5

*October 27, 2026*

# ENFORCEMENT RESOLUTION

Senior Estates
GOLF and COUNTRY CLUB
*Active 55+ Community in Woodburn Oregon*

SENIOR ESTATES GOLF and COUNTRY CLUB
1776 Country Club Road, Woodburn, OR 97071

**Legal Name**
Senior Estates Golf and Country Club, Registered April 10, 1967

**Association**
References to Association means our current legal name.

# Table of Contents

Table of Contents ..... 2
1 Resolution. ..... 4
1.1 Definitions for the Enforcement Resolution ..... 4
2 Complaint. ..... 4
2.1 The Rules Review. ..... 4
3 Rules Review – Complaint Form. ..... 5
3.1 Provide your name ..... 5
3.2 Provide Respondent name ..... 5
3.3 Provide a description ..... 5
4 Determination of Violation. ..... 5
4.1 After the receipt of complaint ..... 5
4.2 The Rules Director, and/or committee may reach out ..... 5
4.3 Help may be requested by the Rules Committee ..... 5
4.4 To facilitate the process ..... 5
5 Notices of Violation. ..... 5
5.1 Rules Violation Notice. ..... 5
6 Recurring Violations. ..... 6
6.1 For repeat Violations, ..... 6
7 First and Continuing Violations. ..... 6
8 Mediation or Arbitration Resolution. ..... 6
8.1 Any form of mediation or arbitration shall be dated ..... 7
9 Suspension of Fines. ..... 7
9.1 The Rules Director and/or Board of Directors may suspend ..... 7
9.2 Conditions for suspension ..... 7
9.3 The Board of Directors shall confirm the terms ..... 7
10 Additional Penalties. ..... 7
10.2 The Board may refer violations ..... 7
10.3 The Board may take additional enforcement ..... 7
10.4 The Board may take immediate legal action ..... 7
11 Association Charges ..... 7
11.1 Unresolved Complaint(s) ..... 7
11.2 Declarations, Article V. ..... 7
11.3 The costs associated ..... 8
12 Hearings Procedure. ..... 8
12.1 Imposition of fines, penalties ..... 8
12.2 If the Respondent does not appear ..... 8
12.3 Both the Complainant and the Respondent ..... 8
12.4 The Board may limit testimony ..... 8

12.5 The hearing ..... 8
12.6 Board Determination ..... 8
12.7 Conduct Violations ..... 9
13 Inappropriate Conduct. ..... 9
13.1 Any behavior directed at or offensive to others ..... 9
13.2 Inappropriate physical or verbal conduct towards others ..... 9
13.3 Bullying or any aggressive ..... 9
13.4 Destruction of Common Ground Property, ..... 9
14 Retaliation. ..... 9
15 Investigation. ..... 9
15.1 The Board of Directors, in conjunction with the Rules Director, ..... 9
15.2 The Board may decide there is no viable complaint ..... 10
15.3 If the Board determines that the Complaint is warranted ..... 10
15.4 All information compiled ..... 10
15.5 The Investigation Committee shall complete ..... 10
15.6 The Investigation Committee's Report ..... 10
16 Investigation Committee Security ..... 10
16.1 Due to confidentiality and safety concerns ..... 10
16.2 Board members that divulge information ..... 10
16.3 Penalties for this violation ..... 10
17 Notice after Investigation. ..... 11
18 Owner Members are Responsible. ..... 11
19 Final Decision. ..... 11
20 The Board and Rules Director. ..... 11
21 Replaces All Previous. ..... 11
22 Adoption of Enforcement Resolution. ..... 11

**End of Table of Contents**

# 1 Resolution.

At a regular meeting of the Board of Directors, held on October 27, 2026, the Board unanimously made the following findings:

The Board has authority to enact rules regarding enforcement pursuant to the Board powers to exercise all powers and authority vested in it. [ORS 94.630]

The Board may establish fines for violations of the Governing Documents and additional penalties for violations not corrected by date set by Board.

The Board recognizes that the *Fine Schedule* is a separate document and may be adapted and changed by a vote of the Board of Directors, as needed, and does not change the status or integrity of section.

The Board has set procedures as set forth below:

## 1.1 Definitions for the Enforcement Resolution

**Business Days:** Any weekday, Monday through Friday, excluding public holidays. This document uses calendar (all days) unless identified as business days.

**Complaint:** A statement or situation that is unsatisfactory or unacceptable.

**Complainant:** The person or persons who makes the complaint.

**Report:** A spoken or written account of something that has been observed, heard, done, or investigated.

**Respondent:** A person who replies to something, in this case, the person or persons whom the complaint was filed against.

# 2 Complaint.

A complainant is usually a member owner of the Association but may include others as noted in Section 13 below.

## 2.1 The Rules Review.

The Complaint Form shall be delivered in person to the Association office located at 1776 Country Club Road, Woodburn, Oregon. Forms may be found on the Association webpage or picked up at the office. Complaints may be filed on-line or through the mail, will be considered "signed" for all intents and purposes by the complainant's email address or return address as completed on the outside envelope. Follow instructions on the form or the form webpage if you choose to file by email. Complaints filed in person at the Association office must be signed by the Complainant.

2.1-1 The Rules Review Complaint Form is the preferred form. A clear and readable substitute may be used only if all the required information is provided.

# 3 Rules Review – Complaint Form.

The Complaint Form shall be considered complete if the following information is provided.

3.1 Provide your name, member number and address, as the Complainant. Check whether you want your complaint to be confidential by checking the box.

3.2 Provide Respondent name, address and telephone number if known.

3.3 Provide a description of the complaint, including date and time, and as much detail as possible. Pictures and documentation can be attached.

Exception: The Complainant may authorize release of this information.

Exception: The Respondent and the Complainant name(s) may be disclosed if there is a hearing or later legal action.

# 4 Determination of Violation.

The Rules Director and/or committee will determine, at its discretion, whether the Complaint requires further investigation.

4.1 After the receipt of complaint, the process starts with a review of the actual filed complaint including written word and any attached pictures.

4.2 The Rules Director, and/or committee may reach out to the Complainant for more information and/or drive by the Respondent's address to see if the issue is viewable from the street.

4.2-1 In those times that the committee feels there is a danger to members of the committee, personal visits or contact to the Respondent may be skipped.

4.3 Help may be requested by the Rules Committee through other approved Board committees or the Board of Directors. (example – Architectural Review).

4.4 To facilitate the process the Rules Director, with notification to the President and/or the Manager, shall communicate directly with our attorney(s) concerning governing documents and complaints.

# 5 Notices of Violation.

5.1 Rules Violation Notice. The Rules Director or its representatives must provide a first written notice and description of the violation (Rules Violation Notice) to the Respondent. The Rules Violation Notice shall include how to respond, the proposed fine as imposed in the *Fine*

*Schedule*, along with applicable late fees or finance charges and the right to a hearing.

5.1-1 The notice shall be delivered by the U.S. Postal Service by first-class mail at least fifteen (15) days before any fines or other penalties are imposed.

5.1-2 The first counted day will be the day after the letter is mailed from the Association office or any U.S. Postal Service office.

5.1-3 Certified first-class mail with return receipt shall be used in the Rules Violation Notice With Fines or in cases as listed in Section 10 below.

5.1-4 Provide a contact and telephone and/or email address to discuss the complaint.

5.1-5 Advise the Respondent that they may submit a **written request** for a hearing and an opportunity to be heard before the Board of Directors. (ORS 94.630)

5.1-6 The Respondent must deliver the written request to the Board of Directors or to the Association office within fifteen (15) days of receipt.

5.1-7 If the Respondent requests a hearing and does not appear, the charges will be deemed admitted, and any fines or penalties described in the Rules Violation Notice with Fines shall be imposed without further notice.

# 6 Recurring Violations.

Owners who repeat any Violation of the same type as determined by the Rules Director or committee, or the Board of Directors within a twelve (12) month period of receiving a Rules Violation Notice or Rules Violation Notice with Fines, which was previously resolved, will receive another Rules Violation Notice.

6.1 For repeat Violations, the fine shall begin as outlined in the *Fine Schedule* attached to the prior violations.

# 7 First and Continuing Violations.

Should the Violation continue for a period of fifteen (15) days following mailing of the Rules Violation Notice, fines will commence in accordance with the *Fine Schedule*.

# 8 Mediation or Arbitration Resolution.

The Rules Director, President, or other person authorized by the Board may attempt to resolve the matter with mediation or arbitration.

8.1 Any form of mediation or arbitration shall be dated and documented and kept with the complaint.

# 9 Suspension of Fines.

9.1 The Rules Director and/or Board of Directors may suspend all or a portion of a Respondent's isolated, multiple, or continuing violation fines. Suspension of fines is not guaranteed nor promised.

9.2 Conditions for suspension, if allowed, may be granted if some or all violations have been remedied within a period of time as set forth by the Board. Any remaining violations must be resolved and agreed violation fines must be remitted. If the Respondent does not comply with the agreement, then partial or all fine(s) previously accessed may be reinstated.

9.3 The Board of Directors shall confirm the terms in writing and mail by U.S. Postal Service certified mail to the Respondent.

# 10 Additional Penalties.

In addition to levying fines as set forth on the *Fine Schedule*, the Board also has the authority to impose other remedies including suspension of membership privileges, suspension of use of amenities, and any other remedy authorized by the Governing Documents or applicable laws.

10.1 Only Association Members are subject to these penalties and those of their guests and occupants. However, other persons may be banned from the facilities by the Board.

10.2 The Board may refer violations that constitute crimes to the Woodburn Code Enforcement Unit or Woodburn Police Department or other enforcement agency.

10.3 The Board may take additional enforcement action, including injunctive or declaratory relief against any Respondent or any tenant, guest, invitee, licensee, or other occupant of the Respondent.

10.4 The Board may take immediate legal action as the Board finds necessary to stop conduct which it determines is in violation of the Declaration, Articles, Bylaws, Rules and Regulations, or any other Governing Document, or applicable state or federal law.

# 11 Association Charges.

11.1 Unresolved Complaint(s) may occasionally require the Association to address issues after the regular complaint process has been fulfilled.

11.2 Declarations, Article V. The Association may, at any reasonable time, after reasonable notice, enter and inspect any Lot, Building Site, or Unit with respect to its maintenance or improvements to determine if

there has been compliance with the provisions hereof. The Association or any agent or officer thereof, shall not thereby be deemed guilty in any manner of trespass for such entry or inspection.

11.3 The costs associated with mailings, maintenance, or necessary filings or legal costs will be charged to the Lot for future collection.

# 12 Hearings Procedure.

Hearings may be requested by any member, as allowed under ORS 94.63.

In the event the Respondent requests a hearing, the Board shall schedule the hearing to occur within fifteen (15) days of the request, unless unforeseen emergency situations occur.

The Notice of the Hearing shall state the time and place of the of public hearing. Communication for the hearing must be made in a way that is acceptable for both the Respondent and the Board, including telephone, text, mail, if time allows, or by hand delivery of the notice. The communication and confirmation shall be noted and filed with the report of the meeting. The participants may agree to meet by Zoom or other electronic methods where all participants may join.

12.1 Imposition of fines, penalties, and other actions will be suspended pending the outcome of the hearing.

12.2 If the Respondent does not appear within fifteen (15) minutes of the start time of the hearing, the Board may deem that the Complaint is admitted and impose any penalties or actions described in the Rules Violation Notice without further notice.

12.3 Both the Complainant and the Respondent may present evidence and witnesses at the hearing, although not required. The Complainant if present, shall present the Complaint first, then the Respondent may respond.

12.4 The Board may limit testimony and evidence as it determines is reasonable and necessary or not associated with the Complaint.

12.5 The hearing shall be no more than fifteen (15) minutes unless otherwise determined by the Board.

12.6 Board Determination. At the conclusion of the hearing, the Board will discuss the matter in executive session and will provide its written decision to the Respondent and the Complainant within five (5) business days of the hearing. The first day counted is the day of the hearing. The Secretary of the board shall draft and seal a written response to the hearing as determined by the Board of Directors. Due to the executive session nature of the meeting the Secretary shall provide the response to the office for certified and regular mailing. Instructions

shall be made to the Financial Manager or manager if there is a change to the pending fines or penalties.

12.7 Conduct Violations. Complaints determined to be Conduct Violations may have additional consequences or procedures depending on the circumstances.

# 13 Inappropriate Conduct.

Any person involved includes a member, associate member, guest, employee, public, Board of Directors, or the manager or managing agent may initiate a complaint for a conduct violation. See Sections 3 and 4.

Conduct Violations include, but are not limited to, the following types of conduct:

13.1 Any behavior directed at or offensive to others that goes beyond the bounds of good judgment and common sense and that a reasonable person would know to be unwelcome. See Fine Schedule.

13.2 Inappropriate physical or verbal conduct towards others based on "race, color, religion, sex, sexual orientation, political affiliation, national origin, marital status, familial status, source of income, disability, or the number of individuals occupying a dwelling as defined by House Bill 2534 (HB2534) and Oregon Revised Statutes (ORS) 94.

13.3 Bullying or any aggressive, abusive, intimidating, or harassing behavior meant to influence one to act in a particular manner, verbal or physical.

13.4 Destruction of Common Ground Property, including using any part of the Common area as a dumping ground for trash, rubbish, or animal waste.

**14 Retaliation.** Inappropriate or defamatory actions in retaliation for reporting a violation, including threats of physical, legal, or financial harm will not be tolerated. Additional protected parties are Directors, Investigative committee members or any designated member of a committee or employee working or volunteering on behalf of the Association.

# 15 Investigation.

Complaints may be referred to the Board of Directors if the Rules Director and committee feel it is appropriate.

15.1 The Board of Directors, in conjunction with the Rules Director, will review the Complaint at an Executive Board meeting as soon as possible to determine whether additional investigation or other action is warranted.

15.2 The Board may decide there is no viable complaint and recommend no actions other than documentation.

15.3 If the Board determines that the Complaint is warranted:

15.3-1 The Board will appoint an independent Investigation Committee of five (5) members in *good standing*, if the matter is not deemed to be a legal or police matter.

15.3-2 No Board Member shall serve on the Investigation Committee.

15.3-3 A Board member may respond to direct requests from the Investigation Committee for additional supporting information as part of the investigation.

15.3-4 The Investigation Committee may choose to contact the Respondent if necessary for the investigation unless they believe it is unsafe to do so.

15.3-5 The Investigation Committee has authority to contact witnesses as appropriate.

15.4 All information compiled by the Investigation Committee shall be kept confidential.

15.5 The Investigation Committee shall complete its investigation within ten (10) business days after being contacted and informed about the process and shall provide a written report to the Board of Directors. The first day counted will be the day of the information meeting. The written report shall provide a finding whether a violation did or not occur in their opinion, based on known or discovered information.

15.6 The Investigation Committee's Report shall also include recommendations for enforcement, if any.

## 16 Investigation Committee Security.

16.1 Due to confidentiality and safety concerns, the Board of Directors shall be accountable if they divulge information about the Complaint, including the identity of the Investigation Committee and their recommendations, if any.

16.2 Board members that divulge information about the Investigation Committee members without their permission may be called before the full Board for not acting in the best interests of the community and the Board.

16.3 Penalties for this violation may include a fine up to five-hundred dollars ($500.00) for each violation, and other disciplinary measures available under the governing documents, including, but not limited to

suspension of membership privileges, subject to the Association normal hearing process.

## 17 Notice after Investigation.

The Board shall review the Report of the Investigation Committee and decide whether to send a violation notice, whether the issue has been resolved or is not a viable complaint.

## 18 Owner Members are Responsible.

The Owner of a Lot shall be responsible for the violations of any renter, tenant, guest, occupant, or family member who violates any portion of the Association's Governing Documents.

## 19 Final Decision.

The Board has the final decision-making authority relating to violations. Board decisions at hearings are final.

## 20 The Board and Rules Director.

The Board and Rules Director reserve the right to escalate any inappropriate conduct to City of Woodburn Police, Code Enforcement, or legal counsel.

## 21 Replaces All Previous.

**This Enforcement Resolution supersedes and replaces all prior resolutions covering the same subject matter.**

The effective date of this Resolution is October 27, 2026, when passed at a Regular Board meeting of the Board of Directors of Senior Estates Golf and Country Club.

## 22 Adoption of Enforcement Resolution.

The above Enforcement Resolution was properly adopted, and signatures are on file.

President

By: ____ Signature On File _____ Date: _10-28-2026

Allan Lindberg

Rules Director

By: ____ Signature On File _____ Date: _ 10-28-2026

Andrew Nordby