

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

PERMIT POLICY

Effective: 9-30-2024

By: 
Mike Eastlund, Board President

Policy 103

1. PURPOSE

To provide a policy permitting an exception to the CC&Rs, bylaws, and Board policy when the Board determines it is in the community's and its members' best interest.

2. PERSONS AFFECTED

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

3. REFERENCES

ORS 94.630 (3)

4. DEFINITIONS

- 4.1. Permit: A written document by the Board or designee to allow an exception to the CC&R's requirements, bylaws, and Board policy within conditions.
- 4.2. Short-term permit: Up to seven (7) days.
- 4.3. Long-term permit: Up to but not to exceed six (6) months.

5. POLICY

- 5.1. Permission may be granted via a permit to allow an exception to the CC&R's requirements, bylaws, and Board policy if:
 - 5.1.1. There is no impact on a person or the property of another.
 - 5.1.2. There is no impact on the environment.
 - 5.1.3. There is no long-term negative impact on the community's appearance, value, and livability.
- 5.2. A request for a permit must be answered within ten days of receipt when mailed to the HOA address of record.
- 5.3. All granted permits must be in writing, and a copy must be kept in the property file until the permit expires.
 - 5.3.1. All Board members must be notified when a permit is granted.
- 5.4. Any Board member can grant short-term permits.
- 5.5. The Board President is required to approve a long-term permit.
- 5.6. The Board president or designee can cancel a permit at any time, but the Board must ratify that action at its next Board meeting as follows:
 - 5.6.1. Permitted activity changes.

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5.6.2. Non-compliance with the permit's requirements.

5.7. Granting a permit for any purpose does not establish a precedent for future permits or waivers for future events.

6. RESPONSIBILITIES

6.1. Association members are responsible for requesting a permit for any activity or process out of compliance with community rules.

6.1.1. Members are responsible for requesting short-term permits verbally, by Email, or in writing directly from any board member.

6.1.2. Members are responsible for requesting long-term permits via electronic mail or US mail to the HOA address on record.

6.2. All association members, guests, and tenants are responsible for adhering to all permit requirements.

6.3. The Board is responsible for reviewing and approving all requests for long-term permits.

6.3.1. The Secretary is responsible for completing a permit request within 10 days of receiving it at the HOA's address of record.

6.4. The Board member granting a permit is responsible for communication in writing via letter or Email.

6.4.1. Grantors of short-term permits must notify all Board members and the compliance inspector.

6.5. The Board President or designee is responsible for suspending a permit when its conditions are violated.

7. PROCEDURES

7.1. A community member who desires a permit for an exception to association rules for less than seven days (such as parking a recreational vehicle at or near their property) should contact a Board member in person, electronically, or by 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

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submit their request in writing to the president of the homeowner's association at WMEHOA—PO Box 5476—Salem, OR 97304 or Email.

- 7.3. A community member 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 in writing to the association's Board President at WMEHOA—PO Box 5476—Salem, OR 97304 or Email.
- 7.4. Board members granting a short-term permit shall make required notifications.
- 7.5. The Secretary will copy a permit in the property file.
- 7.6. When the Board president or designee determines that a permit's provisions do not comply with the permit conditions, they will notify the member via Email or US mail of the suspension of the permit, and all permitted actions shall cease
- 7.7. After reviewing the circumstances surrounding a permit's suspension, the Board may reinstate or cancel it.