

# **RULES & REGULATIONS**

Woodburn Estates & Golf



Senior Estates Golf and Country Club  
**DBA WOODBURN ESTATES & GOLF**  
1776 Country Club Road, Woodburn, OR 97071

A Planned 55 Plus Community

# **Rules & Regulations**

Revised and Approved 12/8/2015  
Revised and Approved 4/26/2016  
Revised and Approved 7/26/2016  
Revised and Approved 10/25/2016 – Final Revision for 2016  
Revised and Approved 3/28/2017  
Revised and Approved 5/23/2017 and 6/27/2017  
Revised and Approved 6/30/2017  
Revised and Approved 8/28/2018  
Revised and Approved 9/23/2018



# **RULES & REGULATIONS**

Woodburn Estates & Golf

## **FORWARD**

For your convenience, this document contains rules from our Conditions, Covenants and Restrictions. (CC&R), 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 cities.

For further explanation, or more detailed rulings, refer to the Articles, the Declarations and the Bylaws of Woodburn Estates & Golf.

### **Legal Name:**

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

### **Assumed Business Name (ASBN):**

Woodburn Estates & Golf, registered January 21, 2015

### **Association:**

References to Association means our current legal name or assumed business name.

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# RULES & REGULATIONS

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## 1. CLUBHOUSE

### 1.1 Member must accompany guest

Guests must register and be accompanied by a member host at all times.

### 1.2 Smoking

Smoking, including electronic cigarettes, is not permitted in the Association buildings.  
[12/8/2015]

### 1.3 Clubhouse Hours

#### 1.3-1 Board establishes hours

Board of Directors will establish the hours the Clubhouse will be open.

#### 1.3-2 Clubhouse hours posting location

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

#### 1.3-3 Exceptions

The Board of Directors may approve exceptions to the established hours for event approved for other than established hours.

### 1.4 Office Hours:

#### 1.4-1 Board establishes hours

Board of Directors will schedule the hours the office will be open.

#### 1.4-2 Office hours posting location

The Office hours will be posted on the outside bulletin board at the front entrance doors.

### 1.5 Facilities limited to

Use of the Association facilities is limited to pre-registered organized clubs and groups that meet regularly. Organized clubs and groups shall have Bylaws or a set of Rules. These documents and any amendments or changes are to be approved by the Board of Directors.  
[12/13/11]

### 1.6 Members may rent facilities

Individual members may rent Association facilities except for commercial or business events.

### 1.7 Others may not rent facilities

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

### 1.8 No rent required from Woodburn Estates organized clubs or groups

No rent will be required from the Association organized clubs or groups registered at the business office each year or for members of the Association for memorials.

### 1.9 Board determines eligibility

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

### 1.10 Rental Rates

Rental rates for member gatherings, other than Association registered organized clubs and groups. *See also deposits, section 3.* [Section 1.10 below revised 3/28/2017]

Time period must include set up, event and take down, with rental reservations available for the time reserved on the day of the event only, unless prior authorization from the office is approved.

Increases for rental rates below will be effective May 1, 2017, excluding any reservations that were made before the effective date.[4/25/17]

Auditorium	\$150.00	Dining Hall	\$125.00	Kitchen	\$75.00
Blue Room	\$ 50.00	Gazebo	\$ 75.00	Travel Room	\$50.00



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## 2. USE OF FACILITIES

### 2.1 Activities Chair & Business Office shall schedule use of facilities

The Activities Chair and the business office shall authorize and schedule the use of Association facilities.

### 2.2 Woodburn Estates organized clubs & groups have priority

Registered clubs and groups shall have first priority for the use of the facilities.

### 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 Director's Permission may be on a per-event or continuing basis.

### 2.4 Saturday and Square Dance Clubs may use "Open to the Public"

Woodburn Estates Dance and Social Club is granted permission to use the phrase "Open to the Public" to promote events at the Association.

### 2.5 Activities Chair shall resolve scheduling

In the event of a scheduling conflict, the Activities Chair shall resolve the conflict in favor of the group with the greater number of members attending the event.

### 2.6 Golf Chair has priority of facilities on Memorial Day, July 4 & Labor Day

The Golf Chair 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.

### 2.7 Guests at Bingo

Guests at Bingo must meet one of the following:

2.7-1 Age 18 (eighteen) and over

Household and Local guests age 18, and over, as defined in the bylaws.

2.7-2 Care givers

Care givers who must accompany a disabled member.

### 2.8 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.

### 2.9 Dining Hall shall be scheduled if it will accommodate function

The dining hall shall be scheduled, as first (1<sup>st</sup>) priority, rather than the auditorium if it will accommodate a function.

### 2.10 Alcohol Rules – Member Groups and Committees [all 5-23-17]

Woodburn Estates & Golf has a limited-on-premises alcohol license. (ORS 471.178).

Woodburn Estates & Golf will uphold the rules from OLCC (Oregon Liquor Control Commission) that applies to our license.

#### 2.10-1 Wine may be brought

Wine may be brought to club and organized events but must be *corked* (opened) by Oregon State Certified servers.

#### 2.10-2 Beer must be purchased

Beer must be purchased and opened on site through Country Cottage or the Pro Shop, or as part of an Association event.

#### 2.10-3 Procedures REMOVED

#### 2.10-4 No Hard Liquor

No hard liquor is allowed on the premises.

#### 2.10-5 2 Substantial Food Items

At least two (two) substantial food items must be served.

#### 2.10-6 Outside Servers

OUTSIDE Servers -Must comply with all rules under Member Groups and Committee rules above.

#### 2.10-7 Rules for Outside Servers Before an Event

Events that bring in outside servers MUST provide the following to the office BEFORE THE EVENT.

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- a. Names of Servers and proof of a valid server's permit.
- b. Temporary Sales License signed by the City of Woodburn.
- c. A list of at least 2 (two) substantial food items that will be served, as required by ORS rules. [6/27/17]

### 3. MEMBER EVENTS

#### 3.1 Members to fill out form to use facilities

Members must complete an application form that lists the information necessary and applicable fees to consider a request to use the facilities. The form is available at the office and lists the responsibilities of those requesting the use of the facilities.

#### 3.2 Event schedule set-up and clean-up time limit

The event schedule will include a "not more than two hour's set-up time" immediately before the event and clean-up time.

#### 3.3 Security deposit

The members shall submit a \$100.00 security deposit with the application form.

#### 3.4 Security deposit refund

The security deposit will be refunded if the used facility is returned to the same condition it was. In the event the facility is not returned in a proper condition or vacated as scheduled the security deposit will not be refunded.

##### 3.4-1 Allow up to 10 days

Members must allow up to 10 (ten) days to return the security cleaning deposit so that verification of the check clearing the banking institution can be done by the association office. The deposit is subject to loss if an event is canceled less than 72 hours before the date of the event. [6/27/17]

##### 3.4-2 Late Cancellation

The deposit is subject to loss if an event is cancelled less than 72 hours before the date of the event. [5/23/2018]

#### 3.5 Activities chair sole judge if security deposit refunded

The Activities Chair or the Chair's agent shall be the sole judge to determine if the security deposit is to be refunded.

### 4. POLITICAL EVENTS

#### 4.1 Political events

Partisan political events are not permitted at the Association.

#### 4.2 Appearance of Elected Officials

Elected Officials may make an appearance for an informational or Town Hall meeting.

#### 4.3 Candidate for Political Office

A declared candidate for an elective office may not make a political appearance at the Association.

### 5. FACILITIES

#### 5.1 Food & beverages in Facilities

Food may be cooked in the Restaurant, Kitchen & Gazebo only. Food and beverage may be served in the Blue Room and Craft Room. [8-28-2018]

#### 5.2 Groups using facilities

A group using the facilities:

##### 5.2-1 Cleanup

Must have one person that is responsible for cleanup as well as replacing chairs and tables in the proper storage area.

##### 5.2-2 Lights, thermostats, windows & doors

Must have one person that is responsible for the lights, thermostat's, windows and doors at the end of an event.

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### 5.3 Kitchen

#### 5.3-1 Refrigerator

The refrigerator must be emptied and cleaned after use.

#### 5.3-2 Garbage cans

Garbage cans must be emptied into outside garbage containers, the liner replaced and the lids replaced.

#### 5.3-3 Stoves, ovens & counter tops

Stoves, ovens, and counter tops must be cleaned after use with detergent or other cleaning materials. Scouring powder shall not be used.

#### 5.3-4 Kitchen fan

The Kitchen fan must be used when food is heated or cooked.

#### 5.3-5 Kitchen sinks

Kitchen sinks must be cleaned and wiped dry after use.

#### 5.3-6 Used towels

Used towels will not be hung to dry before being placed in containers under the sink.

#### 5.3-7 Kitchen floor

The kitchen floor must be swept and damp mopped

### 5.4 Sound System

Members shall request use of the sound equipment at the office before the event.

### 5.5 Members borrowing Woodburn Estates Equipment

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

### 5.6 Members borrowing Woodburn Estates library books & puzzles

Books in the library and puzzles in the dining hall closet may be borrowed without a checkout system by members.

### 5.7 Gazebo

#### 5.7-1 Grill instructions

Instructions for operating and cleaning the grills will be obtained at the Office.

#### 5.7-2 Garbage cans

Garbage cans must be emptied into outside garbage containers, the liner replaced and the lids replaced.

#### 5.7-3 Gazebo tables and chairs

Gazebo tables and chairs shall be stacked under the roof.

#### 5.7-4 Other chairs & tables

Chairs and tables borrowed from other rooms (Dining Hall, Craft Room, etc.) shall be returned to those rooms.

### 5.8 Drones

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

#### 5.8-1 Noncompliance

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

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

#### 5.8-2 Association Use of Drones

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

Trained individual(s) approved by the Association.

Professional company hired by the Association with liability and business insurance and an Oregon CCB number. (10/25/2016)

## 6. HEALTH CENTER

### 6.1 Pets

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Pets are not permitted in the Health Center.

### **6.2 Guests donate**

Guests are requested to donate 50 cents each time a facility is used.

### **6.3 Under age 18 swimming pool hours**

6.3-1 Guests under the age of eighteen (18) are limited to the hours of 11 am to 2 pm in the Swimming pool only.

6.3-2 Guests under the age of eighteen (18) are not permitted in the spa or to use the exercise room or exercise equipment.

### **6.4 Guests under age Four (4)**

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

### **6.5 Lifesaving equipment**

Lifesaving equipment is for emergency use only.

### **6.6 Prohibited use of swimming pool or the spa**

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 the spa.

### **6.7 Diapers**

Diapers are not permitted in the swimming pool or spa.

### **6.8 Shower with soap**

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

### **6.9 Suntan lotion & oils**

Suntan lotion or oils must be removed before entering the swimming pool or spa.

### **6.10 Food & beverages in the Health Center & sundeck area**

Food and beverages are not permitted in the Health Center or the sundeck area.

### **6.11 Dress code for swimming pool or spa**

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

### **6.12 Lap swimmers**

Lap swimmers have priority over casual swimmers.

### **6.13 Diving, running & horseplay**

Diving, running, and horseplay is not permitted in Health Center or sundeck areas.

### **6.14 Toys, inner tubes, surf boards**

Toys, Inner tubes, surf boards, etc. are not permitted in the Health Center.

### **6.15 Bathing suits in exercise room**

Bathing suits are not permitted in the exercise room.

## **7. GAME ROOM**

### **7.1 Game tables**

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

### **7.2 Sitting on tables**

Sitting on the pool tables is prohibited.

### **7.3 Prohibited shot on tables**

Masse shots, jump shots, and shots that may damage the pool table surface are prohibited.

### **7.4 Time limit**

Play is limited to one hour whenever there are players waiting.

### **7.5 Number of pool players**

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

### **7.6 Under age 18 pool or snooker**

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

## **8. ADVERTISEMENTS and SIGNS**

### **8.1 Bulletin Boards**

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## Woodburn Estates & Golf

8.1-1 Size and use  
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 Chair of the Board of Directors before posting.

8.1-2 Material & time limit  
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 no more than thirty (30) days.

### 8.2 Common grounds

8.2-1 Sign locations  
Except for the "hours of operation sign" and emergency phone numbers, no sign, placard or other written or printed material may be posted on the windows, glass cases at the entrances, or doors. [4/25/17]

8.2-2 No outside signage  
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 Restaurant sign  
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 Homeowner lots

8.3-1 Construction signs  
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]

### 8.4 News & Views Publications – Association Directory – Digital Screens

8.4-1 Does not endorse  
It is not the intent of the Board of Directors to endorse any commercial product or service.

8.4-2 Right to Publish or not publish  
*The Association reserves the right to publish or not publish an advertisement at our discretion.*

Advertisements of any form that are deemed to be in poor taste or offensive in the opinion of the editor of the News, the editor of the Telephone Directory, or the Board member having oversight of publications will not be accepted for publication.

Commercial enterprises which have, through their business practices, attained an unsavory reputation will not, at the discretion of the editor of either publication, or the Board member responsible for publications, be allowed to advertise.

8.4-3 Contractors Board  
Oregon Construction Law (OR 70) requires anyone that 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.  
**For more information call Oregon Contractors Board at 503-378-4621.**

8.4-4 Restaurant  
Advertisement by the Association restaurant in the *News & Views*, the Telephone Directory and on the Digital Screens will be free of charge. The restaurant is a Woodburn Estates operating department leased to a manager for the convenience and enjoyment of the residents of the Woodburn Estates & Golf, and is maintained

# RULES & REGULATIONS

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in keeping with the Articles of Incorporation. [Section 8 Renumbering and 8.4–6/27/2017]

## 9. ASSESSMENTS, DUES AND FEES

### 9.1 Schedule

A Schedule for Assessments, Dues and Fees shall be set by the Board of Directors.

#### 9.1-1 Owner responsible for payment

Owner(s) shall be responsible for the payment of all dues, fees, charges and assessments as required by regular membership, whether occupying the property or not.

#### 9.1-2 Annual & semi-annual payment

Associate Members must renew their dues and fees to have access to the facilities.

#### 9.1-3 Associate Members payment

Associates dues and fees may be paid on an annual (January 31) or semi-annual basis (half January 31 and half July 31). [1/27/2015] [4/26/2016]

### 9.2 Payments

#### 9.2-1 Payments and Pro-ration.

Associate must renew their dues and fees to have access to the facilities. If they have not paid their dues within 30 days of the due date they are delinquent and may be dropped from Senior Estates Golf and Country Club membership. Reinstatement is contingent on payment of the delinquent dues, fees and the approval of the Board of Directors. [1/27/2015]

#### 9.2-2 Dues and fees

Annual Assessments, Dues and Fees may be paid on an annual (January 31) or semi-annual basis (July 31), but may be revised by the Board of Directors. Owners must be given thirty (30) days written notice of any change in due dates. [11/24/15]

#### 9.2-3 Delinquent accounts

Dues not paid within 30 (thirty) days of the due date are delinquent and may be subject to late charges and other fees as outlined in the Association documents, or as revised by the Board of Directors.

#### 9.2-4 Refunds

All refunds are to be applied to any open account balance before a check can be issued. [5/22/18]

#### 9.2-5 Prorating and storage fees

Dues and fees, including RV, golf car storage and golf packages, may be pro-rated for partial years, as follows:

- (a) During the first year of member or Associate golf only participation in the Association. [1/27/2015]
- (b) When any member in *good standing* sells their home in the Association.
- (c) A prior Associate member may be pro-rated one (1) additional time, if returning after a period of 4 (four) non-participation calendar years, in the first year of return.
- (d) Upon termination of RV or golf car storage, and permanent removal of their unit(s) and notification to the office, any paid refundable deposits will be returned, along with the unearned pre-paid fees.
- (e) Consideration may be given to special circumstances given to the Board in writing.
- (f) A partial medical refund **may** be given, upon written request by the member or Associate, under the rules of this section for golf, if there is a written medical excuse from a qualified medical doctor. [12/8/2015] [4/26/2016]
- (g) No partial months will be refunded.
- (h) Pro-rated refund(s) that are due to a member will be made 3 (three) business days after the written request by the member or member's legal representative.

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If, after review, there is further correspondence, or action, needed, the 3 (three) days starts when the additional information is provided to the office. [5/22/18]

### 9.3 Lifetime golf

Lifetime privileges commencing the year after 90th birthday provided:

Members (Owners) are entitled to free lifetime golf privileges, commencing after the year of their 90<sup>th</sup> birthday upon request. [2/11/2014]

9.3-1 Annual Golf membership must be paid in full 3 (three) years prior to birthday. [1/27/2015]

9.3-2 Member must be in *good standing*. [1/27/2015]

9.3-3 Golf car sticker fees must be paid each year. [1/27/2015]

## 10. RENTERS

### 10.1 Age requirement

A renter must be 55 (fifty-five) years of age or older.

### 10.2 Memorandum of Understanding

The owner member or his agent shall cause the renter to complete a Memorandum of Understanding for Rental Properties and submit it for approval by the Board of Directors before granting occupancy rights to the Renter.

### 10.3 Use of facilities

Renters must become Associates to use any of Woodburn Estates & Golf facility. The 50 (fifty) year minimum associate age rule does not apply to renters, as renters must be age 55 (fifty-five) and above to qualify as renters. [4/25/2017]

## 11. LIABILITY

### 11-1 Officer and Employee Liability

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.

### 11.2 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 incident to such use.

## 12. VEHICLES

For the purposes of this section a vehicle is defined as a licensed, 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]

12-a The vehicle may include a motorcycle. [4/25/2017]

12-b The vehicle must be operable. [4/25/2017]

### 12.1 On Street Parking

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

### 12.2 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]

#### 12.2-1 Recreational Vehicle

A unit, with or without motor power, which is designated for recreational purposes and/or human occupancy, and is used temporarily for recreational or emergency purposes. This includes but is not limited to a converted van, camping trailer, motor home, travel trailer, utility trailer and truck camper and water craft. The Recreational Vehicle may not be parked or stored in the driveway, or anywhere on a member's lot, exclusive of the garage, longer than 72 hours. [9/25/2018]

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### 12.2-2 Pods or trash containers

Pods (Portable on Demand Storage) or trash containers may not be parked or stored in on a member's lot, longer than 72 hours without permission of the Association. Vehicles, pods or trash containers that 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]

### 12.2-3 Residence Trash Containers

Perishable garbage shall be removed before it becomes offensive and shall not let it accumulate on or about the premises.

12.2-3(a) Garbage containers shall be sturdy, watertight, not easily corrodible, and rodent-and-insect-proof.

12.2-3(b) When not being emptied or filled, the container shall be kept tightly closed and out of the city right-of-way within 24 hours of the garbage collection, and placed to the side or back of the residence.

EXCEPTION – Members who have obtained specially marked disabled containers from the local refuse collector may keep those containers in front of the garage for weekly collection. The containers must have tight fitting lids and have no overflow garbage showing from the street or to the neighbors.

The exception may be denied by the Association if complaints are made by members if the member stops garbage collection or had continued issues with overflow.

[6/27/17]

## 12.3 Common Ground Parking:

### 12.3-1 Removed

### 12.3-2 Unloading passengers or equipment

Vehicles may stop in the driveway to load or unload passengers or equipment; parking is not permitted in the driveway at any time.

## 13. RECREATIONAL VEHICLE (RV) LOT

### 13.1 Members may obtain space

Only members may obtain space for their own unit(s) in the Association RV Lot. (See Bylaws - Members). The unit(s) stored MUST be moveable and must be identified on the form and/or photo may be attached. Ownership must be verified at the time of application.

Moveable, as defined in this section, means that the owner is able to drive down and drive away, reload or hook up and move their unit, as required by the Association. It is advisable that the owner has 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. [10/24/17]

### 13.2 Space agreement must be renewed each year

This RV Lot space agreement must be renewed each year on a full year basis. The prorated RV fee will be for the first-time RV member only, not the first time with that vehicle or the first time in that space

### 13.3 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 Rules and Regulations.

### 13.4 Clean-up deposit

There will be a \$50.00 clean-up deposit for the space obtained. The deposit will be refunded when the space is clear of any debris or hazardous material. Any hazardous material or environmental clean-up costs will be the member(s) responsibility.

### 13.5 Member responsible for orderly appearance of space

Member 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



# RULES & REGULATIONS

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correction(s).

## 13.6 Due date penalty

If the space fee is not paid within thirty (30) days of the due date, or if the member does not remove their unit(s) immediately upon termination of this RV Lot agreement, their access may be denied. All costs for such action(s) will be the responsibility of the member.

## 13.7 Do not allow another use of your security key card

Do not allow another member to enter or leave the RV Lot on your recorded entry.

## 13.8 RV centered in space

RV unit(s) must be parked centered side to side in RV space and nothing may be stored within four feet of the fence. [4/26/2016]

## 13.9 Member termination of space

Member termination of the obtained space. By permanently removing their unit(s) and leaving the space clean, the refund deposits will be returned. The unearned prepaid fee will be prorated and refunded-See Section 9 for pro-ration rules.

## 13.10 Unit is stored at owner's risk

The Unit(s) will be stored at owner's risk. 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. It is up to the owner to provide their own insurance to cover such loss or damage.

## 13.11 Unit may be covered but not anchored to the ground or fence

Canvas may cover the unit(s), but must be secured to the unit(s), 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 Personal Item Storage

Personal property stored outside or underneath owner's unit(s) are at the risk of the owner. The following are NOT allowed – flammable, corrosive, or explosive materials may not be visible on open trailers.[5/23/2017]

## 13.13 Pets

All pets must be on leash when in the RV Lot.

## 13.14 Children

Children are to be supervised and are not allowed to roam or play in the RV Lot.

## 13.15 Violations and complaints

13.15-1 All perceived violations and complaints are to be immediately reported to the office in writing.

13.15-2 A Recreational Vehicle (RV) is a unit that must be moveable 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.

13.15-3 Auxiliary towing dollies are allowed. [RV Changes – 10/22/2009]

## 14. GOLF COURSE RULES AND ETIQUETTE [4/13/2010]

### 14.1 Priority of golf times

The Golf Professional is responsible for directing the priority of play on the golf course.

### 14.2 Register

Members and guests must register at the Pro shop before golfing. The guest(s) name, date of visit must be provided, and a valid guest tag will be provided for view on the bag during play.

### 14.3 Annual green fee

Members that elect not to pay annual golf fees may pay green fees with no limit on the number of rounds each year.

### 14.4 New golf member's briefing

New golf members must receive a briefing on the rules of golf, golf etiquette and the local rules by the Golf Professional or pro shop assistant before receiving their playing privileges.

### 14.5 Golfer's golf bag and clubs

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Golfers must have their own golf bag and a set of golf clubs.

### 14.6 Golf course opens

Golf may not start on the golf course before 7 a.m. except for scheduled tournaments that require earlier tee times.

### 14.7 Estimated time for round

Play of nine holes should be completed in one hour and forty-five minutes; play of eighteen holes should be completed in three hours and thirty minutes.

### 14.8 Practice on the golf course

Practice is not permitted on the golf course.

### 14.9 Preference on 10<sup>th</sup> tee

Players coming from the number 9-hole will have preference onto number 10-tee. Golfers stopping between nines for refreshments, except for items to be carried and consumed during play lose their preference.

### 14.10 Invite the golfers following to play through

Golfers that fail to keep pace on the course and lose more than one clear hole on the golfers in front must invite the golfers following to play through.

### 14.11 Sand/seed mixture when playing golf

It is requested that you carry sand/seed mixture on your golf car or pull cart when playing golf.

### 14.12 Divots

Divots on the tee boxes are not to be replaced; they are to be reseeded with the sand /seed mixture provided at each tee box.

### 14.13 Sand trap rakes

Sand trap rakes are to be left in the sand trap in a position to cause the least interference to following golfers and the green mowers.

### 14.14 Golfers must start at 1<sup>st</sup> tee or 10<sup>th</sup> tee

Members and guests must start at the first tee or the tenth tee. Members only may start at other tees with permission from the Golf Professional or pro shop assistant.

### 14.15 Others must let following golfers play through

Members that start on holes other than one or ten must let following golfers play through.

### 14.16 Golfers to show proof

Golfers will show their membership card, bag tag or receipt for green fees upon request of the Golf Professional or authorized personnel. If such proof is not provided the offender will be reported to the Golf Professional or pro shop assistant.

### 14.17 Limit of golf group

More than four (4) persons are not allowed to play as a group except as sanctioned by the Golf Professional.

### 14.18 Children age to play

Children must be 10 (ten) 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 Junior Tournament.

### 14.19 Holding a tournament

Members may not invite guests for holding a tournament without first obtaining permission from the Golf Chairman of the Board of Directors.

### 14.20 Reciprocal play

The Association allows reciprocal play with other private golf clubs whereby members of those private clubs may play at the Association with permission of the Golf Professional and payment of green fees or our Sister Club fees as prescribed by the Oregon Trail. [1/24/2015]

### 14.21 Golf Cars

Golf Cars and House Maintenance Vehicles

#### 14.21-1 A golf car is

A golf car is identified as a vehicle that is self-propelled. Golf cars must not be driven within 30 (thirty) feet of the putting greens, onto the apron, onto the tee or into a sand trap.

#### 14.21-2 Red flag program

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There is no longer a Red Flag program in place at the Association. [3/27/2015]

### 14.21-3 Registered

Any Golf car(s) operated on the premises must be registered by owners with the Association with the purchase of a decal that must be displayed on the windshield of the golf car.

### 14.21-4 Licensed

Licensed, street legal cars with the State of Oregon are considered street legal anywhere in the City of Woodburn.

### 14.21-5 Tire width

The tires of golf cars must be at least eight inches wide with non-aggressive tires.

### 14.21-6 Children

Children may be transported by a golf car to and from the club house. This also includes the tunnel and golf course path south of HWY-214.

### 14.21-7 Travel

Golf car drivers should always use the streets north of HWY-214. A ticket (by law enforcement) may be issued for using HWY- 2 14 without a licensed golf car. Street licensed Association house maintenance vehicles should also use the same route, whenever possible rather than the golf car paths. [12/8/2015]

### 14.21-8 Licensed

A golf car 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 two adults.

## 14.22 Hand golf cart Restricted Areas on course

Self-propelled golf carts, whether hand or electric type must not be within 15 feet of the putting greens, onto the apron, onto the tee, into a sand trap or across other designated areas of the golf course.

## 14.23 Men and Ladies' Days

Men's Day and Ladies' Day shall begin on the third Tuesday, Wednesday and Thursday of March and shall end on the third Tuesday, Wednesday and Thursday of October. The Golf Professional will have the discretion to all other players on the course if the times allocated for the Men's Club and Women's Club are not being used. If Men's Day or Ladies' Day falls on a holiday, these days are to be open days in favor of all players.

If Men's Day or Ladies' Day falls on a holiday, these days are to be open days in favor of all players.

**Tuesday** from 7:00am until 11:30am, nine 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 9 holes unless playing together.

**Wednesday** from 7:00am until 11:30 a.m. is Ladies' Day for Ladies who play in the eighteen-hole group. From 11:00 a.m. until the course closes; Ladies shall have preference, provided they are a twosome or more.

**Thursday** from 7:00am until 11:30am is Men's Day. Thursday from 11:00am until the course closes; men shall have preference on the first tee, providing they are a twosome or more. [9/26/17]

## 14.24 Board approves schedule of golf tournaments

The Board of Directors will approve a schedule of golf tournaments.

### 14.24-1 Invitational Practice Round

If there is a "true invitational" which is made up of 50 per cent members and 50 per cent 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 full

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corporation board. Approval of the Tournament Schedule by the corporation board is usually done in the fall of the year previous to the events, but may be updated as needed. [10/25/2016]

### **14.25 Driving range**

#### 14.25-1 Range balls

Use the Association range balls only. Do not use your own golf balls.

#### 14.25-2 Picking up range balls

Pick up the same number of balls that you hit, or more, if time permits.

#### 14.25-3 Permit golfer to pick up range balls

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

#### 14.25-4 Woods

Woods are not to be used by men or women on the practice range, except when under the guidance of the Golf Professional.

#### 14.25-5 Direction of shots

Golfers must hit away from the #9 fairway and be careful of players who may be in #7 and #8 fairways.

#### 14.25-6 Range balls and shag bags

Leave the balls and shag bag inside the bench by lifting seat cover.

#### 14.25-7 Practice on tournament days

Golfers will be restricted to 50 yards of practice on tournament days.

### **14.26 Golf Rules and Etiquette**

Players will assume responsibility to inform other players and to remind them of the rules of golf and etiquette.

### **14.27 Report rule violations or complaints to the Golf Pro**

Members should report rules violations or complaints to the Golf Professional or his staff.

### **14.28 Violations to be referred in writing to the Board Golf Chair**

Violations or disregard of rules by a member or guest shall be referred in writing to the Golf Chair of the Board of Directors. The Board of Directors may revoke a member's golf privileges.

### **14.29 USGA Rules and Local Golf**

The USGA Rules and the Local Golf Rules fall under the responsibility of the Men's & Ladies Club "Rules Committee". The Local "Green" Rule books are the responsibility of the Men's Club & Ladies Club "Golf (Greens) Committee". The USGA rule books and the Local Rules "Green" book are available in the golf shop. The "Handicapping Policy" is posted in the Golf Lounge.

### **14.30 Dress Code for the Golf Course**

#### 14.30-1 Shoes and shirts

Shoes and shirts must be worn at all times.

Men - shirt with collar, short or long sleeves.

Women - blouse/shirt with or without sleeves

#### 14.30-2 Spikes

No steel spikes.

#### 14.30-3 Shorts

Not Acceptable - Shorts must be reasonable and proper. No jogging shorts, short shorts, cut offs or swimming-type shorts.

#### 14.30-4 Spandex

Not Acceptable - Spandex pants or shorts; sweat pants, tube or tank tops, t-shirts or spaghetti straps of any kind.

#### 14.30-5 Bare midriffs

Bare midriffs, halter-tops or strapless garments are not permitted.

#### 14.30-6 Jeans

Jeans are permitted but must be of good taste.

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### 14.30-7 Sweat Pants

Sweat pants are not permitted. [Dress Code Revision 1/27/2015]

### 14.31 Golf practice areas

Golf Practice areas are the driving range, the sand bunker near the gazebo, the putting green near the gazebo, the putting green in front of the club house 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 supervised at all time. [11/23/2010]

### 14.32 Local Rules

Local Rules - See 14.28 and 14.29 above and signage located on hole one.

#### 14.32-1 Animal(s)

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

#### 14.32-2 Riders

Riders are limited to 2 (two) riders per car. [12/8/2015]

### 14.33 Golf sign in

All players must sign in at the pro shop and start from the 1<sup>st</sup> tee unless otherwise approved by the pro shop staff.

### 14.34 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 of the game. [12/8/2015]

### 14.35 Walkers and joggers

No Walkers, Joggers or bicyclists are allowed on the golf course. [12/8/2015]

## 15. PROPERTY

### 15.1 Dwellings

A dwelling shall not occupy more than 40% of the total area of a lot. [12/8/2015]

### 15.2 Add-ons

A patio, patio cover, deck, deck roof or additional construction may not be built in a set-back 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.

### 15.3 Requirement for the transfer of title

A property that does not fully comply with the Declaration of Restrictions and the Rules and Regulations of the Association must be changed to comply with those documents before a Certificate of Compliance will be issued for the transfer of title.

### 15.4 Alterations and Renovations

#### 15.4-1 Exterior building materials

Exterior building materials must be consistent with exterior building materials presently within the Association.

#### 15.4-2 Exterior building colors

Exterior building colors must be consistent with exterior building colors presently within the Association.

#### 15.4-3 Roof styles

A roof other than Hip or Gable design is not permitted.

#### 15.4-4 New exterior products

Exterior building products new to the construction market must be approved by the Board of Directors before installation within the Association.

(a) Project shall be pursued with reasonable diligence from the time of

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commencement until fully completed.

- (b) PODS (Portable on Demand Storage) for temporary storage of furniture, construction material or Contractor's equipment may be parked in driveway during project with approval of the Association's Architectural Committee in writing.
- (c) Must obtain an Architectural Request form and submit to the office for prior approval.
- (d) Must obtain any necessary building or electrical permits from City of Woodburn. [15.4 Revise 12/13/2011]

### 15.5 Driveways

Driveways; Lots are limited to one driveway. A golf car or wheelchair access, not to exceed forty-eight inches in width with curb cut is allowed on corner lots [12/13/11]

### 15.6 Yards

#### 15.6-1 Maintenance

Owners are responsible to maintain their yards and lawn free of weeds and in a neat and orderly manner. [12/13/2011]

#### 15.6-2 Shrubbery and foliage

Owners are responsible for care of all sides of their shrubbery and foliage to ensure that it doesn't invade neighbor's property.

#### 15.6-3 Clotheslines

Clothes lines must be fully screened from the golf course, street and neighbor's front and side view.

### 15.7 Hedges, Fences and Walls

#### 15.7-1 Plans & Specifications

No hedge, fence, wall or similar structure shall be permitted upon a Lot, Building Site, or Unit, unless plans and specifications have been approved in writing, by the Architectural Review committee. Note – City of Woodburn requires review before fence is built, in addition to the Architectural Review committee.

#### 15.7-2 Restrictions

Hedges are restricted to a maximum of 7 (seven) feet; Shrubbery maximum of 6 (six) feet; Fences and Walls are restricted to a maximum of 6 (six) feet behind the setback lines of the property; all measurements are to be made from curb height. Barrier Hedges, Fences and Walls must not extend beyond the street setback line of the house.

#### EXCEPTIONS:

- (a) Barrier Hedges, Fences and Walls defining the perimeter of the Association may be a maximum of 7 (seven) feet above the curb line.
- (b) Decorative lattice, rail or picket fences:
  - 1. Defining a landscape feature not to exceed 24" in height.
  - 2. In front and side yards within the Vision clearance area not to exceed 30" in height.
  - 3. In front yard outside the Vision clearance area not to exceed 42" in height.
- (c) Rear property lines of lots that abut the golf course are limited to a 4 (four) foot high unobstructed, open style fence.
- (d) Fences and Hedges are permitted on lots that abut side streets to the vision clearance area to the front setback line.
- (e) Fences on the property line are not to exceed 3.5 feet (42 inches) in height.
- (f) Fences 6' (six feet) inside the property line are not to exceed 4.5 feet (54 inches) in height.
- (g) Fences 12' (twelve feet) inside the property line are not to exceed 5.6 feet (66 inches) in height.
- (h) Fences 18' (eighteen feet) inside the property line are not to exceed 6 feet (72 inches) in height.
- (i) The curb is not the property line. NOTE - Most property lines are 8 – 12 feet inside

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the curb line.

- (j) Hedges at the house line are not to exceed 6 feet (72 inches). [12/8/2015]

### 15.8 Trees:

#### 15.8-1 Trees in City Easements

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 the care of the tree.

#### 15.8-2 Topping and Mutilation of Trees

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 Committee, unless specifically authorized in writing by the City of Woodburn Public Works Director.

#### 15.8-3 Removal of Stumps

All tree stumps shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground. (d) 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. [Trees 12/13/2011]

### 15.9 Storage Units

Storage Units. With Architectural Committee approval, a new storage unit limited to not more than 100 cubic feet may be installed against the side or rear of the house. [12-8-09]

#### 15.9-1 Size

Storage units/cabinets no larger than 100 cubic feet (example 4' wide x 7' high x 3'6" deep)

#### 15.9-2 Approval prior to installation

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

#### 15.9-3 Existing storage units

If you have an existing storage unit and it meets the above criteria it will be approved by submitting an architectural request to the Architectural Committee.

#### 15.9-4 Attached to the house

For one attached to the house it must meet all of the criteria of the City of Woodburn Planning Department and the Architectural Committee.

### 15.10 Signs

Signs: No sign or other advertising device shall be erected on any Lot, Building Site, or Unit, except one sign not larger than 18 x 24 inches advertising that property for sale or rent, or one sign indicating the name of the Owner or occupant not larger than 6 x 24 inches.

Signs in the City of Woodburn Vision Clearance Area are limited to 30 inches in height. See Vision Clearance Area diagram. [12/ 13/11]

### 15.11 Vision Clearance Area:

#### 15.11-1 City of Woodburn

City of Woodburn: A vision clearance area shall contain no plants, fence, wall, structure, sign, parking space, loading space or temporary or permanent obstruction exceeding 30 inches in height [measured from the top of the curb or, where no curb exists, from the established street centerline grade] except Trees, provided branches and foliage are removed to a height of 7 feet above grade:

- (a) At the intersection of two streets, the vision clearance area is formed by a combination of the following lines: a line extending 30 feet from the two lot lines adjacent to a street, and a third line drawn across the corner of the lot that connects the ends of the lines, creating a triangular vision

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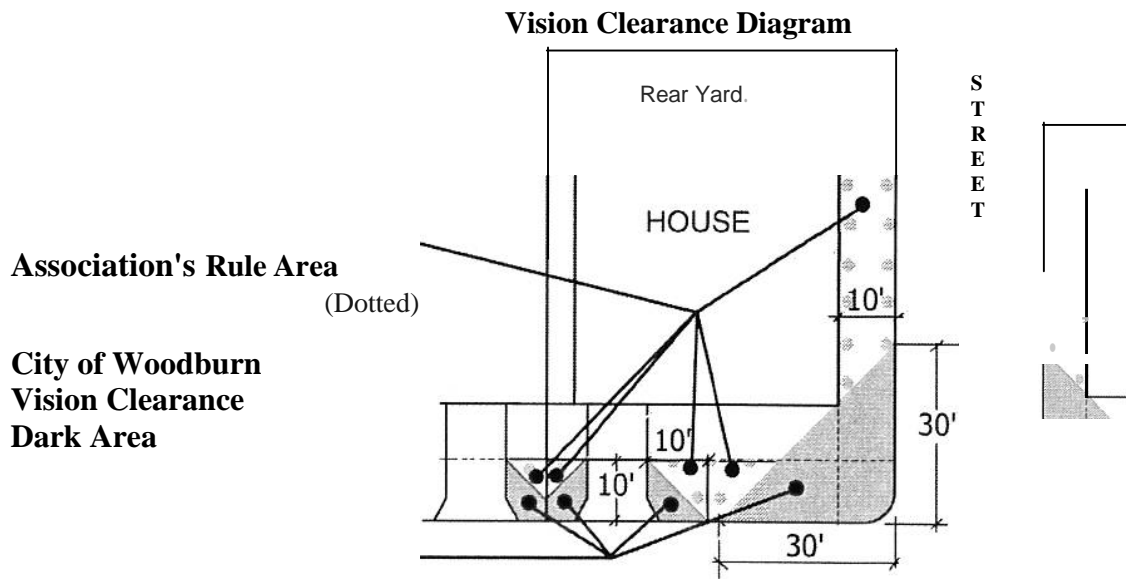
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clearance area.

- (b) At the intersection of a street and a driveway, the vision clearance area is formed by a combination of the following lines: a line extending ten feet from the intersection along the back of curb, a line extending ten feet along the side of the driveway, a third line drawn across the corner of the lot that connects the ends of the lines, creating a triangular vision clearance area. [12/13/11]

### 15.11-2 Vision Clearance

A vision clearance area shall contain no plants, fence, wall, structure, exceeding 30 inches in height [measured from the top of the Curb] except a "post sign" not larger than 18 x 24 inches advertising that property for sale or rent.



## 16. ANTENNAS

### 16.1 Television antennas

Television antennas must be a direct broadcast satellite dish, not more than one meter in diameter: a multi-channel multipoint distribution system or a standard television antenna.

### 16.2 Television antenna maximum height

Television antennas may not extend more than 12 feet above the roofline of the residence.

### 16.3 Free-standing or guyed Ham radio towers

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

### 16.4 Inverted "V" Ham antenna maximum height

Inverted "V" Ham antennas with a maximum height of 35 feet above ground level are allowed.

### 16.5 Verticals or trapped verticals maximum height

Verticals or trapped verticals such as 4BTV with a maximum height of 35 feet above ground level are allowed.

### 16.6 Installed non-offensive

Antennas will be installed in such a manner to be visually non-offensive consistent with good signal reception.

## 17. PETS

### 17.1 No raising animals

No animals, reptiles, [12/8/2015] 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 aforementioned shall be raised as a business.

### 17.2 All Dogs and Cats on Leashes



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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.

### 18. INCIDENTAL BUSINESS

#### 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 Home must be the place of residence of member  
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:  
Maintaining the owner's professional personal library.  
Maintaining the records of the owner's business.  
Handling of personal and business professional phone calls.  
Occasionally conferring with business or professional associates, clients or customers. [12/8/2015]
- 18.1-2 Employees or other persons engaged in the business  
There may be no employees or other persons engaged in the business activity, other than the residents of the home.
- 18.1-3 Advertising or identifying the business  
There may be no signs advertising or identifying the business activity.
- 18.1-4 Activity shall be indoors  
Business activity, including storage of goods and materials, shall be indoors.
- 18.1-5 Noise or lights  
There may be no noise or lights, caused by the business activity, discernible outside the home.
- 18.1-6 Contacts shall be made away from home  
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 if complaints arise. [12/8/2015]
- 18.1-7 Must not interfere with neighbors  
The business must not interfere with neighbors' quiet enjoyment of their homes.

### 19. ENFORCEMENT OF RULES

The Rules Chairperson is the principal Board member in the matter of formulating or revising the various Association rules, regulations and standard operating procedures.

#### 19.1 Detailed Understanding

To that end, the Rules Chairperson should have a detailed understanding of the Declaration of Restrictions, Articles of Incorporation, Bylaws, Standard Operating Procedures, and the Rules and Regulations.

#### 19.2 Relevance and Currency of Rules

The Chairperson should ensure that those documents are kept up-to-date.

#### 19.3 Enforcement

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

##### 19.3.1 Enforcement system

To enforce the provisions of the corporation's governing documents, the Chairperson will establish a system for processing notices of alleged violations (from written complaints by members). See SOP (Standard Operating Procedures) 2.7.3 Enforcement.

##### 19.3.2 Danger Exemption

In those times that the committee feels there is a danger to members of the

# RULES & REGULATIONS

Woodburn Estates & Golf

committee, personal visits as outlined in the Standard Operating Procedures may be skipped, with a letter, regular and certified, being the first step. [Section 19 - 7/26/2016]

## AMENDMENTS

These Rules and Regulations may be amended by the Board of Directors at any regular meeting of the board, provided the amendment was proposed at the previous regular meeting and discussed, and was posted on the bulletin board in the entrance hall by the office during the period between the two meetings.

We certify that that these Rules and Regulations were adopted in accordance with the Covenants, Conditions and Restrictions (CC&Rs) of the Association and Rules and Regulations.

\_\_\_\_\_  
President Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_

Signatures on File