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June 2003
Feb 2005
June 2007
April 2008
November 2009
September 2011
January 2015
September 2017
July 2019
November 2022
December 2023

ASSOCIATION POLICIES AND PROCEDURES FOR USE AND
ENJOYMENT OF THE RIDGE AT EAGLE CREST BY ITS OWNERS



THE RIDGE AT EAGLE CREST OWNERS ASSOCIATION
(MASTER ASSOCIATION)

Effective January 2015

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POLICIES AND PROCEDURES FOR THE USE OF THE RIDGE AT EAGLE CREST

To maximize the use and enjoyment of your community, the following Policies and Procedures have been established for all Ridge at Eagle Crest Owners and their guests. This statement of Master Association Policies and Procedures is intended to familiarize you with the concept of the Planned Community, to summarize some of the important aspects of the Master Association, and to inform you of certain additional rules and regulations adopted by the Board of Directors when they approved this statement for issuance. These policies supplement the Declaration of Protective Covenants, Conditions, Restrictions and Easements for The Ridge at Eagle Crest ("Master Declaration") but do not change your obligations as an Owner under either the Master Declaration or the other Governing Instruments. Please keep in mind these policies were approved at the time of printing and that they may be amended from time to time by the Board of Directors for The Ridge at Eagle Crest Owners Association.

Definitions

To assist you in reading the Policies, the legal terms used in the Master Declaration have been dispensed with here in favor of plainer language. The context should make the meaning clear. To the extent there is any conflict between any provision of these Policies and any provision of the Master Declaration, the provisions of the Master Declaration shall control.

General Information

The Ridge at Eagle Crest Planned Community is operated under the jurisdiction of The Ridge at Eagle Crest Owners Association.

Membership in the Master Association

As an owner of any property interest within The Ridge at Eagle Crest Planned Community, you are automatically a member of The Ridge at Eagle Crest Owners Association, also referred to as the "Master Association". As an owner of property within a specified "neighborhood", you will also receive a statement of the policies and procedures for that neighborhood which are in addition to the Master Association Policies and Procedures stated in this document.

Association "Neighborhoods" or Communities

At this time, The Ridge Planned Community includes a number of "Neighborhoods" or communities, specifically EagleCreek (chalet-style homes), Eagle Ridge Homesites and Highland Ridge Homesites (single-family residential homesites), Forest Greens (a townhome community on Golden Pheasant Drive and Court), Forest Ridge (a townhome community on Cinnamon Teal Drive and Forest Ridge Loop), Eagle Springs (a private residential community of 21 homes), Scenic Ridge (a private residential community of 8 homes), Creekside (a townhome community on William Lyche Drive), Highland Parks (a residential community planned for 41 homes on Eagle Crest Boulevard), DesertSky (a residential community on William Lyche Drive), Vista Rim (a residential community located between Highland Parks and DesertSky, and The Falls (a "55 or Over" active adult community). The Falls is managed by The Falls Owners Association as a sub-association to The Ridge at Eagle Crest Owners Association. All other communities are managed by The Ridge at Eagle Crest Owners Association Board of Directors.

Your Board of Directors

The Board of Directors has 7 elected members. The Board composition is designed to have directors representing the various Neighborhoods at The Ridge through “Voting Groups.” The purpose of Voting Groups is to ensure that groups of owners with dissimilar interests are represented on the Board and to avoid allowing owners within similar Neighborhoods to elect the entire Board of Directors. Two directors are elected by each of the following Voting Groups, and one director is elected by all members of the Association to serve in an “at-large” director position.

Voting Group 1: Single-family residential homesites with custom or semi-custom homes specifically: Eagle Ridge Homesites, Highland Ridge Homesites, The Falls, Scenic Ridge, and Eagle Springs.

Voting Group 2: Attached dwelling neighborhoods, specifically: Forest Greens, Forest Ridge and Creekside.

Voting Group 3: Master planned unit neighborhoods with common neighborhood maintenance responsibilities (even though detached homes) specifically: EagleCreek, Highland Parks, Homesteads of DesertSky, and Vista Rim.

While directors elected by Voting Groups may bring special interest issues and information to the Board for consideration, and offer special expertise as to the management of each Neighborhood, each director is obligated to consider the entire membership in all decision-making activities.

Architectural Review Committee

The Master Declaration establishes the Architectural Review Committee (“Committee”) to assure quality of workmanship and materials, harmony of external design with existing improvements and as to location, topography and finished grade elevations. The Committee has jurisdiction over all new construction, rehabilitation, remodeling or major repairs to any improvement built on a lot within The Ridge at Eagle Crest, except for that work done by the Developer as initial construction. If you contemplate constructing, repairing, remodeling, or rehabilitating any improvements located in The Ridge at Eagle Crest, including any landscaping improvements or changes, you are required to submit to the Committee:

- (i) written description of the proposed work;
- (ii) plans and specifications;
- (iii) schematics;
- (iv) elevations;
- (v) landscaping and tree preservation plans; and
- (vi) a plot plan showing the location of the proposed improvements on the building site; along with the application forms and fees as may be required from the Committee from time to time.

The Committee may also require that the exterior finish and color and the architectural style or character shall be such as in their discretion may be deemed suitable. In the case of any lots adjoining the Golf Course, the Committee will submit the plans to the Golf Course owner for review and approval. If rejected by the Golf Course Owner, the Committee will similarly reject the plans.

Features of Your Planned Community

Roadway System

The road network at The Ridge at Eagle Crest is designed to provide easy traffic flow throughout the community. For this reason, all members of the Master Association have free access to all roads within The Ridge at Eagle Crest, with the exception of Residence Club Court and Scenic Ridge Court. Except for those two restricted access cul-de-sacs, roads entering the separate living communities are not restricted-access roads.

Roads at The Ridge at Eagle Crest will be conveyed to the Master Association as common area and will be maintained and repaired as needed by The Ridge at Eagle Crest Owners Association. Funds for this work will be generated by the annual assessments on all lots annexed to the Master Association, with the exception of the restricted roads for which maintenance will be funded by Neighborhood Assessments on specific lots. Access will be controlled through the use of appropriate signage and a gate at Nutcracker Drive and Cline Falls Road that directs public access to the main entrance on Coopers Hawk Drive.

Golf Course

Eagle Crest Resort Development, LLC, the developer, is the owner of the two 18-hole golf courses and adjacent driving range and putting course at The Ridge at Eagle Crest. The developer may, but is not obligated to, offer favorable consideration for golf starting times and rates less than the public posted rates to owners at Eagle Crest Resort and at The Ridge at Eagle Crest. In addition, the operator of the Eagle Crest Resort Golf Course may, but is not obligated to, offer similar privileges at its course to members of The Ridge at Eagle Crest Owners Association. Please contact the golf course pro shops for full details on current rates and policies for reservation of starting times. ***Privately owned golf cars are not allowed at anytime on or around the golf courses.***

Recreational Pathways

A network of recreational pathways owned by The Ridge at Eagle Crest Owners Association travel throughout The Ridge planned community. Please be aware that the pathways may be used by all members of the Master Association. As an owner and member of the Master Association, you have access to all recreational pathways. Parking of vehicles is strictly prohibited on all recreational pathways.

Sports Center

Eagle Crest Resort Development, LLC owns and operates an indoor sports center and swimming pool at The Ridge at Eagle Crest known as the Ridge Sports Center. In addition, Eagle Crest Resort Development, LLC owns and operates a second sports center with outdoor swimming pool and an indoor fitness room known as the Lakeside Sports Center. Both facilities are available for use by members of The Ridge at Eagle Crest Owners Association and Eagle Crest Master Association pursuant to a joint use easement agreement that may be renewed by the parties. Access to the Ridge and Lakeside Sports Centers is through the front door entrance only upon presenting your ownership identification card. Certain guest fees and use policies apply. Complete use policies are posted at the sports centers and may be changed from time to time by the Resort Manager to promote operational efficiency.

As provided in the joint use easement agreement referenced above, members of The Ridge at Eagle Crest Owners Association may also use the Eagle Crest Resort Sports Center and outdoor swimming pool at the nearby Eagle Crest Resort. The outdoor tennis courts adjacent to this last swimming pool and those nearby the indoor sports center may also be used. Outdoor swimming pools have locked gates for safety purposes and to restrict access to owners and their guests only. You may obtain pool gate keys for pool access by presenting your owner identification card at the Eagle Crest Resort Sports Center front desk. If community gate entrance codes are needed for access, they will be issued when you check out the gate key. You and your guests are asked to carry your Eagle Crest owner identification when using all sports center, pool and tennis facilities. Hours of operation and policies for use are posted at the pools and courts and must be adhered to. Use rights are subject to change based on continued renewal of the joint use easement agreement with The Ridge at Eagle Crest Owners Association.

Miscellaneous Policies and Procedures

Restricted Use Areas

The Ridge Planned Community contains several areas owned by the Master Association, the developer, or utility companies which are not generally available to Owners. These include a power substation, water wells and reservoir, waste water treatment plant, golf course maintenance area, and a maintenance/laundry service facility. From time to time, additional areas may be added to this category. For safety reasons, these areas are not available for your use.

Restricted Activities

Dangerous or unlawful substances may not be stored, introduced or used within The Ridge Planned Community. All obnoxious or offensive activities are prohibited. In addition, you are required to control noise in all of your activities and to monitor your children so that you do not disturb other residents of the Community.

Fire Danger

Fire danger is a constant concern in this dry climate. Cigarette butts or any other burning materials must be completely extinguished and carefully discarded in an appropriate trash facility. Owners who rent their properties are required to place an approved "cigarette butt chimney" on their decks. No fireworks are allowed anywhere within The Ridge Planned Community. For the safety of owners, guests and our wildlife as well as preservation of the community's natural beauty, please abide by this policy.

Pets

Only dogs, cats, or such other household pets as may be approved by The Ridge at Eagle Crest Owners Association may be kept in The Ridge Planned Community. *"While on the owner's property*, household pets shall be kept indoors, leashed, or under complete control of the owner at all times. *While off the owner's property*, such approved pets can be exercised only when accompanied by their owners and then only on a leash no longer than six (6) feet for a fixed length leash or up to a maximum of fifteen (15) feet (when extended) if a retractable leash, one end of which is held in the owner's hand. Pet owners are responsible for the prompt removal of their pet's waste anywhere within The Ridge at Eagle Crest, including their own homesite. Compliance with these rules shall be determined by the Master Association on its sole discretion. Pets are not allowed anywhere within the neighboring Eagle Crest Resort community.

Safe Speeds and other Vehicle Control Restrictions

For safety reasons, the Master Association may post from time to time speed limits and other vehicle control restrictions, such as stop signs and parking restrictions, in the various areas of the Community. The speed limit within The Ridge at Eagle Crest Community is 20 miles per hour, unless otherwise posted. Owners and guests are responsible for observing and abiding by all posted vehicle control restrictions at all times. Posted vehicle control restrictions will be enforced by the Association using a variety of methods including, but not limited to, issuing citations for which fines will be assessed. The issuing of citations and assessment of fines for vehicle control restrictions violations has been pre-approved by the Board of Directors as provided in the Fine Procedure attached as “Exhibit B”. Please abide by the posted vehicle control restrictions at all times to encourage maintaining a safe community. Under the Master Declaration, Owners are responsible for their lessees, invitees, contractors, family members and other persons entering the property under rights derived from the Owner. Accordingly, citations issued to such persons will result in fines assessed against the Owner to the extent not paid by the violator. Any unpaid citation may result in suspension of entry and facility usage by the cited guest or tenant.

Declarant, managing agents, and owners and operators of the sports centers and Golf Course shall be responsible for payment of any unpaid citations issued to their employees or contractors. The owners and operators of the sports centers and Golf Course will not be responsible for payment of unpaid citations issued to users of those facilities, but shall deny use of those facilities to users who have unpaid citations if the names of such users are furnished to them by the Master Association.

Parking and Vehicle Restrictions

No mobile home, recreational vehicle (including campers) exceeding 1,500 pounds in gross weight, trailer of any kind, trucks with a rated load capacity greater than 3/4 of a ton, or boat shall be kept, placed, maintained or parked for more than 48 hours on any portion of the community, except in enclosed garages, or in areas designated by the Board and screened from view in a manner approved by the Architectural Review Committee. Parking on the streets for more than 6 hours at a time is prohibited, and no vehicles shall be parked on streets between the hours of 2:00 A.M. and 7:00 A.M. At no time will vehicles be allowed to park on bike paths or on turf or other landscaped areas bordering streets.

To preserve the natural setting and environmental values of The Ridge at Eagle Crest, the use of non-street licensed motorized scooters, snowmobiles, off-road vehicles, over-sized vehicles or trucks, or any noisy operated vehicles or devices is not permitted anywhere within The Ridge at Eagle Crest. Further, to promote safety of all Owners and guests, golf cars are not allowed on paths (other than golf cars specifically allowed on golf course paths by the golf course owner) or on roads anywhere within The Ridge at Eagle Crest.

Recreational Pathways

The network of recreational pathways within The Ridge is designed for recreational purposes and enjoyment, and therefore, pathways are not necessarily available for pedestrians and bicyclists within and around all neighborhoods. Pedestrians and bicyclists must use extreme caution when sharing a roadway with vehicles, and for safety reasons, are strongly encouraged to enjoy the recreational paths, where available.

Bicycles are an enjoyable way to enjoy your community. Bicycles must, however, be kept on the paved pathways or connecting paved roads at all times. Bicycles are expressly prohibited anywhere on the golf course, driving range or other grassy areas. Skateboards and in-line skating activities are allowed on the paved bike paths only, and prohibited for use on paved walkways fronting and connecting residential units, in parking lots, on roadways, and at the entrances to buildings. These limitations are directed at separating cars from skaters and skateboarders, and keeping the activity restricted to appropriate surfaces. Golf cars are not allowed on recreational paths or roadways (other than golf cars specifically allowed on golf course paths by the golf course owner).

Soliciting

No soliciting is permitted at any time by an owner, guest, or member of the general public within the boundaries of The Ridge at Eagle Crest.

Garage Sales

No garage sales, yard sales, estate sales and similar types of sales are permitted within the boundaries of The Ridge at Eagle Crest. Non-compliance will result in an immediate fine of \$500.

Firearms

The discharge of firearms, which includes bows and arrows, within The Ridge at Eagle Crest community is expressly forbidden. Any firearms brought into the community must be unloaded.

Power Tools

No power tools which cause interference with television reception shall be used within The Ridge at Eagle Crest Community unless the prior written consent of the Architectural Review Committee has been obtained.

Debris and Outside Storage

All refuse containers, wood piles, and other storage areas must be obscured from view of neighboring property. Garbage pickup can occur as early as 6 am on the scheduled day. For safety reasons, owners may place bins outside after 3 pm on the day before their scheduled pickup. This allows placement when it is still daylight in case weather conditions are hazardous. Trash bins must be retrieved and placed where they cannot be seen no later than 7 pm on the day of pickup.

Owners not able to meet these timeframes should consider asking a neighbor for assistance or contacting their garbage provider to see if they offer a service for placing bins inside enclosures.

Tarps used for covering firewood or other uses which are visible from streets, the golf course or neighboring property are not permitted. No rubbish, trash or garbage shall be allowed to accumulate on any portion of the property within The Ridge at Eagle Crest Community.

Antenna and Exterior Equipment

No towers, antenna, aerials or other facilities for the reception or transmission of radio or television broadcasts shall be erected or maintained on any portion of the property within The Ridge at Eagle Crest, unless approved by the Master Association Board of Directors. The Board of

Directors has approved the installation of exterior satellite dishes not exceeding 18” in diameter, subject to Architectural Review Committee approval regarding location. All outdoor play equipment requires the approval of the Architectural Review Committee including, but not limited to, swing sets and basketball backboards and may be required to be screened from view. Specific requirements are referenced in the ARC Policies and Guidelines. Portable basketball hoops are not permitted in view of streets or any neighboring property.

Landscaping and General Maintenance

Landscaping conforming with approved landscaping plans shall be installed on each residential property within one year after the issuance of a certificate of occupancy for the property and shall be in compliance with all sod and planting limitations and tree preservation guidelines as established by the Architectural Review Committee. You must maintain the attractive appearance of your property according to standards applicable to The Ridge at Eagle Crest Planned Community as a whole.

Roundabouts

If a group of owners wants to make changes in their common area roundabouts they must adhere to the following policy: No irrigation systems, No electrical systems, No artificial structures. Plans must be submitted and approved by management, and any changes will be made at the owner's expense.

Temporary Structures

No structure of a temporary character, trailer, tent, shack, garage, barn or other outbuilding shall be used as living quarters, either on a temporary or permanent basis.

Mailboxes, Newspaper Receptacles

Mail delivery by the U.S. Postal Service is made to a central substation post office box within The Ridge Planned Community. Neither mailboxes nor newspaper receptacles are allowed to be placed on lots or units within The Ridge. If a newspaper carrier delivers to residences, delivery must be made directly to the home front entrance, walkway or driveway.

Exterior Lighting

Exterior lighting is subject to prior approval of the Architectural Review Committee, and is restricted in any event to low-voltage decorative systems which are in compliance with Deschutes County regulations.

Signs

As provided in the Master Declaration, no signs **of any kind** including, but not limited to, flyers, are allowed in any location on a lot or unit (including, but not limited to, signs displayed in windows) with the exception of designated street number signs approved by the Architectural Review Committee and, during the construction period, one construction job site sign approved by the ARC. The ARC has approved a blanket waiver of the sign restriction with respect to the temporary placement of "open house" signs as provided in the attached "Exhibit A".

Preservation of Property

Owners must take reasonable care to not destroy, damage or unnecessarily disturb the natural vegetation or wildlife on the property.

Enforcement of the Policies and Procedures

The Ridge at Eagle Crest Owners Association requires all Owners and their guests to adhere to the requirements set forth in the Master Declaration, the Master Association Bylaws, and these Master Association Policies and Procedures. To assist the Board of Directors in the enforcement of the provisions of these documents, the Board has delegated enforcement authority to the Resort Manager. Any Owner or guest who has been advised by the Resort Manager that they are in violation of the Master Association Policies and Procedures or the Master Declaration or Master Association Bylaws shall immediately cease-and-desist that activity.

If any owner or his guest, after being notified by the Resort Manager that they are in violation of these governing documents, fails to comply with the Resort Manager's direction, the matter will be referred to the Master Association Board for consideration of enforcement action. The assessment of penalties for certain violations or noncompliance matters has been pre-approved by the Board as provided in the attached "Exhibit B." If fines or penalties are assessed for noncompliance, the owner against whom such action is proposed to be taken has the right to appear before the Master Association Board to contest such action, all as provided in The Ridge at Eagle Crest Owners Association Bylaws.

ATTACHMENTS:

Exhibit A – Open House Sign Waiver

Exhibit B – Fine Procedure and Schedule

Exhibit C – View Preservation Policy

THE RIDGE AT EAGLE CREST
ARCHITECTURAL REVIEW COMMITTEE

Blanket Waiver for Open House Signs
Revised and Effective on August 6, 2002.

The Declaration of Protective Covenants, Conditions, Restrictions and Easements for The Ridge at Eagle Crest (the “Declaration”) prohibits the placement of any type of signs whatsoever on lots or units with the sole exception of the following:

- a) Designated street number sign
- b) Temporary construction job site sign

The design and placement of these above-described signs are specified by the Architectural Review Committee (ARC) for The Ridge at Eagle Crest. No other signs, including but not limited to signs posted inside the home and displayed through windows, are allowed in any location upon a lot or unit.

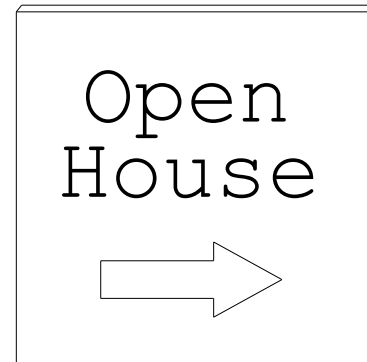
Pursuant to Section 7.8 of the Declaration, the ARC has the authority to waive the restriction on “for sale” or “for rent” signs in certain cases. The ARC has determined the temporary placement of signs advising of a staffed “open house” will be allowed to be posted to provide indication of a staffed “open house” for all lots and/or units at The Ridge at Eagle Crest. It is not the intent of this waiver to allow the placement of signs for general solicitation, but to specifically allow temporary notification of a real estate “open house” event. The temporary placement of these allowed signs is subject to the following rules and regulations:

1. “Open house” is defined as the hours during which a home or unit is occupied by a representative of the sale of the home or unit, and the home or unit is open to the public to viewing. If the home or unit is listed for sale with a licensed real estate broker, the person staffing the “open house” must be an employee or licensed agent with an active license under the listing broker or the deeded owner of record. If the home or unit is not listed for sale with a licensed real estate broker, the person staffing the “open house” must be a deeded owner of record. The hours of operation of an “open house” shall be limited to a maximum of ten (10) hours daily held only between the hours of 8:00 AM and 6:00 PM. The home or unit must be continuously staffed by the hosting representative within the approved time period to be considered an “open house”.
2. The allowed signs advertising an “open house” are limited to professionally-made signage conforming to specifications provided in Exhibit A that specifies either “open house” specific language or “model open” specific language, and does not include by way of example only “for sale”, “for sale by owner”, “available”, and other alternative directional signs. In addition, “directional open house” signs with limited text and design as provided in Exhibit A – sign “B” may be placed at certain intersections as provided in Section 3 below. Absolutely no balloons, flags, streamers or other decorative materials or tools may be attached to the sign or be placed anywhere on the lot or unit at any time.
3. During the hours of operation of the “open house” and only during such hours, one “open house” or “model open” sign may be posted on a lot or unit, and only on the side of the home or unit facing the street. No signs whatsoever may be posted on a lot or unit which are visible from the golf course. “Directional open house” signs (text “open house” and an arrow as shown in Exhibit A—sign “B”) may be placed at intersections within The Ridge at Eagle Crest as needed to direct traffic to turn. Multiple “directional open house” signs serving the same purpose (directing traffic in the same direction) will not be allowed. All allowed signs under this blanket waiver must be removed from the intersections and from the lot or stored indoors in such a manner as to not be visible from the street or

Exhibit A to
Open House Sign Waiver
Sign Specifications



Sign (A)



Sign (B)

Signs utilized for the purpose of posting or directing traffic to an “Open House” shall be constructed to meet the following specifications and may only be posted as allowed by the Open House Sign Waiver approved by the Ridge at Eagle Crest Architectural Review Committee on August 6, 2002.

1. Text (font) style used on the sign shall be “Hawthorne.”
2. Information permitted on the “open house” sign (A) is strictly limited to: the words “Open House” or “Model Open”, the real estate company name (if applicable), and the phone number of the contact person. No agent names are permitted. Information permitted on the “directional open house” sign (B) is strictly limited to: the words “Open House” and a directional arrow as shown. No other text is permitted on the “directional open house” sign (B).
3. Sign colors shall consist of white background with Hunter Green text.
4. Text height shall be 4” for the words “Open House” or “Model Open”, and 2” for the remaining text information allowed on the signs. The directional arrow may be 4” in height.
5. The “open house” sign (A) shall be 24” wide by 30” high, and shall be a “sandwich board” style as shown above. The “directional open house” sign (B) shall be 24” wide by 24” high.

EXHIBIT B

FINE PROCEDURE AND SCHEDULE

The Ridge at Eagle Crest Owners Association Enforcement Policy & Fine Schedule Resolution

Pursuant to Article 7.21 and 9.5(c) of the current Covenants Conditions and Restrictions (referred to as Governing Documents) for The Ridge at Eagle Crest Owners Association (the Association), the Board of Directors (the Board) has instituted the following resolutions to establish fines and penalties for non-compliance with the Governing Documents.

WHEREAS the Board of Directors of the Association finds it is in the best interest of the Association that all Owners within the Association are to comply with the Covenants, Conditions, and Restrictions (the CC&Rs), the Association Bylaws (the Bylaws), the Architectural Guidelines, and Policies and Procedures for the Association.

THEREFORE, LET IT BE RESOLVED in accordance with the CC&Rs and the Oregon Planned Community Act, the undersigned, constituting all the members of the Board of Directors of the Association, adopt the following resolutions:

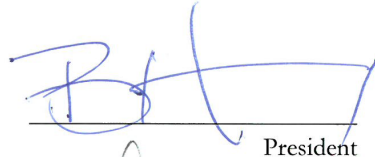
RESOLVED, that the **Enforcement Policy Resolution** is here by adopted as the process for enforcement.

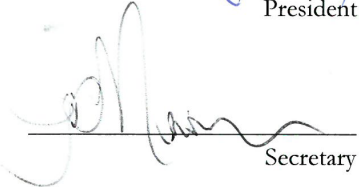
RESOLVED FURTHER, that the **Fine Schedule Resolution** is here by adopted as the schedule of fines for the Association.

RESOLVED FURTHER, that the foregoing resolutions shall be in effect as of March 21, 2019

This consent is executed pursuant to ORS 94.630 and Article 7.21 & 9.5(c) of the CC&Rs.

Dated as of: March 21, 2019



President

Secretary

Attached: Enforcement Policy & Fine Schedule Resolution

Enforcement Policy

1. Fines and penalties shall be imposed for violations of the Governing Documents, including but not limited to the Declaration of Protective Covenants, Conditions, Restrictions and Easements for The Ridge at Eagle Crest (the "Declaration"), the Bylaws, the Policies and Procedures and Architectural Review Committee Policies and Guidelines.
2. **Complaint.** The Board, Management Company, Architectural Review Committee, or association member (complaint must be in writing) may initiate a complaint of alleged non-compliance. The Board or Management Company may require that the complainant initiate resolution with the alleged violator prior to bringing the complaint to the Association. The written complaint must include the following:
 - 2.1. The name of the party bringing the complaint;
 - 2.2. A detailed description of the alleged non-compliance;
 - 2.3. The address of the alleged non-compliance;
 - 2.4. Dates and times if applicable.
3. **No Action.** If it is determined that no action is necessary, the complainant, will receive communication as to the reason no action will be taken.
4. **Notice.** Once an alleged non-compliance is verified by Management, and/or the Board, a written notice detailing the noncompliance will be emailed and/or mailed to the non-compliant Owner to the address on record. The following is the notice process:
 - 4.1. Courtesy Notice. The non-compliant Owner will have twenty-four (24) hours for garbage cans, forty-eight (48) hours for trailer/RV parking and boat parking, and fourteen (14) days for other violations from the date of the first written notice of non-compliance to take one of the following:
 - 4.1.1. Correct the non-compliance;
 - 4.1.2. Contact the Management Company to propose a timeline for correction;
 - 4.1.3. Send a written request for an appeals hearing.
 - 4.2. Failure to Comply. Failure to take the above action will result in additional notices being sent and fines being imposed in accordance with the Fine Schedule.
5. **Appeals Hearing.** The non-compliant Owner may request an appeals hearing. The hearing procedure shall be as follows:
 - S.1. The Owner must request a hearing in writing within the allotted timeframe as defined in Sections 4, 4.1, and 4.2 of this document.
 - S.2. In the event that the Owner requests a hearing, the Board will put the matter on the next Board of Directors meeting agenda or, at the discretion of the Board, hold a Special Meeting to hear the Owners request. Written notice of the time and place of the meeting shall be sent to the owner.
 - S.3. At the hearing, the Owner will be given the opportunity to present evidence in support of their position. The hearing is subject to reasonable rules of order established by the Board to assure prompt and orderly resolution of the issues at hand.
 - S.4. Any parties opposing or supporting the Owner's position shall be granted an opportunity to address the Board to present evidence that counters or supports the Owner.
 - S.5. Subject to the foregoing, the balance of the process shall be left to the discretion of the Board.
 - S.6. The Board shall have the authority to delay the hearing decision pending further deliberation or the collection of additional evidence. If the Board delays the hearing decision, the Owner will be notified of the date on which the final decision will be rendered.
 - S.7. The Board will notify the Owner of its decision within fifteen (15) days following the hearing decision.
 - S.8. In the event that the Board rules against the non-compliant Owner, the Owner shall have seven (7) days from the date of written notice to correct the non-compliance or submit a written plan including a timeline for corrections to the Board. If corrective action is not taken, fines will commence in accordance with the Fine Schedule Resolution and will be collected in accordance

with the Collections Policy.

6. **Costs.** The Board, at its discretion, may hold the Owner responsible to bear all costs and expenses in connection with the violation, including, without limitation, all costs incurred as a result of the hearing regardless of the outcome.
7. **Stop Work Order.** In the event an Owner is found to be in non-compliance with the CC&R's, a noncompliance notice will be served, and it is strongly encouraged that all modifications cease immediately until such time as the non-compliance can be corrected and subsequent modification approval can be obtained from the Board of Directors or Architectural Review Committee. The stop work order will provide the owner with 48 hours to comply, either restoring the modification or obtaining proper approval. If the non-compliance is not corrected fines will commence in accordance with the Fines Schedule Resolution and will be subject to the Collections Policy.
8. **Repeat Violations.** A repeat violation is defined as repeating the same non-compliance within 6 months of the previous non-compliance for which the Owner has been previously notified to correct. Repeat violators are not entitled to a cure and abatement period or the right to a hearing. For such non-compliance, notice shall be given, and fines imposed in accordance with the Fine Schedule.
9. **Fines:** All fines shall be considered an "Individual Assessment" as provided under Article 11.8 of the CC&Rs, and all unpaid balances shall be collected in accordance with the Collections Policy.

Fine Schedule

ALL VIOLATIONS EXCEPT GARBAGE CANS & RV OR TRAILER PARKING

Rules & Remedies: Within each notice, the applicable CC&R is cited, and a remedy is suggested. Within the First Fine Notice the owner is offered the option of mediation and is given that same option with each subsequent Notice. All notices are sent to Owner's address on record.

1. Courtesy Notice. Inspection occurs, issue noted. First letter sent to homeowner with no fine, but a warning of a \$25.00 fine to occur is referenced. Owners are given fourteen (14) days to comply.
2. First Fine Notice. Inspection occurs, second occurrence of issue noted, \$25.00 fine is assessed, and warning of \$100.00 fine to occur is referenced. Owners are given fourteen (14) days to comply.
3. Second Fine Notice. Inspection occurs, third occurrence of issue noted, \$100.00 fine is assessed, and warning of \$400.00 monthly fine to occur is referenced. Owners are given fourteen (14) days to comply.
4. Ongoing Monthly Fine Notice. Inspection occurs, fourth occurrence of issue noted, \$400.00 fine is assessed, and owner informed that the \$400 fine will be assessed monthly going forward if issue should persist. Inspection s continue to occur and a monthly fine of \$400 is assessed if issue continues. If the \$400.00 monthly fine is assessed for more than 2-month s, the issue goes before the board for further legal action.
5. Reset Policy. After a 6-month period of time passes with no reoccurrence of the violation, the entire process will reset, and the violation will be closed. If a new violation should occur, it will begin from the first step.
6. Repeat Violations. Fines will commence immediately upon notification of a repeat violation as defined by Section 7 of the Enforcement Policy.
7. Renter Change. Should the violation apply specifically to an offending long-term tenant (i.e. trash cans, landscaping, garbage on ground, vehicle non-compliance) the violation may be closed in order to allow the new tenant a fresh start. Owner must contact the Management Company and notify them of the change in tenancy.
8. Fines & Costs. All costs incurred by the Association in connection with enforcing the Governing Documents against any Owner, shall be assessed against the applicable Owner's lot.
9. Collections. Any fines levied against an Owner's lot are subject to the Collections Policy.



8300 Coopers Hawk Drive

Redmond, OR 97756

541.548.9300

GARBAGE CAN & RV OR TRAILER PARKING VIOLATIONS

Rules & Remedies: Within each notice, the applicable CC&R is cited, and a remedy is suggested. Within the First Fine Notice the owner is offered the option of mediation and is given that same option with each subsequent Notice. All notices are sent to Owners address on record.

1. Courtesy Notice. Inspection occurs, issue noted. First letter sent (emailed) to homeowner with no fine, but a warning of a \$25.00 fine to occur is referenced.
Owners are given twenty-four (24) hours to comply for Garbage cans and forty-eight (48) hours for RV/Trailer parking.
2. Fine Notice. Inspection occurs, second occurrence of issue noted, \$25.00 fine is assessed, and warning of an ongoing \$25 fine to occur is referenced. Each occurrence of violation will result in an additional \$25.00 fine with written notice.
3. Reset Policy. There is no reset policy for trash can violations.
4. Repeat Violations. Fines will commence immediately upon notification of a repeat violation.
5. Renter Change. Should the violation apply specifically to an offending long-term tenant, the violation may be closed in order to allow the new tenant a fresh start. Owner must contact the Ridge at Eagle Crest Owners Association or the Association Manager and notify them of the change in tenancy.
6. Fines & Costs. All costs incurred by the Association in connection with enforcing the Governing Documents against any Owner, shall be assessed against the applicable Owner's lot.
7. Collections. Any fines levied against an Owner's lot are subject to the Collections Policy.

Exhibit C
To Association Policies and Procedures

THE RIDGE AT EAGLE CREST OWNERS ASSOCIATION TREE AND
VEGETATION REMOVAL IN RECOA COMMON AREAS

(Adopted by the Board of Directors on July 17th, 2014, with revision in March 23, 2023)

The RECOA Board agrees that there shall be no topping of native juniper trees in any common area belonging to RECOA. The removal of native juniper trees shall only be allowed by the RECOA Board of Directors under the following process and procedures / conditions and only by application through the Management Company with final approval by the RECOA Board of Directors.

Tree and Vegetation Removal in Common Areas. Conditions of tree and vegetation removal shall include the following at the cost of RECOA:

- fire safety / mitigation of wildfire risk; consistent with the Ridge Community Wildfire Protection Program (RCWPP)
- disease
- safety or danger
- potential damage to Common property such as asphalt paths, water features

View Preservation / View Enhancement - Improvement is not allowed.

Violations:

Any violations for trimming, topping, limbing, killing, or removal of native junipers for view enhancement / improvement without RECOA Board approval shall result in a fine of no less than \$1,000.00 per tree and replacement costs.

Processing:

This application (attached) shall be conveyed to the Homeowners Association Management Company (for mail use Eagle Crest Management P.O. Box 1215 Redmond, Or. 97756; Office is located at 8300 Cooper's Hawk Dr.).

The Management Company will catalogue the request and forward to the RECOA Community Wildfire Protection Committee (CWP) for action and to the RECOA Board for information.

The CWP will accept and assess the request and formally advise the Management Company.

The Management Company will present the application with the CWP finding / recommendation to the RECOA Board of Directors for final approval.

The RECOA Board will decide on the matter and the Management Company will formally communicate the decision to the Owner/Applicant.

(Application on next page)

8300 Coopers Hawk Drive

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Permit for Removal of Trees or Shrubs Within the RECOA Commons

To establish and preserve the natural landscape, owners are required to complete this permit for any requested changes. The permit must be approved by the RECOA Board of Directors.

Property Owner _____

Property Address _____ Lot _____

Mailing Address _____

Phone _____ Email _____

Number of trees to be removed _____ Number of shrubs to be removed _____

Owner's Signature _____ Printed Name _____

Requester must:

- Provide a Google map image identifying the site and all vegetation to be removed with clearly drawn sight lines to all adjacent residents who may be affected.
- Flag (with colored tape) all trees or shrubs to be removed. No Paint.
- Secure the written approval of all adjacent owners who will be affected by the removal of trees and shrubs. Written approval must include owner's name, signature, address and lot number.

NOTE: Approval must be obtained from all adjacent owners affected BEFORE the permit application will be forwarded to the RECOA Board by the Management Company.

ADJACENT OWNER'S APPROVAL

Owner's Signature _____ Owner's Address _____

Phone _____ Email _____ Approve OYes ONo

Owner's Signature _____ Owner's Address _____

Phone _____ Email _____ Approve OYes ONo

Owner's Signature _____ Owner's Address _____

Phone _____ Email _____ Approve OYes ONo

RECOA Board Conditions for Approval

- ☐ Fire Safe / Mitigation of Wildfire Risk, consistent with the Ridge Community Wildfire Protection Program (RCWPP)
- ☐ Disease
- ☐ Safety or Danger
- ☐ Potential Damage to Common property such as asphalt paths, or water features.

Comments

RECOA and MANAGEMENT APPROVAL

Community Wildfire Protection Committee
Chair's Signature

Community Wildfire Protection Committee
Chair's Name

Date Signed

RECOA President's Signature

RECOA President's Name

Date Signed

Management Representative's Signature

Management Representative's Name

Date Signed

RECOA Resilience Plan

There are health, safety and other risks to residents and property owners if an extended electrical power outage occurs. Investments must be made so that water and wastewater systems on the Ridge continue to operate in the event of an extended Central Electric power outage. Oregon Water Utilities has completed investments in back-up power generators and other equipment to minimize the risk to our water supply.

Homeowners on the Ridge have a role to play to minimize the risk to our wastewater system. As part of its Resilience Plan, RECOA is replacing septic control panels in six managed neighborhoods with upgraded transfer switch panels during the 2019-2023 period. RECOA is also acquiring generators for use by these neighborhoods to be able to operate septic systems during an extended power outage. These investments are funded through neighborhood budgets.

Owners of individual custom residences (i.e., residences other than those in the six managed neighborhoods) are encouraged to upgrade their septic control panels during the same 2019-2023 period so that the full Ridge community will be protected from the risks. The upgrades for single, custom homes are voluntary except in these three situations:

1. In all new construction on the Ridge,
2. When a septic control panel is being replaced by an owner at an existing residence or facility on the Ridge, and
3. When existing property on the Ridge is being sold, as a requirement of the sale's closure.

Alternatives available to homeowners are posted on the RECOA site at www.ridgeowners.org. When installing an upgraded septic control panel, the Oregon Water Utilities-declared standard for panels must be followed.

Resolution for consideration by the RECOA Board of Directors at their meeting on March 23, 2023.

Recently the RECOA Board of Directors requested a review and an update of the Policy “View Preservation and Vegetation Removal in RECOA Common Areas”, RECOA Policies and Procedures Exhibit C and the Permit Application form.

Resolve that the RECOA Board of Directors approves the revised Exhibit C entitled “Tree and Vegetation Removal in RECOA Common Areas” and the revised Permit Application form, revised March 2023, as presented.

Adopted; March 23, 2023