caused by animals under their care or control, and any animals under the care and control of their guests, licensees, and invitees.**

- 7.11 Any dog who is aggressive or meets the definitions of either a public nuisance or a dangerous dog, as defined by the following Oregon laws, will not be tolerated. The Board may order the dog to be muzzled or removed from the community:**

Under Oregon law (ORS 609.095), a dog is a public nuisance under the following:

- **Is a potentially dangerous dog as defined under ORS 609.098**
 - **While off premises menaces a person**
 - **Inflicts physical injury on a person**
 - **Inflicts or kills a domestic animal**
- **Chases vehicles or persons**
- **Damages or destroys property of others**
- **Scatters garbage**
- **Trespasses on private property**
- **Disturbs any person by frequent or prolonged noise**
- **Is a female in heat and running at large**

Under Oregon law (ORS 609.098), a dog is considered a dangerous dog if it:

- **Without provocation and in an aggressive manner inflicts serious physical injury on a person or kills a person**
- **Acts as a potentially dangerous dog as defined in ORS 609.035 after having been convicted of being a potentially dangerous dog**
- **Is used as a weapon in the commission of a crime**
- **Maintaining a dangerous dog is a criminal offense. A person commits the crime of maintaining a dangerous dog if the person is the keeper of a dog and the person, with criminal negligence, fails to prevent the dog from engaging in an act described in this section.**

7.12 Noisy, unmanageable, or unruly animals that cause complaints will be subject to removal from the community.

7.13 There are multiple doggie waste bag stations in the community and all owners are required to promptly clean up any animal waste.

7.14 The Board must be notified within 10 days of any animal that becomes deceased or is no longer living with the owner. Any owner wishing to replace or add an animal will be required to obtain written Board approval.

7.15 All Pet/Assistance Animal agreements must be updated on an annual basis, to include proof of Columbia County licensing for dogs living in residence.

Section 8. Common Areas and Recreational Facilities.

- 8.1 SCI will maintain common areas in Springlake. The use of common areas by Homeowner, other occupants of his home, his guests, his licensees and his invitees are, however, at the risk of the user and SCI is not responsible for injuries or damages associated with the use of common areas or the personal property connected with them unless such injuries or damages are caused by SCI's negligence or willful misconduct.
- 8.2 Homeowner, occupants of his home, his guests, his licensees and his invitees may use Springlake common areas only for the purposes for which they were intended and may not do in common areas activities which would not be permitted on any occupied lot in Springlake. Common areas may not be used for parking or storage.
- 8.3 No liquor may be consumed on any common area in Springlake except those described in Article 8.5.4.
- 8.4 All minors using facilities while in Springlake must be accompanied and supervised by a Homeowner or the child's parent. Springlake streets shall not be used as playgrounds by Homeowners or guests.
- 8.5 Fred Winter Hall. The SCI clubhouse shall be known as Fred Winter Hall and is for the exclusive use of SCI Members.
- 8.5.1 The use of Fred Winter Hall is provided at no charge to members of SCI.
 - 8.5.2 Guests are not permitted in the Fred Winter Hall unless accompanied by a member. Members are directly responsible for the behavior of their guests and invitees. Children under 18 years of age will be always supervised by a responsible adult. No pets are allowed in Fred Winter Hall, with the exception of certified service animals.
 - 8.5.3 Private parties by members will be based on a signup sheet located in the management office. Use of clubhouse by non-members shall be considered on a case-by-case basis. Use of the Fred Winter Hall for any commercial purpose is not permitted.
 - 8.5.4 No alcoholic beverages shall be allowed at Fred Winter Hall without specific consent of SCI Community Managers. Application may be made with proof of appropriate liability insurance coverage. Consent shall be given to those who agree, in writing, to comply with state and local laws regarding serving of alcoholic beverages.

- 8.5.5 Any Homeowner who uses Fred Winter Hall shall clean it after his use and shall leave the clubhouse in as orderly and clean condition as it was prior to his use thereof. All users of Fred Winter Hall shall agree to clean the facility by signing an agreement beforehand with the Community Managers. If, upon inspection by the Board-appointed Fred Winter Hall management committee, additional cleaning or repairs are necessary, the sponsoring member will be responsible.
- 8.5.6 Unnecessary noise or excessively loud parties shall not be permitted at any time.
- 8.5.7 Use of tobacco products in Fred Winter Hall is forbidden.
- 8.5.8 Capacity:
1. Maximum capacity in Fred Winter Hall is limited by fire code regulations.
 2. Any private party by members more than 25 attendees shall be approved by the Board of Directors.
 3. Parking at such events is limited to the number of spaces off-street next to Fred Winter Hall.

8.6 Littering: Littering of items such as, but not limited to, trash, paper, cans, bottles, cigarette butts is strictly prohibited in Springlake Community to include common areas and roadways. Refer to general fine schedule under resolution 2013-6 schedule of fines, adopted June 20, 2013

8.7 The Springlake Community Inc. Board of Directors and/or management, shall have the right to temporarily close Springlake Community Inc. streets, parking areas and/or other common areas such as Fred Winter Hall, to perform necessary maintenance and/or improvements or for other safety issues.

Section 9. Vehicles.

9.1 To ensure safe operations of motor vehicles and the safety of members:

9.1.1 The speed limit within Springlake for all vehicles is ten (10) miles per hour.

9.1.2 Operators of all vehicles, including both motorized and non-motorized, must comply with clearly posted stop signs, speed limit signs, markings, and all other signs and traffic control devices designated and posted by the Board of Directors.

9.1.3 Drivers of any motorized vehicles (this includes power scooters, golf carts, motorized bicycles/tricycles) shall yield the right-of-way to all pedestrians, non-motorized bicycles/tricycles, operators of wheelchairs, whether motorized or manually operated.

9.2 On-street parking is allowed during daylight hours and no vehicles shall be parked to block any Springlake resident's access to his lot or restrict traffic flow within Springlake. In addition, parking is available next to Fred Winter Hall.

9.2.1 There are three available temporary overnight parking spaces, for resident, a co-occupant, and/or guest to park an automobile for two nights.

Parking will only be allowed in the three most northwest automobile parking spaces in the Fred Winter Hall parking lot.

After two nights, the SCI Manager may authorize the automobile owner a short-term Fred Winter Hall parking space permit. The permit will include an expiration date. The permit must be displayed on the vehicle's dashboard when parked in the authorized parking space.

The maximum number of days per running calendar year is 28 days, for a resident, co-occupant, and/or guest. Any vehicle remaining after 28 days will be towed at the owner's expense.

9.3 Overnight On-Street Parking:

9.3.1 No overnight automobile, truck, or other passenger vehicles parking on the streets by a Homeowner, resident, occupant, or co-occupant is allowed between the hours of 10pm and 7am. Any vehicle found or reported will get a written warning and fined as per the schedule of fines.

- 9.3.2 Overnight on-street guest parking of non-recreational vehicles shall be limited to no more than two consecutive nights and shall not restrict traffic flow. Overnight parking for longer periods must have prior approval of the SCI Board of Directors.
- 9.3.3 Overnight parking of guest recreational vehicles on SCI streets is prohibited.
- 9.4 Homeowner or guest parking is only allowed on concrete or asphalt surfaces. No additional parking areas will be allowed in front of home parallel to the street. Parking on gravel, dirt or grass is not allowed. Exception is made for SCI functions, work parties or as needed by contractors.
- 9.5 No motor oil or any other caustic or non-biodegradable substance shall be deposited in any street drain, sewer system or on the grounds within Springlake. Each Homeowner shall be responsible for all fines and the cost of cleaning up any caustic or non-biodegradable substances deposited by Homeowner in Springlake.
- 9.6 Vehicles dripping oil, transmission fluid, brake fluid, or any other lubricant or chemical must be removed from Springlake until repaired. Homeowner is responsible for cleaning up any oil, fluid, lubricant, or chemical spilled by him or his guest or invitee or dripped from any vehicle under his control or under the control of any of his guests or invitees. SCI may require that any vehicle, including vehicles owned by Homeowners, will not be allowed to enter, or remain in Springlake, if in SCI's opinion, the vehicle is (a) not properly maintained; (b) constitutes a hazard to other Springlake residents; or (c) is in such dilapidated condition that it distracts from the appearance of Springlake. If SCI intends to remove the vehicle from Springlake under this rule, SCI will give the Homeowner responsible for the vehicle a twenty-four (24) hour notice. In the alternative, SCI shall post a notice on the vehicle. If the vehicle is not removed within such twenty-four (24) hours, SCI may tow the vehicle from Springlake at the risk and expense of the vehicle's owner and the responsible Homeowner.
- 9.7 No inoperable vehicles shall be parked in Springlake. Vehicles are not allowed to be sitting on jack stands or blocks at any time. Vehicles covered with tarps of any color shall not be allowed to remain in SCI. Fitted car covers are allowed and must be free of rips, well maintained and properly attached to the vehicle. Colors and fabric must be of current industry standards.
- 9.8 Motor homes, campers, trailers, boats, snowmobiles, un-mounted campers, utility trailers, and other recreational vehicles may be stored on the Homeowner's lot if the Homeowner has adequate enclosed storage. Street parking for such vehicles is limited to up to 24 hours but only to accommodate loading and unloading of the vehicle.

9.9 **For sale signs are not allowed to be posted on any type of vehicle in the FWH parking lot or the RV parking lot.**

9.10 Recreational Vehicle Parking:

- 9.10.1 Recreational vehicle parking for Homeowners is located at the northwest corner of the SCI property near the intersection of Oak Grove Drive and North Park Drive.
- 9.10.2 Recreational vehicle parking for Homeowners is available for rent on a first come-first-serve basis. A rental agreement can be obtained from the Community Manager.
- 9.10.3 Only one assigned RV space per Homeowner will be allowed.
- 9.10.4 Occupancy of each space will be limited to no more than two vehicles, not to exceed forty feet in combined length. The footprint of the vehicle or combination of vehicles must remain completely on the paved surface and within the painted lines of the assigned space.
- 9.10.5 Only currently licensed, insured, operable vehicles may be stored in the area. The licensing and insurance must be in the name of the Homeowner renting the space. Evidence of licensing and insurance must be presented to SCI.
- 9.10.6 Unlicensed, uninsured, inoperable, or dilapidated vehicles of any kind shall not be stored in the recreational vehicle area. Violators may be towed at Homeowner's expense.
- 9.10.7 The RV parking lot is not intended for long term storage of automobiles.
- 9.10.8 No awning, canopy, carport, or other similar structure shall be erected to cover any recreational vehicle. Tarping of vehicles is not permitted. Commercially available fitted covers for RVs, boats, and transport trailers must be free of rips and tears, well maintained, properly attached at all times. Covers must be of one color and fabric and must be of current industry standards. Covers must not be allowed to accumulate water or other debris.
- 9.10.9 The designated space assigned to a Homeowner for RV parking is SCI property and may not be sublet, subleased, or sub-rented to any other person for storage of any other recreational vehicles or contrivance without prior approval of the Board of Directors. If a member has an RV space but no longer owns an RV of any type, they will have 4 months to replace the RV or relinquish the spot.

- 9.11 SCI assumes no responsibility for theft or damage to vehicles stored on SCI property. Homeowners are not allowed to perform maintenance to their vehicles on their manufactured home lot or in their driveway. No repair of automobiles, motors, engines, trailers, boats, or other similar equipment shall be made within Springlake. No automobile equipment, engines, or motors shall be washed anywhere in Springlake. Oil changes or routine vehicle maintenance is NOT an exception to this rule.
- 9.12 No alternative vehicles, including but not limited to skateboards, roller skates, roller blades, scooters, shall be used without responsible adult supervision.
- 9.13 Vehicles parked in violation of these Rules shall be towed away and impounded at vehicle owner's expense.

Section 10. Manufactured Home Set-up and Manufactured Home Standards.

- 10.1 Homeowner is responsible for preparation of his lot, including but not limited to topsoil, foundation stability, final grading, settling, drainage, gravel, or relocation of any utilities unless agreed to in writing by SCI.
- 10.2 Each Homeowner accepts his manufactured home lot “as-is” and “with all faults.” SCI will not be liable to any Homeowner for any advice concerning the installation of the manufactured home. Each Homeowner is responsible for the installation of his own home.
- 10.3 Each Homeowner is responsible for any damage caused to his lot, other lots, streets, or any portion of Springlake during the sitting or removal of his manufactured home and shall reimburse SCI or other Homeowners, as appropriate, for any loss suffered.
- 10.4 No permanent alterations can be made to a manufactured home or the lot on which a home is located without SCI’s prior written permission (including fencing, painting, and color scheme changes, etc.). SCI reserves the right to approve any exterior accessory or structure added to the manufactured home or placed on the lot prior to its installation. All structures must be of factory-manufactured material or specifically approved in writing by SCI prior to construction and/or installation. SCI reserves the right to request that all permanent structures erected by a Homeowner be removed at the Homeowner’s expense when he moves from Springlake.
- 10.5 All homes are required to have wood, vinyl, aluminum, or concrete siding. Skirting must be of a similar material. The siding should be painted or stained to match the siding or trim color. Wood skirting must have a 2-inch x 4-inch pressure treated base plate adjacent to the ground and be made of pretreated or weatherized material that is compatible in design to the exterior of the home. Block, rock, brick, or concrete skirting is also acceptable. Skirting must be continuous; any noticeable cracks or seams between the skirting panels must be caulked within thirty days following set-up. Corrugated metal or fiberglass skirting is not allowed. All skirting must have an access panel (minimum dimension 18 inches x 24 inches) that does not require tools for opening or closing and is located so that fuel, electric, water and sewer connections are readily accessible for inspection and repair.
- 10.6 Homeowner is responsible for installation or construction of the following within ninety (90) days of installation of his manufactured home:
 - 10.6.1 Pretreated wood skirting compatible with the manufactured home and painted to match it, or some other suitable skirting approved by SCI, as set forth.
 - 10.6.2 Pre-painted continuous or galvanized metal gutters and down spouts connected by three-inch rigid or corrugated pipe to the curb must be of continuous metal fabrication.

- 10.6.3 A minimum of two above-ground hose bibs, one on each side of manufactured home.
- 10.6.4 A garage or carport must be constructed. A carport should be at least 11-foot-wide minimum and constructed of extruded aluminum carport awning or wood frame with composition roofing. Prior approval of the SCI Board is required in writing before a garage and/or carport is constructed. A garage must meet current building codes and a permit must be obtained prior to construction. Either structure must be connected to the street with a concrete driveway.
- 10.6.5 If a carport is installed, then a storage building must also be installed. This storage building shall meet the following requirements:**
- (1) Is not smaller than 6-feet x 8-feet or larger than 10-feet x 15-feet.**
 - (2) Is constructed as part of the carport to match the manufactured home.**
 - (3) Any outdoor storage cabinet or shed, in addition to the regular storage shed, may be allowed but is subject to review by the Board of Directors and may not be installed until written consent is given.**
- 10.6.6 A concrete walkway is required from the street to the front door.
- Curb bridges from the street into a home's carport or drive, must be the heavy-duty rubber curb ramp system. No additional cement or wooden (2 x 4's, 2 x 6's etc.) ramps will be allowed. Existing cement and wood ramps will need to be replaced when needed with the approved rubber materials. See the office for information on where to purchase the recommended products.
- 10.6.7 Landscape
1. Groundcover must cover entire lot. This would include, but is not limited to, rock, woodchips, bark dust, grass.
 2. New arborvitae plantings are not allowed in Springlake Park. Homes with existing arborvitae will need to be maintained at no more than 7 ft. high.
 3. The cultivation of Cannabis/Marijuana in Springlake Community must be within the Oregon State Laws and be for your private use only. Oregonians can home grow up to a maximum of four (4) plants per household regardless of how many people live in the residence. Cannabis grown on a resident's property must be grown out of street view and cannot be used in common areas

- 10.6.8 Connection of the home to the electrical pedestal on his lot. This must be done by a licensed electrician. Homeowner is responsible to connect to cable television, water, and sewer junctions on his lot.
- 10.6.9 Manufactured home paint and trim must follow paint and trim color charts approved by SCI Board of Directors. Roofing color and materials must follow standards set by the Board of Directors. No metal roofing will be allowed on manufactured homes or constructed storage sheds.
- 10.7 Because of underground utilities, no excavation of any kind shall take place until and unless the Community Manager has been notified.
- 10.8 Driveways in Springlake Community will be limited to a total weight limit of not more than 16,000 pounds. This would include all vehicles and or construction drop boxes.
- 10.9 The installation of solar energy on homes in Springlake Community is not allowed at this time, based on current restrictions on existing manufactured homes. See Resolution # 2021-1.
- 10.10 Regarding Property Improvement Requests, refer to Resolution #2021-2 to clarify requirements for issue and compliance of a P.I.R. See Resolution #2021-2.

Section 11. Removal of Manufactured Home.

- 11.1 Homeowner will give SCI seventy-two (72) hours' notice before removing the manufactured home from the lot and Springlake. Prior to the removal of the manufactured home, all payments for rent and utilities must be paid current. Removal of a manufactured home does not release Homeowner of his liability for rent under the rental agreement unless that rental agreement has been terminated.
- 11.2 Upon termination of a Rental Agreement where the home is not being purchased by a new Homeowner, the (old) Homeowner will remove the manufactured home within ninety (90) days. Homeowner will also remove those site improvements which SCI has designated to Homeowner to remove.
- 11.3 Homeowner is responsible for any damage to the lot, other lots, streets, or any portion of Springlake incurred during the removal of the manufactured home and shall reimburse SCI or other Homeowners, as appropriate, for any loss suffered.

Section 12. Complaints, Notices, Interpretations and Appeals.

- 12.1 SCI encourages all Homeowners to take the first step to resolve conflicts and complaints with a person-to-person conversation.
- 12.2 If a resolution is not achieved, any Homeowner wishing to complain about another Homeowner's violation of any of these Rules and Regulations shall submit the complaint in writing to the Community Manager. Complaints must contain the name and address of the complainant and specifics regarding the nature of the alleged violations, including dates and witnesses (as applicable). The name of the complainant will be kept confidential, if feasible. All complaints will be dealt with in a timely, diligent, and responsible manner.
- 12.3 Where a complaint is received and then reviewed by the Community Managers, a Notice of Violation may be issued to the Homeowner who Community Managers have reasonable grounds to believe are not complying with a Rule or Regulation. The Notice shall be posted on the Homeowner's front door and mailed to him by U.S. Mail. Upon receipt of such Notice, the Homeowner shall promptly take action at his expense to cease the violation of the Rule or Regulation. Any continued noncompliance after ten days of posting of the Notice on the Homeowner's front door shall be considered a second violation of the Rule or Regulation.
- 12.4 If after reporting violations to the Community Managers and they are unable to resolve the violation with the Homeowner, then Community Managers shall bring the matter to the SCI Board of Directors for consideration. If the Board of Directors is unable to resolve the matter with the Homeowner, both parties may agree to mediation. If the matter is not resolved through mediation, the Board reserves the right to proceed with legal action.
- 12.5 Homeowners seeking clarification or interpretation of these Rules and Regulations may ask the SCI Board of Directors to consider the same by sending a written request of the same. The Board shall address the issues at its next regular or special meeting.

Section 13. Amendment of Rules.

- 13.1 The Board of Directors of SCI reserves the right to amend, revise and/or add additional Rules and Regulations pursuant to Oregon law.
- 13.2 All agreements by the Board of Directors of SCI with a Homeowner to exempt the Homeowner from any Rule herein must be in writing.

Section 14. Documents and Records

14.1 Members or their representative wishing to inspect or obtain copies of SCI documents must make a written request to the Community Manager.

14.1.1 The request must be in good faith and for a proper purpose.

14.1.2 The purpose and the records the member desires to inspect must be described with reasonable particularity.

14.1.3 The records must be directly connected with the purpose.

14.1.4 The records must be furnished within 10 business days.

14.2 The SCI records available for duplication are:

14.2.1 Bylaws.

14.2.2 Current Rules and Regulations.

14.2.3 The most recent financial statement.

14.2.4 Current operation budget.

14.2.5 Reserve study.

14.2.6 Architectural standards and guidelines.

14.3 Documents which must be maintained and available for inspection by members are:

14.3.1 Membership meeting minutes.

14.3.2 Board meeting minutes.

14.3.3 Accounting records.

14.3.4 Bylaws and amendments.

14.4 The following records are not available for inspection or duplication:

14.4.1 Personnel matters relating to specific identified persons.

14.4.2 Any person's medical records.

14.4.3 Contracts, leases, and other business transactions under negotiation.

- 14.4.4 Communications with legal counsel.
 - 14.4.5 Any disclosure which would be in violation of the law or bylaws.
 - 14.4.6 Documents, correspondence, management, or Board reports compiled for the Board or SCI by agents or committees, for consideration by the Board in executive session.
 - 14.4.7 Documents, correspondence, or other matters considered by the Board in executive session.
 - 14.4.8 Files of individual owners.
- 14.5 Inspection of documents may only take place in the SCI Business Office. A lot will be prepared to document the member inspecting documents, which documents are inspected and notating the dates and times.
- 14.6 A fee of \$0.05 per page will be charged to members obtaining copies of records. Money collected as copy fees shall be placed in the petty cash account and reported to the SCI Treasurer.
- 14.7 Statutory retention of Springlake Community Inc. documents: Refer to Resolution No. 2020-1 Statutory retention periods for SCI records and documents.