



**RULES  
&  
REGULATIONS  
OF  
SALEMTOWNE CIVIC  
ASSOCIATION**

August 2016



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## SECTION 1. INTRODUCTION

Observance of these rules and regulations will give all members and their guests the fullest enjoyment of the properties and facilities to which they are entitled.

### A. AUTHORITY

Article III of the Bylaws of Salemtowne Civic Association authorizes the Board of Directors to adopt rules covering matters set forth in the Bylaws and for use of Common Property, to enforce these rules, and to establish penalties and levy fines for violations of Association Rules and Regulations. The amount of fine shall depend upon the facts and circumstances surrounding the violation.

### B. ANNUAL REVIEW AND PUBLICATION

The Rules and Regulations shall be published and distributed annually. Each year, between January 1 and April 1, they will be reviewed to insure that the information is current. Any changes made during the year will be published in the Newsletter.

### C. CLUBS AND ACTIVITIES

Approved clubs and activities with the name and telephone number of a contact person will be listed in the Salemtowne Directory.

## SECTION 2. ASSOCIATION ADMINISTRATION

### A. ASSOCIATION BOARD OF DIRECTORS

At the first meeting in October, the Board of Directors shall elect one of its members as Chairperson and appoint the other officers of the Association. Each officer shall discharge such duties necessary and proper for the administration and operation of the Association.

The Association Board of Directors is responsible for the nomination of candidates and oversees the election of Board Members.

#### 1. Chairperson

The Chairperson shall preside at all meetings of the Board of Directors and the Civic Association. The Chairperson also shall see that all orders and resolutions of the Board of Directors are carried out. Other duties are defined in the *Chairperson* job description located in the Board of Directors Manual.

#### 2. Director of Operations

The Director of Operations is responsible for operation and maintenance of all common property of the Association. The Grounds Superintendent and grounds crew are under the direction of the Director of Operations. Other duties of this position are defined in the *Director of Operations* job descriptions located in the Board of Directors Manual.



**3. Secretary**

The Secretary shall be responsible for recording all votes and decisions of the Board of Directors, keeping the minutes of all the meetings and proceedings, informing the membership of decisions made by the Board of Directors and maintaining all records and files of the Association. The Secretary oversees updating and distribution of the Salemtowne Directory, the Rules and Regulations, and the *Salemtowne News*. Other duties are defined in the *Secretary* job description located in the Board of Directors Manual.

**4. Treasurer**

The Treasurer shall be responsible for receiving all monies of the Association, disbursing such funds as directed by the Board of Directors, authorizing the signing of all checks and promissory notes of the Association (at least two authorized signatories on each document), keeping proper books of account, causing an annual audit or review by a certified public accountant at the completion of each fiscal year, causing an annual review and update of the Asset Replacement Study, and preparing the annual Association budget and Asset Replacement Fund budget (to be reviewed by the Finance Committee and approved by the Board of Directors) and a statement of resources and expenditures to be presented to the membership at its regular annual meeting. Other duties are defined in the *Treasurer* job description located in the Board of Directors Manual.

**5. Vice-Chairperson/Liaison to Committees and Clubs**

The Vice-Chairperson/Liaison to Committees and Clubs shall act in the place of the Chairperson in the event of absence, inability or refusal to act. The Vice-Chairperson responsibilities include executing major projects and providing oversight on conformance to rules of various agencies.

The Liaison to Committees and Clubs responsibility is to serve as liaison for Salemtowne committees, clubs, condominiums, groups and ad hoc committees other than those specifically listed under the job descriptions of other directors. Other duties are defined in the *Vice-Chairperson* and *Liaison to Committees and Clubs* job descriptions located in the Board of Directors Manual.

**B. BOARD OF DIRECTORS MEETINGS**

**1. Meetings**

The Board of Directors meets the first and third Friday at 9:00 a.m. in the Farmhouse.

**2. Electronic Board Meetings**

The Salemtowne Board of Directors meetings may be held by telephonic communication or by use of a means of communication that allows all participating board members to hear each other simultaneously or otherwise be able to communicate during the meeting.

Telephonic participation by directors shall be permitted when necessary and when at least a quorum of directors is present in person.

a. Methods of Conducting Electronic Board Meeting

In addition to telephone conference calls and other means of telephonic communication, internet conferences may be used. The means used for the internet conference must allow all members of the Board of Directors participating during the meeting to simultaneously interact.

b. Email Communications

Electronic mail regarding association matters sent between and among directors may constitute a meeting and does not meet the requirements of an electronic meeting.

**C. ASSOCIATION BUSINESS OFFICE**

The Association office is open for business Monday through Thursday from 9:00 a.m. to 11:00 a.m. A Board member will be on duty on Monday. The office will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas.

**D. ASSOCIATION EMPLOYEES**

Residents are encouraged to treat all employees with proper consideration. Poor service or discourtesy should be reported to the Board of Directors. Discipline of employees is not the prerogative of residents or their guests.

**E. BOOKS AND RECORDS**

Minutes of Board of Directors meetings and monthly Association financial reports will be posted on the bulletin board in the Farmhouse. Other records reflecting Association business and authority will be available for inspection during published business hours.

Copies of the Budget and Audit shall be made public and shall be available to all Association members upon request.

**F. FISCAL YEAR**

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year.

**G. TRANSFER FEE**

All new residents (owners and renters and those moving from one residence to another within Salemtowne) are required to pay a transfer fee to cover costs of office procedures in setting up their residency in Salemtowne (i.e., emergency cards, phone directory listing, proof of age requirement, resident roster, etc.).

**H. FINES**

The Board shall levy no fine until written notice of the violation has been given to the offending owner, and until such person has had an opportunity to be heard before the Board of Directors or any committee that the Board may appoint from time to time for such purpose.

Any owner receiving a Violation Notice, who believes no violation occurred, may submit a written explanation to the Board of Directors and request an appeal hearing.

**1. Violation of Bylaws, Rules and Regulations**

The Board has the authority to levy fines in an amount not to exceed \$250.00 per violation per day for violations of the Association’s *Bylaws* and *Rules and Regulations*, with the exact amount of the fine to depend upon the facts and the circumstances surrounding the violation.

**2. Violation of Pet Sanitation Rule**

Notice of a violation carries a fine of Fifty Dollars and no/100 (\$50.00).  
See 7.H

**3. Improper Use of Compost Site**

Disposal of green or ripe fruit or vegetables, full trees, garbage, plastic, metal, construction wood, tires, or other items that do not decompose at the Compost Site shall be subject to a fine of One Hundred Dollars and no/100 (\$100.00). See Section 5.A

**4. Violation of Common Property Tree Management Policy**

The Board shall levy a penalty with the recommendation of the Tree Management Committee in the amounts listed per violation for violations of the Association’s Tree Management Policy and of the *Rules and Regulations*. See Section 4.C

| Violations   | Penalty   |
|--|---|
| Removal of Tree without prior Tree Committee recommendation and Board approval | Up to \$5,000 plus reimbursement of all costs incurred to rectify the violation |
| Alteration without prior Tree Committee recommendation and Board approval      | Up to \$1,000 plus reimbursement of all costs incurred to rectify the violation |
| Spraying without prior Tree Committee recommendation and Board approval        | Up to \$500 plus reimbursement of all costs incurred to rectify the violation   |
| Planting without prior Tree Committee recommendation and Board approval        | Up to \$250 plus reimbursement of all costs incurred to rectify the violation   |

**I. CONCERNS/COMPLAINTS**

A formal process has been established by which residents can bring to the attention of the Board of Directors possible infractions to the Salemtowne Civic Association *Bylaws* or *Rules and Regulations*. Complaints must be submitted in writing on the Communication Form. The form must be signed and submitted to the Salemtowne office. The completed form is given to the appropriate Board member for review and resolution. The Board

member may bring the complaint to the entire Board for final action. The Board will reply in writing to the originator of any complaint to communicate the disposition of the matter.

**J. SUGGESTIONS**

Suggestions are handled informally. Suggestions should be in writing. The Board will review suggestions, but is not obligated to respond formally.

**K. COMMITTEES**

The Board of Directors shall appoint the chairperson of each standing or ad hoc committee as needed to discharge the responsibilities of the Association set forth in the *Bylaws*. Each committee shall be under the supervision of the Board of Directors and shall have a Board member as liaison. Allocation of the liaison assignments shall be determined annually.

Committee chairpersons will be listed in the Salemtowne Directory. Any questions concerning decisions made by a committee should be referred to the Board member who is liaison to that committee.

**1. Audio/Video Library**

The Audio/Video Library Committee is responsible for operating the Audio/Video Library for the use of Salemtowne residents. Dues and hours are posted in the Audio/Video Library.

**2. Audio/Visual Services**

The Audio/Visual Services (A/V) Committee is responsible for the development and maintenance of all Salemtowne audio and visual equipment and for educating Salemtowne groups on how to operate basic equipment.

**3. Decorating**

The Decorating Committee plans decorations in and around community facilities on holidays and other special occasions. The Committee recruits volunteers to help with decorating projects.

**4. Finance**

The Finance Committee advises the Board of Directors on budget, asset replacement expenditures and funding, and other financial matters, assists the Treasurer in preparing the annual budget and works with the Board of Directors and Treasurer in annual review of Asset Replacement funding and expenditures. The Committee shall consist of at least five (5) members who serve terms of either one year, two years or three years. The Committee shall hold meetings to complete the mandated functions of the Committee. A meeting shall be held before April 30 to review the Association's Audited Financial Report for the preceding year. A preliminary budget shall be presented for Committee approval by July 1 and reviewed again by the Committee prior to the Association Annual Meeting. The Committee shall review the budget again prior to the last Board meeting in December. The final budget proposal shall be approved by the Board of Directors at the last meeting in December.

**5. Fitness Center**

The Fitness Center Committee assesses the usage of the facilities as well as how often the equipment is used. With this information the Committee can determine if a piece of equipment should be removed for lack of use or additional like equipment should be added to the Center. The Committee assesses what repair or maintenance is needed for the facilities and equipment. Volunteers selected by the Committee are available to assist in the proper use of the equipment and facilities.

**6. Friends of Salemtowne**

Friends of Salemtowne provides a vehicle to encourage and recognize monetary and non-monetary donations to Salemtowne in memorial or otherwise. The Friends of Salemtowne Committee assures that gift proposals have clarity of purpose and propriety with enhancement to Salemtowne being the main objective. Monetary donations may be made by bringing donation to the Salemtowne office and completing a “Monetary/Non-Monetary Donation” form on which the donor may select a category designation. Donor and memorial recognition and designated purpose shall be acknowledged by Friends of Salemtowne through an announcement in the *Salemtowne News* and entry in the Book of Record in the Farmhouse. Organizations/individuals who wish to request funds from Friends of Salemtowne can submit a “Funds Request” form to the Salemtowne office along with a receipt. Non-monetary donations and requests for undesignated funds must first have approval of the Salemtowne Civic Association Board of Directors.

**7. Golf**

The Golf Committee advises the Board of Directors on all golf related matters including operation and maintenance of the golf course, golf play and golf memberships. The Committee is responsible for keeping current the “Salemtowne Golf Course Rules and Golf Etiquette” publication that governs the golf course and golf play and for compiling and distributing a Combined SWGA/SMGC Golf Calendar. Serves as liaison between the Women’s Golf Association, the Men’s Golf Club and the Board of Directors. Assists the Board of Directors in the enforcement of the Golf Course Rules and Regulations set forth in the publication and supervises and assists the Greens Fee and Tee Timer Supervisors in the performance of their duties. The Committee consists of seven (7) members: the current and past president of the Men’s Golf Club, the current and past Captain of the Women’s Golf Association, and three (3) community members appointed according to Golf Committee procedures.

**8. Greenhouse**

The Greenhouse Committee oversees space for storage of plants and for propagation of new plants. The rules governing the use of the facility are posted inside the Greenhouse.

**9. Greens Fee Supervisor**

The Greens Fee Supervisor monitors golf memberships and greens fees and submits monthly Greens Fees Report.

**10. History**

The Historian educates residents in Salemtowne history through newsletter articles, events such as History Night and historic State and Salemtowne anniversaries, scrapbook collections of Salemtowne activities, and preservation and display of photographs and historical artifacts depicting the Wallace orchards, family, and home that is now the Farmhouse. Items so displayed may not be removed without the express authorization of the Historian (as long as such committee exists), or by order of the Salemtowne Board of Directors.

**11. Landlord – Tenant Oversight Committee**

The committee is responsible for the recording and tracking of all rental property, the maintenance of rental property standards and procedures, and the recommended resolution of landlord-tenant rule violations.

**12. Lapidary**

The Lapidary Committee is responsible for the equipment in the lapidary shop and for providing instruction in its use. A member of the Lapidary Committee shall provide equipment orientation for first-time users prior to using the equipment.

**13. LARC (Landscape Oversight and Architectural Control)**

The Architectural Control Committee evaluates and applies the Rules and Regulations to approve all new external residential construction and changes (including, but not limited to, painting, roofing, windows, siding, and fencing) to enhance and protect the value, desirability, and attractiveness of the real property located within Salemtowne. The Committee will review all requested modifications as to harmony of external design, color and location in relation to surroundings and topography, and adherence to regulations. The Committee shall consist of at least three (3) persons.

In addition, Landscape Oversight provides policy for planning, maintaining and improving the landscaping, excluding trees, on common property and the golf course, and assists the Board of Directors in resolving landscaping issues that may adversely impact the common property or private property.

**14. Library**

The Library Committee catalogs and maintains reading material and puzzles in the Farmhouse libraries. Association members may borrow paperback books, magazines and puzzles on an “honor system.” Hardback books must be signed out using the checkout card system. All books, magazines and puzzles shall be returned upon completion of use.

**15. Lockup**

The Lockup Committee is responsible for the opening and closing of the common grounds and buildings as noted in the Lockup Procedures. This Committee also reports any problems of maintenance of the common property to the Director of Operations.

**16. Neighborhood Watch**

Neighborhood Watch works in cooperation with residents, Salem Police Department and the Polk County Sheriff's Department to maintain the safety of residents. The Committee will establish and maintain a neighborhood watch program for Salemtowne.

**17. Reservations**

The Reservations Committee authorizes use of the Towne Hall, Breezeway Room, Farmhouse, and Patio facilities in accordance with policies and procedures set by the Board of Directors. The Committee makes reservations and maintains a reservations calendar. The Committee shall consist of at least two (2) persons. All questions concerning the use of these facilities are directed to the Committee.

**18. Salemtowne News**

The Salemtowne News Committee publishes a monthly newsletter for Salemtowne residents with a calendar of events, committee, club and organization information, and notices from the Board. Items for publication shall be submitted by e-mail to the Editor on or before the 15<sup>th</sup> of the month.

**19. Storage Lot**

The Storage Lot Committee will oversee Compost, Vehicles and Wood Storage.

a. Compost

The Committee provides oversight of the compost, annually reviews the area, and makes recommendations to the Board of Directors on disposal issues.

b. Vehicles

The Committee assigns spaces for RV's, boats and vehicles in the storage area and is responsible for the maintenance and enforcement of rules pertaining to the use of the storage area and for accurate record keeping of stored units. The Committee shall consist of three (3) members.

c. Wood Storage

The Committee assigns space to residents for the storage of wood. Each user is responsible for maintaining his space in a neat and orderly manner.

**20. Swimming Pool**

The Swimming Pool Committee controls the operation of the pool and helps in its maintenance. Weather permitting, the pool opens in May and closes in October. Opening and closing dates and swimming pool rules are noticed in the Salemtowne News.

**21. Tree Management**

The Tree Management Committee provides policy and procedure for planning, developing, maintaining and improving the tree population on common grounds and on the golf course. The Committee will develop and maintain a tree inventory, an evaluation of the appearance of each tree along with criteria to be used in evaluation, a Tree

Removal/Planting/Trimming/Alteration/Replacement Plan for all trees, and provide information to enhance community awareness on tree issues and concerns.

**22. Website**

The Website Committee is responsible for the development of content and maintenance of the Salemtowne website. The Committee shall consist of at least three members.

**23. Woodworking Shop**

The Woodworking Shop Committee is responsible for evaluating condition and maintenance of the equipment in the woodworking shop and for providing instructions in its use. Monitors adherence to policies and procedures to assure safe and proper use of the equipment. The Committee consists of at least three (3) members.

## **SECTION 3. COMMUNICATIONS**

**A. SALEMTOWNE NEWS**

The *Salemtowne News* is published monthly to provide information on community events and activities. It communicates important Association information. Items for publication shall be submitted by e-mail to the Editor ([newsletter@salemtowne.us](mailto:newsletter@salemtowne.us)) on or before the 15th of the preceding month.

The newsletter will not carry:

1. Announcement of activities outside of Salemtowne with no Association connection.
2. Political items, gossip, and offensive stories.
3. Personal announcements such as birthdays, anniversaries, thank you for messages of sympathy, recovery from illness, etc.

**B. SALEMTOWNE WEBSITE**

The Salemtowne Website communicates information to the public and to Association members. The Resident section requires a password. Newsletter content guidelines #2 and #3 shall apply to the web site.

The address for the Salemtowne Civic Association website is: [www.salemtowne.us](http://www.salemtowne.us)

**C. BULLETIN BOARD POSTINGS**

Notices of interest to Salemtowne residents that will be placed on the Association bulletin boards must be dated and will be removed after 30 days. Notices of long-term interest may be renewed beyond 30 days upon approval of the Office Manager. These notices of interest include Civic Association meeting notices, activity signups, community events, items for sale or rent, services (provided to residents within Salemtowne) for hire, and employment (for Salemtowne residents) opportunities. It is the responsibility of Salemtowne clubs and



organizations to remove posted notices when the event is over or the information is no longer current.

**D. FLYERS OR POSTERS**

Flyers or posters advertising club and organization activities may only be posted in designated areas in the Towne Hall complex. No flyers or posters may be posted on the windows in the Towne Hall or in the Farmhouse.

**SECTION 4. COMMON PROPERTY**

**A. LIABILITY**

Neither the Association nor its officers or employees shall be liable for any injuries to persons or damages to property which might be sustained by members, guests, or other persons on the property. All persons, whether members or not, using any facilities of the Association, including the golf course, assume all risks incident to such use.

**B. PARKING (6/15)**

Parking in Salemtowne paved parking lots for the purpose of displaying a vehicle or any other item for sale is prohibited, except when part of a Salemtowne sponsored sale.

Parking of commercial vehicles or commercial trailers in Salemtowne paved parking lots is prohibited unless with prior approval of the SCA Board of Directors.

Parking on city streets is governed and enforced by the City of Salem.

**C. TREES ON COMMON PROPERTY**

In order to maintain the aesthetic nature of Salemtowne, the Board of Directors has established a policy regarding the trees that are on common property and the golf course:

1. The trees that are the common property of Salemtowne are the responsibility of the Salemtowne Civic Association in partnership with the City of Salem. Maintenance, planting, removal or other tree issues will fall under the jurisdiction of the Board of Directors, especially the Director of Operations.
2. The Board of Directors shall appoint and retain a Tree Management Committee to provide policy and procedure for planning, developing, maintaining and improving the tree population on common property and on the golf course. The Tree Management Policy developed by the Committee will direct Association tree management policy.
3. No resident has the right to remove, plant, trim, alter, or spray any tree or affix objects to any tree that is on common property, the golf course or the City right-of-way. Any such action will be considered a violation of the Rules and Regulations of the Salemtowne Civic Association and may be in violation of City ordinance. Violations will be subject to penalties outlined in Section 2.H.4.

4. When there is a request for tree removal, planting, trimming, alteration or other tree management concerns on common property, a request form, obtainable from the Association office, must be filed in the Association office. The request will be referred to the Tree Management Committee for evaluation based on established criteria, priority, and budget considerations. The Committee will make a recommendation to the Board of Directors on acceptance or denial of the request. The Board of Directors will make a final decision on the request.
5. Attachments (i.e., birdhouses, bird feeders, signs, etc.) may be allowed with prior Tree Committee recommendation and Board approval

**D. VEHICLES ON GREENWAYS**

Vehicles are not allowed on greenways, except for designated emergency vehicles or as authorized by the Grounds Superintendent.

## **SECTION 5. COMMON FACILITIES**

**A. COMPOST SITE**

The compost site is for the disposal of garden clippings, small limbs, dirt and small rock only. No green or ripe fruit or vegetables, full trees, garbage, plastic, metal, construction wood, tires, or other items that do not decompose may be deposited at any time. Violators will be subject to Section 2.H.3.

Use of the compost site will be limited to Salemtowne debris taken to the area by residents, professional yard care workers with permit, and Salemtowne staff. Residents may obtain a permit from the Salemtowne office to allow yard care workers to dispose of debris. The permit is not transferable and must be retained by the resident.

**B. GOLF COURSE**

The “*Salemtowne Golf Course Rules and Golf Etiquette*” publication is available at the Association office and at the Golf Shop.

The following is of general interest to residents:

1. Only two areas are designated for golf practice: west of No. 3 tee and east of No.7 fairway.
2. Golf carts are allowed on Salemtowne streets only if driven by licensed drivers. Carts may be driven after dark with adequate lighting.
3. Motorized golf carts are not permitted on the green ways.
4. Walking on the golf cart paths is permitted at user’s own risk. It is suggested that walkers only use the paths either early in the morning or later in the afternoon or early evenings. It is further suggested that walkers travel in the opposite direction as the

golfers (i.e. walk from the higher numbered holes toward the lower numbered holes) so that approaching golfers can be seen and being hit by a golf ball can be avoided.

**C. GOLF PROGRAM, NON-RESIDENT**

The Association has implemented a Non-Resident Golf Program that invites those persons interested in golfing at Salemtowne to make application for non-resident membership. Non-resident members may participate in any golf-related activity, but must abide by all Salemtowne Civic Association Bylaws, Rules and Regulations, and Golf Course Rules of Golf Conduct and Etiquette. The applicant must be 50 years or older (if a married couple makes application, only one member must be 50 years or older) and be sponsored by an Association member. Fees are due and payable upon acceptance of the application.

**D. GOLF PROGRAM, OTHER**

Anyone purchasing a house on or after July 1 has the privilege of buying a golf membership at the current year's full rate that will allow them to play the remainder of the current year and next year.

Former residents who have resided in Salemtowne for a minimum of ten years and have a golf membership may continue to enjoy the privileges of a golf membership at the Resident rate so long as they do not let the membership lapse.

Tenants have the right to Resident golf fees. Non-resident homeowners shall be afforded the opportunity to purchase an annual golf membership at the Resident rate.

**E. GREENHOUSE**

1. Plants must be healthy and insect, disease and fungus free. Mature plants should be pruned and sprayed before placing in the Greenhouse. Diseased or dead plants may be removed at the discretion of the Greenhouse Committee. Plants are placed in the greenhouse at owner's risk.
2. Each plant must be labeled with owner name, address and telephone number. Plants and containers not in compliance may be removed. Limit the size and weight of your pots in case the Committee must move them.
3. No fuchsias. The experts advise that the fuchsia is particularly susceptible to the white fly, thus readily bringing contamination to other plants.
4. At least one yellow white fly strip is required from each participant to be placed near your plants.
5. Responsibility for watering, fertilizing and care of plants lies with the owner. Periodic visits to the Greenhouse by the owner for this purpose are expected.
6. Owners anticipating absence should arrange with a friend to perform all necessary activities to maintain healthy plants. The name and phone number of attending person must be placed on the container.

7. Do not water other's plants. Over watering can kill.
8. Plants needing shade should be placed on the ground level. Plants needing sun should be on the shelf or hung above. Don't cram your plants together as this makes spraying difficult, makes better hiding places for the white fly, and plants need air space.
9. Do not throw your trimmings on the ground. Use the covered trashcan outside the door to dispose of them. Trimmings are often infested and the insects will burrow beneath the gravel and lay their eggs in the soil.
10. Periodic spraying will be done by Salemtowne Grounds Superintendent. A sign will be posted with the date of the last spraying and no one should enter the Greenhouse for 24 hours following spraying.
11. No food or beverage is allowed inside. This draws bugs.

**F. GUEST RV PARKING**

Three spaces with 50 amp hookups are designated for overnight guests for a fee. Guest RV spaces are on a first-come, first-served basis. Registration information and forms are available on the wall near the woodworking shop opposite the parking area. Registration fee is placed in the envelope provided and dropped into the Association office mailbox. The use of showers, swimming pool, and other facilities is prohibited unless a resident accompanies the guest. Water hook up at the greenhouse is prohibited. All guests are required to observe the Salemtowne no smoking policy.

**G. GAME ROOM USE**

Game room use is limited to residents and their guests. Guests must be accompanied by a resident.

**H. SWIMMING POOL**

Pool hours are from 8:00 a.m. to 9:00 p.m. daily. The pool is for the use of residents and guests only, with a maximum of eight (8) guests per household. **Additional Rules** are posted at the pool, included in the *Salemtowne News*, and on-line each May prior to opening of the pool. The pool is not available for private parties.

**I. VEHICLE STORAGE**

1. Residents shall submit a form for each unit, obtainable from a Committee member, to request a storage space. The resident must have valid registration showing ownership or part ownership of the vehicle and tags must be current. Upon receipt of the completed form(s), the Committee will assign space on an available basis in the appropriate designated area. A decal will be issued and shall be placed upon the registered unit in a clearly visible position. Only a registered vehicle will be in the space.
2. Due to the limitation of storage space, no member may occupy more than one space per category of RV, vehicle, boat, trailer, etc. to the exclusion of another member requesting

a space. Each household will be allowed no more than one unit in each category with a total of three units allowed overall.

3. The registrant assumes responsibility to keep the space clean, and grass and weeds cut and trimmed. Space markers shall be painted when required.
4. All vehicles stored in the storage area must be legally registered and licensed with the appropriate licensing agency in the name of a member of the Association. All vehicles must be maintained in an operating condition, in good repair and appearance. A vehicle not used within the last year, or a vehicle containing an expired license, will be considered “dead storage” and must be removed.
5. All coverings for units shall be in good repair and kept free of dirt, dust, and debris. Coverings shall be of a finish and color that will promote compatibility with the goal to protect the value, desirability and attractiveness of the Salemtowne community.
6. The dump station will be cleaned after use in accordance with posted instructions.
7. The Association is not liable for any damage by fire, theft, vandalism or Act of God to any unit or equipment stored in the RV area. Signing the request form constitutes an agreement that all storage is at owner’s risk.
8. The Board of Directors may revoke storage parking privileges of any member in violation of these policies or rules.
9. The Vehicle Storage Committee will review storage site locations at least annually and report any violations to the Salemtowne Civic Association Board.
10. The Board will convey in writing to Association residents whose site is in violation to correct the violation within thirty (30) days. Failure to do so will mean that the Board will have the site cleaned and painted and bill the resident. In case of “Dead Storage Vehicle,” the Board may order vehicle towed away at owner’s expense.

**J. WOOD STORAGE**

Salemtowne Civic Association is not liable for any injury, damage by fire, theft, flood, act of God, or vandalism to any wood stored in the Wood Storage Area. All storage is at owner’s risk.

**K. Woodworking Shop**

Use and access to the shop is limited to residents and does not include friends, family or children. Access to the shop is by combination lock. To encourage safe use and to avoid equipment abuse, members must have instruction on the proper use of all power equipment before the combination is shared. User will comply with verbal and written instructions provided by the Shop Committee and observe operating instructions provided by the equipment manufacturers. Users are required to use safety equipment provided. Equipment abuse or disregard of safety procedures can result in suspension of shop privileges. No

equipment shall be removed from the shop at any time. Members using the shop are responsible for clean up following each use.

Users agree to hold the Salemtowne Civic Association harmless from liability in case of personal injury while using the shop facility.

## **SECTION 6. USE OF ASSOCIATION FACILITIES**

Facilities of the Association may be used by any group with interest in a special activity if the Board of Directors has approved the activity.

Salemtowne facilities are primarily for the use of residents, its committees and organizations. No rent or deposit fee is charged for any recognized Salemtowne club, group, or organization. Residents and groups should share in the care of Salemtowne facilities to help keep the facilities clean and in good order. Attention should be given to turning down the heat or air conditioning, turning off lights and appliances, and security. Thermostats in the Towne Hall and Farmhouse are preset and locked. A timer can be set for periods of use. All persons are asked not to mistreat furniture and equipment.

When an owner leases property to a tenant, the rights to all amenities of the Association transfer to the tenant.

### Definitions:

Civic Event – Those specifically scheduled by the SCA board such as Forums, the Annual Meeting and other special meetings for business or information.

Community Event – Events for the participation of ST residents, committees and organizations such as meetings, classes, games, sports and seasonal events.

Community Event, Open to the Public – Same as above, but requiring prior Board approval.

Cleaning and Damage – For ALL events, the SCA Board has the authority to charge a person or group for janitorial services and/or damage and will do so if needed. Individuals and groups reserving and using the facilities are responsible for leaving the rooms and grounds clean and undamaged.

Private events require one check for a \$100 refundable cleaning/damage deposit and a separate check of \$50 for a service and supply fee. If the facility is clean and undamaged after the event concludes, the \$100 cleaning/damage deposit will be refunded.

### **A. RULES FOR USE OF FACILITIES**

1. Smoking is not permitted in the Association's buildings or on all common areas.
2. Fire Department regulations ban use of open flames (candles) and blocking of doorways with tables/chairs in any facility.

3. Food and drink may be served in the carpeted areas of the Farmhouse by any group granted permission by the Board of Directors. The policy for use of the Farmhouse living room and kitchen is posted in the kitchen. Each group using the living room and/or kitchen must assume full responsibility and accountability for cleaning after an event.
4. Alcoholic beverages may be consumed in accordance with Oregon Liquor Control Commission laws. (8/16)
5. All non-residents are restricted to the facility reserved. Non-resident guests are restricted to the Farmhouse living room, kitchen and restrooms. They may not use the library, game room, card room, porches, showers, fitness center, saunas, etc. For use of the swimming pool, see Swimming Pool Rules.
6. The facilities are not available for promotion of a political party, candidate or cause or for commercial purposes. This does not include instructors or entertainers invited for the benefit of Salemtowne residents with approval of the Board of Directors.
7. No function held in Salemtowne facilities may be open to the general public unless first approved by the Board of Directors.
8. The following are not allowed: confetti, birdseed, rice, bouncy houses, trampolines, portable pools, and personal barbecues. Bubbles are allowed outdoors only.

**B. RESERVATIONS**

1. Reservations for all events (Community or private) must be made in advance with the Reservations Committee and these events must be organized, supervised, and attended throughout by a Salemtowne resident. There are additional rules that will be obtained from the Reservations Committee when a facility is reserved.
2. The Salemtowne Resident or Group making a reservation must comply with all rules for the use, and cleanup of the facilities and is responsible for adherence to the rules. Set up and take down of chairs and tables is the responsibility of the resident or group. Assistance by the Salemtowne grounds crew during their work hours may be requested by submitting a Set Up Request Form to the Salemtowne office at least seven days in advance of the event. The resident or group is encouraged to manage set up and take down of chairs and tables without involving the crew.
3. All reservations (community or private) shall only be made in each calendar year, beginning January 1<sup>st</sup> of said year. This includes but is not limited to holiday use. Facilities for Salemtowne club activities and committee meetings must be re-reserved each January for all room requirements in the calendar year.
4. If confirmation of a reservation is needed prior to January 1 of the next calendar year, community club representative or private party must appeal to the Board for special permission.

5. Private events require one check for \$100 refundable cleaning/damage deposit and a separate check of \$50 for a service and supply fee. Payments are required at the time the reservation is made and in all cases must be received before confirmation of the reservation for the requested facility is given.
6. If more than one group requests the use of a room or facility in the first month of the year (January 1<sup>st</sup> through 31<sup>st</sup>) for Easter, Thanksgiving, Christmas or New Year's Eve, a lottery drawing of all parties will be held on the first Monday in February to determine who gets the use of said room or facility. If no reservation for a holiday is requested during the month of January, starting February 1 the room or facility will go to the first reservation received with deposit. Reservations for any other date during that calendar year are on a first-come basis.
7. SCA resident-only activities and clubs/committees shall have priority over private parties in making reservations unless approved by the Board. Unusual requests of residents may be taken directly to the Board for approval.

**C. ACTIVITIES/CARD PARTIES** (4/16)

There is no rental or cleaning deposit fee for Salemtowne resident activities/card parties held in the Towne Hall, Farmhouse, Patio or Breezeway. The person in charge is responsible for making reservations for the event and for cleanup. Check with the Reservations Committee for further instructions.

**D. CLASSES/INSTRUCTIONAL PRESENTATIONS**

Reservations for classes organized primarily for Salemtowne residents offered by publicly funded institutions such as Chemeketa Community College, or by AARP, may be made without charge. Other instructional presentations must first be approved by the Board, and would not be subject to a rental/deposit fee. The group is responsible for cleanup.

**E. OUTSIDE GROUPS**

Outside groups are excluded from the use of the Farmhouse, Breezeway, and Towne Hall. Residents may not reserve the facilities to sponsor church groups, organized service clubs, profit or non-profit organizations, political entities, etc.

**F. MEMORIAL SERVICES/RECEPTIONS**

Relatives, friends, and pastors may reserve the facilities for a memorial service only or reception following a service for a deceased resident. A deposit of \$50 will be charged for the use of the facilities. A refund will be made if the facilities are left in the same condition in which the facilities are found.

**G. SPECIAL CIVIC-TYPE MEETINGS**

Special meetings on civic issues of interest to Salemtowne residents may be held in either the Towne Hall or Farmhouse. The group sponsoring the meeting must first obtain Board approval and make reservations through the Reservations Committee. No deposit/rental fee or reservation form is required. Light refreshments are allowed.



**H. PRIVATE USE**

1. All groups are considered private parties except for Association meetings and meetings sponsored by the Board of Directors. The sponsor or applicant is responsible for completing the reservation application, proper use of the facility, and cleanup. If the event is catered, the sponsor or applicant must assure the equipment is not abused and does not leave the kitchen. Rules are outlined in the Reservation Form provided when the reservation is made. Private events in the Towne Hall, Breezeway, Farmhouse, and/or Patio are subject to a \$150 deposit (a \$100 refundable cleaning/damage deposit and a \$50 service and supply fee) payable at the time the reservation is made.
2. When a facility is used by a resident to recognize a special event such as an anniversary, graduation, retirement, or birthday, the honoree(s) must be a family member (includes parents, spouse, offspring, brothers, sisters, and in-laws) or a friend.
3. If the inspection reveals that the facility has not been cleaned satisfactorily, the user will be notified to remedy the situation within 24 hours. If not corrected, professional cleaners will be engaged at user's expense.

**I. PICKLE BALL**

Pickle ball may be played in the Towne Hall. (Refer to "Rules for Use of Towne Hall for Pickle Ball" provided by the Reservations Committee.)

**SECTION 7. RESIDENTIAL RESTRICTIONS**

**A. CLOTHESLINES**

Clotheslines, clothes racks or other apparatus on which clothes, rugs, or similar items are exposed for drying or airing shall not be located on any lot except in the rear yard thereof.

**B. FIREWOOD STORAGE**

Firewood stored on lots or near units must be out of view.

**C. FIREWORKS**

No fireworks are allowed in Salemtowne.

**D. GARBAGE AND REFUSE DISPOSAL**

Lots shall not be used or maintained as dumping grounds for rubbish. Household trash, garbage or other waste shall be kept in sanitary containers. All equipment for the storage or disposal of such material shall be kept in a clean sanitary condition and adequately concealed from public view.

**E. LAND USE**

Lots and units shall be used exclusively for residential purposes. The conduct of any commercial activities is prohibited.

**F. MOVING SALES**

Moving sales may be held only under the following conditions:

1. A resident is limited to one moving sale per residence, plus one additional sale with Board of Directors approval.
2. A resident also is permitted to have one sale to dispose of possessions following the death of a spouse.
3. Sale(s) may be held on no more than two (2) consecutive days. The sign is to be displayed on sale days only.
4. All articles offered for sale must be personal property of the resident, may not include articles brought in from outside, and must be displayed within the confines of the house and garage. (City policy forbids posting signs on City property, telephone poles, etc.)

**G. NUISANCES**

Noxious or offensive activity shall not be carried on upon any lot or unit, nor shall anything be done thereon which may become an annoyance or a nuisance to the neighborhood.

**H. PETS, LIVESTOCK AND POULTRY**

- a. There is a maximum of two pets per living unit. Exotic animals, livestock or poultry of any kind shall not be raised, kept or permitted on any lot or in any unit. No animals of any kind shall be kept, bred or raised for a commercial purpose.
- b. Registration of all pets on forms provided by the Association is required.
- c. Owner shall not allow their pets to defecate or urinate on other residents' private property.
- d. Pets must be kept on a leash or kept confined to the rear portion of the owner's lot or in the unit. No pet shall be permitted to be or become a nuisance or source of annoyance to other owners or occupants. Owners must have visible means to remove excretions and must clean up after their pets. Animals are not allowed on the golf course or golf course paths at any time.
- e. A complaint about a violation under this rule must be submitted to the Board of Directors in writing and signed by the complainant. The complaint will be investigated as soon as possible.
- f. If the complaint is found to be accurate, a written notice will be sent to the owner and a fine assessed as in Section 2.H.2.

**I. SIGNS**

- a. Signs or other advertising devices shall not be erected on any lot or unit or maintained on any part of the property except one sign no larger than 24” x 36” advertising property for sale or rent.
- b. Signs relating to sale of real property must be removed within 72 hours of the closing of the sale.
- c. No signs other than Salemtowne Civic Association activities may be erected or posted on common grounds, with the exception of open house and moving sale signs that must be removed immediately following the event.
- d. Moving and open house signs are permitted during the hours of the sale only as follows:
  - 1) One sign at the Salemtowne entrance, 2) no more than three directional signs placed throughout the community, and 3) with advanced permission required of owner before placement on private property.
- e. No contractor or other commercial advertising signs may be posted. Small security signs are allowed.
- f. There will be no more than one sign on a property indicating the name and/or address of the owner or occupant thereof. In no case will the sign be larger than 10” x 24”.

**J. TEMPORARY STRUCTURES, VEHICLES AND TRAILERS**

Storage of boats, recreational vehicles, utility trailers and like vehicles shall be in either the owner's garage or in the Salemtowne recreation vehicle storage area. Temporary structures, except chemical toilets, shall not be erected, parked or used on any lot.

**SECTION 8. RESIDENTIAL PROPERTY**

**A. EXTERIOR MAINTENANCE**

- 1. Each owner of a lot or unit in Salemtowne shall maintain such lot or unit in a satisfactory condition including but not limited to: not having chipping or molding paint; keeping moss off roofs; gutters and downspouts not sagging or falling away from the unit; walks not level; keeping decks and patios free from moss and painted or stained; and keeping trees and shrubs trimmed, lawns mowed, and weeds and other grasses removed.
- 2. In the event an owner of any lot or unit in Salemtowne shall fail to maintain the premises and the improvements situated thereon in a manner satisfactory to the Board of Directors, the Board of Directors, after 15 days notice to the owner, shall have the right, through Association agents and employees, to enter upon said lot or unit and to repair, maintain, and restore the improvements thereon. The cost of such exterior maintenance and/or repair shall be a charge against the lot or unit and shall be a continuing lien upon the property until paid.

**B. DRAINAGE**

Each owner of a lot or unit in Salemtowne agrees that there will be no interference in any way with the natural drainage of water over the lot from adjoining or other lots, and that adequate provisions will be made for proper drainage in the event it is necessary to change the natural flow of water drainage over the lot. For the purpose thereof, "natural" drainage is defined as the drainage that would naturally occur at the time of the overall grading plan of Salemtowne, including the finish grading of each lot.

**C. LANDSCAPE OVERSIGHT**

1. Landscaping of private lots shall have a positive impact on common property or property of other residents. Landscape issues will be the responsibility of the Landscape Oversight Committee under the direction of the Salemtowne Board of Directors.
2. Definitions:
  - a. Golf Course/Greenway Lot — any lot that adjoins the golf course or a greenway
  - b. Golf Course/Greenway View Lot — any lot that adjoins a golf course or greenway lot and has a view of the golf course or greenway
  - c. Adjacent Lot — any lot adjacent to a golf course view lot or greenway view lot is considered an adjacent lot and is not a golf course view lot or greenway view lot.
3. Properties will be reviewed periodically by the Landscape Oversight Committee according to Landscape Oversight Committee procedures. Property identified to be in non-compliance with the Landscape Rules and Regulations of Salemtowne will be issued a dated notice stating areas that need to be corrected. Property must be brought into compliance within 15 days. If needed corrections are not made within 15 days, the property will be referred to the SCA Board of Directors. The Board will notify the owner of the problem with the property and advise them of the fact that the Board may have the work done at the owner's expense. If the problem is still not corrected, the Board will have the work done and bill the owner. Refusal to reimburse SCA for cost of maintenance shall result in a lien being placed against the property. Decisions by the SCA Board of Directors may be appealed to the Board, in writing, within 15 days of the notification.
4. The Landscape Oversight Committee will establish Landscape Committee review procedures that comply with SCA Rules and Regulations.
5. All trees, hedges, shrubs, flowers, natural ground cover and grass growing on a lot shall be maintained, trimmed and cultivated. Lot landscaping shall not be detrimental to the neighborhood as a whole, nor an obstruction to the view of the golf course/greenways from lots designated as golf course/greenway view lots.
6. No hedge may be higher than the eaves of the house or the garage of the property owners. This limitation does not apply to the back of the lots of Salemtowne perimeter

boundary. All hedges must be maintained and contained on the owner's property. Only property owners can lower the height of their legal hedge.

7. No hedge more than three (3) feet high shall exist on any lot or at the boundary line of any lot in the area between the street and the building set-back line applicable for such lot.
8. Front yards shall be maintained as a landscaped lot including, but not limited to, trees, shrubs, flowers, natural ground cover, bark dust or grass. Artificial turf requires prior approval from the Salemtowne Board of Directors before installation. If vegetable plantings are located in the front yard, they are to be kept with aesthetics and not dominate the landscaping.
9. Front yards shall be maintained so the home address is clearly visible from the street.
10. Side and back yards that can be viewed by neighbors or the public shall be maintained in a manner consistent with front yard standards.
11. Exterior ornamentation, both affixed to the house and freestanding in the yard, shall be in good taste and not excessive. Issues regarding exterior ornamentation will be the responsibility of the Landscape Oversight Committee under the direction of the Salemtowne Board of Directors.
12. Homeowners, including those taking long term vacations and winter snow birds, must be responsible for yard maintenance at all times, even when the resident is absent.
13. Residents of lots on the golf course shall not plant plants, shrubs, bushes, or flowers if the plantings obstruct the view of the open spaces from golf course/greenway view lots.
14. There shall be a vision clearance at all intersecting streets. The vision clearance area shall be a minimum of 30 feet along the street back from the corner and 10 feet along private driveways and along intersecting streets back from the corner. All vegetation or other permanent obstructions shall be 30" or less in height above the curb. Trees shall be trimmed for vision clearance to 8 feet above the curb. No planting, bush or shrub shall project over a sidewalk or curb. (*Source: City of Salem (SRC) Revised Code*)
15. Plantings along driveways shall be maintained at a level that will not obstruct a driver's view of the sidewalk and street.
16. If a tree to be removed, pruned or planted on private property is within the City of Salem right of way, the City of Salem must be contacted for approval prior to removal, pruning or planting. Failure to do so may result in a fine.
17. If a tree to be removed or trimmed from private property is adjacent to common property or the golf course, the Salemtowne Tree Management Committee shall be consulted prior to removal or trimming to insure there will be no damage to the common grounds or trees.

18. Any temporary or permanent structures will fall under Architectural Committee oversight.

## **SECTION 9. ARCHITECTURAL CONTROL**

All proposed structural changes on the exterior of the home or condominium, including but not limited to, decks, walls, roofs, and fencing, require the written approval of the Architectural Control Committee and a Board member. All projects must be in compliance with SCA Rules and Regulations and city, county, and state codes. **No work may begin until the homeowner receives written approval from a Board member.** Failure to get full approval prior to the beginning of the project could result in the project being returned to the condition existing prior to the start of the project.

### **A. MAINTENANCE EXCEPTION**

Maintenance activities are not subject to review by the Architectural Control Committee provided the character or external features of the home are not changed. Maintenance activities include but are not limited to : (1) replacing aluminum windows with energy efficient vinyl windows, (2) spot painting using matching colors, (3) installation of a screen or storm door on an existing door, (4) replacing an aged garage door with one of the same size and color, (5) replacing deteriorated concrete on sidewalks or driveways, (6) replacing roof with same type of roof composition, except for metal. Homeowners should contact the Architectural Control Committee members to ensure that proposed project fits this exemption.

### **B. ARCHITECTURAL CHANGE REVIEW PROCESS**

The Architectural Control Committee will review all requested modifications as to harmony of external design, color and location in relation to surroundings and topography and adherence to regulations. (Association review should be completed before signing contracts, securing building permits, or otherwise committing to the project. This will avoid financial commitment to a project that does not conform to Association rules.) All Architectural requests are to be submitted at least thirty (30) days prior to project.

#### **1. Architectural Change Request**

- a. The proposed modifications shall be submitted by the property owner on the Architectural Change Request form (available in the office, the forms-box in the breezeway, or on the web site). That form shall provide a concise description of the proposed change, attaching drawings and/or samples as necessary to fully communicate the intended result of the project.
- b. For structural changes, details with sufficient dimensioning shall be attached to ensure the scope of the change is clearly understandable.
- c. If painting is proposed, whether same color or a change of color, a color chip/sample must be submitted. A 3' x 3' section must be painted, either on plywood placed in a

visible location or on a visible part of the house, showing both the base and trim colors for neighbors and the Architectural Control Committee to review.

## **2. Community Review**

- a. The property owner shall present the form to directly affected neighbors to discuss the project and solicit their comments. A project that fits the rules may be approved with adverse comments, but projects with positive comments are best for community harmony.
- b. Condo Association requests must be approved by the Condo Association Architectural Control Committee before they are submitted to the SCA Architectural Control Committee.
- c. The completed form shall be submitted to the Association Office for processing.

## **3. Architectural Control Committee Review**

- a. Architectural Control Committee members will review each Architectural Change Request received. If the members find everything is in order, the Chair will recommend approval to the Board of Directors by signing the form and submitting it to the Director of Operations. In the absence of the Director of Operations, the Board Chair may sign and/or review all matters relating to the Architectural Change Request.
- b. The Committee may refer the Change Request to the Board of Directors for further review.
- c. If the Committee does not approve the proposal, the Chair will report its action to the Board and the Request form will be returned to the owner with an explanation of the basis for disapproval. Disapproval by the Committee may be appealed to the Board of Directors. Appeal is not automatic; the owner must initiate an appeal to the Board in writing.

## **4. Board of Directors Review**

- a. The Director of Operations will review the Architectural Change Request and may accept or reject the Committee's recommendation, or may return the request to the Committee for further review. If everything is in order, the Director of Operations will approve the Request.
- b. Following approval, the owner will be issued an Architectural Change Approval card.
- c. In the event the Architectural Change Request is not approved or disapproved by the Board of Directors within sixty (60) days after all plans and specifications have been submitted, approval will be assumed and the requirements outlined above shall be deemed to be fully satisfied.

## **5. Project Procedures**

- a. The Architectural Change Approval card shall be posted in a visible location BEFORE work begins.

- b. If the details of the project change in the course of detailed design, engineering, architectural design, or permitting, the owner shall communicate those changes to the Architectural Control Committee in writing to ensure the change does not alter the conditions of approval.
- c. The owner shall be responsible to advise their contractor that Association Rules prohibit commercial advertising signs, and that the work site shall be clean, safe, and orderly at the end of each work day.
- d. Work should be completed 90 days from start of construction. If there are delays in starting or completing the project, the owner shall communicate the schedule changes to the Architectural Control Committee, so that tracking expectations may be adjusted. The imperative is to minimize disruption to the neighborhood and avoid having a lingering unsightly construction site.

**6. Project Completion Review**

- a. When work is completed, the owner shall sign and date the Architectural Change Approval card in the space provided to indicate completion and return the card to the Association Office.
- b. The Architectural Control Committee will review the completed project.
- c. If everything is as approved, the Committee will sign the Architectural Change Request form and the Office will provide the owner a photocopy for their records.
- d. If some aspect is not as approved, the Committee will communicate the specifics to the owner for adjustment.

**C. DEFINITIONS**

- 1. Golf Course/Greenway Lot — any lot that adjoins the golf course or a greenway.
- 2. Golf Course/Greenway View Lot — any lot that adjoins a golf course or greenway lot and has a view of the golf course or greenway.
- 3. Adjacent Lot — any lot adjacent to a golf course view lot or greenway view lot is considered an adjacent lot and is not a golf course view lot or greenway view lot.
- 4. Setback Line — is the front-line of the dwelling, including the garage, closest to the street.
- 5. Auxiliary Structures -- Including but not limited to, Tool and Storage sheds or buildings.

**D. ARCHITECTURAL RULES**

**1. Additions**

Additions shall not be attached to the residence in a manner that does not conform generally in architectural design and exterior materials and finish of the dwelling to which



it is attached, or that interferes with established set-back requirements, or that creates an obstruction to the view of the golf course/greenways from lots designated as golf course/greenway view lots, as defined in this section.

**2. Antennas**

TV antennas and satellite dishes are permitted pursuant to the Telecommunications Act of 1996 and implementing Federal Communications Commission regulations. Positioning of TV antennas and satellite dishes should be in the least intrusive location (such as the side or rear of the unit). Architectural Review is not required for antennas, but consultation with affected neighbors is encouraged to minimize visual impact.

**3. Auxiliary Structures – Exception for Storage Sheds**

Auxiliary structures are not permitted in front yards, and are not to be visible from the street, Golf course or common grounds. Auxiliary structures should, but not limited to, conform to architectural design and exterior materials and finish of the dwelling. A building permit may be required by the City of Salem. All Auxiliary structures shall be located adjacent to the home or garage. All structures whether constructed or Prebuilt need to be approved by the Architectural Committee. Metal units are not acceptable.

**4. Building Codes**

New construction and alterations to existing improvements shall comply with City of Salem regulations and State Building Codes. Approval through the Architectural Change Review process does not constitute or ensure approval related to Building Codes or Building Permits. The owner and/or contractor remain responsible for conforming to legal requirements.

**5. Building Type**

No building may be erected or maintained on any building site except one single-family dwelling not more than one story in height at the main floor level, together with an attached private garage. The garage shall conform generally in architectural design and exterior materials and finish of the dwelling to which it is attached.

**6. Easements**

Easements of record are acknowledged and shall be respected.

**7. Fences and Walls**

- a. Fences shall not be detrimental to the neighborhood as a whole, nor an obstruction to the view of the golf course/greenways from lots designated as golf course/greenway view lots, as defined in this section. (See “Definitions” above)
- b. Fence materials shall be of the types and quality typically selected for residential use. Agricultural grade products shall not be used.

- c. No fence, wall or other dividing structure over six feet (6') high shall be constructed or maintained on any lot or any boundary line of any lot. This limitation does not apply to that part of any lot that abuts the Salemtowne perimeter boundary. Fence height is measured from the soil level on the owner's side of the fence.
- d. No fence, wall or other dividing structure more than twenty-four inches (24") high shall exist on any lot or at the boundary line of any lot in the area between the street and the building set-back line applicable for such lot. (See "Definitions" above)
- e. No fence, wall, or other structures shall be permitted on that portion of the lot lying between the property line and the house on any lot abutting the golf course. A fence may be permitted between the property line and the house on a lot abutting a greenway or common property; however, construction materials for such a fence shall be limited to vinyl coated chain link fencing, either black or dark green in color, or black wrought iron. It shall be no more than 48 inches in height. The property owner or resident shall be responsible for control of any vegetation growing on both sides of such fence. Exception: a fence, wall or other structure may be permitted on a property line perpendicular to the golf course, greenway, or common property provided no view obstruction results.
- f. A retaining wall will be permitted along the property line or common areas as long as it is backfilled. (See subsection 12 below)
- g. Trellises shall be of open decorative design, complying to the height rules in the area to be placed.
- h. Privacy panels are not allowed in the front yards. They are not allowed in the rear yards of homes adjacent to the golf course. Panels may be installed in yards adjacent to the common areas and the greenway. Individual panels shall not be more than 4 feet wide, with maximum height of 6 feet. Panels may not be installed in line or connected. They must be staggered or individually placed at least 12 inches apart with a maximum grouping of 4 panels. They must be within 4 feet of residence or patio. Placement must be approved by Architectural Committee.
- i. Fences erected in the area between the house and the street shall be open decorative design, and approved by Architectural Committee, so as to provide visibility of the surrounding landscape. Height shall not exceed 36 inches. A solid panel does not comply.

**8. Flag Poles**

- a. Free standing flag poles are permitted within Salemtowne. Flag poles shall be no taller than twenty-four feet (24'). Flag poles shall be constructed as a single unit of either aluminium, stainless steel, or fiberglass, and shall be securely mounted.
- b. Flags flown on free-standing poles shall be no larger than three feet by five feet (3' x 5'). Flags shall be limited to that of the United States, the State of Oregon, or the owner's military branch of service. All standards of Flag Etiquette shall be respected.

**9. Garages**

Garages shall not be remodeled in a manner that removes the garage door.

**10. Paint**

Paint colors — base color, trim color, and accent color if used — shall be in harmony with the colors of neighboring homes. While recognizing that tastes and trends change, and that each home is a reflection of the owner’s personal choices, the choice of colors shall compliment the long-term trends of the community. Dramatic contrasts shall be avoided.

**11. Patios/Walkways/Decks**

Concrete or paving stones set as patios or walkways, provided they are flush with the surrounding soil, are deemed to be landscape features and thereby subject to landscape rules rather than architectural rules. Decks are elevated structures and are subject to architectural review. Patio roof must match house roofing, or quality aluminum or other type approved by Architectural Committee. Not acceptable is corrugated tin, fiberglass, or poly carbon.

**12. Retaining Walls**

As stated within Fences and Walls, *“A retaining wall will be permitted along the property line or common areas as long as it is backfilled.”*

- a. A retaining wall is a structure installed to terrace and/or level the associated property by holding back soil. A retaining wall is distinct from a fence or dividing wall in that a retaining wall must be back-filled.
- b. The height of a retaining wall shall not exceed a line level with the bottom of the siding of the house, except where the house is below the level of the soil to be retained.
- c. Retaining wall materials must be standard aesthetic landscape materials built upon a well laid foundation; plain concrete block, plain concrete, railroad ties, or other wood shall not be used.

**13. Solar Panels**

In keeping with the “green” (energy saving) movement, solar panels may be installed on houses in Salemtowne. Placement of solar panels shall be chosen to minimize visual impact.

**14. Wind Driven Devices**

No resident may install a wind driven renewable energy device on their property in Salemtowne.

**15. Propane Tanks**

Propane tanks will be allowed with the following restrictions:

- The maximum propane tank shall be 50 gallons in size.

- All propane tanks shall be above ground only.
- All propane tanks shall be located at a minimum of 4 feet from any property line and a minimum of 3 feet from any residence.
- All propane tanks are required to be placed on a concrete pad or a pad that has been approved by the Architectural Committee.
- All propane tanks are required to be installed by an LP licensed contractor.
- All propane tank installations must meet all requirements in NFPA (National Fire Protection Association) pamphlet 58 and 54.
- All propane tanks are required to be in an open top, vented enclosure with a maximum height of 48 inches to ensure the tank is not visible.
- All propane tanks must be located in a side or backyard location and may not be located in the front yard of the residence.

## **SECTION 10. LANDLORD – TENANT PROPERTY** (4/2016)

These rules relate to the obligations of property owners and tenants to ensure compliance with Salemtowne Rules and Regulations. Property Owners who choose to rent their homes must notify the Board of Directors through the Board’s Landlord-Tenant Oversight Committee by completing a “Notice of Intent to Rent” form.

All Property Owners who are current landlords must complete this form with the Committee prior to each change of occupancy. All rentals must indicate that the tenant will abide by the Salemtowne Rules and Regulations.

Upon the leasing or renting of the property, the property owner delegates and assigns all easement-of-enjoyment rights exclusively to the tenants.

### **A. LANDLORD – TENANT REQUIREMENT**

#### **1. Landlord Intent to Rent**

All landlords are required to complete and file an “Intent to Rent Form” at the Office prior to finalizing the formal rental agreement. The Landlord-Tenant Oversight Committee will provide the landlord a set of the Association’s governing documents which must be presented to their prospective tenant prior to signing the rental agreement. Forms are available at the office.

#### **2. Landlord-Tenant Rental Agreements**

Signed rental agreements are required and a copy shall be filed with the Association Office prior to move-in. The rental agreement must include a stipulation that the tenant understands and accepts the provisions of the Association’s governing documents, and that

the agreement may be terminated by the Owner if any of the governing document provisions are violated. No tenant may occupy a unit without a signed document on file accepting these provisions. The tenant may not sublease any portion of the unit.

**3. Additional Provision to all Rental Agreements**

Standard, modified, or abbreviated rental agreements or leases are acceptable; however, all agreements/leases, regardless of form, must include an additional provision containing language similar to the following:

Tenant acknowledges receipt of, and has read and accepts, the requirements as set out in the *Declaration of Covenants, Conditions and Restrictions and Bylaws*, and *Rules and Regulations of Salemtowne Civic Association*. Failure to abide by these rules may result in termination for cause.

**4. Exceptions to Landlord-Tenant Rental Agreements**

A “Notice of Intent to Rent” and “Landlord-Tenant Rental Agreements” are not required for units permanently occupied by the age qualified member of the property owner’s immediate family.

A “Notice of Intent to Rent” and “Landlord-Tenant Rental Agreements” are not required if the property owner rents a portion of the residence to any person meeting occupancy requirements, provided the Owner occupies the unit during the term of rental.

**5. Temporary Custodian**

Owners may appoint a temporary custodian to reside in their residence during their absence for a period not to exceed 30 consecutive days in any 12-month period. Owners must inform the Landlord-Tenant Oversight Committee, in writing, the Custodian’s name and the anticipated length of the custodial appointment.

Custodial appointments in excess of 30 consecutive days will require completion and approval of a “Notice of Intent to Rent” and “Landlord-Tenant Rental Agreement.”

**6. Landlord Notice of Vacancy**

In the event of a change in tenancy, a completed “Notice of Vacancy” form must be submitted to the office at the time of vacancy. The form is available at the office. A new “Notice of Intent to Rent” and an approved “Landlord-Tenant Rental Agreement” must be completed and filed with each change of occupancy.

**7. Tenant Registration and Documents**

All tenants residing in the tenant’s household, including tenants who qualify under paragraph 4, “Exceptions to Landlord-Tenant Agreement,” and paragraph 5, “Temporary Custodian,” must meet with office personnel for orientation within 14 business days after move-in. Tenants must sign and date a copy of the Association’s “Memorandum of Understanding for Property Owners and Renters,” and provide proof of age.

**8. Tenant Infractions**

Landlords shall be held accountable for all tenant infractions, and are expected to follow up with tenants to ensure compliance. In the event of an infraction, landlords will be informed immediately, in writing, of the nature of the infraction and necessary course of action. Landlords may be assessed a fine for any infraction by a tenant.

**9. Termination of Tenant**

The Association Board of Directors may demand the landlord deliver a 30-day written “termination” notice or a 14-day written “termination for cause” notice to a tenant with Salemtowne Rules and Regulations violation. Failure by the landlord to terminate the tenant, or failure to rectify the cause, may result in a \$50.00 per day fine. The decision by the Salemtowne Civic Association Board to request termination may be appealed by the Landlord to the Board in writing within 15 days of the request for termination. Refusal to reimburse the Association for fines or penalties levied against the landlord or the tenant shall result in a lien being placed on the property.