

# Country Club West Homeowner Guide

This guide supplements the CC&R document by providing a list of current board members, the current quarterly dues amount and other up-to-date information about meetings, owner responsibilities and property related issues.

## **Board of Directors**

Duane Iversen, President - 541-520-5359  
Connie Redhead  
Mike Layne  
Fred Wittkop  
Frank Blaine  
Donna Richards  
Dave Burtner

## **Architectural Review Committee**

Darlene Knecht, Chair  
Frank Elsener  
Frank Blaine

## **Board Meetings**

Four board meetings are held each year - more if needed. The Board President will call meetings to address key issues such as damaged or sick trees / shrubs that need attention, blocked storm drains, damaged sidewalks, etc. Homeowners can also submit items (to Duane Iversen) they would like the board to address.

## **Annual Meeting**

A meeting of all homeowners is held each October. This meeting is typically held at Eugene Country Club. The meeting includes a review of projects and issues that were address during the year as well as review of the budget and financial situation of the HOA. An agenda is distributed prior to the meeting. Homeowners are invited to submit items they would like added to the agenda. All homeowners are encouraged to attend.

## **Directory**

The HOA publishes for homeowners a directory of all members. This directory includes address on Sand Ave, phone numbers and emergency contacts. The directory is updated each year in October and distributed by email.

## **Dues and Special Assessments**

HOA dues are currently \$500 per quarter. A billing statement is emailed to each homeowner in January, April, July and October. Payment is expected within 14 days of receiving the invoice. If you are unable to make this quarterly payment because of travel or other circumstances, please contact Duane Iversen or a Board member. Special Assessments are necessary to cover HOA projects such as tree removal, storm clean-up or other similar periodic expenses. These assessments occur as needed and are approved by the Board. The assessments are usually levied in January.

### **Mailboxes**

Each homeowner is provided an individual box in one of the multiple box mail structures on the East side of the street. Mail delivery is general in the mid to late afternoon, Monday through Saturday.

### **Garbage, Recycling & Yard Waste**

All homeowners are required to use SaniPac. Pickup occurs each Tuesday. Garbage (green bin) is picked up each week. Recycling (large blue bin and blue box for glass) and yard debris (large grey bin) are picked up on alternate weeks. The pickup schedule and details about recycling and yard debris can be found on the SaniPac web site.

### **Motorhomes, Boats and Trailers**

Motorhomes, boats and trailers are all allowed in the HOA and can be parked in the individual driveways (after getting the agreement of neighbors who share the driveway) and on the street. Parking on the street is limited to 24 hours. If circumstances require parking in the street longer than 24 hours, please contact Duane Iversen or a Board member.

### **Speed Limit**

Sand Avenue is a residential street with a 25mph speed limit. Please observe this relatively slow, safe speed on the street.

### **Exterior House Painting, Roofing, Solar Panels**

Any change in house color or roofing material must be approved by the HOA architectural review committee. Submit color samples or new roof samples to one of the committee members: Frank Blain, Darlene Knecht, Frank Elsener. In addition, if an owner plans to add solar panels to their home, they must follow the procedures described in the Country Club West HOA Solar Systems Installation Guidelines. Contact Duane Iversen or a Board member to get a copy of this document before you start planning a solar installation.

### **Lawns**

All lawns in the HOA are mowed and edged by our landscape contractor. Mowing happens weekly (usually on Tuesday) during the main growing season and less frequently in Nov, Dec, Jan and Feb.

### **Shrub and Flower Beds**

Maintenance of shrub and flower beds within the property lines of each home are the responsibility of the owner. These private shrub and flower beds shall be maintained consistent with neighborhood norms.

Several shrub and flower beds located on HOA common ground along the street are maintained by the landscape contractor.

### **Private Property vs. HOA Property**

The attached Country Club West property map shows that each individual private lot is a rectangle. "A" lots, those that sit furthest back in the common driveways, are 64' x 96'. All other properties, "B" lots, are 52' x 96'. In all cases, the house itself almost completely fills the lot size.

There is no HOA property between homes. In most cases the distance between the home and the adjacent property line is 4 feet on one side of the house and 8 feet on the other. Along these property lines between homes there is usually a hedge or a wall with landscaping. Maintenance of this boundary line area is shared by the adjacent owners.

With some exceptions, each driveway accesses three homes. The driveway is HOA property.

### **Exceptions: Some HOA Property is Maintained by Owners**

Development of the lots on the street started in the late 1980's. It took time (over 10 years) for all the lots to be sold and houses built. In the early days of the development the HOA Board encouraged homeowners to plant shrubs, small trees and flowers in the common areas adjacent to driveways. The intent was to help beautify the street. Many owners landscaped these common areas and even installed irrigation connected to their own private property irrigation system. Since then, all succeeding owners of the house associated with the original development of these small pieces of HOA property have continued to maintain them.

If you need clarification about any of these HOA property / private property issues, please contact Board President Duane Iversen or a member of the Board.

### **Structural Additions or Modifications Overlapping HOA Property (decks, walkways, steps)**

Some owners have added / extended decks, patios, walkways, steps or landscaping, both in front and in back of homes. If these additions extend onto HOA property, owners must follow these steps before starting construction: (1) get the written approval for the addition from neighbors sharing the common area; (2) submit construction plans to the Architectural Review committee; (3) after review, the committee recommendation will be delivered to the Board who will give the final approval / disapproval for the project. All work is done at the owner's expense, including any HOA irrigation system changes.

In addition to the steps above, specific requirements for any private structure extension onto HOA property are:

- Maximum encroachment allowed on HOA property is 10 feet
- The structure and landscaping associated with it *on HOA property* cannot exceed a height of 3 feet. If a neighbor complains that their view is blocked the owner is responsible for trimming or otherwise removing what is blocking the neighbor's view.
- No material used for the addition can be permanent (eg. no poured concrete)
- Any new owners of property are bound by the same rules outlined above.

### **Common Area Tree Removal Procedures**

CCW has many trees planted on common area lawns, in common area shrub beds and in common area cobbled beds at the entrance to driveways.

Common area lawns with trees include:

- the lawn strip adjacent to the sidewalk on both sides of the street
- small lawns in some driveway areas
- large lawns behind houses
- the large lawn along the pond
- the lawn at the north end cul-de-sac
- the lawn just southwest of the first house on the west side (large evergreens)

Common area shrub beds with trees include:

- the bed on the southwest corner of the north/south portion of Sand Ave, cherry trees
- the bed on the NW corner of Sand and Trap
- small beds in some driveway areas

Common area cobbled areas with trees include:

- all driveways include a cobbled bed with a maple tree located at each corner of the driveway and the street.

All of the trees in these areas are on HOA common property. The procedure to remove or remove / replace a tree can happen two ways:

1 - A decision to remove or remove/replace any common area tree in any of the areas listed above can be made by the Board in conjunction with the Architectural / Landscape Review committee and the neighbors adjacent to the tree. All associated expenses come from HOA special project funds.

2 - An Individual homeowner or neighboring homeowners may want trees located in the small lawns and beds adjacent to driveways or trees in the back common area lawns removed / replaced. Because the trees in these areas are part of the shared landscape with the three or four homes that use the driveway or enjoy the same back lawn, the HOA acknowledges these owners should be allowed to initiate the removal / replanting process.

The first step in the process is to find consensus among all the neighbors that are adjacent to the driveway or lawn. If there is disagreement among the owners, then the Board will arbitrate. The second step is to submit the tree removal plan (and replanting plan if relevant) to the Architectural / Landscape Review committee. After review, the committee recommendation will be delivered to the Board who will give the final approval / disapproval for the project.. If approved, the plan can move forward. All associated expenses are the responsibility of the neighbors who participated in the decision.