

SUMMARY 2022 RULES & REGULATIONS COMMITTEE REPORTS

December 20, 2022

Rules & Regulations Committee Report for VP Carol Bolton

Rules & Regulations Committee Report

December 2022

Rules & Regulations Committee did not meet in the month of December. Complaints for 2022 have been addressed and two remain open. There were 133 complaints filed in 2022, which makes this a record, in the past three years.

Thank you to our front office for addressing these at the front desk and to Chip for sending out letters and fines to those members who were not in compliance.

Wishing you all a very Merry Christmas and a Happy New Year.

Carol Bolton
Vice President
Rules Committee Chair

MOTION Director Carol Bolton, I move to approve 2022-1122 Bylaws #9.3-3 Annual A fee for homeowner or associate member ~~for, but not limited to:~~ ~~unlimited rounds of golf, golf cart storage, RV lot storage, and cart path use by a~~ ~~persona golf cart.~~ as listed in the Fee Schedule.

MOTION Director Carol Bolton, I move to approve 2022-1122 Bylaws #10.1 Schedule of Fines.

10.1-1 The Board shall establish a Schedule of Fines for violations of the Restated Articles of Incorporation, Bylaws, Declaration of Deed Restrictions and Rules and Regulations of the club.

10.1-2 The Schedule of Fines is a stand-alone document that may be updated with Board of Director Approval.

10.1-3 The current Schedule of Fines are found at the end of the ~~Standard Operating Procedures (SOP)~~ and in the Enforcement Resolutions.

After the 2nd, move to amend the motions.

Motion - Director Carol Bolton, I move to amend 2022-1122 Bylaws #10.1-1.

To replace “club” with “Association” as Association is defined in the Bylaws.

MOTION Director Carol Bolton, I move to approve 2022-1122 Rules & Regs new #14.36 Exception - Golf Course Walking, Jogging.

14.36-1 Allowed under a Board approved fee-based program for that purpose.

14.36-2 Hours are set by the Board.

14.36-3 Homeowner(s) must wear approved tag or lanyard. No public users.

14.36-4 Pets must be on leash.

14.36-5 Walking pets is restricted to golf cart path.

14.36-6 Pet owners must pick up pet waste and dispose of waste at home due to sanitation. DO NOT USE golf course receptacles.

14.37-7 No digging or aggressive pets.

14.36-8 Noncompliance may result in fines or discontinuance of exception.

MOTION Director Carol Bolton, I move to approve 2022-1122 Bylaws #6.4-2 to read: 6.4-2. Reserve Fund must be balanced to \$500,000- or two-years’ worth of Reserve Study, whichever is greater, by December 31 of the current budget year. If there are insufficient funds to meet the balance, then expenditures from the Reserve Fund must be postponed until there is sufficient balance.

MOTION Director Carol Bolton, I move to approve 2022-1122 addition to **Bylaw #6.2 - 6.2 Operating Budget: All projected operating and maintenance costs must be budgeted against anticipated revenues derived from fees, assessments, and ancillary income. The budget should be prepared and approved with consideration of future inflation, expense and revenue additions, and extraordinary expenses. The budget should reflect the impact of at least 3/4 of current year inflation rate.**

After the 2nd, move to amend the motions.

Motion - Director Carol Bolton, I move to amend 2022-1122 Bylaws #6.2.

To replace the last to sentence. The budget should be prepared and approved with consideration for inflation using projections in the Consumer Price Index (CPI), expense and revenue additions, and extraordinary expenses.

MOTION Director Carol Bolton, I move to approve 2022-1213 Fee Schedule.

November 22, 2022

Rules & Regulations Committee Report for November 2022- VP Carol Bolton

Rules & Regulations Committee met on November 1st and November 11, this last month due to the election. We normally meet the 1st and 2nd Tuesday of each month to review and update complaints.

In the month of November, we had one member that has filed 14 complaints against neighbors who have parked RV's or trailers in their driveway for longer than 72 hours. If the trailers are parked on the city streets, the city would be responsible for this jurisdiction.

Rules and Regulations currently has 22 open complaints. Thank you to our front office for addressing these at the front desk and to Chip for sending out these letters.

Wishing you all a very Happy Thanksgiving!

Motion - Director Carol Bolton, I move to approve 2022-1025 form Confidentiality and Non-Disclosure Agreement. See attached form.

MOTION: Carol Bolton

Motion - Director Carol Bolton, I move to approve 2022-1025 Rules & Regs #14.32-2 Riders are limited to manufacturer specifications two (2) riders per golf cart.

Motion - Director Carol Bolton, I move to approve 2022-1025 Rules & Regs add 8.3-3 No sign(s) shall be posted which violates on the basis of: race, color, creed, religion, sex, age, and national origin, source of income, political

affiliation, disability, sexual orientation, or marital status. (Woodburn City ordinance 1.38)

Motion Director Carol Bolton, I move to approve 2022-1025 replacement in full of the Enforcement Resolution 9-25-2018 with cover page, renumbering, table of contents, and fines.

See attachment as this is a 9-page document.

MOTION Carol Bolton

I hereby make a motion to order an audit and recount of the ballots from the election held November 8, 2022, as well as an audit of the 67 ballots that were originally omitted.

This count will be conducted and organized by our management team at Woodburn Estates & Golf with the results to be reported to the board of directors as to the findings of this audit.

Note: If this passes, the BOD Organization Meeting will be rescheduled to December 6, 2022

**Annual Member's Meeting Agenda
November 8, 2022**

**RULES COMMITTEE REPORT – Vice President Carol Bolton
Woodburn Estates & Golf - 2022 Rules Committee Report
Total complaints filed in 2022 is 114, as of
11/1/2022. The results by street are:**

Astor Way	3
Cascade Dr	1
Cahill Rd	1
Country Club Ct	1
Country Club Rd	14
Country Club Terr	6
Delmoor	1
Dogwood	1
E Clackamas Cir	1
W Clackamas Cir	3

Ecola Way	1
Finzer	1
Garden Way	2
Heather Way	6
Jansen Way	2
King Way	4
Lilac Way	1
Oregon Court	2
Oregon Way	3
Princeton Rd	10
Quinn	6
Rainer Rd	4
Sallal	11
Santiam Dr	1
Thompson Rd	11
Umpqua Rd	9
Vanderbeck	6
Walton Way	2
	114

Annual Member's Meeting Agenda November 8, 2022

October 25, 2022

Rules and Regulations Report - VP Carol Bolton

No report at this time

MOTION #7 Seconded and Approved

Director Carol Bolton, I move to approve the following rules committee members: Stan Hiller, Dianne Matta, Marie McHone, Suzann Lucas, and Ron Allowitz.

MOTION #8 Seconded and Approved

Director Carol Bolton, I move to approve 2022-1025 SOP 1.4.4 Volunteer Background Policy. The policy is a separate document titled Senior Estates Golf

and Country Club Volunteer Background Screening Policy. That policy outlines the full policy about background checks, as established under the Fair Credit Reporting Act (FCRA) at Senior Estates Golf and Country Club. The company chosen as the approved provider to conduct the background checks is ~~Good Hire~~, which will meet FCRA criteria and certification.

MOTION #9 - Seconded and Approved

Director Carol Bolton, I move to approve 2022-0823 Rules & Regs new 15.7.

15.7 Recyclable items or perishable garbage or yard debris shall be removed before it becomes offensive and shall not accumulate on or about the residence.

15.7-1 When not being emptied or filled, containers shall be closed.

15.7-2 The containers shall have no overflow issues.

15.7-3 After container pick-up, all containers must be out of the city right-of-way within 24 hours of the collection and placed to the side or back of the dwelling.

15.7-4 Exception to 15.7-3. Members who have specially marked disabled containers from the local collector may store those containers in front of the garage.

15.7-4 Exception may be denied by the Association if the member stops collection or has overflow issues.

MOTION #10 - Seconded and Approved

Director Carol Bolton, I move to approve 2022-0823 Rules & Regs housekeeping.

Delete Section 12.2-3 and the Exception, following 12.2-3 as it is now 15.7.

Renumber 15.7 to 15.8, Accessory storage units/cabinet.

Renumber 15.8 to 15.9, City of Woodburn clearance section.

September 27, 2022

First Order of Business:

- ❖ **#1: President:** As we just heard in the meeting, there was a point of order called on the appointment of an interim director. This was investigated and the point of order was correct. As of today, the BOD has accepted the resignation of Jaime Rodriguez as Rules Director. A new director will be appointed within 30 days. This will need to be done as quickly as possible as not to interrupt their work.

There are four motions that Director Jaime Rodriguez has posted: I move that these four motions be tabled to be considered later after a Director of Rules is

MOTION A - Director Jaime Rodriguez, I move to post 2022-0823 Rules & Regs housekeeping. Delete Section 12.2-3 and the Exception, following 12.2-3 as it is now 15.7. Renumber 15.7 to 15.8, Accessory storage units/cabinet. Renumber 15.8 to 15.9, City of Woodburn clearance section. Discussion: none on a post. Seconded and passed

MOTION B - Director Jaime Rodriguez, I move to post 2022-0823 Rules & Regs new 15.7. 15.7 Recyclable items or perishable garbage or yard debris shall be removed before it becomes offensive and shall not accumulate on or about the residence.
15.7-1 When not being emptied or filled, containers shall be closed.
15.7-2 The containers shall have no overflow issues.
15.7-3 After container pick-up, all containers must be out of the city right-of-way within 24 hours of the collection and placed to the side or back of the dwelling. 15.7-4 Exception to 15.7-3. Members who have specially marked disabled containers from the local collector may store those containers in front of the garage. 15.7-4 Exception may be Denied by the Association if the member stops collection or has overflow issues. Seconded and passed

le transfer.

~~\$ 500~~— 1st notice **\$250**

~~\$1,000~~— 2nd notice **\$500 Exhibit C is the same.**

~~\$1,500~~— 3rd and successive notices* **\$750**

6. Failure to comply with HUD FHA age requirements for 55+ Communities.

\$ 500 – 1st month

\$1,000 – 2nd month

\$1,500 – 3rd and successive months*

7. Violation of behavioral rules (e.g., alcohol, tobacco, golf, swimming pool, billiard room, bullying, or similar rules).

\$100 – 1st offense

\$200 – 2nd offense**

\$300 – 3rd and successive offenses***

#8 below is new.

8. Failure to maintain lawn, weeds, shrubbery at residence.

\$100 – 1st offense

\$200 – 2nd offense

\$300 – 3rd and successive offenses

"Exhibit C" heading to be removed as it is stated above in #5.

Seconded and passed

MOTION C-- Director Jaime Rodriguez, I move to post 2022-0823 Rules & Regs revising 14.21-5. 14.21-5 Golf Devices.

For the purposes of this policy the term Golf Device (hereinafter referred to as Device) means a powered or non-powered approved vehicle designed to transport golfers around the golf course

appointed

September 20, 2022 Special Meeting

Motion was made by President Sharyn Cornet to approve the appointment of Interim Director. This motion was seconded and approved. A point of order was called on this: President Cornet said it would

be investigated later. It was. It was found that it was incorrect to grant a 'leave of absence' to a director and therefore, no 'Interim Director' can be appointed.

August 23, 2022

Rules and Regulations Report – Director Jaime Rodriguez

The Rules Committee met twice on August 5th and again just yesterday on Aug 18th. We reviewed the 9 complaints that come into the office and a formal complaint was filed. An email to a BOD or phone call to the office is not a formal complaint. We did instruct the office and management team to send several letters of violations and possible fines. Most of the 9 complaints should be rather simple as they are illegally parked RV/Motors/Vans on street or driveway. Rules violations 12.1 and 12.2.

We do have two continuing violators from the Spring. Non occupied owners who are living in their mother's member homes. 1 has a family with school children who were given to the end of school year and now we are about to start a new school year. The second has a history of police activity over the least 24 months and is a nuisance to neighbors. In both cases the renters do not meet age requirements for WEG. Legal action is being pursued.

Thanks to committee members and management team for their time and coordinated efforts to keep a safe and beautiful WEG.

Respectfully Submitted, CAROL

MOTION Director Jaime Rodriguez, I move to approve 2022-0823 SOP 2.1.8 Advertising. All advertising materials including, but not limited to, posters, banners, brochures, and flyers will be approved by the Marketing Communications/Publications Committee prior to distribution. The approved Association logo, where possible must be on the advertising material.

MOTION Director Jaime Rodriguez, I move to approve 2022-0823 SOP 2.7 to acknowledge the Enforcement Resolution dated September 25, 2018.

2.7 Rules Committee. The Rules Chairperson is the principal Board member in the matter of formulating or revising the various Association governing documents. ~~Rules, Regulations, and Standard Operating Procedures.~~

~~2.7.1 Detailed Understanding the Rules.~~ The Rules Chairperson should have a detailed understanding of the Association governing documents. ~~Declaration of Restrictions, Articles of Incorporation, Bylaws, the Rules and Regulations, Standard Operating Procedures (SOP) and the Standard Security Procedures. (SSP).~~

2.7.2 no change

2.7.3 is a total rewrite, except for 2.7.3-C is the same wording.

2.7.3 Enforcement. The Chairperson will coordinate efforts in the enforcement of the various rules expressed in those documents.

2.7.3-A Enforcement System. To enforce the provisions of the corporation's governing documents, the Chairperson will establish a system for processing notices of alleged violations.

2.7.3-B Enforcement Resolution dated 9-29-2018 explains the violation procedures to be followed and the method of fines.

2.7.3-C EXEMPTION. In those times that the committee feels there is a danger to members of the committee, personal visits can be skipped with a call or letter being the first contact.

MOTION Director Jaime Rodriguez, I move to approve 2022-0823 Exhibits to be condensed.

SENIOR ESTATES GOLF AND COUNTRY CLUB

DBA – Woodburn Estates & Golf

SCHEDULE OF FINES - EXHIBIT A – no change.

~~SCHEDULE OF FINES – EXHIBIT B~~ – This heading is not needed.

Combine the following Exhibit B with Exhibit A and renumber sequential.

1. Renting a home in violation of the CC&Rs.

\$1,500 – 1st offense

\$2,000 – 2nd offense*

2. Unregistered vehicle including RV at residence in RV storage. (See A#8 is same)

\$150 – 1st offense

\$250 – 2nd offense

\$500 – 3rd and successive offenses

3. Unregistered residents living in home.

\$5 – per day

4. Minor children (under 18) in home as permanent residents.

\$100 – per child 1st offense

\$200 – per child 2nd offense

\$500 – per child 3rd and successive offenses*

5. Failure to complete homeowner application within 10-business days of purchase, inheritance, or any other form of title transfer.

~~\$500~~ – 1st notice \$250

~~\$1,000~~ – 2nd notice \$500 Exhibit C is the same.

~~\$1,500~~ – 3rd and successive notices* \$750

6. Failure to comply with HUD FHA age requirements for 55+ Communities.

\$ 500 – 1st month

\$1,000 – 2nd month

\$1,500 – 3rd and successive months*

7. Violation of behavioral rules (e.g., alcohol, tobacco, golf, swimming pool, billiard room, bullying, or similar rules).

\$100 – 1st offense

\$200 – 2nd offense**

\$300 – 3rd and successive offenses***

#8 below is new.

8. Failure to maintain lawn, weeds, shrubbery at residence.

\$100 – 1st offense

\$200 – 2nd offense

\$300 – 3rd and successive offenses

“Exhibit C” heading to be removed as it is stated above in #5.

July 26, 2022

Rules and Regulations Report – Director Jaime Rodriguez

JULY 26, 2022

The 5-member committee met on July 8th and 22nd to review and close out complaints for the first part of the year.

Big thanks to the management team for attending the July 8th meeting and assisting with closing out some months-old complaints. There were nearly 50 official complaints that dated back to February. These were formal complaints that were submitted to WEG office. There were dozens more complaints that were rejected for lack of info. Things like dog excrement, barking issues, cats running across members yards, or motorcycles too loud, are not vital complaints

that the Rules Committee can do anything about without proper info. Many complaints were regarding illegally parked RV/Motor homes and the lack of yard maintenance. The Rules committee closed out all but a handful of complaints. Less than 5 remain pending. There was only 1 complaint since July 8th.

The Rules Committee wishes to thank all the WEG members that take time to file a complaint. Also, would like to thank the Woodburn Code Enforcement team.

June 28, 2022

Summary of Rules and Regulations Committee Report from BOD Meeting:

Director Jaime Rodriguez

June 28, 2022

The Rules committee met on June 10th and 17th to catch up on some complaints submitted from May 24th to June 10th.

Several letters have been sent regarding street parking and non-owner occupancy which has been causing multiple disturbances and calls to police for activities past 10pm.

The Rule continues to receive multiple complaints regarding unkept yard maintenance of Vacant Homes whose sales are pending and /or abandoned.

The Rule committee will be meeting 2x a month to get complaints resolved sooner starting in July and the Rules committee wishes urgent Exec Session meeting due to some Rules needing BOD approval before sending out letters as a first warning prior to sending 1st fines.

Also, the committees is asking for more guidance from GM and BOD President in vetting and resolving some complaints involving WEG owned property.

MOTION

Director Carol Bolton: I moved to approve 2022-0524 Rules & Regulations #19 The Rules Chairperson is the principal Board member in the matter of formulating or revising the various Association rules, regulations, **enforcement resolution**, and standard operating procedures.

MOTION

Director Carol Bolton: I moved to approve 2022-0524 Rules & Regulations #19.1 Detailed Understanding to that end, the Rules Chairperson should have a detailed

understanding of the Declaration of Restrictions, Articles of Incorporation, Bylaws, **Enforcement Resolution**, and Standard Operating Procedures.

MOTION

Director Jaime Rodriguez: I moved to approve 2022-0524 Rules & Regulations #15.3-2 Owners are responsible for care of all sides of their shrubbery and foliage to ensure that it does not invade their dwelling, garage, and their neighbor's property. See Declaration of Restrictions III.

MOTION

Director Jaime Rodriguez: I moved to approve 2022-0524 Rules & Regulations under 15.6 Lot Structure:

Renumber R&R 15.6-2 to 15.6-3

Renumber R&R 15.6-1 to 15.6-2

ADD R&R 15.6-1 Failure to maintain exterior of dwelling and/or garage. This would include siding, roof, windows, and paint.

MOTION

Director Jaime Rodriguez I moved to un-table and approve 2022-0524 SOP Exhibit A #1 following change:

#1 Using a Lot for non-residential purposes ~~in violation of Senior Estates Golf and Country Club documents.~~

\$500	\$ 150 – 1 st offense or notice
\$1,000	\$ 250 – 2 nd offense or notice
\$1,500	\$ 350 – 3 rd and successive offenses or notices

MOTION

Director Jaime Rodriguez: I moved to approve 2022-0524 SOP Exhibit A #5 following changes:

#5 Driving Golf Carts on common grounds without current Cart Tags.

\$0	\$15 – 1 st offense
\$50	\$25 – 2 nd offense
\$100	\$35 – 3 rd and successive offenses

Discussion:

This motion was passed as amended at the last BOD meeting. The Rules Committee is submitting it again to remove the changes in the amendment.

May 24, 2022

Rules and Regulations Report – Director Jaime Rodriguez

May 24, 2022

The Rules committee met on May 13th and discussed several complaints regarding lawn maintenance, RV/Motorhome street parking and unoccupied dwellings and provided new resolution to be considered.

Motion Director Jaime Rodriguez: I moved to approve 2022-0524 SOP Exhibit A #1 following change:

#1 Using a Lot for non-residential purposes ~~in violation of Senior Estates Golf and Country Club documents.~~

~~\$ 500~~ \$ 150 – 1st offense or notice

~~\$1,000~~ \$ 250 – 2nd offense or notice

~~\$1,500~~ \$ 350 – 3rd and successive offenses or notices

Motion Director Jaime Rodriguez: I moved to approve 2022-0524 SOP Exhibit A #5 following changes:

#5 Driving Golf Carts on common grounds without current Cart Tags.

~~\$100~~ \$ 15 – 1st offense

~~\$200~~ \$ 25 – 2nd offense

~~\$300~~ \$ 35 – 3rd and successive offenses

Motion Director Jaime Rodriguez: I moved to approve 2022-0524 SOP Exhibit A #7 following changes:

#7 Failure to maintain exterior of ~~home dwelling and/or garage in compliance with Senior Estates Golf and Country Club documents.~~

~~\$ 500~~ \$ 150 – 1st offense or notice

April 26, 2022

Rules and Regulations Committee Report - Director Jaime Rodriguez

Rules and Regulations committee did meet on April 15th. All five members were present, and we reviewed the complaints that came in for the last 30 days. There are some issues regarding yard maintenance. Two formal complaints and several phone calls that came to me. Some members see other yards that are immaculately maintained, and they called wanting referrals. I had two calls from members who were out of state. As I come to being here at the WEG a year and a half, I realize that while not everyone goes south for the winter, there are several members that do leave, sometimes for months at a time. I had a member call me yesterday, as they are in Arizona and expect to be there for several more months. They received a call from their neighbors saying regarding their yard needed mowing and weeds pulled. He called me and I gave him three lawn listings. He found one and that was great. We want to maintain our yards the best that we can. I received two complaints of vacant homes whose yards are out of control. I assumed that the company has responsibility to maintain those yards while the homes is being sold. Weeds have no time off. Our next meeting will be held in a few weeks. I believe May 15th. Regarding the two vacant homes. It is difficult to follow through when there are no owners. I can go and knock-on door but if no one answers, it is difficult. I do my best. I do know that yard maintenance at this time of year is very important.

MARCH 22, 2022

Rules and Regulations Report

The Rules Committee meet last week on March 11 with 4 of 5 members in person in the News and Views Office

We discussed and decided to have Chair write letter to #1182 for a second offense on bringing Hard Liquor to a WEG facility.

Second offense since Dec in which a letter and fine of \$100.00 was paid. This time the fine was increased to \$200.00

Stan Hiller has started a spreadsheet of complaints. The Rules Chair and committee is starting to catchup from Dec 2021 and Jan/Feb 2022. 22 complaints received and as of March 17th another 6. For a total of 28. We have sent out 4 letters resulting in 3 violations being resolved and three matters on going. RV and Boat have been removed. However, a pet pooping in yard, Non-Member Occupancy and an unauthorized shed issue need further discussion. Most issues are being resolved by phone/email conversations. While others are being referred to City of Woodburn Police Dept, Code Enforcement and/or proper Marion County Authority.

Summary of Rules and Regulations Committee Report from BOD Meeting: 03-22-22

Director Jaime Rodriguez

The Rules Committee meet and discussed second offense for bringing Hard Liquor to a WEG facility. First offense resulted in a letter and a fine of \$100.00 was paid. Second offense, the fine was increased to \$200.00

Stan Hiller has started a spreadsheet of complaints. The Rules Chair and committee is starting to catchup from Dec 2021 and Jan/Feb 2022. 22 complaints received and as of March 17th another 6. For a total of 28. We have sent out 4 letters resulting in 3 violations being resolved and three matters on going. Most issues are being resolved by phone/email conversations. While others are being referred to City of Woodburn Police Dept, Code Enforcement and/or proper Marion County Authority.