



COAST VILLAGE PROPERTY OWNERS CORPORATION

RULES AND REGULATIONS

Approved October 21, 2023

Amended October 25, 2023

Amended January 26, 2024

The Rules and Regulations contained herein have been adopted by the Board of Directors of the Coast Village Property Owners Corporation in accordance with the provisions of the Governing Documents, the CC&Rs, By Laws, and Board Resolution. The Date of Adoption *and Date of Modification* for each page is noted on the bottom of the document. ***The recent updates (since last approved by the Board of Directors) will be in bold italics.***

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COAST VILLAGE PROPERTY OWNER'S CORPORATION

RULES AND REGULATIONS

Coast Village Property Owner's Corporation (CVPOC) is a homeowner's association governed by provisions in Oregon Revised Statutes (ORS) Chapter 65 (Nonprofit Corporations) and Chapter 94 (Planned Community Act). The administration of Coast Village is based on provisions in a document known as the Declaration (Covenants, Conditions, and Restrictions hereafter referred to as CC&Rs). The Coast Village CC&Rs and/or By-Law sections and these Rules and Regulations are provided to each lot owner and are also available on the Web Site (coastvillageflorence.com) and in the Coast Village Office.

The Board is granted authority to establish Rules and Regulations by the CC&Rs. The Board is authorized to give notice of violation and assess fines for violations of the CC&Rs, Bylaws, and Rules and Regulations. The following represent the Coast Village Rules and Regulations.

BOARD OF DIRECTORS

The overall operation of Coast Village Property Owner's Corporation is overseen by the Board of Directors, comprised of six Directors and a President.

COMMITTEES

The Board of Directors may appoint such Committees and grant such authority as the Board of Directors shall deem necessary. Committees and committee members, including the Chair, shall serve at the pleasure of the Board of Directors.

Committee Chairs may appoint sub-committees for specialized areas within their jurisdiction. Committee Chairs will appoint members of their committees from available Volunteer Lot Owners. Lot Owners volunteer to serve on various committees, enabling them to have direct input into the administration of Coast Village. Interested Volunteers are encouraged to contact the Coast Village Office or the appropriate Committee Chairman. A current list of committee members will be maintained by the Chair, provided to the Park Operations Manager/Facilities Manager (POM/FM) for insurance purposes, with a copy placed in the Committees' files in the Coast Village Office.

STANDING COMMITTEES

Activities: Plans social and community service activities for Lot Owners.

Architectural Review: Reviews, approves, and enforces architectural/landscaping improvements in accordance with State and local ordinances and Coast Village CC&Rs, Bylaws, and Architectural Review Committee guidelines. The Architectural Review Committee has been established by the CC&Rs and therefore cannot be disbanded. The ARC will not be

allowed to grant any future actions without adequate greenbelt restoration plan in place if needed. {Approved by Membership Vote July 17, 2021}

CC&R and Bylaws: Reviews CC&Rs and Bylaws to determine the need for updates based upon changes to state statutes, board motions, membership action, etc.; prepares and presents suggested updates to the Board of Directors, and to the membership when required, for approval. Recommends updates to Rules and Regulations to the Board as necessary.

Elections: Schedules, assembles, mails, verifies, and counts all elections materials.

~~**Facilities Management:** Oversees and plans all major maintenance projects and makes recommendations to the CVPOC Board of Directors for special maintenance projects within Coast Village. Works together with the Financial Management Committee to prepare the Reserve Study.~~

Financial Management: This committee prepares the CVPOC Annual Budget, 5-Year Plan and Reserve Study and presents these budgets for the Board of Directors' approval annually. It periodically reviews all budgets, submitting updates for the Board's information. The Reserve Study is prepared and updated annually as required by Oregon Statutes, in cooperation with the Facilities Management Committee.

Personnel: Coordinates with the POM/FM to provide recommendations to the Board regarding personnel actions, such as employee compensation packages, insurance, hiring new staff, etc., for all employees.

COMMON AREA

Use and Ownership of Common Area: The collective Owners of each lot have an equal and undivided proportional interest in the common areas, including the recreation facilities. All Owners have the right to use recreation facilities subject to any rules and regulations promulgated by the Board.

CORPORATION RULES & REGULATIONS

The Board of Directors shall, from time to time, make Rules and Regulations governing Coast Village residential and recreational uses. These Rules and Regulations shall be reasonable in scope and for the purpose of safety and the overall good of members and Coast Village.

CVPOC OFFICE PROCEDURES

Office Files: All files maintained in the Coast Village Office are the property of Coast Village Corporation. Lot Owners requesting copies of documents pursuant to Oregon Revised Statutes shall provide a written request specifying the requested documents and allow up to 5 business days after receipt of the written request for the office to produce the requested documents. There is a fee for each page copied, which is due when the copies are requested. See Fee Schedule (at end of document) for current fee amounts.

Lot Owners who wish to review their file shall make a request at the Office at least two business days in advance. The Office staff will schedule an appointment during normal business hours and provide a file containing information relevant to the current Property Owner. No Lot Owner shall remove documents from the file, however they may request copies of any documents as above.

Board of Directors Meeting Agenda Request: Agenda items must be submitted (on Meeting Agenda Item Request form) at least 10 working days prior to a meeting for review by a BOD in order to be considered. Backup documentation for agenda items shall be turned into the office not later than 6 days prior to the meeting.

CURRENT ADDRESS AND EMERGENCY CONTACT

All Owners and qualified renters shall maintain, for all adult occupants, a current mailing address, phone number, and emergency contact information with the Coast Village Office.

Address Signage

- All lots shall have visible signs posted on their property/properties showing an address number.
- To prevent confusion for Emergency Services, no signs displaying a lot and block number are permitted.
- No other sign or advertising device of any kind shall be placed or erected on any lot, with the exception of signs showing the name(s) of the Owners or residents, providing that these do not violate any other Coast Village Rules.

BILLING PROCEDURES

- Monthly statements will be sent to each Lot Owner by the Office Staff to the address on file in the Coast Village Office.
- CVPOC Dues are due and payable on the first of each month. The Statement will include dues, special assessments, and electricity charges when electric service is provided by CVPOC. It shall also include penalties for infractions of the CC&Rs, late payment fees, fines, finance charges, and other charges for miscellaneous services (water leak repair, removal of excessive brush, etc.).
- A CVPOC fee and all Bank fees will be charged back to the Lot Owner for all payments returned by the Bank for the first such return, with the CVPOC fee raised for all subsequent returns. See Fee Schedule (at end of document) for current fee amounts.

Past Due Accounts: If no payment is received by the 25th of the current month, the bill will be considered Past Due.

- A Late payment fee will be added to the statement each month the account is past due by more than \$20. See Fee Schedule (at end of document) for current fee amounts.
- A finance charge of 18% per annum will also be added to any amount past due by more than \$20.

A Reminder Notice will be included on the next Monthly Statement. This notice requires that all past due amounts must be paid by the 10th of the current month or satisfactory payment arrangements made.

If a payment is not received within this time period, late payment fees, and charges will continue to accrue and the POM/FM may take some or all of the following actions:

- Disconnect CVPOC electricity (if provided);
- Turn off water;
- Terminate trash pick-up;
- Suspend use of common areas, such as the Clubhouse and swimming pool.

Lot Owners in arrears of more than \$500, who have not reached an agreement for payment of past due amounts with CVPOC, may be referred for collection. Continued failure to pay the account in full shall result in a lien and foreclosure proceedings.

Application of Payments: Unless otherwise specified by specific repayment agreement, CVPOC will apply all payments made by a Lot Owner in the following order:

- First, collection costs (oldest debt first);
- Second, interest owed (oldest debt first);
- Third, late payment fees (oldest debt first);
- Fourth, electric bills (oldest debt first);
- Fifth, dues (oldest debt first);
- Sixth, special assessments (oldest debt first).

Special Assessments: Special assessments are to be paid as determined by the Board of Directors using the CVPOC CC&Rs. The Corporation will use the aforementioned procedures for billing and collections.

BULLETIN BOARDS

Bulletin boards in the post office, laundry room, clubhouse, and adult lounge, unless otherwise indicated, are for the use of Lot Owners. Posted items will be reviewed by the Office for appropriate content. Items acceptable for posting include community events; charitable event information; thank you notes for all Lot Owners; service provider information, and items for sale within Coast Village. Items other than official notices will be removed after 30 days.

Documents containing defamatory language, religious commentary and/or political opinions are never permitted and will be removed.

CAMPING

The use of tents, pick-up campers, yurts, and non-self-contained recreational units is limited to visitors of Lot Owners or qualified renters and may be used on the Lot Owner's property for a maximum of 7 days when registered with the Coast Village Office. One 7-day extension is available upon request from the Coast Village Office.

CLUBHOUSE RESERVATION AND USE

Clubhouse hours are set by the Board of Directors. The Clubhouse Adult Lounge is an open facility available for use on a first-come first-served basis unless previously reserved or scheduled for normal Board Activities. Anyone using the facility, either by reservation or on a walk-in basis, must leave the room clean and orderly. Inappropriate behavior in the Clubhouse will result in loss of privileges or fines.

- Lot Owners and qualified renters may reserve and use the Recreation Rooms for private events. Reservations shall be made at the Coast Village office and approved on a first-come first-served basis. The Office will coordinate with the Maintenance Staff to ensure access and power are available. Reservation forms are available in the CVPOC office and on the CVPOC website.
- A \$100 cleaning deposit is required when reservations are made. Deposit will be refunded if the room is left clean and orderly. The deposit is waived for Members requesting the facility for a memorial service for immediate family members. Also, the deposit requirement may be waived for continuing scheduled events which have proven compliance history.
- The Lot Owner who reserves the room will be charged for any damage.

The Board reserves the right of refusal for Clubhouse use.

COMPLAINTS

If your complaint is about a criminal activity or if you feel unsafe, please call the Florence Police Department by dialing 911.

All written complaints to be kept confidential, including to the BOD. (Complainant's name)
{Approved by Membership Vote July 17, 2021}

The CVPOC complaint forms shall be made available via the internet and the Corporate Office. Once the form is returned to the office, the office staff will:

- 1. Insure that the complaint has been signed and the appropriate information provided on the bottom of the complaint form. If the complainant does not wish to sign or provide the required information, the complaint will be returned to the complainant, or shredded.***
- 2. The complaint is scanned and stored on the shared drive with a copy placed in the complainant's lot file.***
- 3. The scanned complaint will be forwarded to the appropriate person:***
 - a. Facilities Manager – Ben Davidson***
 - b. All Board of Directors***
- 4. Some complaints in the form of “venting” will be handled at the office level. Until a complainant has filled out a complaint form no further action will take place.***
- 5. A written response acknowledging the complaint receipt and current disposition will be sent to the complainant.***
- 6. When “Action” is taken on the complaint a follow-up letter will be sent to***

advise the complainant of status.

- 7. If no action is taken a letter will be sent to the complainant notifying them that no action is being taken and they have 30 days to appeal to the Board of Directors if they are not satisfied.***
- 8. All letters come from the office. A designated Board Member or the Facilities Manager will direct the office staff to write the letter on CV Letterhead and be mailed from the office with a copy on the Shared Drive and in the Complainants lot file. All Board members will be copied on all letters sent.***
- 9. No copies of letters sent to an individual lot regarding a complaint/resolution or action will be shared with another lot owner.***
- 10. The complaints themselves will be handled per the Complaint policies and procedures.***
 - a. All ARC complaints will be assigned to the Board/ARC liason, who will work with the ARC to resolve any ARC related complaints.***

If a fine is warranted, the POM/FM will sign and send the appropriate letter. The BOD and/or ARC may instruct the POM/FM initiate a fine.

CONSTRUCTION

No lot within CVPOC shall be modified and/or developed without a proper legal survey from a professional survey company. A copy of that survey must be included in the lot owner's file, along with the ARC paperwork.

1. As long as the survey company can find all of the original corner/survey marker pins for a lot, a pin search will qualify as a survey. If a pin search is unsuccessful, a full survey will be required.
2. If the project is on an existing building, repairing, or replacing original work on things such as steps or other ARC approval required projects AND
 - a. It is not affected by setback requirements.
 - b. It does not affect or approach the perimeter or greenbelt of a lot. A complete survey will not be required.

Any project not completed by the lot owner themselves, with a value over \$2000, requires the use of a licensed and bonded contractor per State law.

No building or other structure shall be constructed or placed on any lot without prior written approval of the Architectural Review Committee (ARC). Appeals of denials may be submitted to the Board of Directors for review. No fence or gate shall be constructed or placed on any lot without the prior written approval of the ARC and the Board of Directors. Lot owners shall obtain approval from the Park Operations Manager/Facilities Manager or the ARC in advance of operating any construction equipment on any common property within Coast Village (this includes, but is not limited to: roads, road shoulders and parking lots). ARC approval for the installation of a new dwelling or similar project includes approval for the use of any equipment normally associated with that work. Lot owners do not need approval if the use of construction equipment takes place entirely and at all times on the platted lot. Any new utilities must be installed underground. Temporary lines may be strung above ground but must be buried

within 60 days. Lot owners are responsible to ensure this is done, or face a possible fine under the Unpleasant Conditions and Nuisances category.

Motion: Any construction equipment or other transported items that could damage CVPOC common property (i.e. roads) or private property shall be trailered to a specific lot. Damage to roads, greenbelts, etc., is the responsibility of the lot owner. CVPOC will make any repairs and assess the lot owner for the costs. Only vehicles with rubber wheels or rubber tracks are allowed on pavement. {Approved at 1/21/23 BOD Meeting, Amended at 3/18/23 BOD Meeting}

Motion: To stop residents from confronting contracted workers or attempting to interrupt contractors from completing their work. POM/FM may be asked to implement \$100 fine, per occurrence, at their discretion. {Approved at 9/17/22 BOD Meeting}

Motion: Excavation, as it pertains to CC&Rs 10.2.b, only applies to earth being moved by machinery. Earth being moved by hand that does not affect drainage is exempt. {Approved at 1/21/23 BOD Meeting}

ELECTRIC SERVICE

CVPOC continues to provide 30 amp electrical service to some Lot Owners. Coast Village will add PUD Transformer costs of \$28 from PUD per month for each lot plus any electricity used at that lot until the electrical conversion has been completed. The Transformer cost may be increased if there is an increase from PUD. This section applies only to Lot Owners who receive electrical service from CVPOC.

No lot can be sold which has not upgraded or contracted for an upgrade to PUD service.

Tampering: Lot Owners who tamper with CVPOC's electrical service will be charged a tampering fine up to \$500, in addition to expenses incurred for any necessary repairs. The Lot Owner may also face criminal prosecution.

DRAINAGE DITCH

CVPOC requires that a 5 foot buffer of vegetation be maintained on each side of the drainage ditch that crosses some of the properties in Coast Village. This will maintain stabilization of the bank.

EMPLOYEE RELATIONS

CVPOC employs personnel who are responsible for Park Operations Management, office clerical duties, and maintenance of the property. Employees' tasks are determined by their job descriptions and any direction by the POM/FM, or in the POM/FM's absence, the President of the Board of Directors. During working hours, employees shall not be diverted to the employment of any owner. Requests for maintenance support may be made at the office by

filling out the appropriate form. Complaints regarding CVPOC employees will be submitted using the complaint procedures previously discussed.

FEES

Fees are established to cover CVPOC's costs incurred for items and services provided to individual Lot Owners. Fees may be increased to cover costs from time to time, as needed, by the Park Operations Manager/Facilities Manager without prior approval by the Board of Directors. The POM/FM shall update the Fee Schedule and post the updated Fee Schedule on CV bulletin boards, in the office, and in the next available Newsletter when changes are made to any fees.

FINES

Coast Village has limited resources to ensure compliance with the Rules and Regulations. For most, acknowledgement of the rules to help maintain the peace, keep the Village orderly, safe and neat, and allow the collection of dues and charges is simply the price we pay for living in Coast Village. Simple infractions of the Governing Documents are usually dealt with through an informal letter from the Board, the POM/FM, or the ARC Committee and the issue is resolved.

On occasion, however, actions and activities which violate our rules are purposeful, malicious, and/or continuing. In these cases the Board will attempt to deal with the problem by directing the POM/FM to write a letter to the Lot Owner outlining the problem and the specific violation that is occurring and provide the Owner, if immediate action is not required, 30 days to resolve the violation. Failure to satisfactorily resolve the problem shall result in fines and charges for costs, if applicable, to resolving the problem. Fines will continue to accrue while the violation(s) remain unresolved. Failure to pay the fines and charges associated with a violation can result in Collection Action, liens against the Lot Owner's property, and ultimately foreclosure. See Fine Schedule (at end of document) for current fee amounts. The Board's authority to impose a fine in no way limits its authority to seek other remedies for violations.

All actions taken by the Board or the POM/FM are appealable to the Board by request of the Lot Owner. Since the Board Members, volunteers all, own property in the Village, the Board will attempt to resolve problems in a neighborly way, with fines and charges reserved for infrequent but necessary use.

GARBAGE, BRUSH, AND SPECIAL REFUSE COLLECTION

Under no circumstances will Coast Village collect hazardous waste, as defined by any governmental agency, from any member's lot.

Garbage Collection: Garbage collection is on Monday (except legal holidays) beginning at 9:00 a.m.

One 36 gallon garbage can (or equivalent) is allowed per lot. Additional can(s) will be charged at \$5/can. Garbage shall be placed at your property line the morning of pickup. Only household garbage is accepted. Owners are responsible for the disposal of any items too large for the garbage cans. Other materials, such as building material and gravel, are to be disposed of by the owner at their expense.

Garbage strewn by animals requiring clean up by staff will result in a \$25 charge to the owner.

Several bear-proof garbage collection containers are available near the Maintenance Office. If you are going to be away during garbage collection, please use these containers. To open them insert your finger in the hole at the top right of the can and move the slide to the left while lifting the lid. Please ensure that the lid is secure after you close it. Please refrain from leaving garbage against the buildings or in the CVPOC maintenance trailer.

Recycle containers are located near the Maintenance Office. Please follow the posted instructions.

Brush Pick-Up: Brush pick-up is on Tuesdays (except legal holidays), weather permitting.

Brush pile size:

- Limit the size of the pile to the equivalent of two 35-gallon cans per week.
- Size of items can be no longer than 6 feet long or no larger than 6 inches in diameter.
- Any additional brush must be stored on your lot at least 10 feet from the edge of the road.
- We no longer haul debris from a tree that has been removed.

Please ensure that your brush is cut to manageable lengths. Brush pick-up is to assist Lot Owners in maintaining their property. If you have an excessive amount of brush, put it out for pick-up over a few weeks. Otherwise: Any lot owner with an excessive amount of brush placed at their front property line for pick-up will be charged a “per load service fee” plus any landfill charges. See Fee Schedule (at end of document) for current fee amounts.

Any lot owner removing trees from their lot will be responsible for the clean-up and removal of limbs and branches.

Special Refuse Pick-up: At the POM/FM’s discretion the maintenance staff will pick up any household refuse accepted by the Landfill. This Special Refuse Pick-up will be listed on the calendar in the newsletter and on the Coast Village bulletin boards, or residents may contact the Office with a request for a Special Refuse Pick-up. A fee may be charged for large and/or excessive items. NO construction items will be picked up.

GATED ACCESS AND ENTRY SYSTEM

Access Devices: The Village has three methods of vehicular access: Key Pad, Gate Cards, and Remote Controls (“clickers”). The Clubhouse and Pool access require an active gate card. Lot owners/property managers shall provide gate cards to guests/renters for that access. No entry is permitted to the Clubhouse and Pool without an active gate card.

Remotes and gate cards:

- Only Lot Owners can purchase remotes and gate cards, a maximum of 4 active cards per lot. (Qualified Renters get access devices from the owner/property manager or from the Office at the request of the Lot Owner.)
- New remote controls and gate cards may be purchased at the Office. Approved Businesses may purchase commercial cards. See Fee Schedule (at end of document) for current fee amounts.
- Upon sale or transfer of property, all operational access equipment not returned to CVPOC or passed along to the new owners will be programmed out of the system. This includes equipment reported lost or stolen.

Key Pads: Code numbers change monthly and will be posted on the monthly billing statements. The effective date of the code is from the 10th of the month to the 10th of the following month. Key Pad electronics are set to deactivate after three unsuccessful attempts and will not accept any key pad input for three minutes thereafter.

MAILBOXES

A new lock and one mailbox key will be given free of charge to new Owners only. Renters are to get their keys from the owner or property manager, or from the Office at the request of the Lot Owner. Lot Owners have the choice to leave the second key with Coast Village management or take possession of it.

If a mailbox key is lost, or if a new tenant moves into the property, the US Post Office requires that the mailbox lock be replaced and a new key issued. The cost of the lock and key replacement will be charged to the Owner. See Fee Schedule (at end of document) for current fee amounts. CVPOC is no longer able to issue duplicate mailbox keys. Owners may get duplicates made on their own if desired.

HOUSEHOLD PETS AND WILDLIFE

- No livestock or poultry of any kind shall be raised, bred, or kept on any lot in Coast Village.
- Household pets may be kept as long as they are not maintained or bred for commercial purposes. Any owner of a pet shall keep it on a leash or confined to the lot at all times. You shall clean up after your pet.
- Pets should not be allowed to interfere with, threaten, or intimidate others. Pets with an aggressive or threatening nature must be restrained at all times while outside the dwelling.
- No person shall scatter or deposit any food or other attractants within the Village with the intent of attracting and/or feeding wild animals; including, but not limited to: bears, raccoons, feral cats, wild rabbits, rodents, coyotes, and deer.

LAND USE

No owner shall conduct any commercial business or other activity necessitating customer roadway or pedestrian traffic or accumulated vehicles within Coast Village.

TEMPORARY STRUCTURES

Any temporary structure/portable garage placed on any property within Coast Village must be repaired when covering begins to deteriorate.

LOT APPEARANCE

- All lots shall be kept in a state of good repair and appearance.
- Any debris, including junk vehicles, shall be removed from Coast Village.
- View of any clothesline should be concealed from the street.
- Tarps over dwellings or guest quarters shall be limited to six months in a one-year period.

Native Vegetation/Greenbelts: Natural vegetation indigenous to the Florence region or other drought-tolerant species shall comprise the Greenbelt. The Greenbelt and its regulation form an important part of the culture in Coast village. It protects privacy, enhances appearance, and improves property values. The Greenbelt buffer shall be encouraged to grow as full and healthy as possible to maintain the visual screening for privacy on the side and rear yards of the lot.

Greenbelts serve as a visual screen to protect privacy between adjacent lots. Greenbelts may not be used for lot development, storage, or lot access other than emergency. Greenbelts are generally determined by the setback requirements. Greenbelt vegetation shall not be disturbed or removed on any lot within 5 feet from the side and back property lines. The greenbelt must be fostered (encourage or promote the development of the greenbelt) and maintained (to cause or enable the greenbelt to continue with the existing plants). This would mean:

1. Keeping what plants that you already have unless it is dead or diseased.
2. If it is dead you must replant. If diseased you may remove (no existing healthy plants can be removed or taken away from the position occupied in the greenbelt) or you may cut out the diseased portion or treat).
3. Owners are required to replace a tree removed from the greenbelt with a drought tolerant tree species such as fir, or those trees on the approved city plant list (4 ft minimum), as close as possible to the removal site.

Driveways are excluded. A three (3) foot walkway between the greenbelt and dwelling unit must be kept clear by order of the Siuslaw Valley Fire Marshall. The Board may impose a fine for non-compliance. Conditional waivers from the Board of Directors allowing Greenbelt encroachments may be granted.

Protect the height of all evergreen trees and woody plants such as rhododendrons within the greenbelt. They are what give our greenbelts the height that can further protect privacy

between lots. They must be allowed to grow as high as they can; only trimming when absolutely necessary to enhance the life of the plants. Plants such as Laurel and Wax Myrtle which naturally need trimming to keep them healthy and under control are exempt from this motion. {Approved by Membership Vote July 17, 2021}

Motion: Any new vegetation planted shall not encroach into the roadway easement three (3) feet from the edge of the road) once fully grown. Any existing vegetation shall not encroach into the roadway easement. If the owner allows the encroachment by not trimming, CVPOC will trim as required up to sixteen (16) feet high. {Approved at 1/21/23 BOD Meeting}

HARASSMENT

Harassment is against the law and as such Coast Village has a zero-tolerance policy.

Definition of what Coast Village would consider harassment includes:

- posting pictures of homeowners properties on Social Media (of any type),
- writing letters of threat of any kind.
- ongoing verbal abuse such as threats and name calling,
- other behaviors listed under ORS 166.065.”

{Approved by Membership Vote July 15, 2023}

NUISANCES

No offensive activity shall be carried out upon any lot or any portion of the Planned Community. Remedies available to the Board include fines, restrictions, and eviction. Nuisances include, but are not limited to: vicious or uncontrolled pets, noise at a time and frequency to disturb other Lot Owners, activities requiring the intervention of local law enforcement, and illegal or obnoxious conduct.

RENTALS

In order to maintain the Single Family residential nature of the Village, maintain property values, and enhance re-sale and financing opportunities, rentals in Coast Village will be closely regulated.

- Short-term rentals, as defined by the State of Oregon, (less than 30 days) are prohibited in Coast Village. {Approved by Membership Vote July 17, 2021}
- All persons residing within Coast Village, owners, qualified renters, or guests, must be registered with the Coast Village Office. Lot owners in Coast Village may choose to rent or lease their property to a non-owner.
- Property owners renting in violation of the CC&Rs, By Laws, and these Rules and Regulations will be subject to fines and may be prohibited from renting for up to two years. Repeat or continued violation will result in permanent withdrawal of rental authority.

- Lot owners must make rental arrangements directly with the applicant or use the services of a Rental Agent/Property Manager. The Owner must provide a Rental Agent or Property Manager with a copy of CVPOC's Rental Policy.
- Owner/Rental Agent shall provide the occupants with a copy of CVPOC CC&Rs, Bylaws, and Rules and Regulations. The rental agreement shall contain a clause stating "Tenant has received and agrees to abide by the terms and conditions of the CC&Rs, Bylaws, and Rules and Regulations of CVPOC."
- Owner/Rental Agent must register all adult occupants in the CVPOC Office, complete the "Non-Owner Resident Information" form, which is available in the office or online, pay the New Tenant Registration Fee, and provide a certification of successful completion of a criminal background check for each adult occupant to the CVPOC staff **prior** to rental occupancy, and supply a copy of the background check results to Coast Village. Owners shall be financially responsible to CVPOC for all acts or omissions of their tenants or guests.
- Violations of CVPOC Rules and Regulations may result in fines, eviction, and/or restrictions or suspension, either temporarily or permanently, of a tenant's or owner's use of the common areas and recreation facilities.
- Owners are responsible for payment to CVPOC of all assessments, late fees, finance charges, fines, and fees. Any unpaid charges will be collected as summarized in the Billing section above.
- Owners and Rental Agents are responsible for providing adult occupants with gate cards.
- If an owner is behind on their dues, the POM/FM and/or the Board of Directors may decide not to allow them to rent their property until a repayment arrangement is in place.

Rental of Coast Village Common Property for special events will be as determined by the POM/FM.

RESPONSIBILITY

Any damage or vandalism done to Coast Village property or equipment by Owners, qualified renters, or guests shall be charged to the Lot Owner involved. Fines may also be imposed.

SWIMMING POOL

- Pool season and hours will be as determined by the POM/FM.
- The Pool is governed by Oregon Statutes and Village rules which are posted in the Pool area.
- Violation of Pool Rules will result in the loss of Pool Privileges.
- In order to prevent soiling and damage to the Pool pad surface, no street shoes are allowed on the pool deck.

WATER CONSERVATION AND LEAKS

Coast Village is vulnerable to expensive water leaks due to its aged delivery system, the sandy subsoil, and the lack of individual meters. Recent upgrades have been made to the system,

including installing individual property shut-off valves. When property is to be vacant for an extended period (30 days or more), Lot Owners must arrange for the maintenance staff to close the property shut off valve by completing the form available at the Office or on line. If for irrigation or other reasons the individual Lot Owner desires to leave the water valve open, the aforementioned form provides for an emergency phone number contact and instructions for the repair of any leaks. Regardless of instructions, water valves will be closed in case of a leak and the Lot Owner notified. Failure to complete the form for vacant properties will leave the Lot Owner responsible for excess water charges. Water service will be restored upon request.

VEHICLES

Speed Limit and Direction

- The Speed limit on all roads in Coast Village shall be no more than 10 miles per hour.
- All vehicles (including bicycles, skateboards, and scooters) shall obey all posted signs and drive in the direction specified by road signs in Coast Village.
- Careless and reckless driving is prohibited.
- Operators of vehicles who fail to operate in a safe manner and/or exceed the speed limit are subject to a fine, and in case of repeated violation, will be prohibited from operating a vehicle within Coast Village.

Parking: Because of access requirements for Emergency Services, no obstruction by car, boat, RV, etc., of the Village roadways will be permitted. Any obstruction will be moved immediately by lot owners or by commercial towing services at lot owner's expense.

Overnight parking: Parking on the Common Area parking lot, for owners and/or guests of owners, for any vehicle, including RV, trailer, boat, or camping equipment, for a period of no longer than 7 days, is allowed upon completion of a permit issued by the Coast Village Office. The permit must be posted in plain sight on the vehicle. Overnight camping in a self-contained recreational unit is permissible. Use of any parking areas shall be governed by "space available," on a first-come first-served basis.

Long-Term Parking: Owners and/or guests of Owners desiring a parking space for longer than 7 days may be authorized to park on corporate lots for up to 30 days. A permit is required and must be posted in plain sight on the vehicle. The permit may be obtained for a fee from the Coast Village Office. The permit may be extended. Use of any parking areas shall be governed by "space available," on a first-come first-served basis.

Junked Vehicles: Junked vehicles are prohibited. You shall not park, store, leave, or permit the parking or storing of any licensed or unlicensed motor vehicle of any kind for a period of time in excess of 72 hours, which is in a rusted, wrecked, junked, partially dismantled, inoperative, or abandoned condition, whether attended or not, upon any property within the Village unless the same is completely enclosed within a building or garage. For the purposes of this section, vehicles shall include: any motor vehicle, boat, aircraft, recreational vehicle, or trailer.

Owners of such vehicles shall be notified of any violation, and given 30 days to remove or enclose the vehicle. Failure to comply will result in fines. Continued violation will result in the

vehicle being towed off Coast Village Property to an impounding facility at the Owner's expense.

Allow minor repairs to be made on vehicles on owner's lots. Make the allowance to be 30 days to complete. No major repairs (motor replacement, transmission, rear-end) work to be allowed outside of a garage. Assessing what is considered "junked" to be a case-by-case basis. Allow storage of boats that are not being used and/or running as long they are not dismantled and are not an eyesore. {Approved by Membership Vote July 17, 2021}

Motorcycles and ATVs: Motorcycles, ATVs, and Motorbikes are prohibited from operating under power on Coast Village roads.

Moped/Scooters: Operation of a moped or scooter in Coast Village is a privilege granted by the Board of Directors pursuant to compliance with the following rules:

- The vehicle must be classified as such by the Oregon Department of Motor Vehicles;
- Lot Owners must provide a copy of their current registration at the Coast Village office;
- Lot Owners who operate a moped or scooter within Coast Village must follow all rules and regulations that govern such vehicles in Oregon and all vehicle restrictions in place at Coast Village.

This privilege may be revoked by the Board of Directors at any time for cause.

Speed Bumps: The Board to initiate a safety study in the park to look at ways to slow traffic down without the option of adding speed bumps. {Approved by Membership vote July 15, 2017}

VIOLATIONS

Immediate Action: Violations of the Governing Document, of a nature which require immediate action, are those necessary to preserve the health, safety, and welfare of the Coast Village community such as parking in the street limiting emergency vehicle access; late night noise; unsupervised or improper fires; obnoxious, inappropriate, or criminal behavior; occupying a rental property without completing required documents, etc.

The Coast Village staff will attempt to notify the Lot Owner immediately through the emergency phone contact on file in the Coast Village Office. Immediate actions, to include towing, police notifications, etc., will be taken as necessary. Expense related to resolving a violation of this nature, including towing expenses and any associated fines, will be charged against the Lot Owner. Fines per the below schedule may be imposed by the POM/FM or the Board of Directors. Expenses, fines, or challenges may be appealed to the Board of Directors.

Other Violations: If any Owner, qualified renter, or guest in Coast Village shall violate any of the provisions of the CC&Rs, the Bylaws, or these Rules and Regulations, not requiring immediate action, the Corporation shall give written notice to the Owner of such lot and order the Owner to correct all deficiencies and violations specified in that notice. If such matters are not corrected within 30 days after such notice is given, then the Board of Directors shall, after giving the Owner an opportunity for a hearing, elect to cause such deficiencies and violations

to be corrected and may charge the Lot Owner the reasonable cost and/or assess an appropriate fine. Either of the above costs shall be deemed to be additional assessments pursuant to the CC&Rs and Bylaws.

Non-Emergency violations not involving “correctable” infractions, such as Traffic Violations, destruction of CV property and/or infrastructure, etc., shall be assessed the appropriate fines without the 30-day notice to correct the violation. Owners will still have 30 days to appeal the fine before it is added to their account balance.

FINE SCHEDULE

(These Violations and Amounts do not limit the Board of Directors from establishing further fines as necessary.)

Fines may be doubled for deliberate disregard of the rules or endangerment of the community.

VIOLATIONS

- \$250 Greenbelts: Violations of Greenbelt either through omission or non-waived encroachment.²
- \$500 Greenbelts: Violations of Greenbelt by intentional and/or substantial removal of greenbelt.²
- \$100 per month if specific violation continues
- \$500 Failure to honor ARC stop work order.
- \$250 Changes performed without prior ARC approval.
- \$250 Failure to get ARC approval before getting city approval.³
- \$100 Failure to get ARC approval for installing a carport.⁴

SAFETY

- \$100 Burning: Improper burning as defined in CC&Rs.⁷
- \$500 Burning during a city or state burn ban.
- \$100 Unattended fire.⁷

DAMAGE TO CVPOC PROPERTY

- \$50 Entrance Gate Damage, Wooden Board only, 1st offense plus cost of repair.⁸
- \$100 Entrance Gate Damage, Wooden Board only, each subsequent offense, plus cost of repair.⁸
- \$200 Entrance Gate Damage, All Other. Plus any repair costs.⁸
- \$500 Not getting permission to operate construction equipment on common property.⁹
- \$50 Destruction of or damage to any CVPOC property or infrastructure not specifically covered elsewhere.⁸ Plus any cost to repair damage or replace property.
- \$200 Charged to any Lot Owner for any damage caused by child or guest - plus cost of repair and/or cleanup and no access to clubhouse facilities.⁸

ANIMALS

- \$25 Animal off leash, trespassing or clean-up violation.¹⁰
- \$50 Repeat Animal off leash, trespassing or clean-up violation.
Repeat fines apply to same lot owner.
- \$200 Vicious, uncontrolled animal (attacks people or other pets).

- \$300 Vicious, uncontrolled animal (attacks people or other pets) resulting in injuries.
- \$50 Livestock and Poultry: No animals, livestock or poultry of any kind shall be raised, bred, or kept on any Lot, except household pets not maintained for commercial purposes.¹⁰
- \$10 per week if specific violation continues
- \$100 Violation of City Code 6-6-070: FEEDING WILD ANIMALS PROHIBITED¹⁹

WASTE & GARBAGE

- \$150 No garbage, trash or other waste may be kept or maintained on a lot except in an approved container.¹¹
Brush and other waste (as defined as metal, appliances or lumber) may be placed on a lot for a period not to exceed 10 days in order to facilitate its pickup by CVPOC personnel.
- \$25 per week if specific violation continues
- \$25 Staff cleanup of garbage strewn by animals.¹²
- \$100 Recycling: No dumping of “garbage” or any “non-recyclable” material in the CV recycling dumpsters (plastics, dirty cans or boxes, food, etc.).¹²

TRAFFIC

- \$50 1st Traffic violation, warning letter; 2nd Traffic violation \$50; 3rd Traffic violation \$100; with an option for the BOD to further increase the fine for any other repeat offenses, (speeding, failure to stop at sign, driving the wrong way, etc.). Includes all modes of transportation. Warning letter will be removed from file after one year with no further offense.¹³
- \$50 subsequent violations of the same nature
- \$100 Parking in a Handicap space without valid handicap tags or visible permit.
- \$50 Parking on lot without lot owner’s permission.

RENTALS

- \$100 Failure to provide the CVPOC office with required rental Information.¹⁴
- \$20 per day if specific violation continues
- \$200 Charged to any Lot Owner for any damage caused by renter or guest - plus cost of repair and/or cleanup and no access to clubhouse facilities.
- \$500 For short term rental (less than 30 days).¹⁵

GENERAL VIOLATIONS

- \$100 Use of temporary structure as permanent residence (i.e., Dwelling Unit).¹
\$50 per day if violation continues
- \$100 Non-removal of a temporary structure with torn or deteriorated cover.⁵
\$50 per week the temporary structure with torn or deteriorated cover remains standing
- \$100 Tarp over dwelling unit or guest quarters exceeding 6 months.⁶
\$50 per month that tarp remains over dwelling unit or guest quarters
- \$100 Unpleasant Conditions and Nuisances: No noxious, offensive, or unsightly conditions are permitted on any portion of the planned community nor anything be done thereon which may be or become an annoyance or nuisance.¹⁶
\$25 per week if specific violation continues
- \$100 Excessive noise that disturbs multiple neighbors.
- \$100 Business: No owner shall conduct any business or commercial activity necessitating customer roadway traffic within Coast Village.¹⁷
\$50 Signs: Improper signage as defined by CC&Rs.¹⁸
\$10 per week if specific violation continues
- \$200 Abandoned or Junk Vehicles as defined by these Rules and Regulations.¹³
\$50 per week if specific abandoned or junk vehicle violation continues
- \$100 Failure to respect any ban period.
- \$100 Fine and ban from CV common property for disruptive behavior on CV common property. Ban specifics to be based on type and severity of the disruptive behavior.***
- \$250 Additional violations of disruptive behavior per occurrence.***

FEE SCHEDULE

- \$50 CVPOC Returned Payment Fee, 1st offense. Plus all Bank fees and late fees.
- \$100 CVPOC Returned Payment Fee, all subsequent offenses. Plus all Bank Fees.
- \$0.25 Per page copied by CVPOC Office.
- \$25 Late Payment Fee, assessed each month the account is past due by more than \$20. Plus Finance charge of 18% per annum.
- \$100 Excessive Brush pick-up fee, per load, plus any landfill charges, minimum of 1 hour charge. Additional charges: \$30 per hour for labor for each additional hour, \$50 truck usage fee at a flat rate.
- \$15 Gate Access Cards, each.
- \$45** Gate Remote Push-button Openers, each.
- \$25 Commercial Gate Access Cards, each.
- \$25 New Mailbox Lock.
- \$100 New Tenant Registration Fee (for rentals).
- \$100 Lot Transfer Fee

FOOTNOTES

- ¹ **CC&Rs 5.3 Temporary Structures:** No temporary structure of any kind, including tent, truck mounted camper, bus, shack or other out building shall be used on any individual lot at any time as a permanent residence.
- ² **CC&Rs 10.2 Design Standards:** The following design standards shall apply to Coast Village:
- A. Greenbelt: The primary design feature which makes Coast Village a unique Planned Community is the specifications of greenbelts to serve as a visual screen and to protect privacy between adjacent lots. Side and rear setbacks are to be developed and maintained as greenbelts. Greenbelts may not be used for lot development, storage or lot access other than emergency. Greenbelts are generally determined by the setback requirements. Greenbelt vegetation shall not be disturbed or removed on any lot within five (5) feet from the side and back property lines. The greenbelt must be fostered and maintained. Driveways are excluded. A two (2) foot walkway between the greenbelt and dwelling unit must be kept cleared by order of the Fire Marshall.
- ³ **CC&Rs 5.2 Dwelling Units:**
- C. Any new installation or replacement of a dwelling unit structure is subject to maximum age and physical condition requirements at the time of the installation as determined by the Board of Directors. Any new installation which does not have a holding tank can be no older than five years at the time of installation except as otherwise allowed by the Board of Directors. Review and appeal procedures are specified in the Bylaws. All lot development plans must be approved by the ARC before the Lot Owner requests a building permit from the City of Florence.
- ⁴ **ARC P&P - When is an ARC permit required?**
- Any work that will add a structure or alter an existing structure's footprint will require a permit from the ARC; all fences, gates, patios, stairs, wheel-chair ramps, ramadas, carports, driveways etc. require an ARC permit. Repair of residential or other existing structures (i.e., work that does not alter the existing structure's footprint) may be done without ARC approval.
- ⁵ **Rules & Regs - TEMPORARY STRUCTURES:** Any temporary structure/portable garage placed on any property within Coast Village must be repaired when covering begins to deteriorate.
- ⁶ **Rules & Regs - LOT APPEARANCE:**
- All lots shall be kept in a state of good repair and appearance.
 - Any debris, including junk vehicles, shall be removed from Coast Village.
 - View of any clothesline should be concealed from the street.
 - Tarps over dwellings or guest quarters shall be limited to six months in a one-year period.

- ⁷ **CC&Rs 5.10 Burning:** A city permit is required for refuse burning of any kind.
- A. Each Lot Owner may have and operate a barbecue or fireplace of ordinary domestic proportions. No fire shall be left unattended at any time.
 - B. All barbecue and fireplace areas shall have sufficient clearance from vegetation and other combustible material to prevent any escape of fire.
 - C. All fires shall be conducted in the approximate center of a fireproof platform constructed of concrete or of sand and gravel of a depth of not less than six (6) inches and extending not less than four (4) feet in all directions of an active fire.
- ⁸ **CC&Rs 7.8 Responsibility for Common Area Damage:** The Cost and expense of repair or replacement of any portion of the Common Area resulting from the willful or negligent act of any Owner, his/her tenants, family, guests or invitees shall be, in addition to the party at fault, the responsibility of such Owner. The Corporation shall cause such repairs and replacements to be made and individually charge the cost thereof to such Owner, including any legal or court fees incurred.
- ⁹ **Rules & Regs - CONSTRUCTION:** No lot within CVPOC shall be modified and/or developed without a proper legal survey from a professional survey company. A copy of that survey must be included in the lot owners file, along with the ARC paperwork.
- No building or other structure shall be constructed or placed on any lot without prior written approval of the Architectural Review Committee (ARC). Appeals of denials may be submitted to the Board of Directors for review. No fence or gate shall be constructed or placed on any lot without the prior written approval of the ARC and the Board of Directors. Lot owners shall obtain approval from the Park Operations Manager/Facilities Manager or the ARC in advance of operating any construction equipment on any common property within Coast Village (this includes, but is not limited to: roads, road shoulders and parking lots). ARC approval for the installation of a new dwelling or similar project includes approval for the use of any equipment normally associated with that work. Lot owners do not need approval if the use of construction equipment takes place entirely and at all times on the platted lot. Any new utilities must be installed underground. Temporary lines may be strung above ground but must be buried within 60 days. Lot owners are responsible to ensure this is done, or face a possible fine under the Unpleasant Conditions and Nuisances category.POM/FM
- ¹⁰ **CC&Rs 5.11 Livestock and Poultry:** No animals, livestock or poultry of any kind shall be raised, bred or kept on any Lot, except that household pets may be kept, provided the animal is not kept, bread or maintained for commercial purpose. The owner of a pet permitted hereunder shall keep it on a leash or keep it confined to the Lot at all times.
- ¹¹ **CC&Rs 5.4 Waste and Garbage:** No garbage, brush, trash or other waste may be kept or maintained on any part of the Planned Community except in an approved container out of sight of the roadway.
- ¹² **Rules & Regs - GARBAGE, BRUSH, AND SPECIAL REFUSE COLLECTION:**
Garbage strewn by animals requiring clean up by staff will result in a \$25 charge to the owner.

Recycle containers are located near the Maintenance Office. Please follow the posted instructions.

¹³ **Rules & Regs - VEHICLES:**

Speed Limit and Direction:

- The Speed limit on all roads in Coast Village shall be no more than 10 miles per hour.
- All vehicles (including bicycles, skateboards, and scooters) shall obey all posted signs and drive in the direction specified by road signs in Coast Village.
- Careless and reckless driving is prohibited.
- Operators of vehicles who fail to operate in a safe manner and/or exceed the speed limit are subject to a fine, and in case of repeated violation, will be prohibited from operating a vehicle within Coast Village.

Junked Vehicles: Junked vehicles are prohibited. You shall not park, store, leave, or permit the parking or storing of any licensed or unlicensed motor vehicle of any kind for a period of time in excess of 72 hours, which is in a rusted, wrecked, junked, partially dismantled, inoperative, or abandoned condition, whether attended or not, upon any property within the Village unless the same is completely enclosed within a building or garage. For the purposes of this section, vehicles shall include: any motor vehicle, boat, aircraft, recreational vehicle, or trailer.

- ¹⁴ **CC&Rs 5.7 Rentals:** Owners shall register all tenants with the Coast Village business office. Each lot owner shall be financially responsible to the Corporation and to the other Lot Owners for all acts or omissions of its tenant(s), and shall indemnify the Corporation for any and all harms the Corporation may suffer as a result of the tenant(s) acts or omissions, including its related attorney fees and costs incurred.

¹⁵ **Rules & Regs - RENTALS:**

- Short-term rentals, as defined by the State of Oregon, (less than 30 days) are prohibited in Coast Village. {Approved by Membership Vote July 17, 2021}

- ¹⁶ **CC&Rs 5.5 Unpleasant Conditions and Nuisances:** No noxious or offensive or unsightly conditions are permitted upon any portion of the Planned Community nor anything be done thereon which may be or may become an annoyance or nuisance.

- ¹⁷ **CC&Rs 5.6 Business:** No owner shall conduct any business or commercial activity necessitating customer roadway traffic within Coast Village.

- ¹⁸ **CC&Rs 5.12 Signs:** Except as needed by the Corporation, no sign or other advertising device of any character shall be placed or erected on any lot or maintained upon any part of the properties, except identification signs.

¹⁹ **City Code 6-6-070: FEEDING WILD ANIMALS PROHIBITED:**

- A. No person shall scatter or deposit any food or other attractants on public or private property with or without the intent of attracting and/or feeding wild animals, including,

but not limited to, bears, seagulls, crows, pigeons, raccoons, feral cats, wild rabbits, rodents, coyotes, and deer. Leaving food outside for any purpose, including for the purpose of feeding domestic animals and pets, in a place where wild animals can access it, shall be a violation of this section if the food in fact becomes an attractant for wild animals.

B. Exceptions:

1. This section shall not apply to birdseed held in receptacles which are reasonably designed to prevent, and do prevent, access to the food by wild animals such as bears, seagulls, crows, pigeons, raccoons, deer, rabbits, and rodents.
2. This section shall not apply to the feeding of caged animals such as domestic chickens, rabbits, guinea pigs, or various rodents that are commonly kept as pets and allowed by the City Code, provided that they are fed in a way that is reasonably designed to prevent, and does prevent, access to the food by wild animals such as bears, seagulls, crows, pigeons, raccoons, deer, rabbits, and rodents.
3. This section shall not apply to providing food, during daytime hours, in live traps being used to capture feral cats for spaying and/or neutering.