



Welcome to the Courtyards at Broken Top!

We would like to welcome you to our picturesque community in the heart of Central Oregon and sincerely hope you enjoy your stay with us.

Below you will find a few details about the Broken Top Courtyards Neighborhood and community that you may find helpful.

Accessing the Property

Broken Top is a gated community.

The main gatehouse is located on Broken Top Drive south of the Simpson Gate entrance. When you arrive, please stop by the Gatehouse to pick up your Visitor Pass. This pass will be shown to the Gatehouse staff as you enter the property throughout your stay.

The gatehouse staff is on duty from 6am to 8pm Sunday and Monday, Tuesday through Saturday 6am to 11pm.

To enter the neighborhood afterhours, please push the button on the intercom and let the after-hours call center know your name and the Courtyards unit in which you are staying.

Guests cannot access the property through the Simpson Gate as this is only accessible with a resident car-mounted transponder. These are not transferable.

Amenities for Courtyards Neighborhood

The community of Broken Top enjoys miles of walking paths, a beautiful playground, and a large, unfenced “dog park”. (Of note, the Broken Top Country Club is separate from the Courtyards Neighborhood / community and requires membership to access amenities such as golf, pickle ball courts, gym, or swimming pool – see [Broken Top Club Facilities](#) below.)



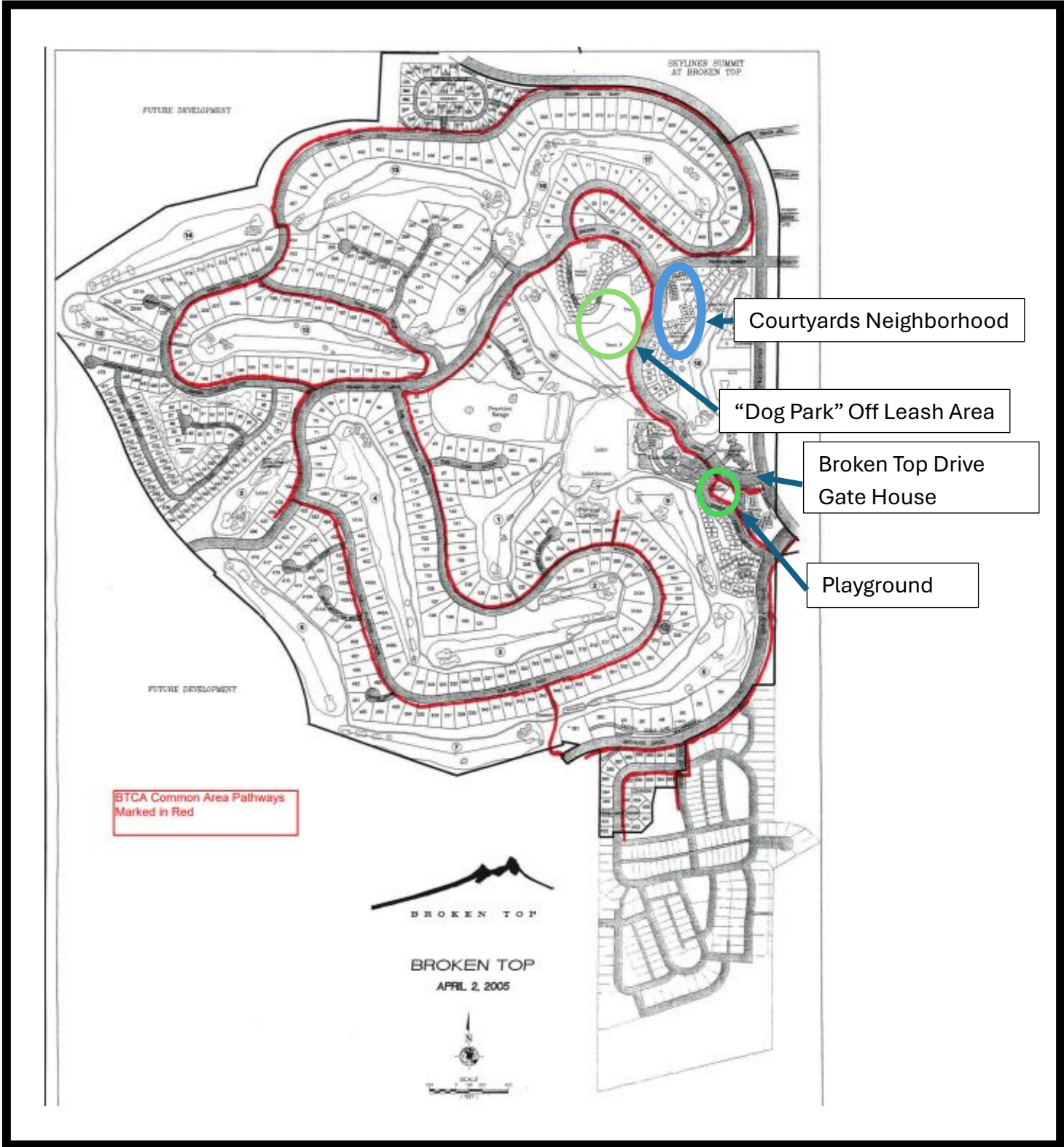
The playground is adjacent to the Gate House off of Broken Top Drive and the Clubhouse Road.

The “Dog Park” is located across Broken Top Drive from the Courtyards Neighborhood, adjacent to the golf course.

The community common area walking paths are available year round, they are adjacent to the roadways and are indicated on the below map.

During winter months, when the golf course is closed for the season, the golf paths are available for walking/running and they offer some of the most beautiful views in Bend. Please stay on the paths and avoid walking on the greens to preserve the health of the course. When golfing is active in the warm weather months, access to the golf course is restricted to golfers only.

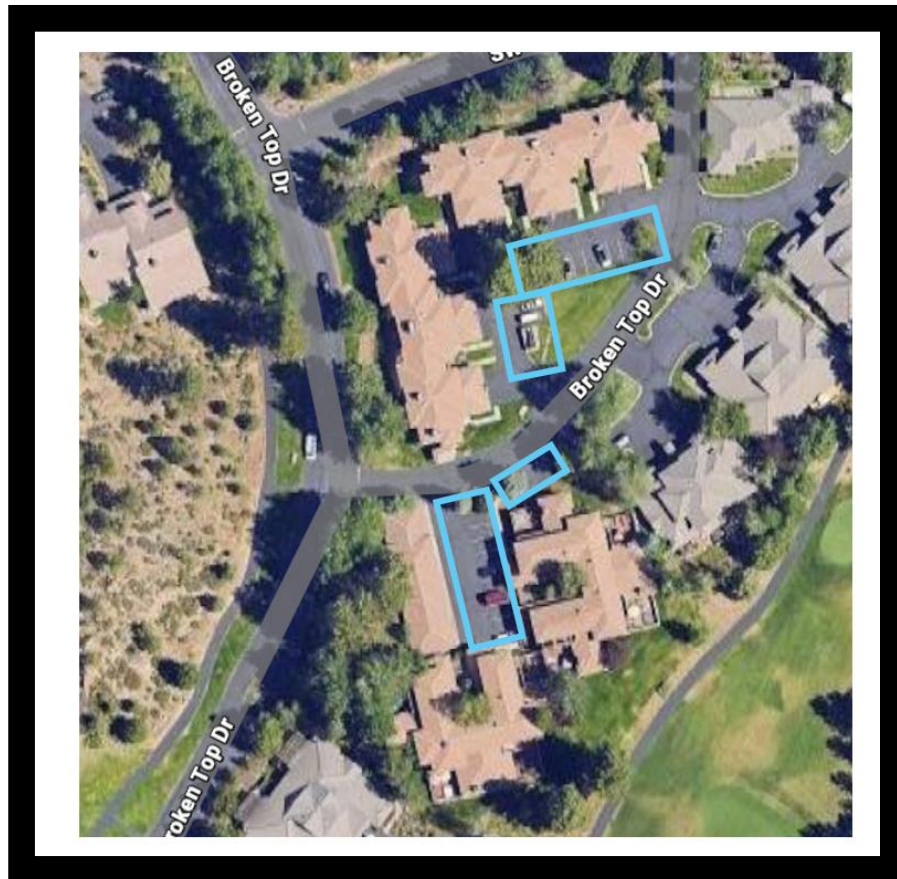
March 2026 - The golf course is open for golf and the golf paths are restricted to golf only for everyone’s safety.



Broken Top Community Map

Parking

Parking is available near each unit and several units have garage space.



Pets

Dogs in Broken Top are required to be leashed at all times unless exercising in the “Dog Park”. The “Dog Park” is located across the Broken Top Drive from the Courtyards Neighborhood, adjacent to the golf course.

“Yappy Hour” is a daily get together of neighborhood dogs in the dog park, time varies by season.

Snow Removal

Bend gets a bit of snow and ice in the wintertime. If the walkway in front of your unit is in need of shoveling or de-icing, please contact the unit property manager or host directly.

The parking areas and roadways in the Broken Top community are plowed when snow accumulation exceeds 3 inches and the Courtyards Neighborhood area is included in the community wide snow clearing.

Traffic

Broken Top is an active community with many walkers, runners, and golfers. To ensure the safety of all, please observe the 25 mph speed limit on all roads (except Fall Creek and Soda Springs and smaller residential streets where speed limits are 19 mph), and please obey all STOP signs and cross walks. Pedestrians and golfers have the right of way in the neighborhood.

Speeding violations are captured on traffic cameras within the community.

Recreational Vehicles

Trailers and/or Recreational Vehicles are not permitted to park or be stored overnight on the premises. If you do use a trailer to bring snowmobiles, boats, or off-road vehicles to Bend, we expect you to either park the trailer/recreational vehicles inside the garage (in available at your unit) or make arrangements to park them outside the gates.

Broken Top Club Facilities

The Broken Top Club is a separate entity from the Courtyards Neighborhood and the community. Only Broken Top Club members may utilize the club facilities to include Club House, golf course, driving range, pickle-ball courts, tennis courts, and pool. Please feel free to contact or stop by the Broken Top Club to discuss membership options.

www.BrokenTop.com



Garbage and Recycling

Recycling bins and garbage dumpsters are available in the parking areas of the Courtyards Neighborhood.

Please place appropriate recyclables into the bins located next to the garbage dumpsters. There are “Comingled Recycling” and “Glass Only” bins.



Recycling Guide

Thanks for recycling these items! All items must be empty and dry.



Following the guidelines of what is allowed in your recycling bin saves natural resources, reduces pollution and creates jobs.



Scan for: العربية, 简体中文, 繁體中文, हिन्दी, 한국어, Русский, Af-Soomaali, español, Tagalog, українська, tiếng Việt.

Cardboard and Cartons



Flattened cardboard, packaging boxes, food and beverage cartons
Pizza boxes must be empty with no food residue.

Paper



Newspaper, magazines, office paper, egg cartons, mail, paperback books, bags, and non-metallic gift wrap

Plastic



Bottles, round containers, buckets, and rigid plant pots
Caps OK if screwed on.
All items must be 2 inches by 2 inches or larger.

Metal



Aluminum and steel cans, and scrap metal
Less than 10 pounds and 18 inches.

Glass



Bottles and jars
Remove caps and lids.
City Limits Only
Place in glass only bin

No!



No bagged recyclables



No batteries



No food or liquid
(empty all containers)



No plastic bags or stretchy plastics



No frozen food boxes





541.382.6660 | cascadedisposal.com



CITY OF BEND

**Short Term Rental Operating License
Good Neighbor Guidelines**

The Good Neighbor Guidelines (GNG) were created to educate Short Term Rental (STR) owners and tenants/guests on the importance of being a good neighbor. Welcome neighbors! Be nice, you're in Bend!

- 1. 24-Hour Contact Information.** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
- 2. General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
- 3. Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10 p.m.
- 4. Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
- 5. Garbage Disposal.** Place trash and recycling containers at the appropriate place and time for pickup. Return trash and recycling containers to the designated location within 12 hours after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.
- 6. Parking & Traffic Safety.** Refer to the parking diagram posted in the unit and park on-site whenever possible. Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
- 7. Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
- 8. Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.

City of Bend Mission Statement:

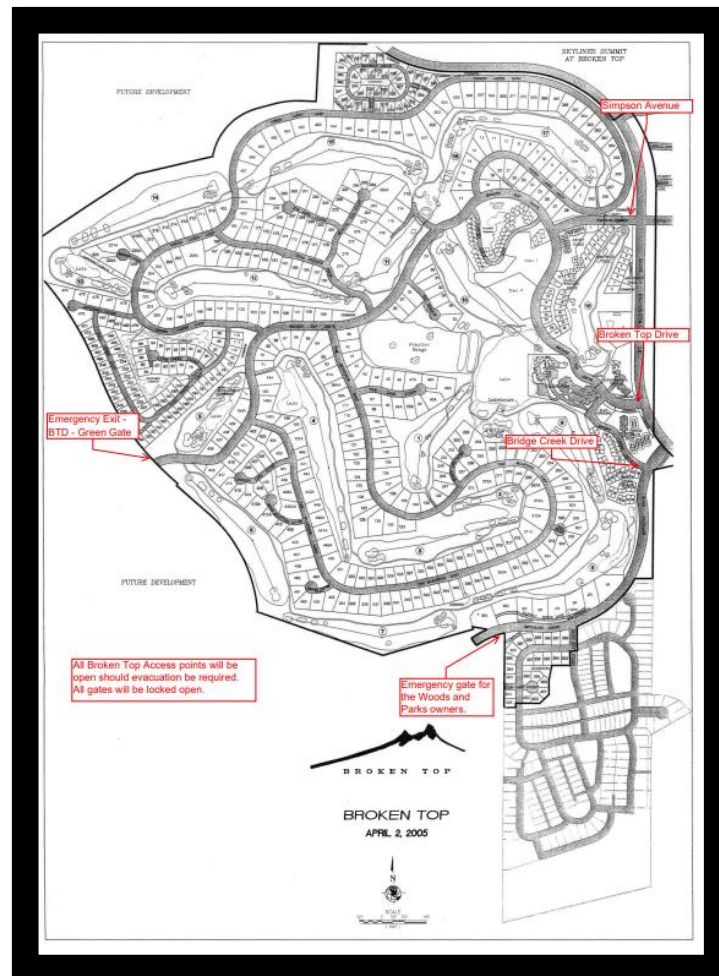
Delivering the right public services for the Bend way of life.

Broken Top Emergency Evacuation Procedures

BTCA has three (3) main evacuation routes in the event of an emergency requiring evacuation.

They are the Broken Top Drive (Main Gate), Simpson Avenue (Resident Gate) and Bridge Creek Drive to Metolius Drive (beside the pool and tennis courts).

Should an evacuation be required to the west; the fire gate at the end of Broken Top Drive towards Tetherow will be open.



Listen to the local Radio Station KBND-1110AM and or TV Station KVTZ CH-21 for updates and directions.

Additionally, Deschutes County offers cell phone alerts. (DAS) Deschutes Alert System notifies the public with important information during an emergency. To register for this please visit <https://www.deschutes.org/911/page/sign-deschutes-emergency-alerts>.

Courtyards Neighborhood Welcome Book

March 2026

In Case of Wildfire: See attached “GO! Deschutes County Evacuation Guide” In the event of a fire CALL 911... DO NOT assume someone else has called!

GO! DESCHUTES COUNTY EVACUATION GUIDE

Level 1: **READY**

- Level 1 means **BE READY** for potential evacuation. There is a fire in your local area.
- Prepare for any family with special needs, mobile property, and pets or livestock.
- Monitor local social media, news & radio for information.
- Emergency Personnel may contact you via an emergency notification system.

BEFORE & DURING FIRE SEASON

- Register for Emergency Notifications.
- Create at least 30 feet of defensible space around your home. (FIREFREE.org)
- Make a list of your **SPs**. (People, Pets, Pills, Photos, important Papers)
- Prepare a 72-Hour Kit.
- Know alternate ways out of your neighborhood.
- Know the evacuation plans for your family members in school, assisted living and childcare facilities.
- Designate an out-of-area contact who can relay information.
- Plan how you will transport your pets.
- Keep the car fuel tank at least half full.

Level 2: **SET**

- Level 2 means **BE SET** to evacuate. You must be prepared to leave at a moment's notice.
- Level 2 signifies that there is significant danger in your area. Load your **SPs** and 72-Hour Kit into the car.
- Relocate to a specified shelter (if activated) or with family/friends outside the affected area.
- You **MAY** have time to gather necessary items, but you must be prepared to leave at a moments notice.
- If you have time, when leaving your home, write EVACUATED on a pillow case & hang it at the end of your driveway.
- **THIS MAY BE THE ONLY NOTICE**

During an evacuation, roads become congested with vehicles, dust and smoke, making evacuation a slow process.

GO EARLY

Long before evacuation seems likely, READY, SET, and GO!

Level 3: **GO!**

- Level 3 means **GO**, evacuate NOW. Leave Immediately.
- The danger in your area is current and you should evacuate immediately.
- DO NOT delay leaving to gather any belongings or make efforts to protect your home.
- Obey orders of law enforcement & fire department officials.
- Drive calmly and with special attention to emergency vehicles.
- Do not block access to roadways for emergency vehicles or other evacuees.
- **THIS WILL BE THE LAST NOTICE YOU WILL RECEIVE**



AFTER EVACUATION

- Check in at an emergency shelter. Whether you stay there or not, your checking in will help others know that you are safe at www.safeandwell.communityos.org
- Take pets to a Pet Evacuation Center.
- DO NOT call 9-1-1 for non-emergencies.
- Do not attempt to re-enter the fire area until it is declared safe by law enforcement.



The fire departments and law enforcement agencies of Deschutes County assume no liability for the use or misuse of this information, which is intended to provide fire safety and emergency guidelines for residents.
For up to date fire information visit www.centralregionfire.org

