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*AMENDED*

# **Rules & Regulations**

## **Senior Estates Golf and Country Club**

1776 Country Club Road, Woodburn, OR 97071

Revised and Approved 12-08-2015.

Revised and Approved 4-26-2016, 7-26-2016, 10-25-2016.

Revised and Approved 3-28-2017, 5-23-2017, 6-27-2017, and 6-30-2017.

Revised and Approved 8-28-2018, 9-23-2018.

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Revised and Approved 6-27-2022, 8-23-2022, 10-25-2022, 12-20-2022.

Revised and Approved 8-22-2023, 11-28-2023.

# Forward

For your convenience, this document contains rules from the Association governing documents and some rules from the City of Woodburn as they do at times govern the same area.

These are not a complete set of rules but are to be used for most of the general circumstances that occur at the Association.

The general rule when this happens is: The stricter rule applies. The Association has some rules that are stricter than those of the City.

For further explanation, or more detailed rulings, refer to the Senior Estates Golf and Country Club governing documents.

Our governing documents, in addition to these Rules and Regulations, include Declarations of Restrictions, Articles of Incorporation, Bylaws, Standard Operating Procedures, Enforcement Resolution, Fines Schedule, Current Fee Schedule and various approved forms and Resolutions, approved by the Board of Directors.

## **Legal Name:**

Senior Estates Golf and Country Club, registered April 10, 1967

Woodburn Estates & Golf, an Assumed Business Name (ABN) was registered on January 21, 2015, and used until December 31, 2024. The 2023 Board of Directors approved the reversion back to use of our corporate name on November 28, 2023, with full change over by December 31, 2024.

## **Association:**

References to Association is the same as Senior Estates Golf & Country Club

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POST JULY 23

# 1. ASSOCIATION FACILITIES

## 1.1 Member Guest(s)

Members must register their guest(s) and always accompany the guest(s).

Members are responsible for the payment of any applicable fees as listed in the fee schedule or otherwise posted.

## 1.2 Smoking

Smoking, including electronic cigarettes, is not permitted in the Association buildings.

## 1.3 Operation Hours for the Association

### 1.3-1 Business Hours.

1.3-1A Posted Hours. The business hours are posted in a glass case near the front entrance doors, and website.

1.3-2 Clubhouse. The Clubhouse hours will be posted on the bulletin board located at the main entrance to the office.

1.3-3 Pro Shop. The Pro Shop staff will post approved hours at the Pro Shop entrance for golfers and walkers.

1.3-3A Exception. The Board of Directors may approve exceptions to the established hours for events approved for other than established hours for the office.

1.3-3B Exception. Temporary hours may be adjusted as needed by the Management team, with the approval by the Board of Directors.

### 1.3-4 Closures.

1.3-4A Weather Conditions, including frost delays or power outages may cause issues on the golf course, tunnel or at the Association buildings. Closures for safety or damage prevention may be necessary for our members or employees.

1.3-4B Cooling Area When temperatures are 95 degrees and above, the Association has rooms available for members only as a cooling area.

1.3-4C Maintenance Delay or Closure. Notice shall be posted at the Pro Shop and by Bugle Blast and News & Views, if time allows, for known closures on the golf course due to maintenance.

### 1.3-5 Health Emergency

Oregon Health Authority and CDC guidelines will be followed and implemented if a State or Federal emergency or pandemic is declared.

## 1.4 Use of Rooms

Clubs or groups Use of the Association facilities is limited to pre-registered organized clubs and groups that meet regularly. Organized clubs and groups shall have Bylaws, a set of Rules or mission statement.



## 1.5 Application for Facility Usage

Clubs or Groups must submit an annual application for use of the clubhouse facilities to guarantee a meeting area. The Club or Group Facility Usage Form is on the Association website or may be obtained at the office. The responsibilities of the applicant are listed on the form. Submit to office. See also Section 2 and 3.

- 1.5-1 Annual Events. Annual events approved by the board and certain board functions take priority.
- 1.5-2 Dates. While most requested dates are approved, the office may notify you if a conflict or if allowance cannot be made.
- 1.5-3 No Rent. No rent is required from the Association organized clubs or groups registered at the business office each year or for members of the Association for memorials.

## 1.6 Members May Rent Facilities

Individual members may rent Association facilities for personal purposes and activities. Commercial or business events are not allowed. See Section 3.

## 1.7 Outside Companies Rental

Outside companies, organizations or groups may not rent the Association facilities for commercial or business events, even though one (1) or more of the members may be a member of the Association.

## 1.8 Board Determines Eligibility

The Board of Directors reserves the final right to determine the eligibility of persons, clubs, or organizations to use the facilities.

# 2. USE OF FACILITIES

## 2.1 Liability

- 2.1-1 The Association, its officers and employees shall not be liable for injury to persons or damage to property that is sustained by members, guests, or other persons, on the property of Association.
- 2.1-2 Members Use Facilities at Their Own Risk. Members or guests using any of the facilities at the Association, including the Golf Course, assume all risks with such use.

## 2.2 Activities Committee

The principal responsibility of the Activities Director is the promotion of the Association as a good place for members to live and enjoy themselves through participation in activities for senior citizens.

2.2-1 Activity Director Duties. Specific duties are not limited to the following:

2.2-1A Coordination of Activities - The Activities Director, in conjunction with the Business office, shall review annual and recurring scheduled outside activities and special events, with the approval of the Board.

2.2-1B Advisor – The Activities Director is the key advisor to the Board of Directors concerning usage of recreational facilities and equipment, in

conjunction with the House Director.

2.2-2 Schedule. After the review, a schedule should be prepared for the coming year and approved by the Board or Directors.

2.2-2A The Golf Director shall have preferential use of the facilities from 3:30 PM on Memorial Day, Independence Day and Labor Day and all Mixed Golf Tournaments, approved by the Board.

2.2-2B Contact should be made with outside organizations to ensure that certain activities and special events are not lost due to scheduling conflicts.

2.2-2C The Club or Group Facility Usage Form must also be submitted for the areas needed to hold the time and date for approved golf and activity committee events.

2.2-3 Clubs and groups

2.2-3A Organized clubs and groups may reserve a date and time for meetings after completion and approval of the Club or Group Facility Usage Form. In the event of a scheduling conflict, the Activities Director shall resolve the conflict, based on completion, submittal date and approval of the application.

2.2-3B The dining hall shall be scheduled first, rather than the auditorium if it will accommodate a function.

2.2-3C Planned or continuing events shall have *First Right of Refusal* to allow or deny additions to their approved event.

2.2-4 Coffee Hour

Coffee hour is a regularly scheduled event that happens every Thursday at 10 a.m. in the auditorium with entertainment and information for the members.

2.2-4F1 Coffee Hour is under the Activities Director but may be run by a volunteer chairperson/organizer.

2.2-4F2 The volunteer chairperson/organizer must complete an annual reservation of auditorium and confirm that contact information is correct.

2.2-4F3 The volunteer chairperson/organizer shall report at least quarterly to the Activity Director, and more often if applicable.

2.2-4F4 Money collected at Coffee Hour is taken to the office.

2.2-4F5 Reimbursements are allowed for purchase of regular and usual expenses after submittal of a reimbursement request and receipt of purchase.

## 2.3 Use of Phrase "Open to The Public"

The phrase "Open to the Public" may be used to promote an Association event if permission is sought from and given by the Board of Directors. Permission may be on a per-event or continuing basis.

### 2.3-1 Dance`

2.3-1A Saturday and Square Dance Clubs may use "Open to the Public."

2.3-1B The Dance Committee is granted permission to use the phrase "Open to the Public" to promote events at the Association.

## 2.4 Bingo

Bingo is a regularly scheduled event that happens every Wednesday in the dining hall.

2.4-1 Guests at Bingo must meet one (1) of the following:

2.4-1A Household and Local guests, age eighteen (18), and over, as defined in the Bylaws.

2.4-1B Care givers who must accompany a disabled member.

## 2.5 New Member Committee

The responsibilities of the New Member committee are to foster an increased awareness and understanding of the Association by members, and to promote goodwill and understanding among members.

2.5-1 New Member Director Duties: The New Member Director and committee shall welcome, in person, all new residents of the Association and explain the various opportunities for participation in club activities.

2.5-2 Other Duties: The New Member Director and committee shall hold regular orientation meetings (receptions) to welcome new members and enable them to meet current Board members, and members of clubs, groups, and committees in the Association.

2.5-2A The New Member Director shall ensure that new residents are aware of deed restrictions, and that they have easy access to the governing documents, fees, and fines.

## 2.6 Seminars, training sessions & classes

The Board of Directors may approve a commercial seminar, training session, class, forum, or service, requested by a member in *good standing* that the Board of Directors considers to be beneficial to members of the Association.

## 2.7 Alcohol Rules - Member Groups and Committees

The Association has a limited-on-premises alcohol license. (ORS 471.178). The Association will uphold the rules from OLCC (Oregon Liquor and Cannabis Commission) that applies to our license. [4-27-2021].

2.7-1 Corking. Wine may be brought to club and organized events but must be *corked* (opened) by Oregon State Certified servers. [5-23-2017].

2.7-2 Purchase of Wine and Beer. Wine and Beer must be purchased and opened on site through Country Cottage or the Golf Pro Shop, or as part of an Association event. [5-23-2017].

2.7-3 No Hard Liquor. No hard liquor is allowed on the premises. [5-23-2017].

2.7-4 Two food items. At least two (2) substantial food items must be served. [5-23-2017].

- 2.7-5 Outside Servers must comply with all rules under Member Groups and Committee rules above. [5-23-2017].
  - 2.7-5A Events that bring in outside servers MUST provide the following to the office BEFORE THE EVENT. [5-23-2017].
  - 2.7-5B Names of Servers and proof of a valid server's permit.
  - 2.7-5C Temporary Sales License signed by the City of Woodburn.
  - 2.7-5D A list of at least (two) (2) substantial food items that will be served, as required by OLCC rules. [6-27-2017].

### 3. MEMBER EVENT - RENTAL

#### 3.1 Application

Members must complete an Application to Rent Facilities form to rent and reserve a room, including set-up and clean-up time.

#### 3.2 Security/Cleaning Deposit

The members shall submit a security/cleaning deposit with the Application to Rent Facilities form. See Fee Schedule for this security/cleaning deposit. [8-22-2023].

- 3.2-1 The security/cleaning deposit will be refunded if the used facility is returned to the same condition as before the event.
- 3.2.2 Members must allow up to ten (10) days to return the security cleaning deposit so that verification of the check clearing the banking institution can be done by the association office.
- 3.2-3 The security/cleaning deposit is subject to loss:
  - 3.2-3A If an event is cancelled less than seventy-two (72) hours before the date of the event. [5-23-2018]
  - 3.2-3B In the event the facility is not returned to a proper condition or vacated as scheduled.
- 3.2-4 Determination. The Association office manager shall determine if the security/cleaning deposit shall be refunded based on a final review of section 3.3-1 through 3.3-3 and whether the check-off statements on the Application to Rent Facilities form were complied with.
  - 3.3-4A In the event the office manager is unavailable, the Board of Director president shall make the determination.

#### 3.3 Suspension – Use of Facilities/Amenities

Members are subject to suspension from use of the amenities, including, but not limited to reserving use of the facilities if:

- 3.3-1 A member is *not in good standing*. See Bylaws 4.
- 3.3-2 A member violates use of the facility rules as stated in the Association governing documents or on the application form.
  - 3.3-2A Violations include non-attendance of member, sub-letting, and violation of the on-site alcohol rules.

- 3.3-3 Damage to the facilities.
- 3.3-4 Members are subject to additional fines and charges if the facility is left in disarray, or the facility is damaged. Labor and materials, billed at the current rate necessary to repair or cleanup will be charged to the member.

## 4. POLITICAL EVENTS and CANDIDATES

- 4.1 Political events. Partisan political events are not permitted at the Association.
- 4.2 Allowed Appearance. Elected Officials may make an appearance for an informational or Town Hall meeting under the following conditions:
  - 4.2-1 Not running for Political Office. A declared candidate for an elective office may not make a political appearance at the Association.
  - 4.2-2 Information. To provide community non-partisan information beneficial to our community.
  - 4.2-3 Activity. As part of a non-partisan activity or coffee hour event. (example – Golf cart parade).

## 5. FACILITIES

### 5.1 House Committee Director

The House Director reports monthly to the Board of Directors on the operation of the clubhouse complex, including any plans for changes or expenditure.

### 5.2 House Committee Duties

- 5.2-1 Oversees Maintenance. Maintains all physical aspects of the clubhouse complex, golf course, and RV lot including structures, parking lot, walkways, furniture, fixtures, equipment and supplies, heating, cooling, and the utilities. [2-26-2019]
- 5.2-2 Association Restaurant. Coordinates with the Activities and Golf Directors on the operation and condition of the restaurant in matters that affect the structure and operating systems.
- 5.2-3 Facility Structure and Operating Systems. Coordinates all matters affecting the clubhouse structure and operating systems through the Association management.
- 5.2-4 On-Going Plan. Develops and maintains an on-going plan for major repairs and replacement of structures and equipment.
- 5.2-5 Emergency. Familiar with Emergency procedures and maintains an “in-house” standard operating procedure.

### 5.3 Cooking in the Facilities

Food may be cooked in the Restaurant and Kitchen, as part of the function or event.

- 5.3-1 Additional non-commercial cooking devices or equipment may be used on the premises with authorization prior to the event. (Example, personal barbeque units).

## 5.4 Groups using Facilities

5.4-1 Must have a member(s) that is responsible for set-up, cleanup including replacement of chairs and tables to the proper storage area, lights, thermostats, windows, and doors at the end of the event.

## 5.5 Kitchen

### 5.5-1 Clean-up of Kitchen:

- 5.5-1A The refrigerator must be emptied and cleaned after use.
- 5.5-1B Garbage cans must be emptied into outside garbage containers, the liner replaced, and the lids replaced.
- 5.5-1C Stoves, ovens, and countertops must be cleaned and emptied after use with detergent or other cleaning materials. Scouring powder shall not be used.
- 5.5-1D The Kitchen fan must be used when food is heated or cooked.
- 5.5-1E Kitchen sinks must be cleaned and wiped dry after use.
- 5.5-1F Used towels will not be hung to dry before being placed in containers under the sink.
- 5.5-1G The kitchen floor must be swept, and damp mopped.
- 5.5-1H Empty dishwasher.

5.5-2 Items Left after Event: Items in appliances and on counters may be removed and disposed of if left after an event.

5.5-3 Sound System. Members shall request use of the sound equipment at the office before the event.

## 5.6 Borrowing Association Equipment

A member in *good standing* may borrow approved equipment from the Association for an event for a limited time when approved by a staff member.

## 5.7 Books and Puzzles

Books in the Association library and puzzles from the Puzzle Room, located near the dining hall may be borrowed without a checkout system by members. [4-27-2021].

## 5.8 Drones

Drones are only allowed on the Association common grounds with prior written approval of the Activity Director, the chairperson for each event and the Association President or Association manager.

5.8-1 Drones Prohibited. Members or groups that bring drones on the common property without permission as stated in 5.9 above will be asked to take down the drone.

A second request may include a request to leave the common area.

5.8-2 Drones Authorization. Drones may be used on common grounds, as approved by the Board of Directors for professional use by the Association, under the following conditions only.

- 5.8-2A Trained individual(s) approved by the Association.
- 5.8-2B Professional company hired by the Association with liability and business insurance and an Oregon CCB number. (10-25-2016)

## 6. HEALTH CENTER

The Health Center includes the swimming pool and exercise room. Members and associates, along with their guests are required to sign in at the area as you walk in the door.

6.1-1 Members must register their guest(s) and always accompany the guest(s).

6.1-2 Members are responsible for the payment of any applicable fees as listed in the fee schedule or otherwise posted.

### 6.2 Under Age 18

6.2-1 Guests under the age of eighteen (18) are limited to the hours of 11 am to 2 pm in the Swimming pool only.

6.2-2 Guests under the age of eighteen (18) are not permitted in the spa or to use the exercise room or exercise equipment.

6.2.3 Guests Under Age Four (4). Guests under the age of four (4) are not permitted in the swimming pool or spa.

### 6.3 Pets

Pets are not permitted in the Health Center.

### 6.4 Dress code for Swimming Pool

People using the swimming pool or spa must wear bathing suits. Cut-offs or street clothes are not permitted.

### 6.5 Bathing Suits in Exercise Room

Bathing suits are not permitted in the exercise room.

### 6.6 Prohibited Health Issues

Persons with a communicable disease, an open sore or wound, or a bandage of any kind are not permitted to use the swimming pool or spa.

6.6-1 Diapers are not permitted in the swimming pool or spa.

### 6.7 Shower

6.7-1 Members and guests must take a soapy shower before entering the swimming pool or spa.

6.7-2 Suntan lotion or oil must be removed before entering the swimming pool or spa.

### 6.8 Lifesaving equipment

Lifesaving equipment is for emergency use only.

### 6.9 Lap swimmer

Lap swimmers have priority over casual swimmers in the designated area.



## 6.10 Prohibited Use

- 6.10-1 Food and beverages are not permitted in the Health Center or the swimming pool sundeck area.
- 6.10-2 Diving, running, and horseplay is not permitted in Health Center or swimming pool sundeck areas.
- 6.10-3 Toys, Inner tubes, surf boards, etc. are not permitted in the Health Center.

## 7. GAME ROOM (Billiards/Pool)

### 7.1 Sign In. Members and associates, along with their guests shall all sign in.

7.1-1 Members must register their guest(s) and always accompany the guest(s).

7.1-2 Members are responsible for the payment of any applicable fees as listed in the fee schedule or otherwise posted.

### 7.2 Game Tables

Clean the tables by only brushing from the head toward the rack end, and only in that direction.

7.2-1 Prohibited: Masse shots, jump shots, and shots that may damage the pool table surface are prohibited.

7.2-2 Prohibited: Sitting on the pool tables.

### 7.3 Game Play

7.3-1 Time Limit. Play is limited to one (1) hour whenever there are players waiting.

7.3-2 Number. Play must be open to at least four (4) players per table when all the pool tables are in use.

### 7.4 Under age 18

Persons under the age of eighteen (18) are not allowed to play pool or snooker.

## 8. ADVERTISEMENTS and SIGNS

It is not the intent of the Board of Directors, nor the association to endorse any commercial product or service in our publications, use of our bulletin or reader boards or in the *News & Views*.

### 8.1 Bulletin Boards

8.1-1 Members and Established groups or organizations of the Association may post ads and signs 3½ x 5", or 8 ½ x 11" on bulletin boards. Larger ads and signs, and those from non-members must be approved by the Activities Director of the Board of Directors before posting.

8.1-2 Members' ads no larger than 8 ½ x 11 must contain the member's number, be signed, and dated, and may be posted or displayed for no more than thirty (30) days.



## 8.2 Common Grounds

- 8.2-1 No sign, placard or other written or printed material may be posted on the windows, glass cases at the entrances, or doors except for the "hours of operation sign", emergency phone numbers, or signage required by law.
- 8.2-2 No outside signage on common area is allowed unless it is an approved sponsored event. See 8.1-1 for exception [12-8-2015].
- 8.2-3 The Restaurant operator will post a sign on the restaurant entrance door showing the hours the restaurant is open and may post signs that display the restaurant menus and events.

## 8.3 Business Solicitations and Advertising

- 8.3-1 Marketing Materials in the Clubhouse. Commercial enterprises may place business cards, pamphlets, or other promotional material on the business card rack and/or bulletin board located near the restaurant..
  - 8.3-1A 30-Day Posting Limit. All posted material must be dated and may be displayed for a period of up to thirty (30) days on the bulletin board.
  - 8.3-1B Offensive Materials. Materials deemed to be offensive will be removed by the Activities Director or Manager.
- 8.3-2 Homeowner Lots
  - 8.3-2A Signs: No sign including political sign or other advertising device shall be erected on any Lot, Building Site, or Unit.
    - Exception: One (1) sign indicating the name of the owner or occupant not larger than 6 x 24 inches. [12-13-2011] [11-23-2021]
    - Exception: A sign may be posted advertising the company working on a member's lot while work is in progress. The sign must be removed when the job is completed. [12-8-2015]
    - Exception: One (1) sign not larger than 18 x 24 inches advertising that property for sale.
    - Exception: One (1) sign not larger than 18 x 24 inches advertising that property for rent. Rentals are allowed only under strict rules as outlined in Declarations, Article II.
    - Exception: Occasional Association event signs, erected on an owner's property, with owner permission erected shortly before an Association event and removed immediately following the event.
  - 8.3-2B Discrimination. No sign, flag, banner, or other unnamed device shall be posted on the property nor visible from the street, which discriminates based on race, color, creed, religion, sex, age, and national origin, source of income, political affiliation, disability, sexual orientation, or marital status.

## 8.4 Marketing Publications/Communications Committee

- 8.4-1 *News & Views*. The Marketing Publications/Communications Committee, also known as Marketing PC, oversees the content and publication of *News &*

*Views* (N&V) the official publication of the Association.

Articles for publication must be submitted by the deadlines given by the *News & Views* office. Articles will be printed as submitted, although spelling, or grammar may be corrected with approval of the N&V Editor or Marketing PC Director.

8.4-1A News & Views Editor is approved by the Board of Directors and shall remain in the position until replaced or resignation.

8.4-1B Distribution is by volunteers of the Association under the management of volunteer Distribution Chairperson(s)/organizer(s).

8.4-1C Advertisers. *News & Views*. Association advertisements can be placed in *News & Views* twice monthly. Advertisers provide the ads and decide how often they will appear. The terms for payment are due upon receipt, with late fees accruing at 1.5% per month (simple). Statements are sent out on the last day of the month for published ads.

8.4-2 Phone Directory. The Association Phone Directory is an annual publication. The phone directory is managed by the Project Manager who updates and compiles the directory.

8.4-2A The Project Manager is responsible for obtaining advertising to support the publication of the annual Association Phone Directory.

8.4-2B Member updates, changes to telephone numbers, personnel updates, new and deleted activities will be updated and provided by the Association Office.

8.4-3 Bugle Blast. Marketing PC will oversee and coordinate the publication of announcements on the Association e-blast named Bugle Blast. The Bugle Blast is used for communications to members and associates.

8.4-4 Reader Boards. The Association committees and groups provide Marketing PC information to be posted on the Reader Boards. The posts must be informative, relevant to the Association members, appropriate in content for members and the viewing public, timely, and at the conclusion of events, removed from the Reader Boards.

8.4-5 Marketing Assistance. Marketing PC will assist in the Association marketing programs by promoting and displaying content provided for the *News & Views*, Bugle Blast, Reader Boards, Facebook, and other media.

8.4-6 Social Media. Marketing PC will oversee and post to the bulletin and reader boards, approved social media. Posts are of general interest and special events. Marketing PC reserves the right to approve requested posts as to applicability for the platform.

8.4-7 Website. Marketing PC will oversee the content and maintenance of the current website. The general content of the website requires committee approval and, if required, the Board of Directors. Verification must be made to ensure items posted on the website do not violate copyright restrictions. Timely updates will be made to ensure current and correct content.

- 8.4-8 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.

REWRITE: 8.4-8A The Association at the discretion of the Marketing PC Director, the Editor of the News & Views, or the Project Manager of the annual Phone Directory, reserves the right to deny advertising to advertisers which have attained an unsavory reputation through their business practices.

8.4-8B Board Review – The Board of Directors will make a final decision on an advertiser if additional support is required for the decision.

8.4-8C Oregon Construction Law (OR 70) requires anyone who works for compensation in any construction activity involving improvements to real property needs license from the Oregon Construction Contractors Board (CCB). This includes, but is not limited to roofing, siding, painting, carpentry, floor covering, concrete, heating, and air conditioning, electrical, plumbing, tree servicing, repair of attached appliances, land development, home inspection and most other construction and repair services. [6-27-2017] For more information call Oregon Contractors Board at (503) 378-4621.

8.4-8D Oregon Landscape Contractors Law (OR 671) – For more information on what is allowed with and without a Landscape license contact the Oregon Landscape Contractors Board (LCB) at (503) 967-6291.

8.4-8E Association Restaurant advertisements in the News & Views, the Phone Directory and on the Digital Screens will be free of charge. The restaurant is the Association operating department leased to a manager for the convenience and enjoyment of the residents of the Association and is maintained in keeping with the Articles of Incorporation.

## 9. REFERRAL REWARDS for NEW ASSOCIATE MEMBERSHIPS

The Association will provide gift certificates for new Associate Memberships under the following conditions:

- 9.1 Must be a current homeowner or associate member in *good standing* giving a referral to a new paid associate membership.
- 9.2 Member to receive a ten percent (10%) gift certificate to Country Cottage or the Association Golf Pro Shop, based on the total fees paid by the new associate member to the Association.
- 9.3 Current homeowner or associate member is not limited to the number of referrals that become associate members.
- 9.4 The Referral program will continue as written unless revoked during the annual budget process for the following year.[4-27-2021]

## 10. RENTERS

### 10.1 Age requirement

A renter must be fifty-five (55) years of age or older and registered at the office by the owner member or designated agent.

### 10.2 Memorandum of Understanding

The owner member or designated agent shall cause the renter to complete a *Memorandum of Understanding* for qualifying inherited rental properties and submit it for approval by the Board of Directors before granting occupancy rights to the Renter. [4-25-2021].

### 10.3 Use of Facilities

Renters must become Associates to use the Association facilities. The fifty (50) year minimum associate age rule does not apply to renters, as renters must be age fifty-five (55) and above to qualify as renters. [4-25-2017].

### 10.4 Room

The homeowner of the property must also reside in the home where the room is rented. [4-27-2021].

## 11. VEHICLES

For the purposes of this section a vehicle is defined as a licensed and Department of Motor Vehicles (DMV) registered street legal and motorized passenger car or pick-up, intended to carry the owner of the vehicle and passengers as designed by the manufacturer. [4-25-2017] Included vehicles may also be a motorcycle or trike. All vehicles must be operable with vehicle stickers properly displayed.

### 11.1 On Street Parking

Street parking in the Association comes under the authority of the City of Woodburn and any assumed violations are to be reported to the Woodburn Police.

### 11.2 Storage Unit

Vehicle(s) shall not be used as storage unit(s) in the driveway.

### 11.3 Parking

Parking is prohibited on lawns, sidewalks, or unpaved parking surfaces. Consideration may be given to paving blocks with prior completion of an Architectural Review Form, and approval of the Architectural Committee. [4-25-2017]

### 11.4 Temporary Parking

The unit, with or without motor power, which is designated for recreational purposes and/or human occupancy for recreational, work or emergency purposes may be stored temporarily on the lot.

11.4-1 The unit may not be parked or stored in the driveway, or anywhere on a member's lot, exclusive of the garage, longer than 72 hours.

11.4-2 The unit includes but is not limited to a converted van, camping trailer, motor

home, travel trailer, utility trailer, truck camper, tow-dolly, watercraft, a commercial vehicle with or without trailer and with or without a Logo.

### 11.5 Day Parking Permits

Travel agencies or other organizations must fill out an Extended Day Parking Permit form at the office so that the Association will have notice of Day-only parking. The form must be completed with the date and time of the event by the contact company. The Activities Director will review the annual approved Association schedules to confirm there are no conflicts with Association activities in conjunction with other board chairs, as is appropriate (e.g., Golf Director) and the business office.

11.5-1 No Overnight Parking will be permitted.

11.5-2 If there is a conflict with an Association event, the DAY Permit will be denied, including pick-up and drop-off due to possible congestion issues.

## 12. WALKING on the GOLF COURSE

Members may walk on the golf course cart paths during hours established by the board of directors. See Rules & Regulations 1.3.

### 12.1 Guests

Members must accompany guests

### 12.2 Register

Members and guests must register (sign-in). There are three options: 1) Use QR Code on Lanyard, 2) call the Pro Shop, or 3) sign the sign-in sheet in the golf lounge before walking.

### 12.3 Lanyard

The Association will provide the lanyards and members are required to wear them while on the course. Lanyards shall not be shared.

### 12.4 Dress code

Appropriate clothing is required on the golf course. Appropriate in this section means clothing that is suitable for the situation, including weather.

### 12.5 Bicycles, Trikes and more

Bicycles, trikes, hoverboards or skateboards are not permitted on the golf cart paths under the walking rules.

### 12.6 Pets

Pets are allowed on the course with members.

12-6A Pets must be on a leash.

12-6B Pet walking is restricted to the golf cart path, plus (5) five feet off the side of the path in the grass area.

12-6C All waste must be picked up and taken home. Do not place in the golf course or Association garbage receptacles.

12-6D No aggressive dogs.

12-6E Do not allow dogs to dig.

## 13. RECREATIONAL VEHICLE (RV) LOT

The Association will not be responsible for loss or damage caused by fire, vandalism, theft, weather, or the act of other person(s), including acts of natural disaster. [11-28-2023]

### 13.1 RV Lot Committee

The RV Lot Committee Director will be responsible for board oversight in the management of the RV Lot including:

- 13.1-1 Maintaining a list of current owner registration of stored property, in conjunction with the office.
- 13.1-2 Establishing guidelines for how, when, and by whom the RV Lot is to be used and for making recommendations pertaining to fees and usage of the RV Lot including storage units.
- 13.1-3 Responsible for the security and monitoring of the RV Lot and recommendations for improvement or changes.
- 13.1-4 Familiar with Emergency procedures and maintains an “in-house” standard operating procedure.

### 13.2 Renting Space

Only homeowner members, family of homeowner, and associates may obtain lot space or storage unit space on an annual basis with priority to homeowner, then family of member and finally, associate.

### 13.3 Owner Responsibility

- 13.3-1 Storage at Owner’s Risk. All properties by owner stored inside or outside the owner’s unit(s) are at the owner’s risk. It is up to the owner to provide their own insurance to cover such loss or damage. [11-28-2023]
- 13.3-2 DMV registration – the owner must check for possible DMV registration.
- 13.3-3 The owner must have an emergency contact on file who may move the unit if the owner is unable to move the unit in a situation requiring a move. [10-24-2017]
- 13.3-4 RV Lot and or Storage Unit users are expected to follow Rules and Regulations for usage. The Association member will be responsible for compliance, usage, and fees. [11-28-2023]
- 13.3-5 Security key card. Do not allow another member to enter or leave the RV Lot on your recorded entry.
- 13.3-6 Pets must be on a leash when in the RV Lot.
- 13.3-7 Children are to be supervised and are not allowed to roam or play in the RV Lot.

### 13.4 Allowed RV Lot vehicles:

- 13-4-1 RV or Motorhome, 5<sup>th</sup> Wheel, Travel Trailer. [11-28-23].

- 13-4-2 Pickup Camper, personal use and off-road vehicle and trailer.
- 13-4-3 Watercraft and Trailer.
- 13-4-4 Automobiles and Pick-up Trucks.
- 13-4-5 Personal Storage Trailers. [5-25-2021]
- 13-4-6 Auxiliary towing dollies. [8-22-2023].

### 13.5 Moveable

The unit(s) stored must be identified on the form and/or photo may be attached. Ownership must be verified at the time of application along with proof of insurance and registration of ownership.

- 13.5-1 The Unit must be moveable by the owner or designated party, in case of a disaster or improvements to the RV Lot. A unit, as referred to in these Rules and Regulations shall include self-propelled, tow-able unit and/or utility/canopy/camper/travel trailer and/or canoe/boat trailer combinations.

### 13.6 Rent Fees and Agreement

All lot sizes and storage unit sizes are defined in the Fee Schedule. [11-28-2023]

### 13.7 Lot Space and Storage Unit agreement

This RV Lot space agreement must be renewed every year on a full-year basis. Proof of Insurance and Proof of Current Registration of Ownership will be required.

- 13.7-1 The prorated RV Lot fee will be for the first-time RV Lot rental by a member, member family member or associate only. [11-28-2023]
- 13.7-2 The Individual Storage Unit agreement must be renewed – see Fee Schedule. Proof of Insurance will be required. No alteration to the unit door, walls, ceiling, or floor. [11-28-2023]

### 13.8 Deny Access and/or Terminate a Space Agreement

The Association reserves the right to deny access and/or terminate a space agreement. This is in addition to other actions that may be taken for violation of governing documents.

### 13.9 Clean-up Fee

The clean-up charges effective 1-1-2021 will be treated as a fee. There will be a clean-up fee for the space obtained. [3-2-2021]

- 13.9-1 Exemption: The refund of clean-up deposits of \$50 that were paid by RV Lot storage Homeowners prior to 1-1-2021 will be refunded when the space is clear of any debris or hazardous material.
  - 13-9-1A For qualifying homeowners under 13.9-1, this exemption does not apply if they return to rent.

### 13.10 Termination

If the lot space or storage unit fee is not paid within thirty (30) days of the due date, or if the member does not clean out their storage unit and or remove their unit(s) immediately upon termination of this agreement, their access will be denied.



- 13.10-1 All costs associated with cleanup, including hazardous materials or environmental clean-up costs will be the responsibility of the member.
- 13.10-2 The renter will be invoiced for disposal, cleanup, and labor that the Association must incur if the renter does not leave the rented space clean.

### 13.11 Placement on Space

- 13.11-1 Orderly Appearance. Member or Associate will be responsible for orderly appearance of the obtained space and their unit(s). Upon notification of violation(s), no more than thirty (30) days will be allowed for correction(s).
- 13.11-2 Centered in Space. RV unit(s) must be parked centered side to side in RV Lot space and nothing may be stored within four (4) feet of the fence.
- 13.11-3 Unit may be covered but not anchored to the ground or fence. Individual tire covers are allowed for the protection of the unit(s). No self-supporting structure will be permitted.

### 13.12 Prohibitions

- 13.12-1 Toxic or hazardous chemical, flammable, corrosive, or explosive materials.
- 13.12-2 No major mechanical or major body work may be done on stored vehicles in the RV Lot at any time. Due to hazardous material rules engine and transmission oil changes are considered major work. Tires must be kept inflated due to safety reasons and all stored vehicles must always be moveable. [5-25-2021]

### 13.13 Violations and complaints

All perceived violations and complaints are to be immediately reported to the office in writing or on the approved Complaint Form and submitted to the Rules Director.

## 14. GOLF COURSE RULES and ETIQUETTE

Hours of Operation or Closures. Hours are set by the board of directors. See Rules and Regulations Operation hours 1.3.

### 14.1 Golf Hours and Priority or Golf Times

Golfers may not start on the golf course before the opening hours, as approved, or directed, by the board except for scheduled tournaments that may require earlier tee times.

- 14.1-A Priority of golf times -The Pro Shop staff is responsible for directing the priority of play on the golf course and shall maintain a Tee Time sheet.

### 14.2 Reciprocal Play

Oregon Trail Program Senior Estates Golf & Country Club is a member of The Oregon Trail Golf Program (OTSP) which is a revenue neutral program allowing our members to play at participating member clubs. Information is available at the Pro Shop. Prior contact with other clubs must be made through our Pro Shop staff.

- 14.2-A Reciprocal play - OTSP participating clubs may play Senior Estates Golf and Country Club under the same terms.
- 14.2-B Additional Reciprocal Play. Reciprocal play with other golf clubs is allowed



whereby members of these clubs may play with permission from the Pro Shop staff and payment of green fees consistent with rates established with OTSP fees.

### 14.3 Player Responsibility

- 14.3-1 Register. Members and guests must register (sign-in) at the Pro Shop before golfing. Guest(s) must be accompanied by a member in *good standing*, and guest(s) must purchase a daily bag tag that will be displayed during play.
- 14.3-2 A first-time or beginner golfer is encouraged to attend a clinic or take a golf lesson prior to playing.
- 14.3-3 First Tee. Golfers must start from the first tee unless otherwise approved or directed by the Pro Shop staff, or as part of a game with designated start holes.
- 14.3-4 Golf Group: More than four (4) people are not allowed to play as a group except with explicit permission from the Pro Shop staff.
- 14.3-5 Golfer's golf bag and clubs. Golfers must have their own golf bag and a set of golf clubs, unless the pro shop staff grants a waiver. The pro shop has sets of golf clubs available for use.
- 14.3-6 Golfers to show proof. Golfer(s) will show their bag tag or receipt for green fees upon request of the Pro Shop staff or authorized Course Marshall. If such proof is not provided the offender will be reported to the Pro Shop staff.
- 14.3-7 Licensed Driver. A golf cart must be driven by a person at least 16 years of age, with a valid driver's license, and may be occupied by no more than the number of people as designed by the cart manufacturer.
- 14.3-8 Dress Code. Appropriate clothing is required on the golf course. Appropriate clothing in this section means clothing that is suitable for the situation, including weather.

### 14.4 Golf Course Play

- 14.4-1 Start. Golfers that start on holes other than hole one (1) or ten (10), with permission of the pro shop, must let golfers on the field play through first.
- 14.4-2 Preference on Tenth Tee. Golfers coming from the number nine (9) hole will have preference on number 10-tee. Golfers stopping between nines for refreshments, except for items to be carried and consumed during play lose their preference.
- 14.4-3 Playing Through. If one (1) full hole is empty ahead of you, and players are waiting behind you, invite players to play through. Do not resume playing until the team has moved to the next hole or is completely out of your range.
- 14.4-4 Golf Ball marks and Divots. Golfers are requested to carry sand and seed mix on their golf cart or pull cart as they play.
  - 14.4-4A Do not replace divots on tee boxes. Reseed tee box divots with the sand and seed mixture provided at each tee box, or from sand and mix that you carry.
- 14.4-5 Sand Trap Rakes. Replace sand trap rakes in the holders located in the sand trap. Do not place or throw the rakes in the trap.

- 14.4-6 Golf Carts. A golf cart is identified as a vehicle that is self-propelled. A golf cart must not be driven within 30 (thirty) feet of the putting greens, onto the apron, onto the tee or into a sand trap.
- 14.4-7 Handicap Flag Program. Any golfer who needs to take advantage of the Handicap Flag Program must submit to the office one (1) of two (2) pieces of documentation; a letter from attending physician regarding the health condition that warrants the golfer this compensation or their government issued Handicap Placard. They will be issued a Handicap Flag and a pole to attach to their golf cart and guidelines that will be adhered to, upon arrival.
- 14.4-7A Golfers approved under the Handicap Flag program must comply with ordinary and reasonable rules of the course.
- 14.4-7B Golf cars bearing a Handicap Flag may drive to the side of the approach to the green, not closer than ten feet from the green and not on the approach to the green.
- 14.4-7C Pro shop staff has discretion to not allow Handicap Flag play in certain weather conditions that may damage the course.
- 14.4-7D Handicap Flag program is open to owners and associate players.
- 14.4-7E Handicap Flag program is open to owner guests playing with owners with proof of Oregon State issued Handicap placard for day.
- 14.4-8 Registration. Any Golf cart(s) operated on the premises must be registered by owners with the Association and purchase an annual golf cart registration sticker that must be displayed on the windshield of the golf cart.
- 14.4-8A Street Legal. DMV licensed, street legal carts with the State of Oregon are considered street legal in the City of Woodburn, where speed is posted 35 MPH or less.
- 14.4-9 Tires. The tires of golf carts, and scooters, must be at least eight (8) inches wide with non-aggressive treaded tires.
- 14.4-10 Golf Cart Routes. Golf cart drivers should always use the streets north of HWY-214. A citation (by law enforcement) may be issued for using HWY-214 without a DMV licensed golf cart. Street licensed Association house maintenance vehicles should also use the same route, whenever possible rather than the golf cart paths. [4-27-2021]
- 14.4-11 Hand Golf Cart Restricted Areas on Course. All push carts whether self-propelled or hand operated must not be on the putting greens, tee box, or into sand bunkers or across any other posted designated areas of the golf course.

## 14.5 Men and Women's Golf

14.5-1 Tuesday - Nine (9) holes of the golf course are reserved for Men or Women golfers who play in the nine-hole group. The men and women will play alternate nine (9) holes unless playing together.

14.5-2 Wednesday - Eighteen (18) holes of the golf course are reserved for the 18-hole women golfers and shall have preference, provided they are a twosome or more.

14.5-3 - Thursday - Eighteen (18) holes of the golf course are reserved for the 18-hole men golfers and shall have preference, provided they are a twosome or more

14.5-4 The Pro Shop staff have the discretion to allow other players on the course if the times allocated for the Men's Club and Women's Club are not being used.

14.5-5 If Men's Day or Women's Day falls on a holiday, the days are open to all players unless already part of a scheduled and approved tournament.

## 14.6 Golf Tournaments

The Board of Directors will approve a schedule of golf tournaments, usually in the fall of year, before golf events the following year.

14.6-1 Updates. The tournament schedule may be updated as needed by the board.

14.6-2 Holding a tournament. Members may not hold a tournament with guest(s) without first obtaining permission from the Pro Shop staff in consultation with the Golf Chair of the Board of Directors.

14.6-3 Invitational. An invitational is made up of members and invited guests. An event organizer may request a free practice round which may be granted by the golf chair at their discretion, on a case-by-case basis. However, it is recommended that event organizers for established events request the free practice round approval at the time of the Tournament Schedule by the Association Board.

14.6-4 Restrictions During Tournaments. A member cannot play on the golf course during reserved tournament play if the member is not a participant in the tournament. The Pro Shop will allow play by non-participating players when there is no chance of interference in the game.

## 14.7 Golf Practice Areas

Golf Practice areas are the driving range near the golf cart sheds, the sand bunker near the gazebo, the putting green near the gazebo, the putting green in front of the clubhouse near the Pro Shop, and the putting green near the golf maintenance shed. These areas shall be open for practice to any Association member in *good standing* and their guests regardless of age. The guest must be accompanied by the member in *good standing* and always supervised.

14.7-1 Practice is not permitted on the golf course, except as part of an approved tournament practice round.

14.7-2 Be aware of other golfers on the course.

14.7-3 Pick-up Golf Balls. Golfers are responsible for picking up their own golf balls.

14.7-3A When a golfer is ready to pick up balls, other golfers must stop hitting balls and allow the pick-up of golf balls.

14.7-3B Shag Bag. Shag bags are inside the bench and must be returned after use.

14.7-4 Tournament Practice. Golfers will be restricted to fifty (50) yards on the practice field on tournament days.

- 14.7-5 Woods and hybrids may be used only into the net on the west end of the practice area (over one hundred yards). Exceptions may be made under the supervision of a teaching golf professional in coordination of the Golf Pro Shop staff.

## 14.8 Player Responsibility for Rule Violations or Complaints

- 14.8-1 Responsibility. Players assume responsibility to inform or remind other players about the rules of golf and etiquette. See also 14.3.
- 14.8-2 Report rule violations or Complaints. Member(s) should report golf rule violations or complaints to the Pro Shop staff.
- 14.8-3 Complaints other than Golf Rule Violations. Violations of Association rules shall be reported on the Association Rules Review and Complaint form available on the Association website or at the office.
  - 14.8-3A Complaints. The Pro Shop staff shall direct Association complaints to the proper form or the Rules director.
  - 14.8-3B The Rules committee chair is allowed use of an Association golf cart to investigate filed complaints and or violations, upon request, and if not in use.
- 14.8-4 USGA and Local Golf Rules.
  - 14.8-4A The Association operates under United States Golf Association (USGA) Rules and Local Golf rules established by the Green Committee of the Association.
  - 14.8-4B Handicap The men and women's golf clubs at the Association access their handicap index through the Oregon Golf Association (OGA), an allied golf Association of the USGA. The "Handicapping Policy" is posted in the Golf Lounge.
  - 14.8-4C Rules Books - USGA and Local Rules "Green" book are available in the Pro Shop.

## 14.9 Pets on Course

No domestic animals of any sort, unless authorized by the Pro Shop staff, are allowed on the golf course or in the golf cart on the course during play. If an allowance is made the animal must remain in the cart. Owners are allowed to have pets in the golf cart while riding on the golf cart paths, and while traveling to and from the Association, while not playing golf, if the pets remain in the cart.

- 14.9-1 Animal Feeders or Water Containers - For safety reasons, homeowner personal animal feeders or water containers are not allowed on the golf course nor attached to golf course trees.

## 14.10 Other Cart Riders

Riders, spectators, and spouses may ride or walk along with a golfer in *good standing* to help assist in caddying, locating errant golf shots, delivery of selected golf club as needed, moving golf cart, and tending the flag, etc.

## 14.11 Golf Director

The Golf Committee Director is the Board member with oversight of the “playability” of the golf course by soliciting monthly input from green meeting from operations and maintenance.

- 14.11-1 Golf Committee. This Committee consists of the following voting members: Board of Directors Golf Chairperson, a representative of the Women’s Club, a representative of the Men’s Club, and the Men’s and Women’s Handicap chairpersons. The Manager, Golf Shop Manager, and Golf Course Superintendent are advisors to the Golf Committee with no votes.
- 14.11.2 Green Committee. For many golf organizations, this committee is more often referred to as the green committee, the common name, as listed in the USGA and OGA Rulebook.
- 14.11.3 Non-voting Member. The Board of Directors Golf Chairperson may add one (1) non-voting member of their choice to the Golf Committee.
- 14.11.4 Golf Course Usage Rules. Owners and Associates Only – Not Open to the Public – Golfers Only – No Loitering – Member Walkers - No Skateboarding – No Bikers – Violators Will Be Prosecuted 14.4-1 See Section 12 for Walking on the Course.

## 14.12 Children in Golf Cart or as Player

- 14.12-1 Transport. Children may be transported by golf cart to and from the club house. This also includes the tunnel and golf course path south of HWY-214. [4-13-2010]
- 14.12-2 Golf. Children must be ten (10) years of age to play golf unless they are able to show proof of handicap from a golf Association. They must be accompanied by a member in *good standing*, except at a Junior Tournament. [11-23-2010]

## 14.13 Lost and Found

- 14.13-1 Please turn found golf course items into the pro shop.
- 14.13-2 Lost items are usually kept for ninety (90) days, at minimum.

# 15. PROPERTY

## Definitions:

Property in this section is the property of the owner.

City in this section is the City of Woodburn, Oregon.

Lot in this section means a platted or partitioned lot within Senior Estates Golf and Country Club so designated in any declaration annexing the property to Senior Estates Golf and Country Club, but not including any Common Area now or hereafter owned by the Association. For further information, refer to Declaration of Restrictions (September 1, 1999).

## 15.1 Architectural Review Committee

The Architectural Review Committee Director has authority over all matters pertaining

to deed restrictions, including changes to home/garage exterior or property landscaping.

- 15.1-1 Architectural Review Requests. Once work on a project approved by the Architectural Review Committee is complete, a re-inspection will be performed to ensure the work conforms to the original plan.
  - 15.1-1A Copies of the application, approval or denial, and re-inspection will be placed in the Lot File as a permanent record.
- 15.1-2 Compliance Certification Requests. Prior to closure of home sales, a Compliance Certification inspection must ensure the property and existing structure follow current governing documents of the Association.
  - 15.1-2A If non-compliant issues are found, they will be reported to the property owner or agent for resolution. Once the issues are resolved, closure of the sale may proceed.
- 15.1-3 Transfer of Title. A property that does not fully comply with the governing documents of the Association must be changed to comply with those documents before a Certificate of Compliance is issued for the transfer of title.
- 15.1-4 Guidance. This Committee is guided by the provisions of the current governing documents of the Association and local City Ordinances. Questions concerning interpretation of Association governing documents will be resolved at the level of the Board of Directors. Questions pertaining to City Ordinances will be resolved at the City Building, Planning, or Public Works Departments.
- 15.1-5 Committee Meetings. The Architectural Review Committee meets weekly to assign inspections to committee members, discuss questions brought before the committee, and to identify areas that should be referred to specific City departments for clarification. Results of assigned inspections are normally available within ten (10) days of receipt in the office. Committee members will visit the property to perform their inspections and if access to required areas is not available (e.g., the owner is not at home), completion of the inspection might be delayed.

## 15.2 Owner Responsibility

- 15.2-1 Owners are responsible for maintaining the dwelling house, garage, fence, wall, hard surfaces, such as sidewalks and add-ons, such as a deck, or any unnamed structural changes to the lot.
- 15.2-2 Failure to maintain the exterior of dwelling and/or garage, including siding, roof, windows, and paint may incur fines, as detailed in the Fine Schedule.
- 15.2-3 The owner is responsible for obtaining prior approval before changes are made to structures as listed in 15.2-1. For further information, refer to the Declaration of Restrictions. The owner shall:
  - 15.2-3A Complete Architectural Review Request form and submit to the office for prior approval or work to be performed at your home. Forms are available on the Association website or business office.
  - 15.2-3B Must obtain any necessary building or mechanical permits from



the city.

- 15.2-3C Must obtain any necessary electrical or plumbing permits from Marion County.
- 15.2-3D Project shall be pursued with reasonable diligence from the time of commencement until fully completed.
- 15.2-3E Notify Architectural Review Committee that job is ready for re-inspection upon completion or a change in plan.
- 15.2-3F All building materials associated with the project shall be cleaned up after the project is completed.

### 15.3 Exterior

15.3-1 Exterior building materials and colors must be consistent with exterior building materials and standardized colors. A color guide is available in the office for reference.

15.3-2 Exterior building products new to the construction market must be approved by Architectural Review Committee before installation within the Association. A roof other than Hip or Gable design is not permitted



15.3-3 Roof Styles not allowed: Plain concrete, corrugated metal, plywood, press board, shakes or tile.

15.3-4 Add-Ons. A patio, patio cover, deck roof or additional construction may not be built in a setback area. A deck is an outdoor area raised above grade level with standard wood or wood composite construction; it is part of the house. A patio is an outdoor living area at grade level constructed of any paving materials.

### 15.4 Driveways

Lots are limited to one (1) driveway. A golf cart or wheelchair access, not to exceed forty-eight (48) inches in width with curb cut is allowed on corner lots. [12-13-2011]

### 15.5 Hedges, Fences and Walls

15.5-1 No hedge, fence, wall, or similar structure shall be permitted, unless written plans and specifications have been approved in writing, by the Architectural Review committee. The City of Woodburn requires review and a fence permit before a fence is built.

15.5-2 Hedges (barrier) are restricted to a maximum of seven (7) feet.

15.5-3 Shrubbery are restricted to a maximum of six (6) feet.

15.5-4 Fences and Walls are restricted to a maximum of six (6) feet behind the setback lines of the property; all measurements are to be made from curb height.

15.5-5 Hedges (barrier), Fences, and Walls must not extend beyond the street setback line of the house.

15.5-6 The curb is not the property line. Most property lines are 7 – 15 feet inside the curb line.

15.5-7 Fences and/or Walls on the Property line, (see city diagram) starting at the curb will not exceed:

15.6-7A - 3.5 feet in height for the first six (6) feet.

15.6-7B - 4.5 feet in height for the next six (6) feet.

15.6-7C - 5.5 feet in height for the next six (6) feet.

15.6-7D - 6.5 feet in height for the next six (6) feet.

15.6-7E - then not to exceed seven (7) feet to back property line.

15.5-8 EXCEPTIONS to Hedges, Fences, and Walls:

Hedges (barrier), Fences and Walls defining the perimeter of the Association may be a maximum of seven (7) feet above the curb line.

Hedges (barrier), Fences, and Walls are permitted on lots that abut side streets to the vision clearance area to the front setback line.

Hedges (barrier) at the house line shall not exceed seven (7) feet in height.

Decorative lattice, rail, or picket fences:

15.5-8A Defining a landscape feature not to exceed twenty-four (24) inches in height.

15.5-8B In front and side yards within the Vision clearance area not to exceed forty-two (42) inches in height.

15.5-8C In front yard outside the Vision clearance area not to exceed forty-two (42) inches in height.

15.5-8D Golf Course Homes - Rear property lines of lots that abut the golf course are limited to a four (4) foot high unobstructed, open style fence.

15.5-8E Houses on the golf course – For further information, refer to Declaration of Restrictions, Article IV.

## 15.6 Landscape Maintenance

15.6-1 Owners are responsible for maintaining their yards and lawn free of weeds and in a neat and orderly manner. [12-13-2011].

15.6-1A Ground covers, including clover, planted in lieu of a lawn shall maintain the area to no more than six (6) inches tall.

15.6-2 Owners are responsible for all sides of their shrubbery and foliage to ensure that it does not invade their dwelling, garage, and their neighbor's property. For further information, refer to the Declaration of Restrictions. [6-28-2022].

## 15.7 Trees

15.7-1 City Easement. City permission is required to plant, cut, or remove a tree in the city easement portion of a lot. Trees planted in the city easement portion of a lot become the property of the city and the property owner is responsible for its care.

15.7-2 Tree Maintenance - With the exception of normal tree maintenance, members may not top, intentionally damage, cut, carve, transplant, or remove any private tree, common grounds tree, or street tree, nor attach or place any rope



or wire (except to support the tree itself), sign, poster, handbill, or other thing to it, without approval of the Association's Architectural Review Committee, unless specifically authorized in writing by the City of Woodburn Public Works Director.

15.7-3 Trees in rear lots of those member's properties that abut the golf course (Section No.3, Block 31; Section No.5, Block 44; Section No.6, Block 56, and Lots 1 through 16 of Block 59 and Section No.7, Blocks 65, 66, 67, 72 and 73) shall be trimmed to offer unobstructed and open view of golf course. [12-13-2011]

15.7-4 Dead or dying trees and shrubs shall be removed from the property, including the stump.

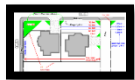
15.7-4A All tree stumps shall be removed below the surface of the ground.

15.7-4B For more information contact the City of Woodburn Planning Division.

## 15.8 Lot Structure (Dwelling)

15.8-1 Dwellings. See City Building Division. Any lot structure(s) shall not occupy more than forty percent (40%) of the total area of a lot.

## 15.9 City of Woodburn Vision Clearance



**(THIS DIAGRAM WILL BE FULL SIZE in Final Document)**

This diagram is a city guide, outlining the development standards and other considerations for constructing a fence or free-standing wall on private property. Fencing and wall zoning regulations may be found at the City of Woodburn website or call the city.

## 15.10 Accessory Storage Units/Cabinet

This section refers to an accessory storage unit only, and not a shed or the Storage Units at the RV Lot.

15.10-1 Storage units/cabinets no larger than two hundred (200) cubic feet with Architectural Review Committee approval may be installed against the side or rear of the house. (Example 7' wide x 7' high x 4' deep).

15.10-2 Prior to installation color, materials, and placement must be approved by the Architectural Review Committee.

15.10-3 If you have an existing storage unit and it meets the above criteria it will be approved by submitting an Architectural Request Form to the Architectural Review Committee.

15.10-4 For one (1) attached to the house it must meet all the criteria of the City of Woodburn Planning Department and the Architectural Review Committee.

## 15.11 Over the Air Reception

15.11-1 Over-the-air reception devices (OTARD) is allowed under Federal Communication Commission (FCC) rule as follows:

15.11-2 Property owners or tenants may install, maintain, or use an antenna to receive

video programming from direct broadcast satellites, broadband radio services, and television broadcast stations in areas within the owner's or tenant's exclusive use.

15.11-3 The OTARD rule also applies to certain customer antennas that receive and transmit fixed wireless signals.

15.11-4 Antennas shall be installed in such a manner to be visually non-offensive, as much as possible, consistent with good signal reception.

## 15.12 Ham Radio Towers

15.12-1 Free-standing or guyed Ham radio or communications towers are not allowed.

15.12-2 Inverted "V" Ham antenna with a maximum height of thirty-five feet above ground level are allowed.

15.12-3 Verticals or trapped verticals maximum height such as 4BTV with a maximum height of thirty-five (35) feet above ground level are allowed.

## 15.13 Light Trespass

Light trespass is under the authority of the City of Woodburn – City Ordinance 2338 Please call the non-emergency phone number (503) 982-2345 or visit [www.woodburn-or.gov/ordinances](http://www.woodburn-or.gov/ordinances).

## 15.14 Noise Trespass.

Noise trespass is under the authority of the City of Woodburn – City Ordinance 2312 Please call the non-emergency phone number (503) 982-2345 or visit [www.woodburn-or.gov/ordinances](http://www.woodburn-or.gov/ordinances).

15.14-1 Noise, as defined by the City of Woodburn "unreasonably disturbs, injures, or endangers the comfort, repose, health, peace, or safety of reasonable persons of ordinary sensitivity. Please call the non-emergency phone number (503) 982-2345 or visit [www.woodburn-or.gov/ordinances](http://www.woodburn-or.gov/ordinances).

## 15.15 Video Camera Surveillance

It is understood and reasonable that homeowners may use security cameras on their property.

15.15-1 Quiet Enjoyment. Owners must not point their cameras at their neighbors' windows, backyards, or any other areas where *privacy is expected* nor interfere with another owner's quiet enjoyment of their home and property. For further information, refer to Declaration of Restrictions.

## 15.16 Garage Sales

Garage sales are under the authority of the City of Woodburn. Please call the non-emergency phone number (503) 982-2345 or visit [www.woodburn-or.gov/ordinances](http://www.woodburn-or.gov/ordinances).

15.16-1 Ordinance 2.07 - Garage Sales

15.16-1A Woodburn residents may use their property to host garage, estate, or yard sales up to three (3) times per year.

15.16-1B Sales are limited to three (3) consecutive days.

15.16-1C Hours are limited to 8am through 8pm.

15.16-1D All signs must be removed on the last day of each sale.

#### 15.16-2 Cleanup After Sale

15.16-2 Items remaining after the sale shall be removed from curb and yards within three (3) days after sale.

## 16. REFUSE CONTAINERS/UNCONTAINED GARBAGE/PODS

### 16.1 Refuse Containers

Refuse Containers include Recyclable Items, Perishable Garbage, Yard Debris or compost, or Glass recycling or any member provided container used for regular pickup.

16.1-1 Shall be removed before it becomes offensive and shall not accumulate on or about the residence.

16.1-2 When not being emptied or filled, containers shall be closed.

16.1-3 The containers shall have no overflow issues.

16.1-4 After container pick-up, all containers must be out of the city right-of-way within 24 hours after collection and placed flat against the side or back of the dwelling. (i.e., not side by side at corner of house).

16.1-5 Exception - Members who have specially marked disabled containers from the local collector may store those containers in front of the garage. [6-27-2017].

16.1-5A Exception may be denied by the Association if the member stops collection or has overflow issues.

### 16.2 Uncontained Garbage

Uncontained items listed in 16.1 stored around the owner's home or lot may be subject to fines if left to accumulate or if the smell is such that it attracts vermin or creates a smell that is offensive.

### 16.3 Portable on Demand Storage

Portable on Demand Storage (PODS) or trash containers may not be parked or stored on a member's lot for longer than 72 hours without permission of the Association.

Vehicles, PODS, or trash containers, including dumpsters, which may pose a safety hazard to adjacent driveways or streets may not be parked in the street, driveway or anywhere on a member's lot. [Vehicles 12-31-2011]

## 17. PETS

### 17.1 No Raising Animals

No animals, reptiles, livestock, or poultry, of any kind shall be raised, bred, or kept or permitted, excepting domestic dogs, cats, fish, and pet birds. None of the mentioned animals shall be raised as a business. [12-8-2015]

## 17.2 All Dogs and Cats

All dogs and cats, when outside their owners' property boundaries, must be restrained by leashes. Owners are responsible for ensuring that their pets do not disturb the peace and comfort of any residents, and for cleaning up all droppings made by the animals.

17.2-1 Pets Posing a Threat - Owners whose pet has threatened, bitten or otherwise harmed another pet, member or guest are subject to fines by the association and may be reported to authorities.

17.2-2 Common Grounds – Pets considered to pose a threat through the association complaint process or by Woodburn City ordinance are not allowed on the Common Grounds.

## 18. INCIDENTAL BUSINESS at DWELLING

### 18.1 Incidental Business Permitted

Under the Following Conditions. Incidental business activity in a home or “home office” is permitted under the following conditions:

- 18.1-1 The home must be the place of residence of the member conducting the business activity and may not be construed to prevent or prohibit an Owner from:
  - 18.1-1A Maintaining the owner’s professional personal library.
  - 18.1-1B Maintaining the records of the owner’s business.
  - 18.1-1C Managing personal and business professional phone calls.
  - 18.1-1D Occasionally conferring with business or professional associates, clients, or customers. [12-8-2015].
- 18.1-2 There may be no employees or other persons engaged in the business activity, other than the residents of the home.
- 18.1-3 There may be no signs advertising or identifying the business activity.
- 18.1-4 Business activity, including storage of goods and materials, shall be indoors.
- 18.1-5 There may be no noise or lights, caused by the business activity, discernible outside the home.
- 18.1-6 The “home office” must comply with local ordinances and regulations, including city licenses, if applicable. If complaints arise, the owner shall present upon request a copy of the license to the Association board or board representative.
- 18.1-7 The “business” must not interfere with neighbors’ quiet enjoyment of their homes.

## 19. ENFORCEMENT OF RULES

### 19.1 Rules Committee Director

The Rules Director should have an understanding of and is the principal Board member in the matter of formulating or revising the various Association governing documents, fees, and fines. [6-28-2022]

## 19.2 Rules Committee Duties

The Chairperson should ensure that those documents are kept up to date and will coordinate efforts in enforcing the various rules expressed in the governing documents, fees, and fines.

- 19.2-1 To enforce the provisions of the corporation's governing documents, the Rules Director will establish a system for processing notices of alleged violations (from written complaints by members).

## 19.3 Enforcement Resolution

The Enforcement Resolution document explains the violation procedures to be followed and the method of fines.

- 19.3-1 In those times that the committee feels there is a danger to members of the committee, personal visits may be skipped, with a letter, regular and certified, being the first step.

## 19.4 Outside of Scope of Association

There may be times that Rules violations are outside the scope of our authority, and members may be referred to the police, City of Woodburn, or the appropriate agency.

# 20. AMENDING the RULES & REGULATIONS

## 20.1 Amendments.

These Rules and Regulations may be amended by the Board of Directors at any regular meeting of the board after a Motion to Pass is made, seconded and discussed, provided the amendment was proposed at the previous regular meeting, discussed and posted on the Association bulletin board (near the puzzle room) during the period between the two (2) meetings.

20.1A All amendments to these rules must be dated and signed by the President, Secretary, and Rules Director.

20.1B Rule Changes. The Rules Director is the principal Board member when revising the various Association governing documents. All changes or additions must be reviewed by the rules committee for consultation before it is brought to the Board of Directors by the Rules Director for a vote.

20.2 **Rules Archive.** The word document, the PDF of signatures, and only the PDF “on file” with no signature is made available to the members on the Association website. All three (3) documents are archived at the Association office.

# 21. CERTIFY the RULES & REGULATIONS

We certify that that these Rules and Regulations were adopted in accordance with the governing documents of the Association including these Rules and Regulations.

President - Signature is on file \_\_\_\_\_ Date:

Secretary - Signature is on file \_\_\_\_\_ Date:

Rules Director - Signature is on file \_\_\_\_\_ Date: