

Orengo Gardens HOA House Rules

Introduction:

The Orengo Gardens Homeowners Association (“OGHOA”) House Rules were approved by the OGHOA Board of Directors (“Board”) on August 3, 2010. The House Rules may be amended by majority vote of the Board, and is not intended to supersede OGHOA Bylaws, CC&R’s, or applicable State or federal laws. Although the House Rules do provide guidelines for the community, the Board reserves the right to grant exception to the House Rules (by majority vote) if an unusual circumstance arises and the Board deems it necessary to create an exception in the best interests of the community.

House Rule Objectives:

1. To promote the enjoyment of our community for residents and visitors.
2. To provide clarity for stakeholders on common issues that are not specified in other governing documents. “Stakeholders” is defined here as Homeowners, potential homeowners, the Board, any subcommittee reporting to the Board, and anyone hired to perform services on behalf of the OGHOA.
3. To provide a convenient document for stakeholders to refer to for frequently encountered issues.
4. To promote reasonable aesthetic standards that may assist in maintaining community property values.

I. Architectural Review Committee (ARC) Guidelines

The ARC guidelines are intended to provide a clear framework for residents to refer to when considering architectural changes to their property. First and foremost, OGHOA Homeowners should be aware that any additions, alterations, or improvements to the home's exterior or lot must receive prior approval by the ARC or the Board.

A. ARC Review Process

1. Homeowners must complete and submit an ARC application to the ARC chair or the property manager (forms are available on the OGHOA's website or by contacting the property manager).
2. The ARC or the Board must respond in writing to the application within 21 days of receipt.

B. Response Guidelines

1. ARC members should make a good faith effort to enforce the rules reasonably and fairly.
2. Decisions should be made by consensus if possible. In the event that a consensus cannot be reached, the decision will be made by a majority.
3. The ARC may choose one of three options when deciding on an application:
 - a) Approved;
 - b) Approved – with conditions (and describe the conditions).
 - c) Declined.
4. If the Homeowner is cited for making a change without ARC approval, the Homeowner has the right to retroactively submit an ARC application within 15 days of receiving the citation.
5. If the application is declined or approved with conditions, the Homeowner has the right to an appeal. Hearing shall be conducted as set forth in the hearing procedures contained in the OGHOA Financial Penalties Resolution. Any changes that must be made as a result of the decision (and appeal, if applicable) are solely the responsibility of the Homeowner.

C. ARC Guidelines Pertaining to Recurring Issues:

1. Temporary Storage Units (such as PODS) – Temporary Storage Units should be placed near the Homeowner’s garage, in an area least likely to cause on street parking or traffic congestion. Temporary storage units can remain on site for a maximum of thirty (30) days.
2. Satellite Dishes – at the date of this document, the Federal Communications Commission (FCC) severely limits an HOA’s ability to restrict the placement of satellite dishes that are one meter or less in diameter. In order to maintain cleaner looking homes and a consistent appearance, satellite dishes must be placed in the backyard or less noticeable area of the home, UNLESS the installer can certify, in writing, that no alternative installation location is available.
3. Air Conditioner Units
 - a) Window Units – Window units are not allowed between October 1st and April 30th, except in the temporary event of unusually warm weather (over 85 degrees outside). Units must be placed in the back of the house. Plexiglas may be used to block the window gap; cardboard and/or plywood blocking are not permitted.
 - b) Central Units – Central units must not cross the property line. Space permitting, units must be placed in the backyard; if there is not enough space in the backyard, units may be placed in the side yard. In either case, the Homeowner should make a reasonable effort to conceal the unit from street view.
4. Awnings, Overhangs, and Pergolas – construction permits from the City of Hillsboro may be required. The style should match the style of the home, including (if applicable) matching paint or stain, poles, roofs, shingles, and gutters. Pergolas may be attached to the home in a style consistent with the architectural design. Retractable canvas awnings are permitted in the rear of the home as long as they are retracted when not in use and the canvas is maintained and presentable.
5. Outdoor shades are only permitted on the rear elevation of the house.
6. Fences – Homeowners are responsible for all repairs and maintenance on wood fencing on their property. For portions of the fence along the property line that are connected to another private lot, repairs and maintenance are the joint responsibility of the adjacent lot owners. This

includes repairing or replacing damaged or rotted wood, along with staining the wood. Stain colors must be approved by the ARC.

7. Nonpermanent Structures – Nonpermanent structures such as trellises, yard furniture, pots, etc. must be kept neat and tidy, and placed in a manner that it can be easily removed. Such structures must not damage property or disturb neighbors. Homeowners are responsible for any adverse affects from such structures.
8. Patios and Decks – Patios and decks must be approved by the ARC. Any related drainage issues are the sole responsibility of the Homeowner, and should be addressed prior to or upon installation (this may include French drains and appropriate grading in order to prevent damage to homes and/or lots).
9. Exterior Paint Colors – The ARC maintains a color palette for use when choosing exterior paint colors. Exterior paint colors must be approved by ARC in order to maintain a consistent look in the neighborhood and also to prevent identical paint colors on adjacent homes.
10. Sheds – Permanent shed structures should match the exterior of the home. The ARC will carefully review the siting and parameters of the shed to minimize the view from the road and surrounding properties. ARC approval may require the addition of screening plants and trees to assist in masking the shed from public view. Any plants and trees would be part of the cost of the project and will be borne solely by the Homeowner. After completion of the installation, the ARC will re-inspect to assure the project plan was followed.
11. Storm/Screen Doors – Doors must match the color of the door frame and be aesthetically pleasing.
12. Wood Stoves or Fireplaces – Wood burning stoves or fireplaces are not permitted in the neighborhood. Natural gas fireplaces or pellet stoves are permitted with ARC approval.
13. Hot Tubs – hot tubs should be low noise, screened, and should not disturb neighbors.

14. Play Equipment – play equipment should be kept neat and tidy, and should be put away when not in use if possible. Play equipment used in the front or side yards exposed to the street must be removed when not in use.
 - a) Play structures should not extend more than one foot above the fence line, and must be at least two feet within the fence line. Temporary play structures may not be placed in any parks or common areas except with written permission by the property manager in conjunction with the rental of a park area. Any injuries or damage resulting from such equipment is solely the responsibility of the Homeowner.
 - b) Portable basketball hoops (other than smaller portable hoops intended for young children) are specifically prohibited.

II. Landscape Committee (LSC) Guidelines

Landscaping guidelines are intended to enhance the aesthetic appeal of the community and maintain plant health.

- A. Review Process – the review process for Homeowner landscaping proposals (as required in the CC&R's) as well as any changes to the landscaping guidelines on recurring items (as stated below) will be overseen by the Landscape Committee in the same manner as the ARC process above.
- B. Specific Guidelines:
 1. Setbacks: Homeowner must have a 6" setback (from any lawns or fences) of any plantings so that the landscapers can edge properly. Plantings should not grow onto the sidewalks, driveways, or street.
 2. Backyard Landscaping: Backyards must be landscaped and maintained by the Homeowner.
 3. Planting by Homeowners: Homeowners may plant foliage of their own choosing provided that they are selected from the list of acceptable plants called out on the LSC's listing (available on the OGHOA's website and upon request), and the Homeowner has been given LSC approval to plant. All bushes, shrubs and trees will be maintained by the OGHOA if they are located on the street side of the house forward of the fence line. The Homeowner shall consult with the LSC if the Homeowners have concern about the pruning of plants in the front of their homes. The Homeowner has the right to decline pruning by the OGHOA gardner if the Homeowner

prefers to prune the plants by him or herself. All pruning shall be done in a professional manner and must be consistent with the pruning done in the neighborhood. In the event a Homeowner would like to be placed on the “No Prune” list, the Homeowner should contact the OGHOA manager. No credit or dues reduction will be granted for those that elect to prune their own plants. Homeowners will be responsible for any damage caused to the plants by their own pruning or the pruning done by the Homeowner’s landscaper. Flowers that are planted by Homeowners are the responsibility of the Homeowner to maintain and any such plantings shall performed so as not to interfere with the mowing of lawns. Flower pots will be permitted outside fenced areas provided they do not obstruct the sidewalks. ARC reserves the right to disallow flower pot placement outside the fenced area if the pots are deemed as unsightly or a hazard to pedestrian traffic. Bark chips and/or mulch must match color put in by OGHOA designated landscaper.

4. Ponds: Ponds should have circulating water. To minimize mosquito infestation, and should not create noise loud enough to disturb neighbors.

III. Home Exterior (Maintenance and Appearance) Guidelines

These Home Exterior Guidelines are intended to enhance aesthetic appeal, maintain a consistent look and feel in the neighborhood, and maintain property values. The Guidelines are not intended to supersede building codes established by applicable government agencies.

- A. Review Process – changes to the home exterior guidelines are the responsibility of the Board. The Board may choose to delegate this responsibility to the appropriate committee (ARC or LSC).
- B. Specific Guidelines
 1. Exterior Maintenance: With the exception of row homes, each Homeowner is responsible for the upkeep and maintenance of exterior paint surfaces, including correction of peeling and fading. Gutters must have a clean, painted appearance, and they are to be free of mold, mildew, dirt, and leaves. If these conditions exist, Homeowners should make a good faith effort to address these issues without having to receive notification from the association through the management company.
 2. Holiday Lighting and Decorations: The Board’s intention is to be respectful of other cultural backgrounds with temporary decoration

displays. Holiday lights and decorations are permitted between July 1st – 6th and October 1st - January 8th. Halloween decorations must be removed by the first week of November, Thanksgiving decorations must be removed by the end of November. Other holiday decorations are allowed within two weeks of other specific holidays;

3. Non-Holiday Outdoor Decorations: Unless otherwise noted, all outdoor decorations, or personal items, should be inside the fenced areas.
4. Parking: Boats/RV/Trailers or abandoned vehicles are not permitted anywhere on the public streets, parks, sidewalks, or private lots within Orenco Gardens. These vehicles will be towed at the Homeowner's expense, and/or a fine imposed per the governing documents until the offending vehicle is removed.
5. Extra vehicles that belong to a particular household will not be permitted to be parked on the street for more than single 48 hour period. Violation of this CC&R rule will result in the vehicle will be towed at the Homeowner's expense and/or the imposition of a fine.
6. Homeowners (vehicle owners) are responsible for cleaning up any oil or grease that leak onto the street, as required by state DEQ regulations.
7. Vehicle Maintenance: Vehicle maintenance is prohibited on the street. Maintenance must be done in the garage or on the driveway. Maintenance must not to exceed 48 hours if the work is being done in the driveway. Homeowners are responsible for cleaning up any oil or grease that leaks onto the street or driveway.
8. Signage: The only signs allowed are the following:
 - (1) Political signs during election times (removed the day after the election).
 - (2) "For Sale" signs on front lawns.
 - (3) Security alarm signs.
 - (4) Social event signs are permitted only during the day of the event.
 - (5) Garage sale signs are permitted Friday through Sunday only. Homeowners are responsible for promptly removing their signs.

9. Outside Storage of Items: No items may be stored on the side of the house or on driveways. This includes wheel barrows, garden tools, lawn mowers, lumber, ladders, garden supplies, sand, gravel, building material, dirt, trash, furniture, empty plant pots, bicycles, and lawn mowers. Water hoses should be stored neatly.
10. Trash and Recycling Bins: Trash, recycling, and yard debris receptacles must be promptly put away after pick up. The receptacles must not be visible from the street or from the alley except on pick up day. The receptacles should be placed inside the garage or inside the wooden fenced areas.

IV. Safety Guidelines

Safety Guidelines are intended to ensure the safety and well-being of the community.

- A. Review Process – safety guidelines are the responsibility of the Board. The Board may choose to delegate this responsibility to the appropriate committee (Neighborhood Watch Committee).
- B. Specific Guidelines
 1. Speed Limit – The vehicle speed limit is 25 miles per hour within the community; however, considering the presence of children playing, bicyclists, and pedestrians on the street, a reasonably low speed should be maintained to ensure adequate stopping distance.
 2. Fireworks – Fireworks are only permitted on the Fourth of July. Extra precaution should be taken to mitigate the possibility of fire or property damage, and any debris should be cleaned up promptly by the Homeowner. Types of fireworks must comply with Oregon State laws.
 3. Neighborhood Watch – Depending upon interest and participation levels, the Board may nominate a Neighborhood Watch Committee (NWC). The NWC, in conjunction with local law enforcement, would be responsible for recommending reasonable safety and security standards for the community to adopt.

V. Pet Guidelines

Pet guidelines are intended to allow responsible pet ownership in the community while assuring the health and safety of residents and visitors alike.

- A. Review Process – pet guidelines are the responsibility of the Board. The Board may choose to delegate this responsibility to the appropriate committee (Pet Committee).
- B. Specific Guidelines
 - 1. Leashes: Pets must be on a leash at all times when outside fenced areas of the yard.
 - 2. Park Exceptions: Pets are specifically prohibited in the “Tot Lot” (intersection of 60th and Dogwood) and Chestnut Park (on Chestnut between 62nd and 63rd). Pets are not permitted in any of the wood chipped areas like those around the play structures in Orenco Gardens parks.
 - 3. Pet Waste: Pet owners are responsible for picking up pet waste left by their pets anywhere within Orenco Gardens. The landscapers will not pick up pet feces and may refuse to mow lawns that have pet feces. When being walked, pets must stay on sidewalks, driveways, or other common areas (not other Homeowner’s property) at all times. Please note that the OGHOA has placed approved pet stations at several Orenco Gardens parks; the bags available at the station provide an easy and convenient way to pick up after your pet.
 - 4. Lawn Damage due to Pet Waste: Homeowners, not the landscaper, are responsible for the cost of repair of any landscape damage that is caused by their pet. Example: grass damage due to pet urine.
 - 5. Pet Breeding or Commercial Pet Use: Pets should not be kept, bred or maintained for commercial purposes in homes, or in yards within Orenco Gardens.
 - 6. Pet Committee - Depending on interest and participation levels, the Board may nominate a Pet Committee (PC). The PC, in conjunction with the Board, would be responsible for implementing reasonable pet guidelines for the community.

VI. Noise Level Guidelines

Noise level guidelines are intended to reasonably mitigate noise-related nuisances for residents.

- A. Review Process – noise level guidelines are the responsibility of the Board.
- B. Specific Guidelines
 - 1. General Noise Courtesy and Quiet Hours: Please be mindful and respectful of neighbors. Community quiet hours are 9pm to 6am each day. Activities should be kept at noise levels that do not disturb other residents. This will apply at all times of the day or night within Orenco Gardens. The impact of inside noise on neighbors can be minimized if windows and glass doors are shut.
 - 2. Addressing Noise Violations: If there is a noise violation during quiet hours, it is recommended/suggested that the violator be notified in person first, either directly or using the Property Manager if available. If the issues cannot be resolved, the next option is to call the Hillsboro Code Enforcement to report the nuisance. Consistent noise violations may also result in the OGHOA assessing a fine for each documented incident.

VII. Dispute Resolution Procedures

The OGHOA bylaws give the Board the power and duties to ensure that the residents living within the Association also accept the responsibility of following the Association's rules. The dispute resolution procedures are intended to give the Board reasonable and consistent guidelines for overseeing disputes while allowing due process to all affected parties.

- A. Review Process – dispute resolution procedures are the responsibility of the Board.
- B. Specific Procedures:
 - 1. A complaining Homeowner notifies by telephone or in writing, any alleged rule violation he/she wishes to report to the Property Manager.
 - 2. The Homeowner making the complaint must indicate the residence believe to be in violation, or give as much identifying information as possible. The Homeowner lodging the complaint must provide as much detail as possible regarding the issue in question.

3. Upon observing or receiving a report of an alleged violation, the Property Manager will assess the merits of the violation, and then, if necessary, send a letter to the Homeowner in question, stating the date and nature of the alleged violation. Unless otherwise stated in this or other governing documents, the Homeowner has up to 21 days to either correct or contest the violation.
4. If the violation is not resolved within the allotted time specified in the letter of violation, further action may be taken as specified in the Orenco Gardens Financial Penalties Resolution.
5. If the Homeowner contests the alleged violation, the Property Manager will coordinate a hearing before the Board within 60 days. If the hearing involves a ruling by a committee, the committee chair should also be present at the hearing. If the Board needs to gather more information before making a final ruling, the Board may delay the final ruling until a subsequent meeting with or without the Homeowner being present.