

EXHIBIT A

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DESCHUTES COUNTY OFFICIAL RECORDS
NANCY BLANKENSHIP, COUNTY CLERK

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BYLAWS OF

POPLAR PARK OWNERS ASSOCIATION

After Recording Return To:

Poplar Park Owners Association

C/o Crystal Lake Property Mgmt. LLC.

Po Box 7384

Bend OR 97708-7384

Tumac Mtn Development, LLC
Declarant

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BYLAWS OF
POPLAR PARK OWNERS ASSOCIATION

Article 1.
Definitions

1.1 **Association.** "Association" means **POPLAR PARK OWNERS ASSOCIATION**, a nonprofit corporation organized and existing under the laws of the State of Oregon.

1.2 **Articles of Incorporation.** "Articles of Incorporation" means the Articles of Incorporation of the Association.

1.3 **Declaration.** The "Declaration" means the Declaration of Protective Covenants, Conditions, Restrictions and Easements for **POPLAR PARK** to which these Bylaws are attached, as the same may be subsequently amended or supplemented pursuant to the terms thereof.

1.4 **Incorporation by Reference.** Except as otherwise provided herein, the terms, which are defined in Article 1 of the Declaration, are used in these Bylaws as therein defined.

Article 2.
Membership

2.1 **Membership.** Every Owner of one or more Lots within the Property shall, immediately upon creation of the Association and thereafter during the entire period of such ownership, be a member of the Association. Such membership shall commence, exist and continue simply by virtue of such ownership, shall expire automatically upon termination of such ownership, and need not be confirmed or evidenced by any certificate or acceptance of membership.

2.2 **Membership List.** The Secretary shall maintain at the principal office of the Association a membership list showing the name and address of the Owner of each Lot. The Secretary may accept as satisfactory proof of such ownership a duly executed and acknowledged conveyance, a title insurance policy, or other evidence reasonably acceptable to the Board of Directors.

Article 3.
Meetings And Voting

3.1 **Place of Meetings.** Meetings of the members of the Association shall be held at such reasonable place convenient to the members as may be designated in the notice of the meeting.

3.2 **Turnover Meeting.** Declarant shall call the first meeting of the Owners to organize the Association within ninety (90) days after termination of the Class B membership as provided in Section 3.7 below. Notice of such meeting shall be given to all Owners as provided in Section 3.5. If the Declarant fails to call the meeting, the meeting may be called and notice given by any Owner or mortgagee of a Lot. The expense of giving notice shall be paid or reimbursed by the Association. In the event of lack of quorum at such turnover meeting, it may be adjourned to the time of the first annual meeting. Nothing in this section shall be construed as preventing the Declarant from calling the turnover meeting prior to such date, or from calling informal, informational meetings of the Owners.

3.3 **Annual Meeting.** The annual meeting of the members for the election of directors and for the transaction of such other business as may properly come before the meeting shall be held at such reasonable hour and on such reasonable day during the month of November or December of each year as the President may designate, or if the President should fail to designate a date by the first day of December, then at 7:30 p.m. on the second Thursday in December. The first annual meeting shall be held within one year from the date of the turnover meeting.

3.4 **Special Meetings.** A special meeting of the Association may be called at any time by the President or by a majority of the Board of Directors. A special meeting shall be called upon receipt of a written request stating the purpose of the meeting from members having twenty-five percent (25%) of the voting rights entitled to be cast at such meeting.

3.5 **Notice of Meeting.**

(a) Written or printed notice stating the place, day and hour of the meeting, the items on the agenda, including the general nature of any proposed amendment to the Declaration or these Bylaws, any budget changes, any proposal to remove a director or officer and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) nor more than fifty (50) days before the date of the meeting. Such notice shall be given either personally or by mail, by or at the direction of the President, or the Secretary, or the persons calling the meeting, to each member entitled to vote at such meeting, and to all mortgagees who have requested such notice. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, with postage fully prepaid thereon, addressed to the member at his most recent address as it appears on the records of the Association or to the mailing address of his Lot.

(b) When a meeting is adjourned for thirty (30) days or more, or law requires when a redetermination of the persons entitled to receive notice of the adjourned meeting, notice of the adjourned meeting shall be given as for an original meeting. In all other cases no notice of the adjournment or of the business to be transacted at the adjourned meeting need be given other than by announcement at the meeting at which such adjournment is taken.

3.6 **Quorum.** At any meeting of the Association, members having twenty percent (20%) of the voting rights entitled to be cast at such meeting, present in person or by proxy, shall constitute a quorum, except when a larger quorum is required by the Declaration. When a quorum is once present to organize a meeting, it cannot be broken by the subsequent withdrawal

of a member or members. If any meeting of members cannot be organized because of a lack of quorum, the members who are present, either in person or by proxy, may adjourn the meeting from time to time not less than forty-eight (48) hours nor more than thirty (30) days from the time the original meeting was called until a quorum is present.

3.7 Voting Rights. The Association shall have two classes of voting membership:

Class A. Class A members shall be all Owners with the exception of the Class B member and shall be entitled to one vote for each Lot owned. When more than one person holds an interest in any Lot, all such persons shall be members. The vote for such Lot shall be exercised as they among themselves determine, but in no event shall more than one vote be cast with respect to any Lot.

Class B. The Class B member shall be the Declarant and shall be entitled to three votes for each Lot owned by Declarant. The Class B membership shall cease and be converted to Class A membership on the happening of either of the following events, whichever occurs earlier:

(i) When ninety percent (90%) of the Lots of the last phase of POPLAR PARK have been sold and conveyed to Owners other than a successor Declarant; or

(ii) At such earlier time as Declarant may elect in writing to terminate Class B membership.

3.8 Fiduciaries and Joint Owners. An executor, administrator, guardian or trustee may vote, in person or by proxy, at any meeting of the Association with respect to any Lot owned or held in such capacity, whether or not the same shall have been transferred to his or her name; provided that such person shall satisfy the Secretary that he or she is the executor, administrator, guardian or trustee, holding such Lot in such capacity. Whenever any Lot is owned by two or more persons jointly, according to the records of the Association, the vote or proxy of such Lot may be exercised by any one of the Owners then present, in the absence of protest by a co-Owner. In the event of disagreement among the co-Owners, the vote of such Lot shall be disregarded completely in determining the proportion of votes given with respect to such matter, unless a valid order establishes the authority of a co-Owner to vote.

3.9 Tenants and Contract Vendors. Unless otherwise expressly stated in the rental agreement or lease, all voting rights allocated to a Lot shall be exercised by the Owner. Unless otherwise stated in the contract, all voting rights allocated to a Lot shall be exercised by the vendee of any recorded land sale contract on the Lot.

3.10 Proxies. Every member entitled to vote or to execute any waiver or consent may do so either in person, by absentee ballot or by written proxy duly executed and filed with the Secretary of the Association. An Owner may not revoke a proxy given pursuant to this section except by actual notice of revocation to the person presiding over the meeting or by attending and voting at the meeting. A proxy shall not be valid if it is undated or purports to be revocable without notice. A proxy shall terminate one (1) year after its date unless the proxy specifies a

shorter term. Mortgagees may designate a representative to attend any meeting of the Association.

3.11 **Majority Vote.** The vote of a majority of the voting rights entitled to be cast by the members present or represented by absentee ballot or proxy, at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by law, by the Declaration, by the Articles of Incorporation, or by these Bylaws.

3.12 **Rules of Order.** Unless other rules of order are adopted by resolution of the Association or the Board of Directors, all meetings of the Association shall be conducted according to the latest edition of *Robert's Rules of Order*, published by Robert's Rules Association.

3.13 **Ballot Meetings.**

(a) At the discretion of the Board of Directors, any action that may be taken at any annual, regular or special meeting of the Association may be taken without a meeting if the Association delivers a written ballot to every member who is entitled to vote on the matter. The written ballot shall set forth each proposed action and opportunity to vote for or against each proposed action.

(b) The Board of Directors shall provide Owners with at least ten (10) days' notice before written ballots are mailed or otherwise delivered. If, at least three (3) days before written ballots are scheduled to be mailed or otherwise distributed, at least ten percent (10%) of the Owners petition the Board of Directors requesting secrecy procedures, a written ballot must be accompanied by a secrecy envelope, a return identification envelope to be signed by the Owner, and instructions for marking and returning the ballot. Notwithstanding the applicable provisions of paragraph (c) of this section, written ballots that are returned in secrecy envelopes may not be examined or counted before the deadline for returning ballots has passed.

(c) If approval of a proposed action would otherwise require a meeting at which a certain quorum must be present and at which a certain percentage of total votes cast is required to authorize the action, the proposal will be deemed to be approved when the date for return of ballots has passed, a quorum of Lot Owners has voted, and the required percentage of approving votes has been received. Otherwise, the proposal shall be deemed to be rejected. If approval of a proposed action otherwise would require a meeting at which a specified percentage of Lot Owners must authorize the action, the proposal shall be deemed to be approved when the percentage of total votes cast in favor of the proposal equals or exceeds such required percentage. The proposal shall be deemed to be rejected when the number of votes cast in opposition renders approval impossible or when both the date for return of ballots has passed and such required percentage has not been met. Except as otherwise provided in paragraph (b) of this section, votes may be counted from time to time before the final return date to determine whether the proposal has passed or failed by the votes already cast on the date they are entered.

(d) All solicitations for votes by written ballot shall state the number of responses needed to meet any applicable quorum requirement and the total percentage of votes

needed for approval. All such solicitations for votes shall specify the period during which the Association will accept written ballots for counting, which period shall end on the earliest of (i) the date on which the Association has received a sufficient number of approving ballots to pass the proposal, (ii) the date on which the Association has received a sufficient number of disapproving ballots to render the proposal impossible of passage, or (iii) a date certain by which all ballots must be returned to be counted. A written ballot may not be revoked.

Article 4.

Directors: Management

4.1 **Number and Qualification.** The affairs of the Association shall be governed by a Board of Directors of three (3) to five (5) persons. All directors, other than interim directors appointed by Declarant, shall be Owners or co-Owners of Lots. For purposes of this section, the officers of any corporate Owner and the partners of any partnership shall be considered co-Owners of any Lots owned by such corporation or partnership.

4.2 **Interim Directors.** Upon the recording of the Declaration, the Declarant shall appoint an interim board of three (3) directors, who shall serve until replaced by Declarant or their successors have been replaced by the Owners as provided below.

4.3 **Transitional Advisory Committee.** Unless the turnover meeting described in Section 3.2 above has already been held, Declarant shall call a meeting of the Owners for the purpose of forming a Transitional Advisory Committee. The meeting shall be called within sixty (60) days after the date Declarant conveys fifty percent (50%) or more of the Lots in the Initial Development to Owners other than a successor Declarant. The Committee shall consist of two (2) or more Owners other than a successor Declarant. The Committee shall consist of two (2) or more Owners elected by the Owners other than Declarant and not more than one representative of Declarant. The members shall serve until the turnover meeting. The Transitional Advisory Committee shall be advisory only and its purpose shall be to enable ease of transition from control of the administration of the Association by Declarant to control by the Owners. The committee shall have access to any information, documents and records, which Declarant must turn over to the Owners at the time of the turnover meeting. If Declarant fails to call the meeting to elect a Transitional Advisory Committee within the time specified, the meeting may be called and notice given by any Owner. If the Owners fail to elect a Transitional Advisory Committee at the meeting called for such purpose, Declarant shall have no further obligation to form the committee.

4.4 Election and Tenure of Office.

(a) At the turnover meeting described in Section 3.2, the interim directors shall resign and the members shall elect one (1) director to serve for one year and two (2) directors to serve for two years. The three nominees receiving the greatest number of votes shall serve for two years. In the event of a tie, term selection shall be by random means. Thereafter the successors to each director shall serve for terms of two years each.

(b) Upon a majority vote of the voting rights entitled to be cast by the members present or represented by absentee ballot or proxy at a meeting or ballot meeting at

which a quorum is present, the Board of Directors may be increased from three (3) directors to five (5) directors. At the next annual meeting or a special meeting called for such purpose, two (2) additional directors shall be elected, one to serve for a two-year term and one to serve for a one-year term. Term selection shall be in the same manner as provided in paragraph (a) above.

(c) All directors shall hold office until their respective successors shall have been elected by the members. Election shall be by plurality.

4.5 Vacancies.

(a) A vacancy in the Board of Directors shall exist upon the death, resignation or removal of any director, or if the authorized number of directors be increased, or if the members fail at any annual or special meeting of members at which any director or directors are to be elected to elect the full authorized number of directors to be voted for at that meeting. Vacancies in interim directors shall be filled by Declarant.

(b) Vacancies in the Board of Directors, other than interim directors, may be filled by a majority of the remaining directors even though less than a quorum, or by a sole remaining director. Each director so elected shall hold office for the balance of the unexpired term and until his successor is elected.

4.6 Removal of Directors. All or any number of the directors, other than interim directors, may be removed, with or without cause, at any meeting of members at which a quorum is present, by a vote of a majority of the number of votes entitled to be cast at an election of directors. No removal of a director shall be effective unless the matter of removal was an item on the agenda and stated in the notice of the meeting as provided in these Bylaws.

4.7 Powers. The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Association except such powers and duties as by law or by the Declaration or by these Bylaws may not be delegated to the Board of Directors by the Owners. The Board of Directors may delegate responsibilities to committees or a managing agent, but shall retain ultimate control and supervision. The powers and duties to be exercised by the Board of Directors shall include, but not be limited to those set forth in Section 6.5 of the Declaration and the following:

(a) Carry out the program for maintenance, upkeep, repair and replacement of the property to be maintained by the Association as described in the Declaration and these Bylaws.

(b) Determination of the amounts required for operation, maintenance and other affairs of the Association, and the making of such expenditures.

(c) Preparation of a budget for the Association, and assessment and collection of the Assessments.

(d) Employment and dismissal of such personnel as necessary for such maintenance, upkeep and repair.

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(e) Employment of legal, accounting or other personnel for reasonable compensation to perform such services as may be required for the proper administration of the Association; provided, however, the Board may not incur or commit the Association to incur legal fees in excess of \$5,000 for any specific matter unless the Owners have enacted a resolution authorizing the incurring of such fees by a vote of seventy-five percent (75%) of the voting rights present in person or by absentee ballot or proxy at a meeting at which a quorum is constituted. This limitation shall not be applicable to legal fees incurred in defending the Association or the Board of Directors from claims or litigation brought against them. The limitation set forth in this paragraph shall increase by \$500 on each fifth anniversary of the recording of the Declaration. The Board shall notify the owners prior to instituting litigation or administrative proceedings. With regard to any pending litigation involving the Association, the Board shall periodically report to the unit owners as to the status (including settlement offers), progress, and method of funding such litigation. Nothing in this paragraph shall be construed as requiring the Board to disclose any privileged communication between the Association and its counsel.

(f) Opening of bank accounts on behalf of the Association and designating the signatories required therefor.

(g) Preparing or causing to be prepared and filed any required income tax returns or forms for the Association.

(h) Purchasing Lots at foreclosure or other judicial sales in the name of the Association, or its designee.

(i) Selling, leasing, mortgaging, voting the votes appurtenant to (other than for the election of directors), or otherwise dealing with Lots acquired by the Association or its designee.

(j) Obtaining such insurance or bonds pursuant to the provisions of these Bylaws, and reviewing such insurance coverage at least annually.

(k) Making additions and improvements to, or alterations of, the Common Areas, or modify, close, remove, eliminate or discontinue use of any common facility, including any improvement or landscaping, except that any such modification, closure, removal, elimination or discontinuance other than on a temporary basis of any swimming pool, spa or recreational or community building must be approved by a majority vote of the members at a meeting or ballot held in accordance with these Bylaws.

(l) From time to time adopt, modify, or revoke such rules and regulations governing the conduct of persons and the operation and use of the Lots as the Board of Directors may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the Property. Such action may be overruled or modified by vote of not less than seventy-five percent (75%) of the voting rights of each class of members present, in person or by proxy, at any meeting, the notice of which shall have stated that such modification or revocation of rules and regulations will be under consideration.

(m) Enforcement by legal means of the provisions of the Declaration, these Bylaws and any rules and regulations adopted hereunder.

(n) In the name of the Association, maintain a current mailing address of the Association.

(o) Subject to Section 8.8 of the Declaration, enter into management agreements with professional management firms.

4.8 Meetings.

(a) Meetings of the Board of Directors shall be held at such place as may be designated from time to time by the Board of Directors or other persons calling the meeting.

(b) Annual meetings of the Board of Directors shall be held within thirty (30) days following the adjournment of the annual meetings of the members.

(c) Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the President or by any two directors.

(d) Unless other rules of order are adopted by resolution of the Association or the Board of Directors, all meetings of the Board of Directors shall be conducted according to the latest edition of *Robert's Rules of Order*, published by Robert's Rules Association.

4.9 Open Meetings. All meetings of the Board of Directors shall be open to Owners except that, in the discretion of the Board, the following matters may be considered in executive session: (a) consultation with legal counsel concerning the rights and duties of the Association regarding existing or potential litigation, or criminal matters; (b) personnel matters, including salary negotiations and employee discipline; and (c) the negotiation of contracts with third parties. Except in the case of an emergency, the Board of Directors shall vote in an open meeting on whether to meet in executive session. If the Board of Directors votes to meet in executive session, the presiding officer shall state the general nature of the action to be considered and, as precisely as possible, when and under what circumstances the deliberations can be disclosed to Owners. Meetings of the Board of Directors may be conducted by telephonic communication, except that if a majority of the Lots are principal residences of the occupants, then: (a) for other than emergency meetings, notice of each Board of Directors' meeting shall be posted at a place or places on the property at least three (3) days before the meeting, or notice shall be provided by a method otherwise reasonably calculated to inform the Owners of such meeting; and (b) only emergency meetings of the Board of Directors may be conducted by telephonic communication. The meeting and notice requirements of this section may not be circumvented by chance, social meetings, or any other means.

4.10 Notice of Special Meetings.

(a) Notice of the time and place of special meetings shall be given to each director orally or delivered in writing personally or by mail or telecopy at least twenty-four (24) hours before the meeting. Notice shall be sufficient if actually received at the required time or if mailed or telecopied not less than seventy-two (72) hours before the meeting. Notice mailed or

telecopied shall be directed to the address shown on the Association's records or to the director's actual address ascertained by the person giving the notice. Such notice may need not be given for an adjourned meeting if such time and place is fixed at the meeting adjourned.

(b) Attendance of a director at a meeting shall constitute a waiver of notice of such meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

4.11 Quorum and Vote.

(a) A majority of the directors shall constitute a quorum for the transaction of business. A minority of the directors, in the absence of a quorum, may adjourn from time to time but may not transact any business.

(b) The action of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors unless a greater number is required by law, the Declaration, the Articles of Incorporation or these Bylaws.

4.12 Liability. A member of the Board of Directors or an officer of the Association shall not be liable to the Association or any member thereof for any damage, loss or prejudice suffered or claimed on account of any action or failure to act in the performance of his or her duties, except for acts of gross negligence or intentional acts. In the event any member of the Board of Directors or any officer of the Association is made a party to any proceeding because the individual is or was a director or officer of the Association, the Association shall indemnify such individual against liability and expenses incurred to the maximum extent permitted by law. The managing agent of the Association, and its officers and employees, shall not be liable to the Owners or any third parties on account of any action or failure to act in the performance of its duties as managing agent, except for acts of gross negligence or intentional acts, and the Association shall indemnify the managing agent and its officers and employees from any such claims, other than for gross negligence or intentional misconduct.

4.13 Compensation. No director shall receive any compensation from the Association for acting as such.

Article 5. Officers

5.1 Designation and Qualification. The officers of the Association shall be the President, the Secretary and the Treasurer and such Vice Presidents and subordinate officers as the Board of Directors shall from time to time appoint. The President shall be a member of the Board of Directors, but the other officers need not be directors. Officers need not be members of the Association. Any two offices may be held by the same person except the offices of President and Secretary.

5.2 Election and Vacancies. The officers of the Association shall be elected annually by the Board of Directors at the organization meeting of each new Board to serve for one year and until their respective successors are elected. If any office shall become vacant by

reason of death, resignation, removal, disqualification or any other cause, the Board of Directors shall elect a successor to fill the unexpired term at any meeting of the Board of Directors.

5.3 Removal and Resignation.

(a) Any officer may be removed upon the affirmative vote of a majority of the directors whenever in their judgment the best interests of the Association will be served thereby. The removal of an officer shall be without prejudice to the contract rights, if any, of the officer so removed.

Any officer may resign at any time by giving written notice to the Board of Directors, the President or the Secretary of the Association. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective, provided that the Board of Directors may reject any post-dated resignation by notice in writing to the resigning officer. The effectiveness of such resignation shall not prejudice the contract rights, if any, of the Association against the officer so resigning.

5.4 President. The President shall be the chief executive officer of the Association and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and affairs of the Association. He shall preside at all meetings of the members and of the Board of Directors. He shall be ex officio a member of all the standing committees, including the executive committee, if any, shall have the general powers and duties of management usually vested in the office of president of a nonprofit corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors or these Bylaws.

5.5 Vice Presidents. The Vice Presidents, if any, shall perform such duties, as the Board of Directors shall prescribe. In the absence or disability of the President, the President's duties and powers shall be performed and exercised by the Senior Vice President as designated by the Board of Directors.

5.6 Secretary.

(a) The Secretary shall keep or cause to be kept a Book of Minutes of all meetings of directors and members showing the time and place of the meeting, whether it was regular or special, and if special, how authorized, the notice given, the names of those present at directors' meetings, the number of memberships present or represented at members' meetings and the proceedings thereof.

(b) The Secretary shall give or cause to be given such notice of the meetings of the members and of the Board of Directors as is required by these Bylaws or by law. The Secretary shall keep the seal of the Association, if any, and affix it to all documents requiring a seal, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these Bylaws.

(c) If there are no Vice Presidents, then in the absence or disability of the President, the President's duties and powers shall be performed and exercised by the Secretary.

5.7 **Treasurer.** The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts and disbursements. The books of accounts shall at all reasonable times be open to inspection by any director. The Treasurer shall deposit all moneys and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the Association as may be ordered by the Board, shall render to the President and directors, whenever they request it, an account of all of the Treasurer's transactions as Treasurer and of the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws.

5.8 **Compensation of Officers.** No officer who is a member of the Board of Directors shall receive any compensation from the Association for acting as an officer, unless such compensation is authorized by a resolution duly adopted by the members. The Board of Directors may fix any compensation to be paid to other officers.

Article 6. **Executive And Other Committees**

Subject to law, the provisions of the Articles of Incorporation and these Bylaws, the Board of Directors, by a vote of a majority of the directors in office, may appoint an executive committee and such other standing or temporary committees as may be necessary from time to time, consisting of not less than two of the directors in office and having such powers as the Board of Directors may designate. Such committees shall hold office at the pleasure of the Board.

Article 7. **Assessments, Records And Reports**

7.1 **Assessments.** As provided in the Declaration, the Association, through its Board of Directors, shall do the following:

(a) Assess and collect from every Owner Assessments in the manner described in the Declaration.

(b) Keep all funds received by the Association as Assessments, other than reserves described in Section 10.11 of the Declaration, in the Operations Fund and keep all reserves collected pursuant to Section 10.11 of the Declaration in the Reserve Fund and use such funds only for the purposes described in the Declaration.

(c) From time to time, and at least annually, prepare a budget for the Association, estimating the common expenses expected to be incurred with adequate allowance for reserves based upon the reserve study required by Section 10.11 of the Declaration, and determine whether the Annual Assessment should be increased or decreased. Within thirty (30) days after adopting a proposed annual budget, the Board of Directors shall provide a summary of the budget to all Owners. If the Board of Directors fails to adopt a budget, the last adopted annual budget shall continue in effect.

(d) Fix the amount of the Assessment against each Lot at least thirty (30) days in advance of each Assessment period. Written notice of any Assessment shall be sent to every Owner subject thereto and to any first mortgagee requesting such notice. The due dates shall be established by the Board of Directors, which may fix a regular flat Assessment payable on a monthly, quarterly, semi-annual or annual basis. The Board of Directors shall cause to be prepared a roster of the Lots showing Assessments applicable to each Lot. The roster shall be kept in the Association office and shall be subject to inspection by any Owner or mortgagee during regular business hours. Within ten (10) business days after receiving a written request, and for a reasonable charge, the Association shall furnish to any Owner or mortgagee a recordable certificate setting forth the unpaid Assessments against such Owner's Lot. Such certificate shall be binding upon the Association, the Board of Directors, and every Owner as to the amounts of unpaid Assessments

(e) When Additional Properties are annexed, the Board of Directors shall assess any Lots included therein in accordance with Section 10.9 of the Declaration.

(f) Enforce the Assessments in the manner provided in the Declaration.

(g) Keep records of the receipts and expenditures and make the same available for examination by members and their mortgagees at convenient hours, maintain an Assessment roll showing the amount of each Assessment against each Owner, the amounts paid upon the account and the balance due on the Assessments, give each member written notice of each Assessment at least 30 days prior to the time when such Assessments shall become due and payable; and for a reasonable charge, promptly provide any Owner or mortgagee who makes a request in writing with a written certificate of such Owner's unpaid Assessments.

7.2 Records. The Association shall keep within the State of Oregon correct and complete financial records sufficiently detailed for proper accounting purposes, keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and retain all documents, information and records turned over to the Association by Declarant. All documents, information and records delivered to the Association by Declarant pursuant to ORS 94.616 shall be kept within the State of Oregon.

7.3 Statement of Assessments Due. The Association shall provide, within ten (10) business days after receipt of a written request from an Owner, a written statement that provides: (a) the amount of assessments due from an Owner and unpaid at the time the request was received, including regular and special assessments, fines and other charges, accrued interest, and late payment charges; (b) the percentage rate at which interest accrues on assessments that are not paid when due; and (c) the percentage rate used to calculate the charges for late payment or the amount of a fixed rate charge for late payment. The Association is not required to comply with this section if the Association has commenced litigation by filing a complaint against the Owner and the litigation is pending when the statement would otherwise be due.

7.4 Inspection of Books and Records. During normal business hours or under other reasonable circumstances, the Association shall make available to Owners, prospective purchasers and lenders, and to holders of any mortgage of a Lot, current copies of the Declaration, Articles, Bylaws, Rules and Regulations, amendments or supplements to such

documents and the books, records, financial statements and current operating budget of the Association. The Association shall maintain a copy, suitable for purposes of duplication, of the following: (a) the Declaration, these Bylaws, the Rules and Regulations and any amendments or supplements to them, (b) the most recent financial statement of the Association, and (c) the current operating budget of the Association. Upon written request, the Association shall make such documents, information and records available to such persons for duplication during reasonable hours. The Association may charge a reasonable fee for furnishing copies of such documents, information or records. The fee may include reasonable personnel costs for furnishing the documents, information or records.

7.5 Payment of Vouchers. The Treasurer shall pay all vouchers for all budgeted items and for any nonbudgeted items up to \$1,000 signed by the President, managing agent, manager or other person authorized by the Board of Directors. Any voucher for nonbudgeted items in excess of \$1,000 shall require the authorization of the President or a resolution of the Board of Directors.

7.6 Execution of Documents. The Board of Directors may, except as otherwise provided in the Declaration, Articles of Incorporation or these Bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

7.7 Reports and Audits. An annual financial statement consisting of a balance sheet and income and expense statement for the preceding year shall be rendered by the Board of Directors to all Owners and to all mortgagees who have requested the same within ninety (90) days after the end of each fiscal year. From time to time, the Board of Directors, at the expense of the Association, may obtain an audit of the books and records pertaining to the Association and furnish copies thereof to the members. At any time any Owner or holder of a mortgage may, at their own expense, cause an audit or inspection to be made of the books and records of the Association.

Article 8.

Insurance

8.1 Types of Insurance. For the benefit of the Association and the Owners, the Board of Directors shall obtain and maintain at all times, and shall pay for out of the Operations Fund, the following insurance:

(a) Property Damage Insurance.

(i) The Association shall maintain a policy or policies of insurance covering loss or damage from fire, with standard extended coverage and "all risk" endorsements, and such other coverage as the Association may deem desirable.

(ii) The amount of the coverage shall be for not less than one hundred percent (100%) of the current replacement cost of the improvements on the Common

Areas (exclusive of land, foundation, excavation and other items normally excluded from coverage), subject to a reasonable deductible.

(iii) The policy or policies shall include all fixtures and building service equipment to the extent that they are part of the Common Areas and all personal property and supplies belonging to the Association.

(b) **Liability Insurance.**

(i) The Association shall maintain comprehensive general liability insurance coverage insuring the Declarant, the Association, the Board of Directors, and the managing agent, against liability to the public or to Owners and their invitees or tenants, incident to the operation, maintenance, ownership or use of the Common Areas, including legal liability arising out of lawsuits related to employment contracts of the Association. There may be excluded from such policy or policies coverage of an Owner (other than as a member of the Association or Board of Directors) for liability arising out of acts or omission of such Owner and liability incident to the ownership and/or use of the part of the property as to which such Owner has the exclusive use or occupancy.

(ii) Limits of liability under such insurance shall not be less than One Million Dollars (\$1,000,000) on a combined single-limit basis.

(iii) Such policy or policies shall be issued on a comprehensive liability basis and shall provide a cross liability endorsement wherein the rights of named insured under the policy or policies shall not be prejudiced as respects his, her or their action against another named insured.

(c) **Worker's Compensation Insurance.** The Association shall maintain workers' compensation insurance to the extent necessary to comply with any applicable laws.

(d) **Fidelity Bonds.**

(i) The Board of Directors may cause the Association to maintain blanket fidelity bonds for all officers, directors, trustees and employees of the Association and all other persons handling or responsible for funds of, or administered by, the Association. In the event the Association has retained a management agent, the Board of Directors may require such agent to maintain fidelity bonds for its officers, employees and agents handling or responsible for funds of, or administered on behalf of, the Association.

(ii) The total amount of fidelity bond coverage required shall be based upon the best business judgment of the Board of Directors.

(iii) Such fidelity bond shall name the Association as obligee and shall contain waivers by the issuers of the bonds of all defenses based upon the exclusion of persons serving without compensation from the definition of "employees" or similar terms or expressions. The bonds shall provide that they may not be canceled or

substantially modified (including cancellation for nonpayment of premium) without at least 10 days prior written notice to the Association.

8.2 **Insurance by Lot Owners.** Each Owner shall be responsible for obtaining, at his or her own expense, homeowner's insurance covering the improvements on the Owner's Lot and liability resulting from use or ownership of the Lot, unless the Association agrees otherwise. The insurance coverage maintained by the Association shall not be brought into contribution with the insurance obtained under this section by the Owners.

8.3 **Planned Community Act Requirements.** The insurance maintained by the Association shall comply with the requirements of the Oregon Planned Community Act, ORS94.550 to 94.780.

Article 9.

General Provisions

9.1 **Seal.** The Board of Directors may, by resolution, adopt a corporate seal.

9.2 **Notice.** All notices to the Association or to the Board of Directors shall be sent care of the managing agent, or if there is no managing agent, to the principal office of the Association or to such other address as the Board of Directors may hereafter designate from time to time. All notices to members shall be sent to the member's unit or to such other address as may have been designated by the member from time to time in writing to the Board of Directors.

9.3 **Waiver of Notice.** Whenever any notice to any member or director is required by law, the Declaration, the Articles of Incorporation, or these Bylaws, a waiver of notice in writing signed at any time by the person entitled to notice shall be equivalent to the giving of the notice.

9.4 **Action Without Meeting.** Any action, which the law, the Declaration, the Articles of Incorporation or the Bylaws require or permit the members or directors to take at any meeting may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all of the members or directors entitled to vote on the matter. The consent, which shall have the same effect as a unanimous vote of the members or directors, shall be filed in the records of minutes of the Association.

9.5 **Conflicts.** These Bylaws are intended to comply with the Oregon Planned Community Act, the Oregon Nonprofit Corporation Law, the Declaration and the Articles of Incorporation. In case of any irreconcilable conflict, such statutes and documents shall control over these Bylaws.

Article 10.

Amendments To Bylaws

10.1 **How Proposed.** Amendments to these Bylaws shall be proposed by either a majority of the Board of Directors or by members holding at least thirty percent (30%) of the voting rights entitled to be cast for such amendment. The proposed amendment must be reduced to writing and shall be included in the notice of any meeting at which action is to be taken thereon or be attached to any request for consent to the amendment.

10.2 Adoption.

(a) A resolution adopting a proposed amendment may be proposed by either the Board of Directors or by the members and may be approved by the membership at a meeting called for such purpose or by ballot vote. Members not present at the meeting considering such amendment may express their approval in writing or by proxy. Any resolution must be approved by members holding a majority of the voting rights, together with the written consent of the Class B member, if any, and, as long as there is a Class B member, by the Federal Housing Administration or the Veterans Administration, if these Bylaws were previously approved by such agencies. Amendment or repeal of any provision of these Bylaws that is also contained in the Declaration must be approved by the same voting requirement for amendment or such provision of the Declaration.

(b) Notwithstanding the provisions of the preceding paragraph, until the Turnover Meeting has occurred, Declarant shall have the right to amend these Bylaws in order to comply with the requirements of the Federal Housing Administration, the United States Department of Veterans Affairs, the Farmers Home Administration of the United States, the Federal National Mortgage Association, the Government Mortgage Association, the Federal Home Mortgage Loan Corporation, any department, bureau, board, commission or agency of the United States or the State of Oregon, or any corporation wholly owned, directly or indirectly, by the United States or the State of Oregon that insures, guarantees or provides financing for a planned community or lots in a planned community. After the Turnover Meeting, any such amendment shall require the approval of a majority of the voting rights of the Association, voting in person, by proxy, or by ballot, at a meeting or ballot meeting of the Association at which a quorum is represented.

10.3 Execution and Recording. An amendment shall not be effective until certified by the President and Secretary of the Association as being adopted in accordance with these Bylaws and ORS 94.625 and recorded in the Deed Records of Deschutes County Oregon.

Poplar Park Owners Association

Board of Directors Resolutions

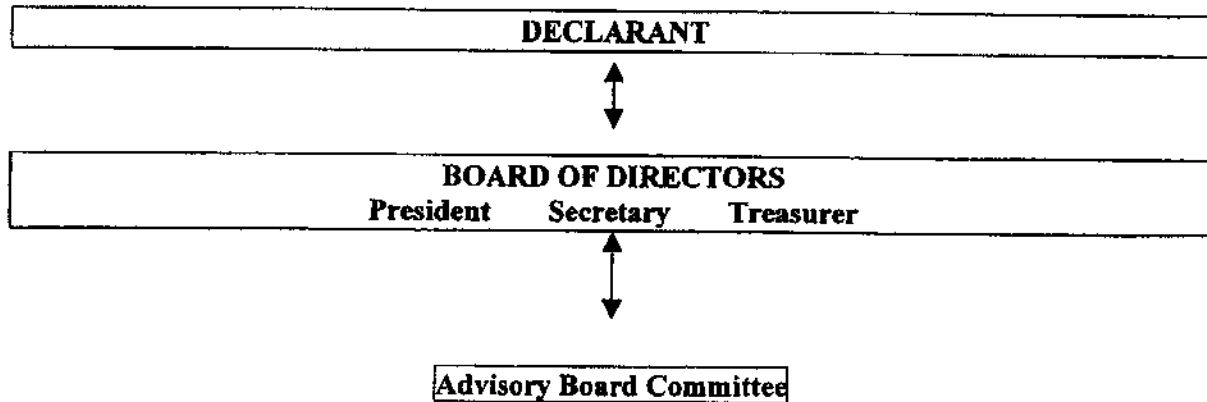
The intent of the CC&R's is to protect the common interest of all Members by helping to preserve optimum property values and enjoyable living and to provide an organization that works on behalf of the community's common interests.

The Recitals and Articles of the Declaration of Covenants Conditions and Restrictions, in conjunction with the Bylaws of the Poplar Park Members Association provide the Board of Directors with the jurisdiction and powers to administer the management of the affairs and financial matters for the Association, including the authority to adopt, modify or revoke Rules and Regulations governing the conduct of persons and the operation and use of the common areas and the lots as it may deem necessary or appropriate in order to preserve the peaceful and orderly use and enjoyment of Poplar Park.

The Resolutions adopted here by the Board of Directors are not intended to replace the recorded CC&R's for the Poplar Park Owners Association. They are intended to further clarify and define the most commonly referred to items in the existing CC&R's. All attempts have been made to ensure that these resolutions are not in conflict with the recorded CC&R's. Should any item be in conflict, the recorded CC&R's would prevail.

Poplar Park Owners Association

Board of Directors, Entities, and Committee Functions



Declarant: Has final say on all items for the HOA until 90% of the lots in the final phase of the community have been sold and conveyed to new Members.

Board of Directors: Serves at the request of the Declarant. Declarant has appointed the persons filling these positions.

Advisory Board Committee: Recommends administrative procedures, rules, resolutions, and annual budget to the Board of Directors. Some of the other Committee information flows through the Advisory Board as it relates to the annual budget. The balance flows directly through to the Board of Directors. The Board of Directors appoints these positions. When the Declarant has ceased to exist for the community, the Advisory Board Committee Members often become the new Board of Directors. In larger communities, there may still be a need for the **Advisory Board** to exist – insuring that the Board of Directors has a representation of the community it serves. The scope of areas for review may be modified accordingly.

Property Management Company: Hired by the Board of Directors, this firm will handle the billing and collection of assessments for the Association. They will prepare payments for Association expenses; work with the committees and the Board on formulating and implementing annual budgets. They handle questions and complaints from the Members of the Association. They review the work performed by all subcontractors within the community to insure the work is completed in an acceptable fashion. They schedule and hire contractors for the maintenance of the community. They attend committee meetings as required, and facilitate the communication between the committees and the Board.

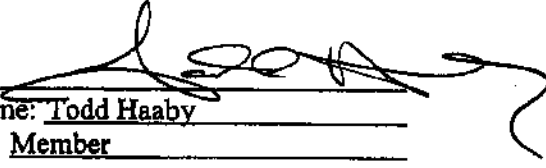
**CALL TO INITIAL DIRECTORS TO
ORGANIZE POPLAR PARK OWNERS ASSOCIATION**

Tumac Mountain Development, LLC, as incorporator of Poplar Park Owners Association, an Oregon nonprofit corporation, certifies that

Todd Haaby

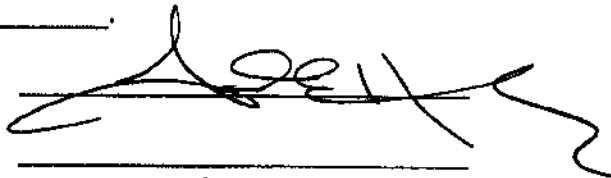
are the initial directors of the association and hereby calls upon the directors to organize the association by unanimous action taken without a meeting to be effective _____.

Tumac Mountain Development, LLC

By 
Name: Todd Haaby
Its: Member

WAIVER OF NOTICE

We, the undersigned directors of the Poplar Park Owners Association, waive notice and consent to the organization of the association by unanimous action taken without the holding of a meeting to be effective _____.



**MEMORANDUM OF ACTION OF
BOARD OF DIRECTORS OF THE
POPLAR PARK OWNERS ASSOCIATION**

THIS MEMORANDUM, executed by all of the initial directors of the Poplar Park Owners Association, records their action taken by unanimous consent without the holding of a formal meeting to be effective _____:

1. **RESOLVED** that the form of Bylaws attached hereto is adopted as the Bylaws of this association.
2. **RESOLVED** that the following persons are elected as officers of this association to serve at the pleasure of the board of directors:

President Todd Haaby

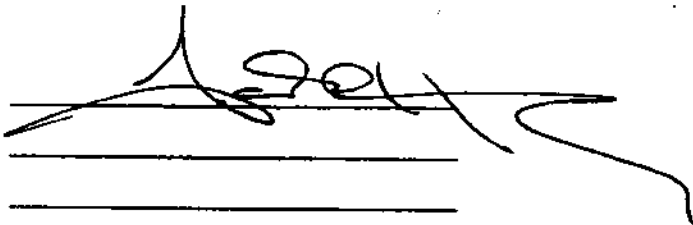
Treasurer _____

Secretary _____

3. **RESOLVED** that the following persons are elected as Architectural Review Committee members of this association to serve at the pleasure of the board of directors:

Scott Houck

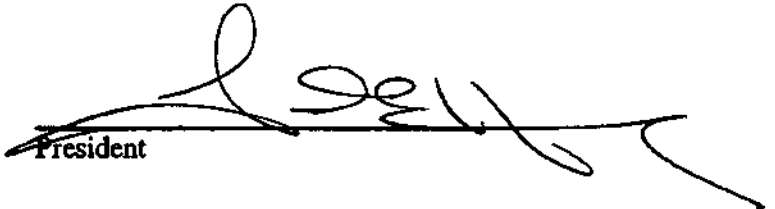
Cory Bittner



**MEMORANDUM OF ACTION OF
BOARD OF DIRECTORS OF THE
POPLAR PARK OWNERS ASSOCIATION**

THIS MEMORANDUM, executed by all of the directors of the Poplar Park Owners Association, records their action taken by unanimous consent without the holding of a formal meeting to be effective _____.

RESOLVED that the *Architectural Review Procedures and the Architectural Review Guidelines* attached hereto are adopted for this Association.



President

Secretary

Treasurer

Poplar Park Owners Association

Architectural Review Procedures

Application for Review. Prior to the commencement of any exterior alteration or addition to an existing structure, or a significant landscape alteration, Members shall submit the plans and an Architectural Review Control Form to the Architectural Review Committee. An example of items requiring Architectural Review are ponds, paint color, roofing material, retaining walls, sheds, fences, pergolas, trees which will mature to a large size and other significant exterior features which would be visible to other members when driving or walking through the community. For additional clarification please refer to the Architectural Review Control Guidelines. If you still question whether your proposed project requires approval, please contact the Management Company or Committee directly for clarification.

The committee has 30 days from the date of receipt to review the application and ask for additional supporting documentation if required. After review, the Committee will provide the Member with a written Approval/Disapproval/Approval with Conditions decision.

Each alteration or addition must be specifically approved even though the intended alteration or addition conforms to the CC&R's and Guidelines, and even when a similar or substantially identical alteration or addition has been previously approved.

The Committee has the authority to Approve/Disapprove the plans, or to require that the plans be resubmitted or redrawn by an appropriate professional contractor and/or with the additional information accurately provided.

Product Specification. The Committee has the authority to specify a product type (example: cedar fencing instead of vinyl) to maintain the uniformity of appearance of the home and lot and/or its improvements.

Appeal. The Member may appeal a decision of the Committee by providing additional information or supporting data. If the Committee's decision remains unchanged, the Member may send a written appeal to the Board of Directors for a review of the decision. Any ruling by the Board of Directors will be considered final.

ARC Charges and Fees. New home construction review requires a fee in the amount of \$200 per home. For Improvements after home construction the Committee may request reimbursement from the Member for Architectural Review if the review would require the services of an architect or engineer to best determine the appropriateness of the change to the community. The Committee will advise the Member in advance if their request will incur such charges and fees.

Verbal Requests will not be considered. For the protection of the Member, the Committee and the Board, all requests must be made in writing. A copy of all correspondence, forms and decisions will be kept in the Member's folder.

Periodic Review. The Committee will make inspections of the development on a periodic basis. Any Member found to have altered or added to their home or lot will be sent an Architectural Review Control Form to be completed and submitted to the Committee. The

Poplar Park Owners Association

Architectural Review Procedures

Member must respond within 30 days of receipt of the form. Members who do not respond within the 30 days will be fined \$25 fee regardless of whether the addition/alteration meets the current Guidelines. If after review of the Form, the Committee determines the additional/alteration to be Disapproved, the Committee shall notify the Member of what modification needs to occur to return the addition/alteration to a state that is Approved. The Committee shall provide the Member with a time frame not to exceed three months to make this modification. If the exterior feature is not restored the Association shall impose a fine of \$25 monthly until the required modification is made. Three months after the expiration of the time frame required by the Member to make the alteration, the Association may chose to make the alteration for the Member and bill the Member for the costs incurred.

Poplar Park Owners Association

Architectural Review Guidelines

1. **Decks/Gazebos/Pergolas/Trellis** must be approved by the ARC prior to installation. Decks visible to other members when walking or driving by must have lattice skirting.
2. **Driveway, Carport and Sidewalks** are to be exposed aggregate concrete only – no coloring or stamping is allowed without prior ARC approval. Requests for alternate materials will be reviewed by the ARC on an individual basis. Gravel pads are prohibited.
3. **Height of Home** on Lots 19 – 25 will be restricted to a single storey with a maximum 20-foot height, which is the vertical distance from the average contact ground level of the building to the highest point of the building. On these lots the home may include a daylight basement or a loft area used as living space, as long as the loft is incorporated into the standard roofline of a single level home.
4. **Special Rear Setback** on Lots 19 – 25 will have a minimum rear setback of 20 feet from the east property line. The set back shall exist for either a Living Unit, shed or any other structure placed upon the lot.
5. **Exterior Colors** for homes, sheds, trim, etc., is to be submitted to the ARC prior to application to ensure the colors are in harmony with the community.
6. **Fencing** must be approved by the ARC prior to installation and shall be cedar only. Fence height to be six (6) foot. All fencing to be of a good-neighbor type as illustrated on Exhibit "A" and "B" Fencing attached. Requests for alternate fencing types will be reviewed and approved by the ARC on an individual basis. Staining the cedar fencing to a color other than clear or natural needs to be approved by the ARC before it is done. Lots 1 – 15 must have the same material, size, type, configuration and stain to maintain a consistent and cohesive appearance from Brookwood Boulevard. Lots 19 – 25 must have a six foot cedar privacy type fence (solid with no gaps between the boards) installed and maintained on the eastern boundary of the Lot.
7. **Gutters** type, location and material are to be reviewed and approved by the Architectural Review Committee prior to installation or modification.
8. **Play Equipment/Swing Set/Sport Court** plans must be submitted for review prior to installation. Height of the structure cannot exceed height of the home, and shall be allowed in the back yard of the lot and shall not be installed over easement areas. Due to its nature, impact and visibility, the Committee may require review and acceptance by the surrounding homeowners.
9. **Roofing** material on all residences, sheds, etc., shall be black architectural composition roofing material only.
10. **Shutters** shall be painted the house trim color, or other color approved by the ARC Committee.
11. **Walkways and Paths** are to be concrete or brick paved only. Colors for the brick or concrete are to be submitted and approved by the ARC Committee prior to installation. Requests for alternate material paths will be reviewed by the ARC on an individual basis.

Poplar Park Owners Association

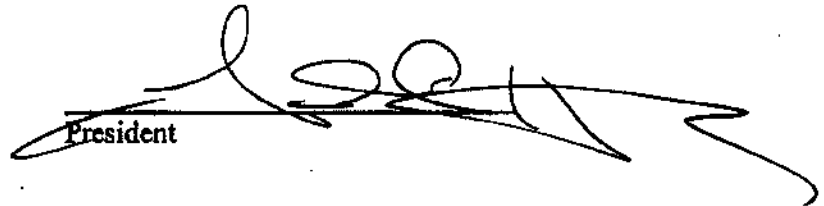
Architectural Review Guidelines

12. **Ponds and Water Fountain** plans must be submitted for review prior to installation when installed in an area that is visible to other members when walking or driving by. Plans to include placement on the lot, size, materials, and coloration information.
13. **Storage Sheds** are to have the same visual appearance of the home with respect to siding material, roofing, and house color. All storage sheds are to have placement, size, materials, and dimensions submitted and approved by the ARC Committee prior to installation.
14. **Siding** type, location and material are to be reviewed and approved by the Architectural Review Committee prior to installation or modification.
15. **House Numbers** shall be installed on the front side of the home approximately five foot above the ground near the front door or garage, in an area that is well lit and viewable by emergency crews. They are to be 2 ½ - 3 ½ inches tall and black or brass in coloration.
16. **Carports** are prohibited.
17. **Landscaping** modifications of a significant nature are to be approved by the ARC prior to installation. Significant installations includes the planting of hedges or trees, which will mature to a significant height that could block neighbor's views, or of a type that would create a maintenance problem for neighbors. Vegetable gardens are to be screened from view by members walking or driving by. Grove owners are required to submit for approval before changing or adding trees, shrubs, grass, or bark in the front yards that are maintained by the Association.
18. **Retaining Walls** in front or rear yards (where viewed by other Members walking or driving by) shall be reviewed and approved by the ARC Committee prior to installation and shall be reviewed for product type, placement, and color.
19. **Satellite Dishes** shall be installed on the side or rear of the structure only, unless such placement interferes with signal reception.
20. **Exterior Rock Ornamentation** on the home shall be submitted to the ARC Committee prior to installation and shall be reviewed for product type, placement and color.

**MEMORANDUM OF ACTION OF
BOARD OF DIRECTORS OF THE
POPLAR PARK OWNERS ASSOCIATION**

THIS MEMORANDUM, executed by all of the directors of the Poplar Park Owners Association, records their action taken by unanimous consent without the holding of a formal meeting to be effective _____.

RESOLVED that the *General Community Policy Guidelines* attached hereto are adopted for this Association.



President

Secretary

Treasurer

Poplar Park Members Association

General Community Policy Guidelines

Flags and Decorations. Holiday decorations may be displayed one-month prior and one month past the designated holiday as a general rule. Some flags and decorations may be considered inappropriate for the Community. If the Association receives strong negative comments the Member displaying the items will be contacted and requested to remove them from community viewing. The flag of the United States of America is not considered a holiday or decoration flag.

Garden Implements, tools, children's outdoor toys, etc are to be placed out of sight when not in use.

Landscaping. Each Member is responsible for maintaining their landscaping to high community standards. This includes controlling weeds; pruning shrubs and trees; removing dead and/or diseased plants and trees; fertilizing, watering, mowing and controlling lawns; installing and maintaining appropriate ground cover, such as garden mulch or bark-dust; maintaining the lot's auxiliary yard structures and features; and planning ahead to assure that ongoing maintenance is continued, even if Member will be gone for a period of time. On Lots 1 - 15, Owner is responsible for landscape maintenance on the Brookwood Boulevard right of way regardless if that portion of the lot is outside the fenced portion of the lot.

Major landscape feature changes such as trees and substantial garden beds that are visible to other Members when walking or driving by shall receive approval first by the Architectural Review Committee to assure conformity with the community and to also ensure that the trees shall not hamper the view of neighboring members.

Landscaping Debris and other materials resulting from landscaping work shall not be dumped onto any street, lot or common areas. The discarded landscaping debris is to be contained and handled under the same controls as general trash containers and removal. Members are responsible for seeing to it that their home and lots are kept clean, free of clutter and debris, and in good order.

Noise is regulated by local governmental agencies. Social functions should be kept inside the home to help minimize the impact of noise on neighbors, especially at night. If noise emanating from any Poplar Park lot is disturbing another Member, the complaining neighbor should either contact the offending neighbor directly or contact the local law enforcement agency to file a complaint. Because noise related matters are subjective, it is difficult for the Association to become involved or take a stand, unless the noise related matter creates a problem for the Community at large.

Outdoor Deliveries, such as bark dust, soil, sand, gravel, plants, fencing, and building materials are to be used promptly after delivery in Member's driveway. All materials must be used or out of site within 14 days from delivery. At all times the material must be secured from wind, animals, etc. Member is responsible for any cleanup required by the material delivery. No material may be left in the street overnight.

Poplar Park Members Association

General Community Policy Guidelines

Parking. Members are required to park either in their own driveway or garage. Street parking is for guests only.

Pets. Pet Member Members are responsible for knowing and obeying local leash laws regarding their pet, and for cleaning up after their pets. Some animals (i.e. dogs) are required to be restrained with a leash, tether or other physical control device any time they are on public property. On private property, some animals are required to be restrained in a manner that physically prevents the animal from leaving that property. Pets are not permitted to be a nuisance to neighbors and the community. The city and county also have noise ordinances relating to animal noise. Members of barking dogs are responsible for keeping their pets from disturbing the surrounding neighbors. Members are responsible for cleaning up droppings made by their pet in their yard, the common areas and the neighbor's yards. It is recommended that when you let your pet out that you do so in your backyard, not the front. This will prevent them wandering onto other lots or common areas and leaving unwanted droppings, and will also prevent unsightly yellow spots that these can create in front yard lawns.

Rain Gutters may not be directed to neighboring property or common areas. If a problem does impact a neighbor's property, it is that impacted neighbor's duty to resolve the disputation directly with the responsible Member. If erosion, slope, drainage, or fill impacts a common area, street, or drain, the Association may become involved up to and including involving governmental agencies and/or legal proceedings.

Recreation and Commercial Vehicles. Except as may otherwise be provided in the rules and regulations of the Association, boats, trailers, motorcycles, campers or other recreational or commercial vehicles or equipment with a gross vehicle weight in excess of 9,000 are prohibited from overnight parking on public or private streets. The parking of such vehicles on a Lot, unless within the confines of an enclosed garage, must receive prior approval by the Architectural Review Committee as to location on the site, height, screening and must be registered with the Association as an approved vehicle for Lot parking. Vehicles may not be used for storage of materials for more than forty-eight (48) hours without approval from the Architectural Review committee. Any vehicle in violation of this Article can be towed or impounded.

Signs must not be erected or maintained on any residential lot, except signs that have been pre-approved by the Architectural Review Committee, or which are temporary in nature (i.e. Real Estate, political and garage sale signs). Political signs may be placed in member's own yard sixty (60) days prior to an official election, but must be removed within three (3) days after the election. Real Estate signs can be located on a lot that is for sale, in the middle of the front yard on the lot line. Maximum size of the approved sign is 18" X 24" and must be suspended or attached from an approved signpost. Signs must be removed within five days of closing of the sale. Rental signs are prohibited. Garage sale signs are to be removed at the end of the sale. With the exception of Neighborhood Watch, Home Security, Pet Safety and Block Home Signs, no signage is to be placed in residence windows.

Signs - Directional and Informational. Approved builder and real estate signs, open house signs, and/or directions signs may be placed at the community entrances, and on the Member's

Poplar Park Members Association

General Community Policy Guidelines

lot. Open House signs may be displayed during the actual hours of the open house only. Garage Sale signs, personal signs, announcements, and other display materials must be removed at the end of the function. Commercial signs are not permitted in the community.

Sign Rule Exceptions and Removal. Requests for exceptions to the Sign Rules may be submitted in writing to the Association for review and consideration on a case-by-case basis. The Association reserves the right to remove unauthorized signs without notice and/or require the Member to remove the sign.

Soil stabilization and drainage control must be maintained. Members are responsible for using silt barriers, maintaining appropriate grades (i.e.: maintaining contour of slope, retaining walls that confine and control fill so that it does not encroach onto neighboring property, cuts that do not undermine adjoining land) and providing proper drainage and plant life to minimize soil erosion and to control water run-off.

Storm Drains shall be kept free from accumulated dirt, gravel, and debris; this may necessitate the use of bio-bags or other appropriate material if Member is doing landscaping, construction, etc.

Structures are to be kept in good repair at all times. This includes painting and repairing buildings, maintaining roofs, fences, decks and concrete surfaces.

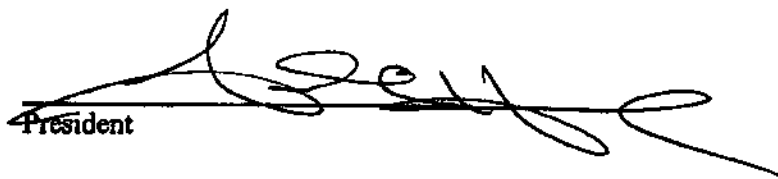
Trash & Recycling Receptacles. These can be put in the street the day before garbage pickup and must be stored back out of sight in an appropriately screened or enclosed area by the end of garbage pickup day. These receptacles should not be out for more than 48 hours. At all times the cans and bins must be secured from wind, animals, etc. Blowing debris is not permitted.

Vehicles in Disrepair. No Member shall permit any vehicle, which is in an extreme state of disrepair to be abandoned or to remain parked on the Member's Lot unless screened from view, on the Common Area or on any street for a period in excess of forty-eight (48) hours. A vehicle shall be deemed in an "extreme state of disrepair" when the Board of Directors reasonably determines that its presence offends the occupants of the area due to its appearance or continued inoperability. If any Member fails to remove such vehicle within five (5) days following the date on which the Association mails notice to him, the Association may have the vehicle removed from the property and charge the expense of such removal to the Member.

**MEMORANDUM OF ACTION OF
BOARD OF DIRECTORS OF THE
POPLAR PARK OWNERS ASSOCIATION**

THIS MEMORANDUM, executed by all of the directors of the Poplar Park Owners Association, records their action taken by unanimous consent without the holding of a formal meeting to be effective _____.

RESOLVED that the *Compliance Violation Remedies and Formal Enforcement Procedures* attached hereto are adopted for this Association.



President

Secretary

Treasurer

Poplar Park Owners Association
Compliance Violation Remedies and Formal Enforcement Procedures

Direct Resolution. Any Member who believes that a neighboring Member is in violation of any of the Poplar Park policies, guidelines or CC&R's is encouraged to first approach the neighbor about the matter while it is occurring or shortly thereafter. Most violations are believed to be unintentional and can be easily resolved in this fashion.

Management Company Intervention. Should a Member feel uncomfortable in utilizing Direct Resolution with a fellow Member, they should contact the Property Management Company about the situation. If a Property Management Company is not serving the Association, the Member would contact the Board of Directors. Depending upon the severity of the situation, the Management Company or Board may request a written complaint, which can be in the form of e-mail. The Management Company or Board will then initiate contact with the offending Member, notifying them of the problem, offering assistance and information to help resolve the situation and attempt resolution of the situation while keeping the reporting Member's identity confidential. A phone or e-mail contact will be made first. If the situation remains unresolved, the situation will be brought to the attention of the Association and more formal contact by letter from the Association will be made. Should the situation remain unresolved after this contact, the Association may choose to assess fines. Unless specifically addressed elsewhere in the CC&R's or the Rules and Regulations, the following will apply:

1. At initial contact the Member will be given notice of the problem and fourteen (14) days to correct the situation.
2. If the problem has not been corrected by the fifteenth day a fine of \$25 will be applied.
3. If the problem has not been corrected within 30 days, an additional fine of \$25 will be applied, and will repeat every thirty days until the situation is corrected.
4. After 60 days, the Association may correct the violation, but is not obligated to do so. If the Association corrects the situation, the Lot Member is responsible for reimbursing all the costs to the Association. There is a minimum \$100 charge by the Association for correcting a matter.
5. After 90 days, the Association may refer the matter to the Association's attorney for legal action. This typically results in further correspondence, filing liens and notices, collections, filing court actions, and pursuing other legal rights and remedies available to the Association. The offending Member will be charged these additional costs incurred by the Association to have the matter resolved.
6. Repeat Violators. Each repeat violation by the same Member shall be fined without further notice when the violation occurs and will not have the fourteen (14) day grace period that first time violators are given. The same subsequent procedures will follow until the matter is resolved.
7. Appeal. If the Member does not agree with the issue as stated in the Violation Notice, the Member may file a written appeal, along with supporting documentation, as to why the Member feels they are an exception to the stated Rule and submit the appeal to the Association. The Committee handling the situation will first review the appeal. If the Member is not satisfied with the outcome of this Appeal, they may then submit an Appeal to the Board of Directors who shall make a final decision.



Poplar Park Owners Association Member Information Form

To help us keep accurate membership files, please complete the following form and return it to us.

Lot Number: _____

Address: _____

Owner: _____

Family: _____

Home Phone: _____ Email: _____

Work Phone: _____ Fax: _____

Emergency Contact Information:

Name _____ Phone Number _____

Name _____ Phone Number _____

If this home is **NOT** owner occupied please provide the following information:

Billing Address: _____

Please return to:

**Poplar Park Owners Association
C/O Crystal Lake Property Management
PO Box 7384
Bend OR 97708-7384
(541) 617-7006 Office • (541) 617-1599 Fax
PoplarPark@CrystalLakepm.com**

**Poplar Park Owners Association
New Construction - Architectural Review Request Form**

All new residential construction in Poplar Park requires approval by the Architectural Review Committee ("Committee") prior to construction commencing. The Committee may issue a stop work order on any member who starts construction prior to receiving approval for the improvements being made.

All applications must be completely filled out and signed by both Owner and Builder. Applications shall be sent to the association, together with all required color samples or brochures, and blueprints. Applications will be deemed received when all required items are received.

There is an Architectural Review fee of \$300. The fee shall be payable to Crystal Lake Property Management LLC and is to be included with the Architectural Review Request package.

In accordance with the Association's documents and Architectural Review Procedures and Guidelines, I hereby apply for written approval to make the following new residential construction to my property. By signing this application, Member agrees to install only those improvements which have been approved by the Committee.

Member Number: _____

Owner's Name: _____

Owner's Address: _____

Home Phone Number: _____ Work Phone Number: _____

E-Mail : _____ Fax Number: _____

Member Signature: _____ Date: _____

Builder's Name: _____

Builder's Address: _____

CCB #: _____ Work Phone Number: _____

E-Mail : _____ Fax Number: _____

By signing this application, Builder agrees to install only those improvements to the property that have been approved by the Committee in writing.

Builder Signature: _____ Date: _____

**Poplar Park Owners Association
New Construction - Architectural Review Request Form**

☐ **Blueprints:** A complete set of construction blueprints is required with all new construction applications.

☐ **Roofing:** Brand: _____ Material: _____ Color: _____ Style: _____
(A color brochure is required with this application.)

☐ **Siding:** Brand: _____ Material: _____ Color: _____ Style: _____
(A color sample is required with this application.)

☐ **Driveway:** Material: _____ Color: _____ Style: _____

☐ **Windows:** Brand: _____ Material: _____ Color: _____ Style: _____
(A product brochure is required with this application.)

☐ **Paint Body Color:** Brand: _____ Color # and Name: _____
(A color sample is required with this application.)

☐ **Paint Trim Color:** Brand: _____ Color # and Name: _____
(A color sample is required with this application.)

☐ **Paint Door Color:** Brand: _____ Color # and Name: _____
(A color sample is required with this application.)

☐ **Paint Barges Color:** Brand: _____ Color # and Name: _____
(A color sample is required with this application.)

☐ **Gutter Color:** Brand: _____ Color # and Name: _____
(A color brochure is required with this application.)

☐ **Exterior Rock:** Type: _____ Brand: _____ Color # and Name: _____
(A color brochure is required with this application.)

☐ **Lighting:** Type: _____ Brand: _____ Color # and Name: _____
(A color brochure is required with this application.)

☐ **Fencing:** Location: _____ Type: _____ Material: _____ Color: _____
(A lot layout showing the location of proposed fencing along with a diagram of the fencing type is required with this application.)

☐ **Shed:** Location: _____ Type: _____ Material: _____ Color: _____
Size: _____ Roof Type: _____ Height at Eaves: _____ Roof Pitch: _____

(Shed materials and color must be the same as the body of the home. A lot layout showing the location of the proposed shed along with a picture of the shed type is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval. Please note: Many municipalities require building permits for the installation of sheds. Please check with your local building department to ensure your product meets the city codes, and that your placement is not on any existing easements.)

**Poplar Park Owners Association
Architectural Review Control Request Form**

In accordance with the Association's documents and Architectural Review Procedures and Guidelines, I hereby apply for written approval to make the following exterior alterations or changes to my property.

Request Date: _____ Member Number: _____

Owner's Name: _____

Owner's Address: _____

Home Phone Number: _____ Work Phone Number: _____

E-Mail: _____ Fax Number: _____

*This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the **Other Feature** section for your request.*

☐ **Roofing** Brand: _____ Material: _____ Color: _____ Style: _____

(A product sample is required with this application.)

☐ **Exterior Color** Brand: _____ Color # and Name: _____

(A color sample is required with this application.)

☐ **Fencing** Location: _____ Type: _____ Material: _____ Color: _____

(A lot layout showing the location of proposed fencing along with a diagram of the fencing type is required with this application.)

☐ **Shed** Location: _____ Type: _____ Material: _____ Color: _____

Size: _____ Roof Type: _____ Height at Eaves: _____ Roof Pitch: _____

(Shed materials and color must be the same as the body of the home. A lot layout showing the location of the proposed shed along with a picture of the shed type is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval. Please note: Many municipalities require building permits for the installation of sheds. Please check with your local building department to ensure your product meets the city codes, and that your placement is not on any existing easements.)

☐ **Play Equipment/Swing Sets** Location: _____ Material: _____

Color: _____ Size: _____ Height: _____

(A lot layout showing the location of the proposed play equipment along with a picture of the product is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval.)

☐ **Landscaping** Tree type: _____ Location: _____

Planting Size: _____ Mature Size: _____

**Poplar Park Owners Association
Architectural Review Control Request Form**

(A lot layout showing the location of the proposed mature tree installation is required with this application. Please note: Large trees may be deemed a nuisance and vision/view blocker to adjoining neighbors when they are full grown. You may be requested to notify neighbors affected by the proposed installation for their approval.)

☐ **Decks/Gazebos/Pergolas:** Location: _____ Size: _____ Color: _____
Height at Eaves: _____ Height off Ground: _____ Material: _____

(A lot layout showing the location of the proposed deck/gazebo/pergola along with a picture and a cross section view of the structure is required with this application.)

☐ **Other Feature:** Feature Description: _____
Location: _____ Color: _____ Size: _____
Height: _____ Material: _____

(A lot layout showing the location of the proposed feature along with a picture of the item is required with this application.)

Additional Information: _____

Architectural Review Committee Decision: **Approved** ☐ **Disapproval** ☐

ARC requirements or comments on application (if any): _____

ARC Members Signature: _____ **Date:** _____

All Architectural Review Control Request Forms will be reviewed within 30 days of receipt by the Committee. A copy of the completed request signed by an ARC member will be mailed to Owner's home address unless other form of notification is requested by Owner.

Send Request To:
Poplar Park Owners Association
c/o Crystal Lake Property Management LLC
PO Box 7384
Bend OR 97708-7384
Office (541) 617-7006 • Fax (541) 617-1599
PoplarPark@CrystalLakepm.com

Poplar Park Owners Association

Architectural Review Procedures

Application for Review. Prior to the commencement of any exterior alteration or addition to an existing structure, or a significant landscape alteration, Members shall submit the plans and an Architectural Review Control Form to the Architectural Review Committee. An example of items requiring Architectural Review are ponds, paint color, roofing material, retaining walls, sheds, fences, pergolas, trees which will mature to a large size and other significant exterior features which would be visible to other members when driving or walking through the community. For additional clarification please refer to the Architectural Review Control Guidelines. If you still question whether your proposed project requires approval, please contact the Management Company or Committee directly for clarification.

The committee has 30 days from the date of receipt to review the application and ask for additional supporting documentation if required. After review, the Committee will provide the Member with a written Approval/Disapproval/Approval with Conditions decision.

Each alteration or addition must be specifically approved even though the intended alteration or addition conforms to the CC&R's and Guidelines, and even when a similar or substantially identical alteration or addition has been previously approved.

The Committee has the authority to Approve/Disapprove the plans, or to require that the plans be resubmitted or redrawn by an appropriate professional contractor and/or with the additional information accurately provided.

Product Specification. The Committee has the authority to specify a product type (example: cedar fencing instead of vinyl) to maintain the uniformity of appearance of the home and lot and/or its improvements.

Appeal. The Member may appeal a decision of the Committee by providing additional information or supporting data. If the Committee's decision remains unchanged, the Member may send a written appeal to the Board of Directors for a review of the decision. Any ruling by the Board of Directors will be considered final.

ARC Charges and Fees. New home construction review requires a fee in the amount of \$200 per home. For Improvements after home construction the Committee may request reimbursement from the Member for Architectural Review if the review would require the services of an architect or engineer to best determine the appropriateness of the change to the community. The Committee will advise the Member in advance if their request will incur such charges and fees.

Verbal Requests will not be considered. For the protection of the Member, the Committee and the Board, all requests must be made in writing. A copy of all correspondence, forms and decisions will be kept in the Member's folder.

Periodic Review. The Committee will make inspections of the development on a periodic basis. Any Member found to have altered or added to their home or lot will be sent an Architectural Review Control Form to be completed and submitted to the Committee. The

Poplar Park Owners Association

Architectural Review Procedures

Member must respond within 30 days of receipt of the form. Members who do not respond within the 30 days will be fined \$25 fee regardless of whether the addition/alteration meets the current Guidelines. If after review of the Form, the Committee determines the additional/alteration to be Disapproved, the Committee shall notify the Member of what modification needs to occur to return the addition/alteration to a state that is Approved. The Committee shall provide the Member with a time frame not to exceed three months to make this modification. If the exterior feature is not restored the Association shall impose a fine of \$25 monthly until the required modification is made. Three months after the expiration of the time frame required by the Member to make the alteration, the Association may chose to make the alteration for the Member and bill the Member for the costs incurred.

Poplar Park Owners Association

Architectural Review Guidelines

1. **Decks/Gazebos/Pergolas/Trellis** must be approved by the ARC prior to installation. Decks visible to other members when walking or driving by must have lattice skirting.
2. **Driveway, Carport and Sidewalks** are to be exposed aggregate concrete only – no coloring or stamping is allowed without prior ARC approval. Requests for alternate materials will be reviewed by the ARC on an individual basis. Gravel pads are prohibited.
3. **Height of Home** on Lots 19 – 25 will be restricted to a single storey with a maximum 20-foot height, which is the vertical distance from the average contact ground level of the building to the highest point of the building. On these lots the home may include a daylight basement or a loft area used as living space, as long as the loft is incorporated into the standard roofline of a single level home.
4. **Special Rear Setback** on Lots 19 – 25 will have a minimum rear setback of 20 feet from the east property line. The set back shall exist for either a Living Unit, shed or any other structure placed upon the lot.
5. **Exterior Colors** for homes, sheds, trim, etc., is to be submitted to the ARC prior to application to ensure the colors are in harmony with the community.
6. **Fencing** must be approved by the ARC prior to installation and shall be cedar only. Fence height to be six (6) foot. All fencing to be of a good-neighbor type as illustrated on Exhibit "A" and "B" Fencing attached. Requests for alternate fencing types will be reviewed and approved by the ARC on an individual basis. Staining the cedar fencing to a color other than clear or natural needs to be approved by the ARC before it is done. Lots 1 – 15 must have the same material, size, type, configuration and stain to maintain a consistent and cohesive appearance from Brookwood Boulevard. Lots 19 – 25 must have a six foot cedar privacy type fence (solid with no gaps between the boards) installed and maintained on the eastern boundary of the Lot.
7. **Gutters** type, location and material are to be reviewed and approved by the Architectural Review Committee prior to installation or modification.
8. **Play Equipment/Swing Set/Sport Court** plans must be submitted for review prior to installation. Height of the structure cannot exceed height of the home, and shall be allowed in the back yard of the lot and shall not be installed over easement areas. Due to its nature, impact and visibility, the Committee may require review and acceptance by the surrounding homeowners.
9. **Roofing** material on all residences, sheds, etc., shall be black architectural composition roofing material only.
10. **Shutters** shall be painted the house trim color, or other color approved by the ARC Committee.
11. **Walkways and Paths** are to be concrete or brick paved only. Colors for the brick or concrete are to be submitted and approved by the ARC Committee prior to installation. Requests for alternate material paths will be reviewed by the ARC on an individual basis.

Poplar Park Owners Association

Architectural Review Guidelines

12. **Ponds and Water Fountain** plans must be submitted for review prior to installation when installed in an area that is visible to other members when walking or driving by. Plans to include placement on the lot, size, materials, and coloration information.
13. **Storage Sheds** are to have the same visual appearance of the home with respect to siding material, roofing, and house color. All storage sheds are to have placement, size, materials, and dimensions submitted and approved by the ARC Committee prior to installation.
14. **Siding type, location and material** are to be reviewed and approved by the Architectural Review Committee prior to installation or modification.
15. **House Numbers** shall be installed on the front side of the home approximately five foot above the ground near the front door or garage, in an area that is well lit and viewable by emergency crews. They are to be 2 ½ - 3 ½ inches tall and black or brass in coloration.
16. **Carports** are prohibited.
17. **Landscaping** modifications of a significant nature are to be approved by the ARC prior to installation. Significant installations includes the planting of hedges or trees, which will mature to a significant height that could block neighbor's views, or of a type that would create a maintenance problem for neighbors. Vegetable gardens are to be screened from view by members walking or driving by. Grove owners are required to submit for approval before changing or adding trees, shrubs, grass, or bark in the front yards that are maintained by the Association.
18. **Retaining Walls** in front or rear yards (where viewed by other Members walking or driving by) shall be reviewed and approved by the ARC Committee prior to installation and shall be reviewed for product type, placement, and color.
19. **Satellite Dishes** shall be installed on the side or rear of the structure only, unless such placement interferes with signal reception.
20. **Exterior Rock Ornamentation** on the home shall be submitted to the ARC Committee prior to installation and shall be reviewed for product type, placement and color.

Poplar Park Members Association

General Community Policy Guidelines

Flags and Decorations. Holiday decorations may be displayed one-month prior and one month past the designated holiday as a general rule. Some flags and decorations may be considered inappropriate for the Community. If the Association receives strong negative comments the Member displaying the items will be contacted and requested to remove them from community viewing. The flag of the United States of America is not considered a holiday or decoration flag.

Garden Implements, tools, children's outdoor toys, etc are to be placed out of sight when not in use.

Landscaping. Each Member is responsible for maintaining their landscaping to high community standards. This includes controlling weeds; pruning shrubs and trees; removing dead and/or diseased plants and trees; fertilizing, watering, mowing and controlling lawns; installing and maintaining appropriate ground cover, such as garden mulch or bark-dust; maintaining the lot's auxiliary yard structures and features; and planning ahead to assure that ongoing maintenance is continued, even if Member will be gone for a period of time. On Lots 1 - 15, Owner is responsible for landscape maintenance on the Brookwood Boulevard right of way regardless if that portion of the lot is outside the fenced portion of the lot.

Major landscape feature changes such as trees and substantial garden beds that are visible to other Members when walking or driving by shall receive approval first by the Architectural Review Committee to assure conformity with the community and to also ensure that the trees shall not hamper the view of neighboring members.

Landscaping Debris and other materials resulting from landscaping work shall not be dumped onto any street, lot or common areas. The discarded landscaping debris is to be contained and handled under the same controls as general trash containers and removal. Members are responsible for seeing to it that their home and lots are kept clean, free of clutter and debris, and in good order.

Noise is regulated by local governmental agencies. Social functions should be kept inside the home to help minimize the impact of noise on neighbors, especially at night. If noise emanating from any Poplar Park lot is disturbing another Member, the complaining neighbor should either contact the offending neighbor directly or contact the local law enforcement agency to file a complaint. Because noise related matters are subjective, it is difficult for the Association to become involved or take a stand, unless the noise related matter creates a problem for the Community at large.

Outdoor Deliveries, such as bark dust, soil, sand, gravel, plants, fencing, and building materials are to be used promptly after delivery in Member's driveway. All materials must be used or out of site within 14 days from delivery. At all times the material must be secured from wind, animals, etc. Member is responsible for any cleanup required by the material delivery. No material may be left in the street overnight.

Poplar Park Members Association

General Community Policy Guidelines

Parking. Members are required to park either in their own driveway or garage. Street parking is for guests only.

Pets. Pet Member Members are responsible for knowing and obeying local leash laws regarding their pet, and for cleaning up after their pets. Some animals (i.e. dogs) are required to be restrained with a leash, tether or other physical control device any time they are on public property. On private property, some animals are required to be restrained in a manner that physically prevents the animal from leaving that property. Pets are not permitted to be a nuisance to neighbors and the community. The city and county also have noise ordinances relating to animal noise. Members of barking dogs are responsible for keeping their pets from disturbing the surrounding neighbors. Members are responsible for cleaning up droppings made by their pet in their yard, the common areas and the neighbor's yards. It is recommended that when you let your pet out that you do so in your backyard, not the front. This will prevent them wandering onto other lots or common areas and leaving unwanted droppings, and will also prevent unsightly yellow spots that these can create in front yard lawns.

Rain Gutters may not be directed to neighboring property or common areas. If a problem does impact a neighbor's property, it is that impacted neighbor's duty to resolve the disputation directly with the responsible Member. If erosion, slope, drainage, or fill impacts a common area, street, or drain, the Association may become involved up to and including involving governmental agencies and/or legal proceedings.

Recreation and Commercial Vehicles. Except as may otherwise be provided in the rules and regulations of the Association, boats, trailers, motorcycles, campers or other recreational or commercial vehicles or equipment with a gross vehicle weight in excess of 9,000 are prohibited from overnight parking on public or private streets. The parking of such vehicles on a Lot, unless within the confines of an enclosed garage, must receive prior approval by the Architectural Review Committee as to location on the site, height, screening and must be registered with the Association as an approved vehicle for Lot parking. Vehicles may not be used for storage of materials for more than forty-eight (48) hours without approval from the Architectural Review committee. Any vehicle in violation of this Article can be towed or impounded.

Signs must not be erected or maintained on any residential lot, except signs that have been pre-approved by the Architectural Review Committee, or which are temporary in nature (i.e. Real Estate, political and garage sale signs). Political signs may be placed in member's own yard sixty (60) days prior to an official election, but must be removed within three (3) days after the election. Real Estate signs can be located on a lot that is for sale, in the middle of the front yard on the lot line. Maximum size of the approved sign is 18" X 24" and must be suspended or attached from an approved signpost. Signs must be removed within five days of closing of the sale. Rental signs are prohibited. Garage sale signs are to be removed at the end of the sale. With the exception of Neighborhood Watch, Home Security, Pet Safety and Block Home Signs, no signage is to be placed in residence windows.

Signs - Directional and Informational. Approved builder and real estate signs, open house signs, and/or directions signs may be placed at the community entrances, and on the Member's

Poplar Park Members Association

General Community Policy Guidelines

lot. Open House signs may be displayed during the actual hours of the open house only. Garage Sale signs, personal signs, announcements, and other display materials must be removed at the end of the function. Commercial signs are not permitted in the community.

Sign Rule Exceptions and Removal. Requests for exceptions to the Sign Rules may be submitted in writing to the Association for review and consideration on a case-by-case basis. The Association reserves the right to remove unauthorized signs without notice and/or require the Member to remove the sign.

Soil stabilization and drainage control must be maintained. Members are responsible for using silt barriers, maintaining appropriate grades (i.e.: maintaining contour of slope, retaining walls that confine and control fill so that it does not encroach onto neighboring property, cuts that do not undermine adjoining land) and providing proper drainage and plant life to minimize soil erosion and to control water run-off.

Storm Drains shall be kept free from accumulated dirt, gravel, and debris; this may necessitate the use of bio-bags or other appropriate material if Member is doing landscaping, construction, etc.

Structures are to be kept in good repair at all times. This includes painting and repairing buildings, maintaining roofs, fences, decks and concrete surfaces.

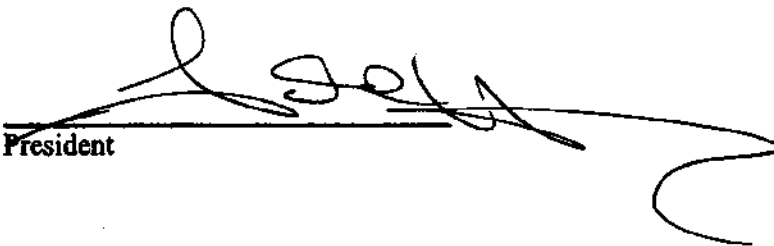
Trash & Recycling Receptacles. These can be put in the street the day before garbage pickup and must be stored back out of sight in an appropriately screened or enclosed area by the end of garbage pickup day. These receptacles should not be out for more than 48 hours. At all times the cans and bins must be secured from wind, animals, etc. Blowing debris is not permitted.

Vehicles in Disrepair. No Member shall permit any vehicle, which is in an extreme state of disrepair to be abandoned or to remain parked on the Member's Lot unless screened from view, on the Common Area or on any street for a period in excess of forty-eight (48) hours. A vehicle shall be deemed in an "extreme state of disrepair" when the Board of Directors reasonably determines that its presence offends the occupants of the area due to its appearance or continued inoperability. If any Member fails to remove such vehicle within five (5) days following the date on which the Association mails notice to him, the Association may have the vehicle removed from the property and charge the expense of such removal to the Member.

**MEMORANDUM OF ACTION OF
BOARD OF DIRECTORS OF THE
POPLAR PARK OWNERS ASSOCIATION**

THIS MEMORANDUM, executed by all of the directors of the Poplar Park Owners Association, records their action taken by unanimous consent without the holding of a formal meeting to be effective _____.

RESOLVED that the *Compliance Violation Remedies and Formal Enforcement Procedures* attached hereto are adopted for this Association.



President

Secretary

Treasurer

**Poplar Park Owners Association
Architectural Review Control Request Form**

In accordance with the Association's documents and Architectural Review Procedures and Guidelines, I hereby apply for written approval to make the following exterior alterations or changes to my property.

Request Date: _____ Member Number: _____

Owner's Name: _____

Owner's Address: _____

Home Phone Number: _____ Work Phone Number: _____

E-Mail: _____ Fax Number: _____

*This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the **Other Feature** section for your request.*

☐ **Roofing** Brand: _____ Material: _____ Color: _____ Style: _____

(A product sample is required with this application.)

☐ **Exterior Color** Brand: _____ Color # and Name: _____

(A color sample is required with this application.)

☐ **Fencing** Location: _____ Type: _____ Material: _____ Color: _____

(A lot layout showing the location of proposed fencing along with a diagram of the fencing type is required with this application.)

☐ **Shed** Location: _____ Type: _____ Material: _____ Color: _____

Size: _____ Roof Type: _____ Height at Eaves: _____ Roof Pitch: _____

(Shed materials and color must be the same as the body of the home. A lot layout showing the location of the proposed shed along with a picture of the shed type is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval. Please note: Many municipalities require building permits for the installation of sheds. Please check with your local building department to ensure your product meets the city codes, and that your placement is not on any existing easements.)

☐ **Play Equipment/Swing Sets** Location: _____ Material: _____

Color: _____ Size: _____ Height: _____

(A lot layout showing the location of the proposed play equipment along with a picture of the product is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval.)

☐ **Landscaping** Tree type: _____ Location: _____

Planting Size: _____ Mature Size: _____

**Poplar Park Owners Association
Architectural Review Control Request Form**

(A lot layout showing the location of the proposed mature tree installation is required with this application. Please note: Large trees may be deemed a nuisance and vision/view blocker to adjoining neighbors when they are full grown. You may be requested to notify neighbors affected by the proposed installation for their approval.)

☐ **Decks/Gazebos/Pergolas:** Location: _____ Size: _____ Color: _____
Height at Eaves: _____ Height off Ground: _____ Material: _____

(A lot layout showing the location of the proposed deck/gazebo/pergola along with a picture and a cross section view of the structure is required with this application.)

☐ **Other Feature:** Feature Description: _____
Location: _____ Color: _____ Size: _____
Height: _____ Material: _____

(A lot layout showing the location of the proposed feature along with a picture of the item is required with this application.)

Additional Information: _____

Architectural Review Committee Decision: **Approved** ☐ **Disapproval** ☐

ARC requirements or comments on application (if any): _____

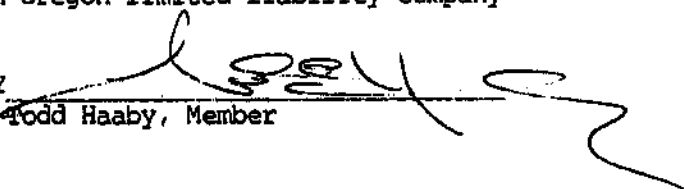
ARC Members Signature: _____ **Date:** _____

All Architectural Review Control Request Forms will be reviewed within 30 days of receipt by the Committee. A copy of the completed request signed by an ARC member will be mailed to Owner's home address unless other form of notification is requested by Owner.

Send Request To:
Poplar Park Owners Association
c/o Crystal Lake Property Management LLC
PO Box 7384
Bend OR 97708-7384
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PoplarPark@CrystalLakepm.com

TUMAC MOUNTAIN DEVELOPMENT, LLC,
an Oregon limited liability Company

BY

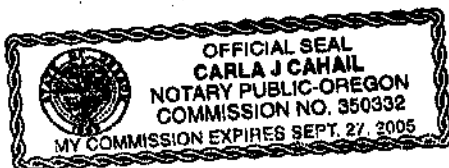

Todd Haaby, Member

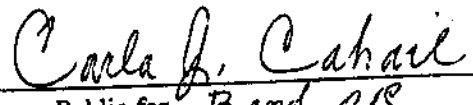
STATE OF OREGON)

)ss.

County of Deschutes)

The foregoing instrument was acknowledged before this 20th day of December
2004, by Todd Haaby, Member of Tumac Mountain Development, LLC, an Oregon
limited liability company, on its behalf.




Notary Public for Bend, OR
My commission expires: 9-27-05