

Stanwood Manor
Homeowner's Association
(SMHOA)

Rules and Regulations

2019 Edition

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Introduction

These Rules and Regulations are intended to be consistent and comply with the Stanwood Manor Declaration, Bylaws and applicable law. The invalidity of any part of the Rules and Regulations shall not impair or affect in any manner the validity, enforceability or effect of the balance of these Rules and Regulations.

Assessments and Fee Structure

The property management company of the Association, on its behalf, manages assessments and fines. Any past due assessments or fines may carry with them collection costs as well as processing / management fees of the property management company of the Association. Failure to pay assessments or fines may result in placement of lien(s) against the homeowner's property.

Homeowner Assessments

Assessments are due the first of each month and are past due upon the tenth of the month.

Rules and Regulations Fine Structure

Failure to comply with the Association's rules and regulations may result in a warning or fine. The structure and procedures are outlined in the Rules Enforcement and Fine Structure Resolution (Exhibit A).

NOTE: For some rules, due to the severity of the issue, the fine amount is differs and is noted in those sections, as well as the Fine and Enforcement Resolution Exhibit. Additionally, any violation that damages community property, the homeowner is responsible for payment of repairs to that property.

Personal Property Disclaimer

The Association strives to provide a safe environment for all members and their guests while using the common elements. Damage or loss of personal property on or in common element areas is not the responsibility of the Association. Damaged property on or in common elements must be repaired or removed by the homeowner upon notification.

Swimming Pool

Please note that in addition to the normal fines association with violations, multiple violations in a season may result, at the Association's discretion, in revocation of pool privileges for the remainder of the season.

REMINDER: The Association is required by law to test the pool 3 times per day, every day that the pool is open. Should the inspector check the log and find that this is not being done, the pool could be closed. Please, upon entering the pool enclosure, check the log to determine if the checks have been done for the day or not. If not, take a couple of minutes to quickly check and note the results in the log.

Hours

The pool hours are 10 am through 10 pm during the pool season.

Guests

Residents may bring up to four guests at one time. No guests may be in the pool without the unit resident present. Residents and their guests must be respectful of the needs of residents living near the pool area.

Supervision

Individuals under the age of 14 must be accompanied by a resident of the unit over the age of 18.

Refreshments

- ▶ No alcoholic beverages.
- ▶ No illegal drug use.
- ▶ Only non-breakable containers are permitted.
- ▶ Food and beverages are not permitted in the pool itself.
- ▶ Food and beverages should be positioned in the enclosure area to avoid the possibility of spilling into the pool.

Waste Products

Fine: \$250

- ▶ Users unable to control their urine or bowels must wear water diapers in the pool.
- ▶ Chemicals / hazardous materials are not permitted in the pool or the area surrounding the pool.

Public Safety

Fine: \$250

Please note compliance failure may result in pool closure for the season if found during an inspection by the State.

- ▶ The safety rope must be in place at all times with the exception of lap swimming.
- ▶ Upon completion of lap swimming, the safety rope must be put back in place.
- ▶ The safety rope should not be used for any activity except as a barrier marker.
- ▶ Safety apparatus (poles, safety ring) in the pool area must remain in place except for lifesaving activity.
- ▶ The emergency cell phone is for 911 calls. Do not tamper with the phone or the housing for the phone.

General Use

- ▶ Garbage should be deposited in the waste container in the parking lot.
- ▶ Lawn furniture and toys left by residents must be in good repair.
- ▶ All furniture moved onto the pool lawn must be moved back on to the concrete when finished using.
- ▶ No running within the enclosure.
- ▶ No diving.
- ▶ Swimming attire must be acceptable by publicly maintained pool standards.
- ▶ No spitting in the pool or enclosure.
- ▶ No smoking in the pool or enclosure.

- ▶ No pets in the pool or enclosure except for trained assistance animals.
- ▶ Suntan oils and creams must be towed off before entering the pool.
- ▶ No corded electrical devices in the pool or enclosure.
- ▶ Battery powered radios may be used on the lawn area of the enclosure as long as the volume is kept at a low level.
- ▶ Noise requests by residents must be complied with immediately.
- ▶ Toys / floatation devices must be removed from the pool when exiting.

Common Elements

The common elements comprise those areas outside the interior of a unit owner's home.

Storage

- ▶ Storage outside a unit is restricted to the resident's assigned storage unit.
- ▶ Items attractive to pests (cloth, paper, books) should be placed in tightly closed containers within your designated storage area.
- ▶ Residents may not build additional storage space on the premises.
- ▶ Explosive, flammable, illegal or hazardous materials are prohibited.
- ▶ Storage units may not be sublet.
- ▶ No furniture, flammable items, or chemicals may be stored in common areas.
- ▶ No items stored in the common areas may extend into the walkway (in the case of hallways, items may not extend past the water heaters).

Placement of Personal Items

- ▶ Hallways, walkways, etc. may not be used for personal property storage.
- ▶ Chairs, benches, tables, etc. must be in good repair.
- ▶ Personal items placed outside the homeowner's home - firewood, wood products, plants or any material attractive to pests - must be placed at minimum 6" from the building exterior.
- ▶ Sidewalks must have 3' clearance from the outside edge of the sidewalk. Personal items must not protrude into the clearance area.

Laundry Areas

- ▶ Laundry hours are daily from 7am – 10pm only.
 - *Be considerate of your neighbors and please make sure all loads are balanced when loading the washing machine.*
- ▶ Residents must clean up the laundry area after each use.
- ▶ Doors to the laundry area must be securely shut upon entry or exit.
- ▶ The laundry area is for residential use only.
- ▶ No smoking, vaping or e-cigarettes are allowed to be used in any enclosed common area.

Lighting

- ▶ Use window covering after 10 pm to block interior light reflecting into homes.
- ▶ Holiday related lights may be displayed provided they are rated for outdoor use.
- ▶ All decorative outdoor lighting must be turned off by 10pm.
- ▶ Outdoor lighting must not reflect into homes.
- ▶ Security lights should be set to shut off within 5 minutes.

Noise

- ▶ Power tools / motors / construction are allowed only during the following times:
 - Weekdays between 7 am and 7pm
 - Weekends between 9 am and 5 pm
- ▶ Discussions should be in conversational tones.
- ▶ No yelling or shouting except when requiring emergency assistance.
- ▶ Laundry or storage area noise should be kept at a minimum.
- ▶ Revving, or gunning, of engines is not allowed.
- ▶ Firearms discharge, holiday rockets and firecrackers are not permitted.
- ▶ Interior sounds (conversations, media devices, tools) should not be audible outside the unit.

Refuse

- ▶ Litter must be placed in designated containers.
- ▶ Residents should use the recycling bins for items as designated on each bin.
- ▶ Cigarettes must be disposed of properly and not on common elements.
- ▶ Garbage and recycling bin lids must be closed after use.
- ▶ No dumping of chemicals or hazardous materials.
- ▶ Garbage and recycling bins are solely for the use of residents.

Grounds

- ▶ Lawns may not be harmed or destroyed.
- ▶ No trees or shrubs may be removed or planted except authorized by the Association's architectural committee.

Parking

- ▶ Each unit is assigned one reserved parking space.
- ▶ Each unit must first use their reserved parking space before parking in other spots.
- ▶ If a unit has more than one car, only one additional car may be parked on their level.
- ▶ Vehicles must be operational and kept in good repair. Vehicles are not permitted to be parked onsite if they are dripping fluids or causing other damage to the parking lots.
- ▶ Any damage to the common elements caused by a vehicle will be repaired by the Association and the cost for the work will be billed back to the appropriate unit.
- ▶ No vehicle may park in a manner that impedes the flow of traffic.
- ▶ Per section 7.10 of the Bylaws, "No recreational vehicles, campers, trailers, boats, boat trailers, commercial vehicles, vehicles in disrepair or similar things may be parked or kept on Condominium property without the prior written consent of the Board of Directors."
- ▶ A visitor space may not be used for more than 24 hours.
- ▶ Blocking spaces is not permitted.
- ▶ No repairs or maintenance of vehicles on common elements.
- ▶ No washing of cars on the premises.
- ▶ All cars must have current license plates with valid registration tags to be considered operational.
- ▶ No parking of motorized vehicles on common elements not designated for parking vehicles.

- ▶ Owners are responsible for ensuring that Management has current vehicle information on file at all times for Association residents. Management will provide a "Vehicle Registration Form" for completion to ensure that the necessary information is received.

Homeowner Units

Occupancy

- ▶ The number of people residing in a unit must not exceed Oregon State Statutes or Governing Documents for Stanwood Manor.
- ▶ Leasing is not permitted without prior approval of the Association.
- ▶ The procedures and requirements for leasing are outlined in the Rental Resolution (Exhibit B).

Animals

- ▶ Feeding areas must be clean and free of debris.
- ▶ Residents are responsible for resolving the situation if feeding areas attract vermin, pests, or other wildlife. Resolution may require cleaning of the area, or contracting with a pest control vendor to remove any vermin, pests, or wildlife.
- ▶ Dogs must be leashed and under Resident/Guest control at all times in the common areas.
- ▶ No poisonous pets except those whose venom or poison sacs have been removed.
- ▶ Pets able to chew elements (i.e. wallboard, wires, etc.) must be caged at all times.
- ▶ Pet noise must not be discernible outside the unit.
- ▶ Pet waste must be immediately cleaned up.
- ▶ Pet related odor must be undetectable outside of the unit.
- ▶ These rules are to be implemented in conjunction with section 7.4 of the Bylaws.

Decorations

- ▶ Holiday decorations must be removed within one week following the holiday.
- ▶ Decorations may not be placed on the roofs.
- ▶ Decorations requiring a ladder for placement may not be used.
- ▶ Decorations may not extend past the resident's immediate area.

Exteriors

Fine: \$25 - \$500

- ▶ Changes to elements (door, window, exterior lights, etc.) visible to the public must be pre-approved by the Association's architectural committee/Board.
- ▶ Nothing may be attached to a unit's exterior without pre-approval by the Association's architectural committee/Board.
- ▶ Nothing may be placed on common elements without pre-approval by the Association's architectural committee/Board.
- ▶ Patios, decks and front areas are to be kept neat and clean.
- ▶ Individual planting areas must be neat and free of weeds and opportunistic plants.
 - Planting of invasive species (Bamboo, Ivy, etc.) is not permitted and must be removed at the owner's expense.
- ▶ Planters must be in good repair.

- ▶ Personal articles such as towels, banners, etc. should not be hung within public view.
- ▶ Water barriers must be placed between planters and wood decking or rails.
- ▶ Water retaining material may not be placed on wood decking or rails.
- ▶ Screen doors, doors and windows must be in good repair.
- ▶ Outdoor fumes (cigarettes, cigars, BBQ, etc) must be vented away from open windows and doors.
- ▶ Public walkways must not be obstructed.
- ▶ Sidewalks must have 3' clearance from the outside edge of the sidewalk. Personal items must not protrude into the clearance area.

Interiors

- ▶ No illegal, noxious, dangerous or unsafe activities are allowed.
- ▶ Odors (smoke, cleaning supplies, perfumes, air fresheners, pets, etc.) should not extend outside a unit.

Leasing of Units

SMHOA is a residential community and we discourage the use of units for commercial purposes. In the interest of protecting homeowners and their families, preserving property values and enhancing the quality of life within the community, the Association has developed a standard set of rules and regulations addressing the leasing of homes within the community.

FHA Statement - Nothing in this policy is intended to act to discriminate against any protected class, to wrongfully deprive anyone of housing or to violate any provision of the Fair Housing Act (FHA).

Supplement - Architectural Standards

All exterior changes must be submitted to the Association's Architectural Committee/Board of Directors - via our management company - prior to a change being made to an exterior.

All work must be performed by companies that are licensed, bonded and insured.

The following are guidelines to assist homeowners making a change to a unit's exterior:

Windows

- ▶ Replacements shall be same dimensions as existing window.
- ▶ Replacement framing must be white.
- ▶ Any trim installed must match existing paint scheme within community.

Screen Doors

- ▶ All replacement or new must be white.

Entryway Doors

- ▶ Replacements shall be same dimensions as door.
- ▶ Coloring must be listed in the Architectural Request for review and approval.

Outdoor Lighting

- ▶ Replacement porch light fixtures should not exceed 12" in length.
- ▶ Replacement porch light fixtures are restricted to black trim.

Unit Numbers

- ▶ The Association has provided black metal unit numbers and they cannot be removed or replaced.

Satellite Dishes

- ▶ May be strapped to the chimney of the unit obtaining the dish.
- ▶ No dish's may be attached to the structure of any building.
- ▶ No placement on or puncturing of the roofing material is permitted.