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AMENDED

Rules & Regulations

Senior Estates Golf and Country Club
1776 Country Club Road, Woodburn, OR 97071
DBA



Revised and Approved 12-08-2015

Revised and Approved 4-26-2016, 7-26-2016, 10-25-2016 – Final Revision for 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.

Revised and Approved 12-16-2019

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Revised and Approved 3-02-2021, 4-27-2021; various including Woodburn Estates & Golf replaced with Association in body of document – Golf Professional changed to Golf Pro Shop Staff, 5-25-2021; various, 6-22-2021, 7-27-2021 [#15 all, unless noted], 8-24-2021.

Revised and Approved 11-23-2021 signs and 90th birthday.

Revised and Approved 6-28-2022 #15.3-2, #15.6, and #19

Revised and Approved 8-23-2022 #14.22 & 14.32.2

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 City.

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 (ABN):

Woodburn Estates & Golf, registered January 21, 2015

Association:

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

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Woodburn Estates & Golf

1. CLUBHOUSE

1.1 Member 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 of Directors will establish the hours the Clubhouse will be open.

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

1.3-3 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 of Directors will schedule the hours the office will be open.

1.4-2 The Office hours are posted in a glass case near the front entrance doors, and website. [4-27-2021]

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. [12-13-2011]

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 (1) or more of its members may be a member of the Association.

1.8 No Rent required from Organized Clubs or Groups

No rent 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.*

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. [3-28-2017]

Increases for rental rates will be effective once approved, excluding any reservations that were made prior to the effective date of the rate change. See Fees Schedule document for the updated rates each year. [2-25-20]

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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, with the Board of Directors.

2.2 Organized Clubs & Groups Have Priority

Registered clubs and groups shall have first priority for the use of the facilities. [4-27-2021]

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.

2.4 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 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. [4-27-2021]

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 (1) of the following:

2.7-1 Household and Local guests, age eighteen (18), and over, as defined in the bylaws.

2.7-2 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 priority, rather than the auditorium if it will accommodate a function.

2.10 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]

2.10-1 Wine may be brought to club and organized events but must be *corked* (opened) by Oregon State Certified servers. [5-23-2017]

2.10-2 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]

2.10-3 No hard liquor is allowed on the premises. [5-23-2017]

2.10-4 At least two (2) substantial food items must be served. [5-23-2017]

2.10-5 OUTSIDE Servers -Must comply with all rules under Member Groups and

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Committee rules above. [5-23-2017]

2.10-6 Events that bring in outside servers MUST provide the following to the office BEFORE THE EVENT. [5-23-2017]

2.10-6A Names of Servers and proof of a valid server's permit.

2.10-6B Temporary Sales License signed by the City of Woodburn.

2.10-6C A list of at least (two) (2) substantial food items that will be served, as required by OLCC rules. [6-27-2017]

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 one (1) hour set-up time" immediately before the event and 1 hour after the event.

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 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.

3.4-2 The deposit is subject to loss if an event is cancelled less than seventy-two (72) hours before the date of the event. [5-23-2018]

3.5 Security Deposit Refunded

The Association Office shall be the sole judge to determine if the security deposit is to be refunded. [4-27-2021]

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:

5.2-1 Must have one (1) person that is responsible for cleanup as well as replacing chairs and tables in the proper storage area.

5.2-2 Must have one (1) person that is responsible for the lights, thermostats, windows, and doors at the end of an event.

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5.3 Kitchen

- 5.3-1 The refrigerator must be emptied and cleaned after use.
- 5.3-2 Garbage cans must be emptied into outside garbage containers, the liner replaced, and the lids replaced.
- 5.3-3 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 The Kitchen fan must be used when food is heated or cooked.
- 5.3-5 Kitchen sinks must be cleaned and wiped dry after use.
- 5.3-6 Used towels will not be hung to dry before being placed in containers under the sink.
- 5.3-7 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 the Association 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. [4-27-2021]

5.6 Members Borrowing the Association Library Books & Puzzles

Books in the library and puzzles in the dining hall closet may be borrowed without a checkout system by members. [4-27-2021]

5.7 Gazebo

- 5.7-1 Instructions for operating and cleaning the grills will be obtained at the Office.
- 5.7-2 Garbage cans must be emptied into outside garbage containers, the liner replaced, and the lids replaced.
- 5.7-3 Gazebo tables and chairs shall be stacked under the roof.
- 5.7-4 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 the Association manager.

- 5.8-1 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 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.
 - 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

6.1 Pets

Pets are not permitted in the Health Center.

6.2 Guests Pay

Guests are requested to pay each time a facility is used, based on the Fee Schedule. [8-24-2021]

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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 only 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 1 hour whenever there are players waiting.

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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 eighteen (18) are not allowed to play pool or snooker.

8. ADVERTISEMENTS and SIGNS

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 Chair 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 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 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 Homeowner Lots

8.3-1 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]

8.3-2 Signs: No sign including political sign or other advertising device shall be erected on any Lot, Building Site, or Unit, except one (1) sign not larger than 18 x 24 inches advertising that property for sale or rent, or one (1) sign indicating the name of the Owner or occupant not larger than 6 x 24 inches. [12-13-2011] [11-23-2021]

8.4 News & Views Publications – Phone Directory – Digital Screens

8.4-1 It is not the intent of the Board of Directors to endorse any commercial product or service. [6-27-2017]

8.4-2 The Association reserves the right to publish or not publish an advertisement at our discretion. Articles or advertisements of any form that are deemed to be in poor taste or offensive in the opinion of the editor of the *News & Views*, the editor of the Phone 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. [4-27-2021]

8.4-3 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,

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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.

- 8.4-4 Advertisement by the Association restaurant 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. [6-27-2017]
[Section 8 Renumbering and 8.4– 6-27-2017]

9. FEES

9.1 Lifetime Golf

Lifetime privileges commencing the year of the member's 90th birthday provided: Members (Owners) and Associates are entitled to free lifetime golf privileges, commencing on January 1st of their 90th birthday upon request. [2-11-2014] [[11-23-2021]

- 9.3-1 Annual Golf membership must be paid in full three (3) years prior to birthday. [1/27/2015]
- 9.3-2 Member must be in *good standing*. [1/27/2015]
- 9.3-3 Golf cart sticker fees must be paid each year. [1/27/2015]
- 9.3-4 This motion is retroactive to January 1, 2020.
- 9.3-5 Second golfer discount, if allowed by the association, in the household does not apply, unless the second golfer has attained age ninety (90) and qualifies under the conditions above. [2-25-20]

9.2 Referral Rewards [4-27-2021]

- 9.4-1 Must be a current homeowner or associate member in *good standing* giving a referral to a new paid associate membership.
- 9.4-2 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.
- 9.4-3 Current homeowner or associate member is not limited to the number of referrals that become associate members.
- 9.4-4 Program to be reviewed in December each year, as part of the budget process, to keep program active the following year, beginning January 1 each forward year.

10. RENTERS

10.1 Age Requirement

A renter must be fifty-five (55) 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 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 any of the Association facility. 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]

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10.4 Room

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

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 associated 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 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 watercraft. 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]

12.2-2 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 Perishable garbage shall be removed before it becomes offensive and shall not let it accumulate on or about the premises.

12.3A Garbage containers as provided by the city shall be sturdy, watertight, not easily corrodible, and rodent-and-insect-proof.

12.3B 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.

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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. [6-27-2017]

13. RECREATIONAL VEHICLE (RV) LOT

The RV space may be used for the following vehicles:

- 13-A RV or Motorhome.
- 13-B Pickup Camper, personal use and off-road vehicle and trailer.
- 13-C Watercraft and Trailer.
- 13-D DMV registration – the owner must check for possible DMV registration.
- 13-E Automobiles and Pick-up Trucks.
- 13-F Personal Storage Trailers. [5-25-2021]

13.1 Members and Associates May Obtain Space

Members and Associates may obtain space on an annual basis with priority going to Homeowner members. Associates may also obtain space for their own unit(s) on space availability. 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 along with proof of insurance and registration of ownership. 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. [10-24-2017]

13.2 Space Agreement Must Be Renewed Each Year

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. The prorated RV fee will be for the first-time RV member or the first time RV Associate 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 Fee

The refund of the clean-up deposits of \$50 that were paid by RV Lot storage Homeowners and associates prior to 1-1-2021. This deposit will be refunded when the space is clear of any debris or hazardous material. The clean-up charges effective on 1-1-2021 going forward will be treated as a fee. There will be a clean-up fee for the space obtained. Any hazardous material or environmental clean-up costs will be the member(s) responsibility. [3-2-2021]

13.5 Member or Associate is Responsible for Orderly Appearance of Space

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).

13.6 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.

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13.7 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 (4) feet of the fence. [4-26-2016]

13.9 Member Termination of Space

By permanently removing their unit(s) and leaving the space clean, or non-payment of the fee. [3-2-2021]

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. [10-22-2009]

13.15-4 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 be always moveable. [5-25-2021]

14. GOLF COURSE RULES AND ETIQUETTE [4-13-2010, unless dated]

14.1 Priority of Golf Times

The Golf Pro Shop Staff is responsible for directing the priority of play on the golf course and shall maintain a Tee Time sheet.

14.2 Register

Members and guests must register at the Golf Pro Shop before golfing. Guest(s) must be accompanied by a member in *good standing*, and guest(s) must obtain a daily bag tag that will be displayed during play.

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14.3 Annual Green Fee

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

14.4 New Golf Member's Briefing

New golf members must receive a briefing on the rules of golf, golf etiquette and our local rules. A first-time or beginner golfer will be encouraged to attend a clinic or obtain golf lesson prior to play. [4-27-2021]

14.5 Golfer's Golf Bag and Clubs

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 (9) holes should be completed in 1 hour and forty-five minutes (45); play of eighteen (18) holes should be completed in three (3) hours and thirty minutes.

14.8 Practice on the Golf Course

Practice is not permitted on the golf course.

14.9 Preference on Tenth Tee

Players coming from the number nine (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 golf course and fall behind more than one (1) hole, golfers in front must invite the golfers following to play through. [4-27-2021]

14.11 Sand/Seed Mixture When Playing Golf

Golfer(s) are requested that you carry sand/seed mixture on your golf cart 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 replaced in the holders located in the sand trap. Do not place or throw the rakes in the trap. Please make sure they are in a position to cause the least interference to following golfer(s) and the green mowers. [4-27-2021]

14.14 Golfers Must Start at 1st Tee Or 10th Tee

Member(s) and guest(s) must start at the first tee or the tenth tee. Members may start at other tees only with permission from the Golf Pro Shop Staff when play of other golfer(s) will not be impacted. [4-27-2021]

14.15 Others Must Let Following Golfers Play Through

Members that start on holes other than 1 or 10 must let following golfers play through.

14.16 Golfers to Show Proof

Golfer(s) will show their bag tag or receipt for green fees upon request of the Golf Pro Shop Staff or authorized Course Marshall. If such proof is not provided the offender will be reported to the Golf Pro Shop Staff. [4-27-2021]

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14.17 Limit of Golf Group

More than four (4) persons are not allowed to play as a group except with explicit permission from the Golf Pro Shop Staff.

14.18 Children Age to Play

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 Junior Tournament. [11-23-2010]

14.19 Holding a Tournament

Members may not hold a tournament with guest(s) without first obtaining permission from the Golf Pro Shop Staff in consultation with the Golf Chair of the Board of Directors. [4-27-2021]

14.20 Reciprocal Play

Reciprocal play with other golf clubs is allowed whereby members of those clubs may play with permission from the Golf Pro Shop Staff and payment of green fees consistent with rates established with our Sister Club fees with the Oregon Trail Program. [4-27-2021]

14.21 Golf Carts and House Maintenance Vehicles

- 14.21-1 A golf cart is identified as a vehicle that is self-propelled. 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. [4-27-2021]
- 14.21-2 Any golfer who needs to take advantage of the Red 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 state issued Handicap Placard. They will be issued a Red Flag and a pole to attach to their golf cart and guidelines that will be adhered to, upon arrival. [4-27-2021]
- 14.21-3 Any Golf cart(s) operated on the premises must be registered by owners with the Association and purchase of an annual golf cart registration sticker that must be displayed on the windshield of the golf cart. [4-27-2021]
- 14.21-4 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. [4-27-2021]
- 14.21-5 The tires of golf carts must be at least eight (8) inches wide with non-aggressive tires.
- 14.21-6 Children may be transported by a golf cart to and from the club house. This also includes the tunnel and golf course path south of HWY-214. [4-13-2010]
- 14.21-7 Golf cart drivers should always use the streets north of HWY-214. A ticket (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]
- 14.21-8 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 two (2) adults.

14.22 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. [8-23-2022]

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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 Pro Shop Staff would 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. [9-26-2017]

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 nine (9) holes unless playing together. [9-26-2017]

Wednesday from 7:00am until 11:30 a.m. is Ladies' Day for Ladies who play in the eighteen (18) hole group. From 11:00 a.m. until the course closes; Ladies shall have preference, provided they are a twosome or more. [9-26-2017]

Thursday from 7:00am until 1:00pm is Men's Day. Thursday from 1:00pm until the course closes; men shall have preference on the first tee, providing they are a twosome or more. [9-26-2017]

14.24 Board Approves Schedule of Golf Tournaments

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

14.24-1 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 Association Board, usually done in the fall of the year, previous to the events but may be updated as needed. [4-27-2021]

14.25 Driving Range

14.25-1 When a golfer is ready to pick up balls, other golfers must stop hitting balls and allow the pick-up of golf balls.

14.25-2 Woods may be used only into the net on the west end of the practice area. Exceptions may be made under the supervision of a teaching golf professional in coordination of the Golf Pro Shop staff. [4-27-2021]

14.25-3 Golfer(s) using the practice area should be aware of players on adjacent fairways and be careful of those golfers on the course. [4-27-2021]

14.25-4 Leave the golf shag bag inside the bench by lifting seat cover. [4-27-2021]

14.25-5 Golfers will be restricted to fifty (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

Member(s) should report rules violations or complaints to the Golf Pro Shop staff. [4-27-2021]

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

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

14.30 Dress Code for the Golf Course

- 14.30-1 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 No steel spikes.
- 14.30-3 Shorts must be reasonable and proper. No jogging shorts, short shorts, cut offs or swimming-type shorts.
- 14.30-4 No Spandex pants or shorts; sweatpants, tube or tank tops, t-shirts, or spaghetti straps of any kind.
- 14.30-5 Bare midriffs, halter-tops or strapless garments are not permitted.
- 14.30-6 Jeans are permitted but must be of good taste.

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 clubhouse near the Golf 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 times. [11-23-2010]

14.32 Local Rules

Local Rules - See 14.28 and 14.29 above and signage located on hole-1.

- 14.32-1 No domestic animals of any sort, unless authorized by the Golf Pro Shop, are allowed on the golf course or in the golf cart on the course during play. If any 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, as long as the pets remain in the cart.
- 14.32-2 Riders, spectators and spouses may ride or walk along with a golfer in good standing to help assist in caddying, locating errant golf shots, score maintenance, delivery of selected golf club as needed, moving golf car, and tending the flag, etc. [8-23-2022]

14.33 Golf Sign In

All players must sign in at the Golf Pro Shop and start from the first tee unless otherwise approved by the Golf 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 Golf Pro Shop will allow play by non-participating players when there is no chance of interference of the game. [12-8-2015]

14.35 Golf Course Usage Rules

No Trespassing – Golfers Only – No Loitering – No Skateboarding – No Walkers – No Bikers – No Joggers – Violators Will Be Prosecuted. [4-27-2021]

15. PROPERTY [Full rewrite – 6-22-2021 & 7-27-2021, unless noted]

Reference to “city” in this section means City of Woodburn, Oregon.

15.1 Alterations and Renovations

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- 15.1-1 Must obtain an Association Architectural Request form and submit to the office for prior approval.
- 15.1-2 Must obtain any necessary building or mechanical permits from the city.
- 15.1-3 Must obtain any necessary electrical or plumbing permits from Marion County.
- 15.1-4 Project shall be pursued with reasonable diligence from the time of commencement until fully completed.
- 15.1-5 Exterior building materials must be consistent with exterior building materials presently within the Association, such as for residential roofs: plain concrete, corrugated metal, plywood, and press board are not allowed.
- 15.1-6 Exterior building colors must be consistent with exterior building colors presently within the Association.
- 15.1-7 Exterior building products new to the construction market must be approved by Architectural Committee before installation within the Association.
- 15.1-8 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.
- 15.1-9 PODS (Portable on Demand Storage) for temporary storage of furniture, construction material or Contractor's equipment may be parked in driveway during project with written approval of the Architectural Committee.
- 15.1-10 A roof other than Hip or Gable design is not permitted.



15.2 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]

15.3 Landscape

- 15.3-1 Owners are responsible to maintain their yards and lawn free of weeds and in a neat and orderly manner. [12-13-2011]
- 15.3-2 Owners are responsible for care of all sides of their shrubbery and foliage to ensure that it does not invade their dwelling, garage, and their neighbor's property. See Declaration of Restrictions III. [6-28-2022]
- 15.3-3 Clothes lines must be fully screened from the golf course, street and neighbor's front and side view.

15.4 Hedges, Fences and Walls

- 15.4-1 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. City requires review and a fence permit before fence is built.
- 15.4-2 Hedges are restricted to a maximum of seven (7) feet; Shrubby maximum of six (6) feet; 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. Barrier Hedges, Fences and Walls must not extend beyond the street setback line of the house.
- 15.4-2 EXCEPTIONS:
 - (a) Barrier Hedges, Fences and Walls defining the perimeter of the Association may be a maximum of seven (7) feet above the curb line.
 - (b) Fences and Hedges are permitted on lots that abut side streets to the

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vision clearance area to the front setback line.

- (c) Hedges at the house line are not to exceed six (6) feet (72 inches).
- (d) Decorative lattice, rail, or picket fences:
 - (d1) Defining a landscape feature not to exceed 24 inches in height.
 - (d2) In front and side yards within the Vision clearance area not to exceed 42 inches in height.
 - (d3) In front yard outside the Vision clearance area not to exceed 42 inches in height.
- (e) Rear property lines of lots that abut the golf course are limited to a four (4) foot high unobstructed, open style fence.
- (f) Fences on the Property line, (see diagram) starting at the curb will not exceed:
 - (f1) 3.5 feet in height for the first six (6) feet.
 - (f2) 4.5 feet in height for the next six (6) feet.
 - (f3) 5.5 feet in height for the next six (6) feet.
 - (f4) 6.5 feet in height for the next six (6) feet.
 - (f5) then not to exceed seven (7) feet to back property line.
- (g) The curb is not the property line. Most property lines are 7 – 15 feet inside the curb line.

15.5 Trees

- 15.5-1 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.
- 15.5-2 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.
- 15.5-3 All tree stumps shall be removed below the surface of the ground.
- 15.5-4 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]

15.6 Lot Structure

- 15.6-1 Failure to maintain exterior of dwelling and/or garage. This would include siding, roof, windows, and paint. [6-28-2022]
- 15.6-2 Dwellings. See City Building Division
Any lot structure(s) shall not occupy more than 40% of the total area of a lot.
- 15.6-3 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.

15.7 Accessory Storage Units/Cabinet

This section refers to a storage unit only, and not a shed.

- 15.7-1 Storage units/cabinets no larger than one hundred (100) cubic feet with

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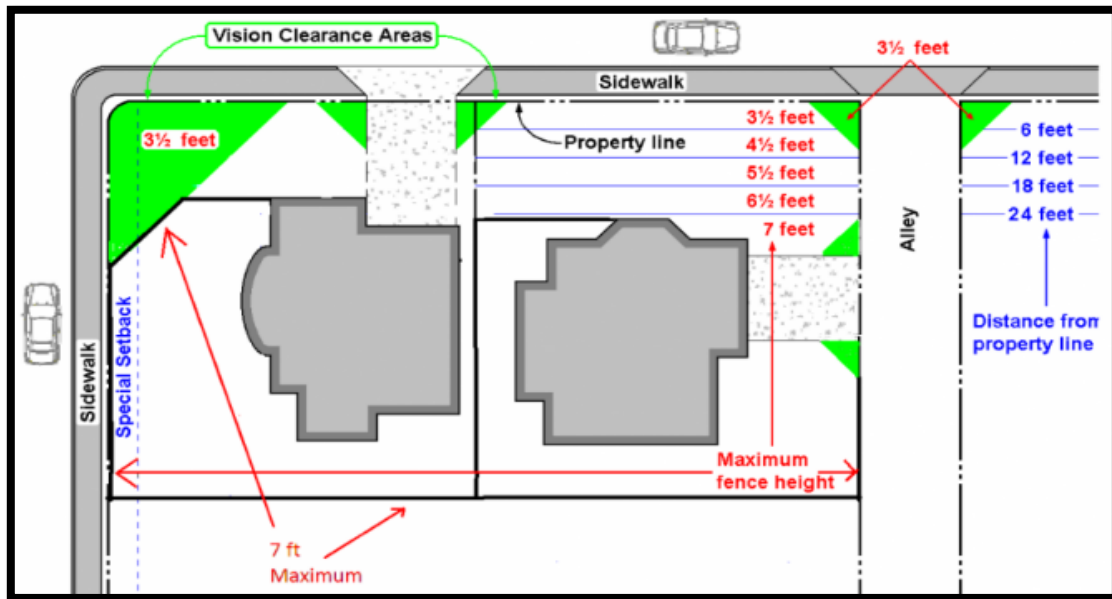
Woodburn Estates & Golf

Architectural Committee approval may be installed against the side or rear of the house.

(Example 4' wide x 7' high x 3'6" deep)

- 15.7-2 Prior to installation color, materials, and placement must be approved by the Architectural Review Committee.
- 15.7-3 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.
- 15.7-4 For one (1) attached to the house it must meet all the criteria of the City of Woodburn Planning Department and the Architectural Committee.

15.8 City of Woodburn fence/wall/tree/vision clearance [7-27-2021]



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 city website or call the city.

16. ANTENNAS

16.1 Television Antennas

Television antennas must be a direct broadcast satellite dish, not more than one (1) 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 twelve (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 thirty-five (35) feet above ground level are allowed.

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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, 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. [12-8-2015]

17.2 All Dogs and Cats on Leashes

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 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 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

The Rules Chairperson is the principal Board member in the matter of formulating or revising the various Association rules, regulations, enforcement resolutions, and standard operating procedures. [6-28-2022]

19.1 Understanding

The Rules Chairperson should have an understanding of the Declaration of Restrictions, Articles of Incorporation, Bylaws, Rules and Regulations, Standard Operating Procedures, and the Enforcement Resolutions. [6-28-2022]

19.2 Relevance and Currency of Rules

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

19.3 Enforcement

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The Chairperson will coordinate efforts in the enforcement of the various rules expressed in those documents. [7-26-2016]

19.3.1 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. [7-26-2016]

19.3.2 In those times that the committee feels there is a danger to members of the committee, personal visits as outlined in the Standard Operating Procedures may be skipped, with a letter, regular and certified, being the first step. [7-26-2016]

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, 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 (2) meetings.

21. CERTIFY the RULES & REGULATIONS

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___ on file _____ Date: 8-25-2022
Sharyn Cornett

Secretary___ on file _____ Date: 8-29-2022
Kim Farquharson

Rules Chair_ absent _____ Date: _____-2022
Jaime Rodriguez

In lieu of the rules chair being absent, the rules committee attest to the validity of this document 8-29-2022.