

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

PERMIT POLICY

Effective: September 11, 2018

Policy 103

By: 
Mike Eastlund, Board President

1. PURPOSE

To provide a policy to permit an exception to the CC&R's, bylaws and/or Board policy when the Board determines it is in the best interest of the community and or its members.

2. PERSONS AFFECTED

Property owners, residents of properties, guests of property owners and/or residents, Board members, officers and employees of the association.

3. REFERENCES

ORS 94.630 (3)

4. DEFINITIONS

- 4.1. Short-term permit: Permission by the Board to allow a deviation from CC&R's and/or Board policies for a period of up to seven (7) days.
- 4.2. Long-term permit: Permission by the Board to allow a deviation from CC&R's and/or Board policies for a period of up to six (6) months.
- 4.3. Conditional-use permit: Permission by the Board to allow a deviation from CC&R's and /or Board policies if specific conditions are met.

5. POLICY

- 5.1. Maintaining a non-CC&R compliant activity or structure, not subject to an ongoing weekly or monthly fine, can be fined for not having a conditional-use permit.
- 5.2.A permit may be granted to allow an exception to the CC&R's requirements, bylaws, and Board policy if:
 - 5.2.1. There is no impact on a person or the property of another.
 - 5.2.2. There is no impact on the environment.
 - 5.2.3. There is no long-term negative impact on the appearance, value and livability of the community.
- 5.3. Permits can be granted for conditional-use, short-term, not to exceed seven days, and long-term, not to exceed six months.

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- 5.4. All permits must be in writing with a copy maintained in the property file.
- 5.5. Short-term permits can be granted by any Board member.
- 5.6. Long-term and conditional-use permits must be approved by the Board with a written record with limitations placed in the property file.
- 5.7. A long-term conditional-use permit expires when the permitted activity changes or repairs exceed 25% of the original value of permitted improvement.
- 5.8. Granting of a permit for any purpose will not constitute the establishment of a precedent for future permits or a waiver for future events.
- 5.9. A permit can be cancelled by the Board president or designee at any time, but that action must be ratified by the Board at the next meeting of the Board.

6. RESPONSIBILITIES

- 6.1. It is the responsibility of all members of the association to request a permit for any activity or process that is not in conformance with community rules.
 - 6.1.1. Short-term permits may be requested verbally or in writing directly to any Board member.
 - 6.1.2. Requests for long-term and conditional-use permits must be in writing to the Board president.
- 6.2. It is the responsibility of all members of the association, their guests and tenants to abide by all requirements of a permit.
- 6.3. It is the responsibility of the Board to review and approve all requests for long-term and/or conditional-use permits.
 - 6.3.1. Whenever possible, action should be taken on a permit request within 30 days of a request.
- 6.4. It is the responsibility of the permit granter to do so in writing via letter or e-mail.
 - 6.4.1. Grantors of short-term permits must notify all Board members.
- 6.5. It is the responsibility of the Board to suspend a permit when the conditions of the permit are not being followed or the permit is not in compliance with this policy or conditions of the permit.

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7. PROCEDURES

- 7.1. A member of the community who desires a permit for an exception of association rules for a period of less than seven days (such as parking a recreational vehicle at or near their property) should contact a Board member in person, electronic media or US mail to request a short-term permit.
- 7.2. A member of the community who desires a permit for an exception of the CC&R's or Board policy for a period of up to six months (such as parking a construction trailer on a property during construction on the property) must submit their request in writing to the president of the homeowners association at WMEHOA - PO Box 5476 - Salem, OR 97304.
- 7.3. A member of the community who desires a permit for a long-term conditional exception of the community CC&R's or Board policy such as a non-approved fence, auxiliary building, or paint color must submit their request to the Board President of the association in writing at WMEHOA - PO Box 5476 - Salem, OR 97304.
- 7.4. When granting a short-term permit forward a copy to all Board members.
- 7.5. The secretary / treasurer will place a copy of the permit in the property file.
- 7.6. When the Board president or designee determines that the provisions of a permit are not in compliance with this policy or the conditions of the permit, a written notification will be provided in person or US mail that the permit is suspended and all permitted actions shall cease and desist. The Board shall thereafter review the issues regarding the permit.
- 7.7. Anytime a permit has been suspended, the circumstances regarding the permit suspension will be evaluated at the next Board meeting.
- 7.8. After the review of circumstances regarding the suspension of a permit, the Board may reinstate or cancel the permit.