

**TOLLGATE PROPERTY OWNERS ASSOCIATION
ADOPTED POLICIES**

- 1. TV Satellites: July of 1982 – Any installation of TV satellite discs must be approved by the PLURC.**
- 2. Motorized Vehicle Policy: July of 1982 – All motor vehicles and recreational vehicles parked on Tollgate properties bear a current registration in the name of the property owner(s), their guest or tenants and meet insurance requirements of the state of Oregon in respect to liability. Vehicles that do not conform to the above requirements shall be screened from view of neighboring properties and common areas.**
- 3. Motorcycle Policy: September 16, 1983 – Licensed motorcycles may be used to drive to and from the subdivision and unlicensed or dirt bikes are not allowed.**
- 4. Sign Policy: November 16, 1987 – Amended March 28, 2005 – For Sale or For Rent Signs: Homes For Sale or Homes For Rent signs are to be placed in the brochure boxes attached to the new Sign Board next to the Map Board. The Boards are located at the front of the core common area at the intersection of Lariat and Tollgate Road. No other signs will be allowed with the exception of a For Sale or For Rent sign placed in front of the property. Signs shall not exceed twenty-four inches (24”) by thirty inches (30”). Tollgate Property Owners will supply maps to individual owners and realtors upon request.
Construction Signs: Construction signs shall be allowed for the duration of the building project. No more than three (3) Construction signs shall be on a lot at one time. These signs can not exceed forty eight(48) inches by thirty six inches (36”) by thirty inches (30”). These signs shall not be posted in the common area.
Garage Sale Signs and Special Event Signs: Garage Sale signs or Special Event signs which direct the public shall not exceed twelve inches (12”) by twelve inches (12”). These sign shall not be posted for more than one (1) day in advance and shall be removed one (1) day after the event.
Political Signs: Political signs shall not be posted on the common area. Political signs shall be posted only during the 90 days prior to the election and shall be removed within 3 days after the election.
Signs shall not be nailed to trees or street signs in any common area.**
- 5. Changing the CC&R’s: March 21, 1988 – Amended November 10, 1998 - Changes to the CC&R’s cannot be made without approval of the property owners. Any member of the association may initiate a change by petition with a minimum of 100 properties represented by a signature. The amendment must receive 2/3 of the votes of the members.**
- 6. Transfer Fee: August 23, 1993 - A transfer fee of \$45 will be charged to offset the clerical costs of recording the property transfers. Amended July 23, 2013 to \$100**
- 7. Release of Information Policy: September 26, 1994 - amended 9-25-12 – a copy of this Policy can be reviewed at the Tollgate office.**
- 8. Resolution to Address the Board: August 28, 1995 - If a property owner has a matter to bring to the Board’s attention they complete an Address the Board Form and mail or deliver to the Tollgate office at least 12 days prior to the scheduled Board Meeting for the Board to review at the monthly workshop. The property owner gives a brief explanation of what it is they wish to bring to the Board’s attention and confine their remarks to a single issue. They also designate if they wish to appear before the Board and if they would like to be placed on the Board Meeting Agenda.**
- 9. Early Return to Work Policy: November 27, 1995 The Board adopted the Workman Compensation Early Return to Work Policy for employee that are injured. This Policy can be reviewed at the Tollgate office.**

10. **Emergency Response Plan**: March 18, 1996 This plan is reviewed and readopted yearly. Last revision was July 24, 2006. This Policy can be reviewed at the Tollgate office.
11. **5 - 10 Year Plans**: March 18, 1996 the Board adopted the 5 Year Plan. The 10 Year Plan was adopted on January 25, 1999. This 10 Year Plan is for repairs and replacement of our assets and funded by our reserve accounts. This plan is reviewed and readopted yearly.
12. **Alternate Signers in the Absence of the Secretary/Treasurer**: October 28, 1996 adopted a policy for alternate signers for the Secretary/Treasurer during any period where vacancy, absence or disability interferes the Secretary/Treasurers duties in that office.
13. **Excess Income Resolution**: March 31, 1997 per recommendations from the IRS Revenue Ruling 70-604, our accountant and attorney the Board adopted a resolution for excess income to be transferred to the reserve account. This resolution must be adopted each year when our membership income exceed the membership expenses. This allows Association to fund reserve funds needed for replacement and/or repair on our assets. This resolution is reviewed and readopted yearly.
14. **Board Candidate Reason and Qualification**: June 23, 1997 - This policy allows a candidate to give a limited paragraph on the Annual Meeting Candidate Ballot of their reason(s) and qualification for running for a Board position.
15. **Attorney Contact**: November 24, 1997 the Board passed a resolution to direct the Association's attorney of record to bill directly the property owner(s) that contact him or her. This resolution was passed to avoid excessive attorney fees without authorization. Amended July 23, 2013.
16. **Planning and Land Use Review Policy (PLURC)**: December 22, 1997, January 27, 2003, January 25, 2010, January 23, 2012 and February 22, 2012 the Board adopted the revised the PLURC policy and procedures. This policy can be reviewed st the Tollgate office.
17. **Abusive and Harassing Behavior**: January 26, 1998 - This Policy can be reviewed at the Tollgate office.
18. **Swim Lesson Policy & Pool Rules**: May 18, 1998 and amended May 20, 2002, March 29, 2004, April 27, 2009, July 26, 2010 and April 24, 2012 and is reviewed yearly. Pool Guest Registration Form May 20 2002. This Policy can be reviewed at the Tollgate Office or on our website.
19. **Employee Retirement Policy**: September 28, 1998 and amended it on February 28, 2000. This Policy can be reviewed at the Tollgate office.
20. **Posted Communications Policy**: September 28, 1998 the Board adopted the policy to remove all unsigned communications or non property owner communications other than lost and found or advertisements from the Tollgate core area and to post a notice in the mailroom area to inform our residents.
21. **PLURC Noncompliance Policy**: January 25, 1999 This Policy can be reviewed at the Tollgate Office.
22. **Article 7 Noncompliance Fine Policy**: January 25, 1999 amended on May 22, 2000. This Policy can be reviewed at the Tollgate Office.

- 23. Temporary Canvas Structure Policy:** June 26,2000, amended on July 24, 2000 and rescinded on November 17, 2003.
- 24. Roofing Policy Amendment:** September 25, 2000 the Board amended the PLURC Roofing policy from 285 pounds per square to a 30 year roof. Form Revised on 1-25-10. This Policy can be reviewed at the Tollgate Office.
- 25. Rec Hall Rental Policy Amendment:** July 23, 2001, October 25, 2010, January 23, 2012 and July 23, 2013 the Board amended the policy.
- 26. Landscaping & Watering Common Area:** May 24, 2004 This Policy can be reviewed at the Tollgate Office.
- 27. Common Area Use – Bird Houses:** November 22, 2004 the Board approved bird houses on the common area. To support the enhancement of bird habitat in Tollgate, and in furtherance of that policy would authorize the placement, by lot owners, of up to three bird nesting houses on common areas adjacent to the lot owner’s property, and with prior approval of the Business Manager. The Business Manager shall not withhold permission so long as the total number per common area does not exceed 3 birdhouses, that each birdhouse does not exceed 12” x 12” by 18”, is a natural wood finish (no white, orange, craftsman bungalows, etc.), and is maintained and seasonally cleaned by the lot owner who placed it there.
- 28. Corner Location and Boundary Line Report Policy:** January 23, 2006 the Board adopted the requirement of a Corner Location and Boundary Line Report submitted to the Association prior to any lot transfer. It had come to our attention that over the years many survey markers, corner pins and property boundary markers have been moved or buried and cannot be located. In one instance the corner pins on several adjacent lots were “off” by more than 20 feet. The correct marking of property boundaries and compliance with related CC&R’s are the responsibility of the lot owner. Any violations must be corrected prior to TPOA approving any lot transfer. TPOA believes that a “Corner location and boundary line report” is the only way to ensure that the correct property boundaries are identified prior to any purchase or construction, and to ensure that any existing fences or buildings on the lot are not intruding onto an adjacent lot or common areas.
- 29. Outdoor Burning Regulation Policy:** July 24, 2006 The outdoor burning regulations will no longer allow campfires, burn barrels or wood fire pits during Sisters/Camp Sherman Fire Department designated fire season. Gas or charcoal barbecue units or gas fire pits will be allowed.
- 30. Board Member Agreement to Serve Policy :** Adopted July 24, 2012 **Board Members Notification, Qualities & Responsibilities:** Adopted October 24, 2007 These policies can be reviewed at the Tollgate office.
- 31. Notification Requirement for Certain Property Owner Rental to Third Parties Policy:** January 25, 2010 and amended on October 24, 2011. Within thirty (30) days from the date any resident, other than the owner, takes occupancy, for a period exceeding sixty (60) days, the owner shall notify the business office of the Tollgate Property Owners Association of such resident and shall supply the following information: Residents name(s), mailing address and telephone number(s). Notification by the Home- owner to the business office shall be in written form and shall be delivered in person, by facsimile, by US Mail or by email. Failure to comply in a timely manner with this policy may subject the Homeowner to fines assessed pursuant to Article 10 of the CC&R’s. Upon notification by the Homeowner of the people occupying the property, the Association will supply the resident with a renter’s packet, Newsletter and any additional Association information deemed appropriate or helpful by the Association. Association Dues and Water Fees may only be paid by the property owner(s). Property owner(s) are ultimately responsible for the actions of their resident(s).

32. Delinquency Policy - Rebilling Fee: January 25, 2010 – Any assessment that is not paid 15 days from the due date will receive a past due notice via mail generated by the Tollgate business office. This notice will inform the property owner that a \$5 rebilling fee will be assessed if the assessment is not paid within 30 days of the due date. An additional \$5 rebilling fee will be charged each 15 days the assessment is past due. The rebilling date will be at 45 days, 60 days and each 15 day increment thereafter.

33. Temporary Fence Policy: April 26, 2010 This policy will allow our residents to erect temporary garden fences for the purpose of growing a garden. These fences must be constructed of wood poles not to exceed 6 feet in height and may be covered in black plastic mesh. These fences may be erected by April 1 and must be removed by October 31 of each year.

34. Electric Motorized Scooter Policy: July 25, 2011 the Board Adopted a policy to allow electric motorized scooters on the walking/bike path. These scooters are restricted to the walking/bike path and have the same rules and regulations as bikes.

35. E-mail Policy: April 23, 2014 the Board adopted an e-mail policy.