



Sunset Meadows  
Homeowners Association



# Resident Guide



2025

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## RESIDENT GUIDE

Effective May 1, 2025

Welcome to the Sunset Meadows Resident Guide! As members of our vibrant community, we understand the importance of clear guidelines and easy access to information. This Guide serves as a supplement to our Covenants, Conditions, and Restrictions (CC&Rs) and bylaws, offering residents a quick reference to common questions and important regulations. Whether you're a long-standing member or new to our neighborhood, we hope this resource enhances your understanding of our community's expectations and facilitates harmonious living for all. Dive in, explore, and empower yourself with knowledge to contribute to the continued well-being of our neighborhood.

**The rules and regulations outlined in this Guide are not intended to replace the Sunset Meadows Homeowners Association (the Association) CC&Rs and Bylaws. In the event of a conflict between this guide and the Association's CC&Rs, the CC&Rs will take priority.**

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## GENERAL INFORMATION

### SUNSET MEADOWS HOMEOWNERS ASSOCIATION

Sunset Meadows Homeowners Association (“the Association”) is a townhouse community incorporated as a non-profit corporation under the laws of the State of Oregon.

Each homeowner automatically becomes a member of the Sunset Meadows Homeowners Association, with rights and responsibilities outlined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs) and the Association’s Bylaws.

### GOVERNING DOCUMENTS

The Association’s governing documents are a foundational set of rules and regulations that outline the rights and obligations of the Association and its members. These documents are legally binding and enforceable upon all homeowners within the Association.

Copies of all Governing documents and additional resources can be found on the Sunset Meadows Homeowners Association Website: [www.sunsetmeadowseugene.com](http://www.sunsetmeadowseugene.com)

- **DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS (CC&Rs)**  
This is the primary governing document that outlines the rights and obligations of homeowners within the community. It includes rules regarding property usage, architectural guidelines, maintenance responsibilities, and other provisions aimed at preserving the community's appearance and value.
- **BYLAWS**  
Bylaws specify the internal rules and procedures for the homeowners association, including how the HOA is structured, how meetings are conducted, how board members are elected, and the powers and duties of the board of directors.
- **ARTICLES OF INCORPORATION**  
This document establishes the legal existence of the homeowners association as a corporation. It typically includes information about the association's name, purpose, registered agent, and duration of existence.
- **RESIDENT GUIDE**  
A supplementary document that provides more detailed guidelines on specific issues not covered in the CC&Rs or Bylaws.

### CONTACT INFORMATION

**Mailing Address**

1438 ½ Feters Loop  
Eugene, Oregon 97402

**Email Address**

[bmcinfo@bmc-llc.com](mailto:bmcinfo@bmc-llc.com)  
[sunsetmeugene@gmail.com](mailto:sunsetmeugene@gmail.com)

**Phone Number**

(541) 485-6991

### BOARD OF DIRECTORS

**All Board members are volunteers and are not paid for their time or work.**



Information about the current Board of Directors, including responsibilities, can be found on our website.

All homeowners are eligible to run for a position on the Board. If you are interested in running and would like more information about roles and responsibilities, please contact the Board.

### BOARD MEETINGS & ANNUAL MEETINGS

- Monthly Board meetings are typically hosted virtually on the third Thursday of each month.
  - The agenda for upcoming Board meetings is posted on the bulletin board near the pool.
- All homeowners are invited to attend Board meetings. For a virtual meeting link, please contact Bennett Management or email the Board at [sunsetmeugene@gmail.com](mailto:sunsetmeugene@gmail.com).
  - Homeowners who would like to address the Board must contact Bennett Management or email the Board at least 7 days prior to the scheduled meeting so your item can be added to the agenda.
  - Each homeowner will be allotted up to 5 minutes to speak during the meeting.
- An Annual Meeting is held in October each year – all homeowners are encouraged to participate.
  - Elections are held for the Board of Directors positions during this meeting.

### ASSESSMENTS & FEES

HOA assessments fund the essential operations and maintenance of our community. These funds are crucial for covering the costs of common area upkeep, landscaping, utilities, insurance, and amenities such as the pool. By paying your assessments on time, you are helping to support the financial health and sustainability of our community, ensuring it remains a well-maintained and enjoyable community for all residents.

### DUE DATES & PAYMENT AMOUNT

- Monthly assessments are \$220 and are due on the first day of each month.
- All other assessments are due in full on the date specified in the notice of assessment.

### PAYMENT IN ADVANCE

Homeowners may pay assessments in advance if they choose. Please contact Bennett Management directly for additional information and arrangements.

### HOW TO PAY

- Payments for all assessments and/or fees should be sent to Bennett Management.
- Bennett Management offers an easy-to-use online portal through AppFolio that can be used to make payments and access balance information. Please contact Bennett Management at [bmcinfo@bmc-llc.com](mailto:bmcinfo@bmc-llc.com) for more information or assistance with your account.





- Checks should be made payable to Sunset Meadows Association and delivered to:

**Sunset Meadows Homeowners Association**  
**c/o Bennett Management Company**  
980 Willamette St. Ste 200  
Eugene, OR 97401

- Payments will be applied to the oldest assessment arrearages first, unless the payment specifies a different allocation.

### LATE FEES & PROPERTY LIENS

- Pursuant to Article XI of the Bylaws, a late fee \$25 will be applied to any account with an unpaid balance as of the 16<sup>th</sup> of the month, providing a 15 day grace period for payments.
- Assessments, late fees, accrued interest, collection costs, and any associated attorney fees, if applicable, are the sole responsibility of the subject property owner at the time the assessment or fees are levied, unless it is determined that all assessments were paid on time to the Association.

**Please note:** Unpaid assessments, including fines, may result in a lien against your property.

## VIOLATION ENFORCEMENT PROCEDURE

Sunset Meadows Homeowners Association is committed to maintaining the quality and safety of the community through fair and consistent enforcement of its rules and regulations.

### VIOLATIONS

- The Board of Directors may begin enforcement proceedings if it determines that there is a violation of the Declaration, Bylaws, or Rules and Regulations. Actual knowledge, a complaint submitted by an owner, or any other reliable information is sufficient to make a determination.
- Any complaint submitted by an owner must contain the following:
  - Name and address of owner submitting the complaint
  - Name and address of violating owner
  - A description of the violation, including dates and times.
- At the Board's discretion, the name and address of the complaining owner may be kept private if the publication of such information would pose a threat to the complaining owner's safety.

### NOTICE

- After determining the existence of a violation, the Board shall notify the owner of the violation.
- The notice must contain the following:
  - A description of the violation
  - If available, photographs of the violation
  - A statement that the owner is entitled to an opportunity to be heard by the Board before further action is taken or fines are levied, and that the owner shall have 15 days from the date on the notice to present a written request to be heard
  - The amount of the fine, consistent with the Schedule of Fines, that will be levied if the violation is not remedied



- Whether the fine will be levied daily, weekly, monthly, or per incident
  - A description of any other remedies that may be taken by the Association to remedy the violation
  - What action must be taken by the owner to remedy the violation
  - If the violation is ongoing, the time frame for remedying the violation
  - A statement that the fines or other remedies shall be imposed unless the owner presents a written request for an opportunity to be heard by the Board within 15 days of the date on the notice
- The notice shall be mailed to the owner via first-class mail to the address on file with the Association.

### RESPONSE TO NOTICE

- The owner must respond to the notice of the alleged violation in writing within the 15 day period, regardless of whether the owner is challenging the imposition of the proposed sanction.
- If the owner cures the alleged violation and notifies the Board in writing within the 15 day period from the date of the notice, the Board may waive the sanction at its discretion.
  - Such waiver shall not constitute a waiver of the right to sanction future violations of the same or other provisions by any person.
- If a timely request for an opportunity to be heard is not made, the sanction stated in the notice may be imposed.
- The Board of Directors may, at its discretion, suspend any proposed sanction if the violation is cured within the 15 day period.
- Any response or request for an opportunity to be heard shall be delivered to the Association's manager, President, or Secretary, or as otherwise specified in the notice.

### RIGHT TO BE HEARD

- Prior to levying fines against a violating owner, the Board must give the owner an opportunity to be heard by the Board. The opportunity to be heard shall occur in an open Board meeting.
- If the owner presents a written request to be heard after receiving the notice described above under "Notice", the Board shall send the owner a notice containing the date, time, and place of the hearing.
- If the violating owner fails to attend their opportunity to be heard, the Board may take any of the actions described below in the "Board Determination" section.
- If the violating owner is present to be heard, the violating owner may present testimony or other evidence showing that there is no violation, or that the violation is not subject to enforcement by the Board.

### BOARD DETERMINATION

- At the conclusion of the opportunity to be heard, or if the violating owner fails to appear, the Board may:
  - Proceed with levying fines consistent with the Schedule of Fines
  - Take any other enforcement action available
  - Dismiss the complaint
- After deliberation, the Board shall announce its decision in an open Board meeting, and record the decision in the Board's meeting minutes.





## MISCELLANEOUS

- The Board reserves the right to amend, revise, or add to the Schedule of Fines and this Resolution, as necessary.

## SCHEDULE OF FINES

Construction / Modification / Improvement Violation	\$200 per week
Landscaping Violation	\$50 per week
Animal Violation	\$100 per occurrence
Ongoing Nuisance / Offensive Activities	\$100 per day
One-Time Nuisance / Offensive Activities	\$100 per occurrence
Parking / Vehicle Violation	\$50 per day
Rubbish / Trash Violation	\$100 per day
Other Ongoing Violations of the Declaration, Bylaws, or Rules & Regulations	\$300 per week
Other One-Time Violations of the Declaration, Bylaws, or Rules & Regulations	\$300 per occurrence

## RESIDENT RESPONSIBILITIES & PROPERTY GUIDELINES

### INSURANCE REQUIREMENTS

#### PERSONAL INSURANCE

- Each Owner is required to carry their own broad form fire and extended insurance policy that covers the full replacement value of their unit's interior.
- Owners are responsible for providing their own personal property damage insurance, flood insurance, and personal liability insurance.
- In the event of a claim involving both the homeowner's insurance policy and the Association's master insurance policy, the homeowner's policy shall be considered primary, and the Association's policy shall be secondary.
- If a claim is filed under the Association's policy that involves damage to or originating from a specific unit, the homeowner of that unit will be responsible for paying the deductible associated with the Association's insurance policy, regardless of fault, unless otherwise determined by the Board or applicable law.

**Please note:** The Board of Directors is unable to offer insurance advice.  
Please consult with your insurance agent to ensure proper coverage.

#### ASSOCIATION INSURANCE

Insurance for common areas and building exteriors is provided through a master policy held by the Association.

The Association's policy does not extend coverage to personal belongings. Limited coverage for unit interiors is strictly secondary to the homeowner's policy and only covers permanent fixtures. Improvements made to the unit are not covered by the Association policy, and homeowners are responsible for any deductibles.

A copy of the current Insurance Declaration can be found on the Association's website.



Please review the Association's governing documents for a comprehensive overview of insurance policy requirements and coverage details.

## MAINTENANCE

Please refer to the Sunset Meadows Maintenance Matrix on the Association website for clarification on the responsibilities of homeowners versus the Association.

Association maintained property includes common areas and the building exteriors. "Common area" refers to all property owned by the Association for the shared use and enjoyment of its members. "Exteriors" include, but are not limited to, roofs, siding, gutters, soffits, downspouts, exterior building surfaces, fences, trees, shrubs, grass, landscaped areas, walkways, and the swimming pool.

- The Association is responsible for routine inspections of building exteriors and common areas. Homeowners are encouraged to inspect their unit on a regular basis and report any issues with exterior structures immediately. Any exterior maintenance matters should be submitted in writing to Bennett Management.
  - Damage to unit exteriors determined to be the result of resident negligence or misuse will be repaired by the Association and the cost may be assessed to the responsible homeowner.
- All exterior repairs must be completed by the Association. Homeowners are not permitted to hire contractors or perform exterior repairs themselves. The Board will not reimburse homeowners for any exterior repairs made without prior written approval, and any damage or issues resulting from unauthorized repairs will be repaired by the Association at the homeowners expense.
- Homeowners are responsible for the maintenance of personal property, including but not limited to glass surfaces, and private outdoor installations, such as air conditioning units, heat pumps, outdoor wiring (cable lines, etc.), or satellite dishes.
  - Homeowners assume full responsibility for any damage to siding or exterior components resulting from the installation, maintenance, or removal of any exterior modifications, including but not limited to heat pumps.
  - In the event that Association-approved projects require the temporary or permanent removal of any modifications, including heat pumps, the homeowner will bear all costs associated with the removal and subsequent reinstallation or replacement.

## WATER AND ELECTRICITY

- The Association will be responsible for repairing failed water and electrical lines up to the point where they pass under the unit's foundation. Any repair work or related damage beyond this point is the responsibility of the homeowner.

## INSPECTIONS

The following regular inspections should be completed by the homeowner and any damage should be reported to Bennett Management. This is not a comprehensive list, and homeowners are encouraged to regularly inspect their homes and report any other issues they may encounter.

- Crawl spaces should be inspected at least once a year for signs of water accumulation, mold, dry rot, or animal activity.



- Attics should be inspected at least once a year for signs of leaks or water damage, mold, pest infestation, or damage to insulation.
- Inspect personal installations, such as heat pumps, satellite dishes, or outdoor wiring for damage or wear.
- Homeowners are responsible for inspecting their fireplace and cleaning the flue annually to ensure safe operation.

## PARKING, TOWING, & VEHICLE MAINTENANCE

### POSTED SPEED LIMIT

The posted speed limit on Association property is 10 MPH.

All residents and guests must maintain a safe speed at all times while driving on the property. Violators are subject to fines.

### PARKING

- Parking within the community is allowed in designated parking areas only.
- Each unit is entitled to one (1) assigned carport space located near the unit.
  - Residents may not modify any parking space in any manner that obstructs parking for standard-sized vehicles or diminishes the total number of available parking spaces.
- One (1) additional automobile per unit is permitted in uncovered parking spaces, available on a first-come, first-served basis.
  - Residents are required to utilize their assigned parking spaces before parking in unassigned spaces.
- Uncovered parking spaces are available on a first come first served basis for residents and visitors alike.

### RECREATIONAL VEHICLES

- Recreational vehicles may only be parked in assigned carport spaces.
- The vehicle must not extend beyond the carport or encroach on neighboring parking spaces.
- No vehicle of any kind may be used as a residence or for overnight lodging while on Association property.

### TOWING

- Vehicles parked in another resident's assigned space, fire lanes, or along the main driveways are subject to immediate towing at the owner's expense (Eugene Municipal Code 5.280).
- Inoperable vehicles may not be stored on the property, including in resident assigned parking spaces, and may result in fines and/or towing at the vehicle owner's expense.

### VEHICLE MAINTENANCE

- Vehicle maintenance, including oil changes and repairs, are not allowed within the community.
- Vehicles must be free of oil and fluid leaks. Leaks should be promptly addressed once identified.
- Washing, waxing, vacuuming, and other minor vehicle maintenance tasks are permitted.



- Car parts and accessories may not be stored in any parking spaces and must be disposed of properly.

## UNIT EXTERIORS & COMMON AREAS

No structural changes or additions to common areas or buildings may be made without prior written approval from the Board. This includes, but is not limited to, the installation of items such as ductless heat pumps, satellite dishes, exterior doors, new windows, roof over patios, patio decks, or permanent planter boxes.

Any modifications made without prior written approval from the Board are subject to fines, and homeowners may be required to remove the changes and restore the property to its original condition.

## PATIOS & PORCHES

- Each resident is responsible for maintaining their patio and porch in a neat and orderly manner.
  - Patios and porches should be kept clear of clutter and personal items except for the following:
    - Plants
    - Patio Furniture
    - BBQs
    - Children's Outdoor Toys
  - All other items should be stored indoors or in designated storage areas.
  - The use of patios and porches for storage is strictly prohibited.
  - BBQ grills may not be left unattended and must be kept at a safe distance from all structures. Owners are liable for any damages resulting from the use of BBQ grills.
- Clotheslines and clothes racks are permitted behind units but should be stored promptly after each use.
- Garden hoses may be stored on porches and patios when placed neatly on appropriate hose holders.
- Firewood may not be stored against the siding.  
Dry, neatly stacked firewood may be placed near the edge of patios behind units with fireplaces only.

## COMMON AREAS

- The areas beyond patios are owned by the Association and considered common areas.
- Walkways may not be obstructed by planters, pavers, trellises, fences, etc.
- Personal items may not be left in common areas.
- Homeowners are responsible for any damage to common area caused by them, their guests, or their pets.

## GARDENING & LANDSCAPING

The Association works with a professional landscaping company to maintain the lawn, shrubs, and trees in common areas. As this does not currently include weed removal, residents are encouraged to weed the areas around their home.

- Residents are permitted to plant annual and perennial decorative plants in the garden areas adjacent to their unit.
  - Planting large shrubs or trees is not permitted without written approval from the Board. Placement is subject to approval by the Board and Architecture & Landscape committee.
  - Residents are responsible for the care and maintenance of any plants they put in.
  - Homeowners are responsible for any damage to unit exteriors, including siding and fencing, caused by personal plants.
- Planting of any kind in common areas, except for garden areas adjacent to your unit, is not permitted without written permission from the board.



- Alterations to plants in common areas are not permitted without written permission from the board.

## FENCING

- Residents are permitted to install temporary fencing behind their unit.
- Fencing may not block walkways or common areas.
- A minimum of three (3) foot passageway must be maintained around fencing at all times.
- Residents are responsible for maintaining the lawn within their fenced area or removing the fencing prior to landscaping day to allow access to landscapers.

## BICYCLE STORAGE

- Bicycle racks are provided in several areas for use by residents. The Association is not liable for theft or damage to bikes in the community, including bicycles secured in these locations.
- Bicycles may not be parked in covered or uncovered parking spaces on the property.

## HOLIDAY DÉCOR & FIREWORKS

- Holiday décor can be displayed beginning four (4) weeks prior to the holiday, and must be taken down two (2) weeks after the holiday.
- Fireworks are not permitted on Sunset Meadows property.

## SMOKING

- All smoking materials, including cigarette butts and ashes, should be disposed of properly and may not be left in common areas, including parking areas.
- Residents should avoid smoking in areas that may cause smoke to drift into another unit.
- Avoid smoking near combustible materials, such as dry vegetation, and use caution to prevent fires caused by lit cigarettes.
- Always fully extinguish cigarettes and refrain from discarding them in planters, mulch, or other flammable materials.

## SATELLITE DISHES

- In accordance with the FCC's Over-the-Air Reception Devices (OTARD) Rule, homeowners may install satellite dishes or antennas used to receive video programming within areas of exclusive use, such as rear patios without prior written approval from the Board of Directors.
- Installations are not permitted on roofs, exterior walls, eaves, siding, or other common elements without prior written approval from the Board of Directors.
- To maintain the aesthetic and structural integrity of the community:
  - Cabling must be routed discreetly and securely along trim or other inconspicuous paths to minimize visibility and avoid damage.
  - Drilling into any exterior surface (e.g., siding or walls) is prohibited unless explicit written approval is granted by the Association.



- Please note that not all units may have a viable location for compliant installation. Homeowners are encouraged to consult a qualified installer to identify suitable options that do not require altering common elements.
- Any damage caused by unauthorized installation may be repaired by the Association at the homeowner's expense. Non-compliant installations may be subject to removal in accordance with applicable laws and may also result in fines, as outlined in the Association's Schedule of Fines and Enforcement Policy.

### SOLAR PANELS

- All solar panel installations must be approved in writing by the Board of Directors.
- Installations must be completed by a licensed and insured professional.
- Solar panels are only permitted to on roofs.
- Prior to installation, the proposed placement must be reviewed and approved by a certified roofing company to ensure it does not damage the roof or block access to critical areas such as chimneys.
- The homeowner is responsible for all costs related to the inspection, installation, maintenance, repair, removal, and any potential damage caused to the roof or other structures.
- If the panels need to be removed for roof repairs, the homeowner is responsible for both the removal and reinstallation.
- The responsibility for the solar panels, including these costs and requirements, will be passed on to any future owners of the unit.

### DUCTLESS HEAT PUMPS

- All ductless heat pump installations must be approved in writing by the Board of Directors.
- Installation must be completed by a licensed and insured professional.
- Wiring and casing may only be installed on the rear wall of the unit. Installation on front and side walls is prohibited.
  - If you are installing a unit in the front bedroom, ducting must go through the attic.

### WINDOW AIR CONDITIONERS

- Protruding window air conditioners are only permitted in the rear bedroom window on the second floor.
  - The only exception is given to one-bedroom loft units which lack a rear bedroom window.
- The open area above the air conditioner must be properly enclosed with either clear Plexiglas or white-painted plywood.

### ELECTRIC VEHICLE CHARGERS

- All electric vehicle charger installations must be approved in writing by the Board of Directors.
- Installation must be completed by a licensed and insured electrician.





## DOORS, WINDOWS & LIGHT FIXTURES

- All exterior additions, alterations, or replacements—including doors, windows, and lighting—require prior written approval from the Board of Directors. Unauthorized modifications may be subject to removal, correction, and/or fines in accordance with the Association’s Enforcement Policy.
- Exterior doors may be painted to match the door color picked for the current color palette, or in black or white. Please send a request to Bennett Management if you need paint in the current color palette.
- Screen doors may only be black, white, silver, or bronze and must be kept in good repair.
- New window installations must be in white or black casing.
- Please send a request to Bennett Management if you need to change your exterior light fixtures.

## NOISE

- Quiet hours are observed between the hours of 10:00 PM and 7:00 AM daily in accordance with city ordinance.
- Please be considerate of your neighbors at all times by minimizing excessive noise to ensure a peaceful living environment for all residents.
- Please be mindful of shared walls and floors to minimize noise transmission between units.

## PETS

### LIMITATIONS & RESTRICTIONS

- No livestock, poultry, or animals of any kind shall be kept by any resident within the community, except usual and ordinary household pets.
- The Association follows City of Eugene guidelines regarding restrictions on the number of pets per unit.
- The CC&Rs state that pets must be no more than 12 lbs. Pets in excess of this weight are subject to Board approval and are tolerated on a probationary basis.
- Animals not appropriately licensed or identified may be considered abandoned, stray, or feral, and may be subject to removal from Association property.
- Pet food should not be left outdoors as it attracts ants, bees, possums, skunks, and rats.

### LEASHES, PET WASTE, & OWNER RESPONSIBILITY

For your convenience, pet waste bags and a waste bin are provided in the common area near the community pool.

- Dogs must be kept on leashes at all times when outside.
- Dogs may not be left unattended in common areas or allowed to roam freely on the property.
- Dogs may not be tied up outside except for brief periods while attended.
- Residents are responsible for the immediate and appropriate disposal of pet waste.
- Residents are liable for any damage to Association property caused by their pets.
- Residents are responsible for the pets of their guests.
- Residents are strongly encouraged to have their pets spayed or neutered.
- Any pet that disrupts the peace and quiet of the community or interferes with a neighbor’s reasonable enjoyment of their property will be considered a nuisance. Examples include, but are not limited to, excessive barking, aggressive behavior, or uncontrolled roaming.



- Nuisance behavior may result in enforcement action and fines in accordance with the Association's Rules and Enforcement Policy.

## GARBAGE DISPOSAL, RECYCLING & OTHER UTILITIES

Maintaining the beauty and cleanliness of our community is a collective effort. Please help us by disposing of garbage properly and picking up any litter you may find around the property. Your efforts make a big difference!

- Garbage and Recycling services are provided by the Association. There are several garbage disposal receptacles and recycling centers throughout the community available for the convenience of all residents.
- All Residents should be provided with a key for these enclosures and receptacles. If you do not have one, or need a replacement, please contact the Board of Directors. A replacement fee of \$25 may be charged for lost keys.
- Utilities for common areas are covered by the Association.
- Residents are responsible for all utilities within their homes, including water and electricity. Please contact EWEB directly with any questions about your utilities.

## DISPOSAL GUIDELINES

- All garbage and recycling being removed from units must be taken directly to an appropriate receptacle and disposed of properly.
- Garbage may not be left around the exterior of the buildings or garbage/recycling enclosures.
- Items left outside of garbage or recycling receptacles will not be collected by the disposal company.
- Large items such as furniture and mattresses must be disposed of at the Owner's expense and may not be left in garbage/recycling enclosures.
  - Any additional costs incurred by the Association for the removal of large items will be charged to the unit owner responsible, in addition to a compliance fine.
- **NO** garbage is allowed in recycling bins. If you are unsure if an item is recyclable, please throw it in the garbage.
- Please lock receptacles after each use. This simple step not only helps in deterring critters but also discourages individuals from rummaging through the garbage and leaving trash scattered around the premises.
- If garbage or recycling receptacles are full, please use another receptacle on the property.

## AMENITIES

### SWIMMING POOL

Please be advised any persons using the swimming pool does so at their own risk. **There is no lifeguard on duty!**

Sunset Meadows Homeowners Association relies on volunteers to manage the pool each year.

If you are interested in volunteering or would like more information, please contact the Board of Directors.



## HOURS OF OPERATION

- The pool is open seasonally. Dates and hours may vary depending on the availability of volunteers. Please see the notice posted at the pool entrance for current opening and closing dates and daily hours.
- Typically, the pool will open on or after Memorial Day Weekend and will typically close again when the weather begins to cool at the end of Summer.
- The pool is generally open to residents and their guests between the hours of 9:00 AM and 9:00 PM daily.

## LAP SWIM

- The pool will observe designated lap swim hours during the following times:
  - Weeknights: 5:30 PM – 6:30 PM
  - Weekends and Holidays: 9:00 AM – 10:00 AM
- During Lap Swim Hours, all pool users are asked to maintain a calm and respectful atmosphere. This includes no splashing, loud play, or use of pool toys or floatation devices. These guidelines apply to all residents and guests, regardless of age.

## POOL KEYS

- The pool area is for the exclusive use of Sunset Meadows residents and their guests and should remain locked at all times.
- All residents should be provided with a key to the pool area. If you do not have one, or need a replacement, please contact Bennett Management. A replacement fee of \$25 may apply.
- Residents are not permitted to loan keys to non-residents. Doing so may result in the loss of pool privileges.
- Pool keys are stamped with the unit number and may not be duplicated.

## POOL RULES

### **Supervision and Responsibility:**

- Individuals using the pool are responsible for their own safety and conduct.
- Guests must be accompanied by a resident at all times while using the pool and pool facilities. Residents are responsible for ensuring their guests follow all rules and guidelines.
- Children and individuals requiring assistance for safety reasons must be accompanied by a responsible person who can ensure their well-being and compliance with pool rules.
- Infants and small children not toilet trained are not permitted in the pool without the use of a leak-proof diaper specifically for pool use.

### **Hygiene and Safety:**

- Leak-proof swim diapers specifically designed for pool use are required for anyone not toilet trained.
- Proper swimwear must be worn in the pool. Street clothes and wetsuits are not permitted.
- Long hair should be tied back or secured with a swim cap to help prevent clogging the pool filter.

### **Supervision and Responsibility:**

- Smoking/vaping is strictly prohibited in the pool area.
- No food or alcoholic beverages are permitted in the pool area.
- Drinking water is allowed only in plastic, metal, or paper containers.

**Animals:**

- Pets are not permitted in the pool area.
- Service animals, as defined under applicable laws, are allowed in the pool area but are not permitted to enter the water.

**Cleanliness and Use of Facilities:**

- Residents are expected to clean up after themselves and their guests.
- Trash should be disposed of properly in garbage receptacles.
- Do not leave personal items unattended.
- Lounges, tables, and other furniture in the pool area belonging to the Association may not be removed from the area at any time and may not be placed in the water.

**Pool Equipment & Toys:**

- Life saving equipment is for emergency use only.
- Only trained Pool Committee members may use cleaning or chemical supplies.
- Small flotation devices and toys are permitted.
- Large inflatables, surfboards, boogie boards, and similar items are not allowed.
- Pool noodles and toys provided by the Association must remain in the pool area.

**Restricted Activities:**

- All users of the pool area are expected to be respectful of others and behave safely.
- For safety reasons, the following activities are strictly prohibited:
  - Running, diving, roughhousing, excessive noise, or use of profanity
  - Standing or hanging on pool ropes
  - Standing, walking, or jumping from the baby wall
  - Sitting or lying on the pool cover
  - Use of skates, skateboards, bikes, scooters, or similar items

**Restrooms:**

- The pool key can be used to unlock pool restrooms.
- Please turn off lights and lock the door after each use.
- Residents are expected to keep pool restrooms clean.

**Damages:**

- Owners are responsible and financially liable for any damages caused to pool equipment and/or facilities by themselves, their guests, tenants, or any other parties associated with their property.
- Multiple infractions may result in the loss of pool privileges.

**COMMUNITY GARDEN**

Sunset Meadows has a 35 ft x 25 ft organic community garden with space for up to 10 gardeners. Garden boxes are available to all residents on a first come first served basis. Those interested in maintaining a garden box in the community garden should reach out to the Board of Directors for availability.

**GARDEN RULES**

These rules may be revised by the collective approval of Community Garden members and Sunset Meadows Board



of Directors. The HOA reserves the right to alter the garden rules. Any member is welcome to propose changes or additions.

#### **Organic Materials:**

- This is an organic garden. As such, chemical fertilizers, insecticides, and/or herbicides are not permitted.
- All pest control should be organic and bee friendly.

#### **Health & Safety:**

- Gardening tools and other trip hazards should not be left in pathways.
- The garden gate should remain locked at all times when gardeners are not present.
- No smoking, torches, or other fire hazards are permitted in the garden area.
- Pathways within the garden area are to be maintained at 36" in accordance with the American Disabilities Act.
- Tall garden boxes are available to those who are unable to kneel.

#### **Clean & Tidy:**

- The garden area should be kept in a clean and tidy manner so as not to create an eye sore.
- Tools must be put away when not in use.
- Bags, boxes, pots, dead plants, and any other debris should be removed from the garden area by end of day.
- Garden beds and pathways must be kept free from weeds.
- Garden beds must be cleared of dead plants after harvest.
- Gardeners who fail to maintain their garden bed will be given a 2-week warning by the Chairperson. If the issue persists after two warnings, the gardener will forfeit their space.

#### **Community Standards:**

- Garden beds abandoned for more than one month, excluding winter months, will result in the gardener forfeiting their garden bed.
  - Please arrange for another gardener to tend your bed in the event of an extended absence.
- When a person's name comes up on the waiting list, they must accept that space when it is offered. If they want time to decide, their name will be moved to the bottom of the waiting list, and the space will be offered to the next in line.
- Marijuana is not permitted to be grown in the community garden.
- Please keep volume low on radios and other devices.
- Pets are not permitted in the community garden.
- Shouting and/or hostile behavior will not be tolerated. Disputes between gardeners should be settled in private.
- A friendly, cooperative, and harmonious attitude is expected.

#### **Community Guidelines & Decision-Making Protocols:**

- Gardeners are permitted to share their space with another person but may not give their space to another resident. Any exceptions must be agreed upon by other gardeners.
- In the event of an unclaimed garden bed, the collective decision on its utilization will be determined by a majority vote among gardeners. Possibilities for its use include growing flowers, herbs, or crops that be shared among all members.
- Utilization of other space within the garden will be collectively agreed upon by gardeners. Possibilities include a bench, flowers, herbs, vegetables, or tasteful yard art.



- Gardeners will decide on majority vote about dues, bookkeeping, electing a chair person and any other issue that may arise that impacts the group collectively.
- Any decisions that will impact Sunset Meadows as a whole, will be deferred to the Board of Directors.