

FOUR SEASONS

A Residential Neighborhood

Welcome to Four Seasons! As you considered the many areas in which you could purchase a home, undoubtedly one of the things which struck you about Four Seasons is its “feel.” It feels safe, quiet and reflects that quality we term “pride of ownership.” The reason Four Seasons “feels” this way is because these **are** the qualities of this neighborhood and it is one of the major functions of our Homeowners’ Association (HOA) to foster and promote those qualities which make Four Seasons such a desirable place to live.

This handbook has been assembled to introduce you to the neighborhood and inform you how our HOA functions; the services it provides and the opportunities available for you to get involved. The handbook is intended to be a useful resource. Thus, it is a “work in progress” which is why the loose leaf format was chosen. From time to time you will receive updates including rosters, schedules and information about the various activities taking place throughout the year. Please insert these pages into the handbook and keep it in a handy place. If you sell your home, please leave the handbook in the house for our next “new neighbors.”

The directors of our HOA welcome your comments, questions and suggestions. The directors’ names and contact numbers are published regularly in the monthly Newsletter. We look forward to meeting and greeting you and extending our personal words to welcome to this special place we call “Four Seasons.”

The Board of Directors
Four Seasons Homeowners Association
P.O. Box 2105
Beaverton, OR 97075
Website: www.Fourseasonshoa.net
FAX Number – 503-430-2187

A BIT OF HISTORY

Four Seasons is a planned community consisting of 383 homes. The community was developed and built by Wedgewood Homes. The first plats were recorded in 1968 and the last plat was recorded in 1976. One of the things which make Four Seasons unique is the variety of home styles within it. In addition to single family homes, there are one and two story townhouses and duplexes. The majestic Douglas Firs throughout the area give the neighborhood its signature Northwest flavor.

In 1988 the neighborhood was annexed and became part of the City of Beaverton. The city provides sewer, water, street lighting and street maintenance as well as police protection. Fire protection is provided by Tualatin Valley Fire and Rescue.

FOUR SEASONS HOMEOWNERS ASSOCIATION

In December, 1969 the Four Seasons Homeowners Association was organized and incorporated under Chapter 94, Oregon Annotated Statutes. It operates in accordance with the statutes, its by-laws and its Covenants, Conditions and Restrictions (CC&R). A copy of the by-laws and CC&R is provided to each homeowner at the time of closing. They are also available on the Association's website. Four neighborhoods within Four Seasons – Summerville Square, Crystalbrook, The Villas and The Heights – each have an additional HOA to address the specific needs of each area.

Each household/owner within Four Seasons is a member of the Association and is entitled to one vote at the Annual Meeting. The Association is governed by a 5 member board of directors each elected to a 2 year term. Elections are staggered with 2 directors elected on even numbered years and 3 elected on odd numbered years. There are no limits on the number of terms a director may serve. Elections are held at the Association's Annual Meeting during the first week in December. The Board elects its own officers and makes committee assignments at its first meeting after the Annual Meeting.

Regular meetings of the Board are held monthly. The exact date, time and place will be published in the Four Seasons Newsletter. As Association members, all homeowners are invited to attend Board meetings. In the interest of time, homeowners who have issues and/or items for Board consideration are asked to contact the Board's President at least 3 days prior to the meeting to assure a place on the agenda.

BUDGETS AND DUES

At its October meeting the HOA's Board of Directors forwards budget requests from its various committees through the Association Treasurer, to a Budget Committee that drafts the Association's operating budget for the coming year. That budget is submitted to the Board of Directors for adoption at its November meeting. Additionally, under Oregon law, the Association must maintain a reserve account to cover the cost of any major projects anticipated in the next 30 years. Based on the adopted budget and whatever additional funds, if any, that may be needed to maintain the mandated level of funding in the reserve account, the Board establishes annual dues for the homeowners. These are payable **January 1** of the calendar year. After February 1 dues are considered "delinquent" and if not paid by March 1 will result in a lien being filed against the property. The timely payment of Association dues is most beneficial to everyone and is greatly appreciated!

There are additional charges for the use of the Association's pools and spa. These fees are reviewed and established annually and will be communicated to homeowners as part of the Association's annual fees schedule.

POOLS, SPA AND CLUBHOUSE FACILITIES

The Association maintains 2 swimming pools, a spa and a clubhouse for the use of our Four Season residents and their families. Use of these facilities, in addition to payment of the established fees, also requires that Association dues be current. The pools and spa are usually open from Memorial Day to Labor Day depending on the weather. A complete set of rules for pool and spa use will be given to each household upon payment of their fees. Those rules should be placed in this handbook for easy reference. A pool key is issued when the annual fee is paid. Pool locks are re-keyed annually.

The clubhouse is located at 15105 SW Village Lane. Those interested in using the facilities for a function are asked to contact the clubhouse director whose name and contact number appear in the monthly newsletter. Guidelines, available hours of use as well as any fees and deposits required will be supplied by the Clubhouse Director. All requests are honored on a "first come, first served" basis.

NEWSLETTER

Each month, residents will receive a copy of the Four Seasons Newsletter. Copies are hand delivered to each residence by a faithful cadre of volunteers. Non-resident homeowners may receive the Newsletter electronically or, for an additional fee, (see Fee Schedule) by U.S. mail. The Newsletter will include actions of the Board from their most recent meeting, reports of the Board's committees and announcements about upcoming events. Suggestions for Newsletter content are always welcome and should be sent to the chair of the Association's Communications Committee.

MAINTENANCE AND ARCHITECTURAL

Because their functions are critical to maintaining the quality and character of the Four Seasons neighborhood, the full job descriptions of these two committees are included in this handbook. You are **strongly encouraged** to familiarize yourself with their work. A thumbnail sketch of each committee follows.

MAINTENANCE

It is the responsibility of the Maintenance Committee to maintain all the common areas within Four Seasons. These include lawns, walking paths, bridges, wooded areas, fences and creeks. The Maintenance Committee encourages residents to maintain their own properties including the trimming of low hanging tree branches and shrubbery to allow safe use of sidewalks. The Maintenance Committee's complete job description follows.

The common areas in FOUR SEASONS are composed of islands, lawns, paths, fences, wooded areas, bridges, and creeks. A map of all common areas is at the back of this handbook. The Maintenance Director and the Maintenance Committee are responsible for the upkeep of all common areas within FOUR SEASONS. A landscape maintenance contractor is retained to mow, plant, do weed control, prune, and other landscape work in the common areas owned by the FOUR SEASONS Homeowners Association.

The Maintenance Committee also engages in planning the improvements and maintenance of the common areas. This includes resurfacing of walkways, planting trees, shrubbery, and other projects. These projects must be within a budget as approved by the Board of Directors. Input to the committee from the members is always desired. The designated common areas are for the use of homeowners or tenants, and their guests for walking, playing, picnics, and other activities. Since the common areas are for the use and enjoyment of each homeowner, dumping of trash, littering, destruction of property, or disruptive behavior will not be tolerated.

Each homeowner is responsible for cleaning from the edge of his property to the middle of the street and also to prune those trees, if any, between his adjoining sidewalk and the street. Branches of trees must be pruned to provide clearance over the roadway of no less than **12 feet**, and no less than **8 feet** over the sidewalks. All plants must be pruned so that they do not block pedestrians on the sidewalks.

The Declaration states that regarding the common property, it is unlawful for residents and association members to place a fence, sign, or any other unapproved structure or facilities on the common areas. Neither shall any planting or pruning be done on common property by residents and members without the written permission of the Architectural Committee, and/or the Maintenance Committee. Access by pedestrians to common areas from sidewalks is to be unobstructed.

All adults are asked to help monitor our common areas to insure their proper use. Replacing damaged plants and trees is expensive to all homeowners.

Homeowners with residences adjacent to common areas should familiarize themselves with the legal property boundaries to make certain their landscaping, fences, and personal utilities do not infringe upon common area tracts. The Association has the right to file liens against properties where there is an infringement upon those areas.

Four Seasons Yard Debris service is available to homeowners one Saturday a month throughout the year except January. This opportunity is offered to supplement the weekly yard debris pick-up provided by Waste Management and to encourage the ongoing upkeep and appearance of individual properties in Four Seasons. Please see "Yard Debris/ Drop Box Service" for more information and a schedule.

The City of Beaverton sweeps our streets once a month. To assure sweeping in front of your house, please be sure vehicles are not parked on the street. Piles of leaves and other debris will not be removed by the sweeper. This material, as with any other yard waste, should be gathered up and disposed of by the owner. City sweeping is usually done the first week of each month.

Please enjoy the usage of the common areas, and if you have any questions or suggestions please contact the Maintenance Director.

ARCHITECTURAL

FSHOA Architectural Committee

5/15/2008

I. Purpose and Responsibilities of the Architectural Committee

The value of our neighborhood is enhanced by the consistency in character and high quality appearance of homeowner properties. Maintaining these standards of quality and character is the concern of your Architectural Committee. The Architectural Committee has two major responsibilities towards this end:

1. Review homeowner requests to change the appearance of their properties and document the decision to approve or deny.
2. Periodically review neighborhood properties for appearance problems that violate HOA regulations, identify those properties most needing improvement, and work with the owner to correct the problem(s).

The committee is committed to treat all homeowners fairly and with respect.

II. Homeowner Requirements of Concern to the Architectural Committee

The Protective Covenants of FOUR SEASONS (CC&Rs), signed and agreed to by each owner when purchasing property within FSHOA, are “protective” in that they were created and are enforced to insure continuing neighborhood quality and homeowner value. Several important Homeowner Requirements of concern to the Architectural Committee are summarized from the CC&Rs below:

1. No building, fence, wall, hedge, structure, improvement, obstruction, ornament, landscaping or planting shall be placed or permitted to remain upon any property unless a written request for approval containing the plans and specifications has been approved by the Architectural Committee. (Article XIII.1)
2. Each owner is obligated to keep and maintain his/her lot and buildings in proper condition, including the area between the property line and the street, including sidewalks. (Article X.7)
3. Parking of boats, trailers, motorcycles, trucks, campers and like equipment, or junk cars or other unsightly vehicles, shall not be allowed on any part of said property nor on public ways, excepting within an enclosed garage. (Article X.6)
4. Conditions that are offensive or unsightly or that may become an annoyance or nuisance to the neighborhood are not permitted. (Article X.4)
5. Unless written approval is first obtained from the Architectural Committee, no sign of any kind shall be displayed on any building or building site except one professional sign of not more than five square feet advertising the property for sale or rent. (Article X.1)

6. If any owner should fail to keep and maintain properly the exterior of any building or lot in good condition, then the Association, after giving the owner reasonable written notice may enter upon the property and perform needed maintenance and assess the cost to the owner. (Article VI.3.d)

Homeowners, of course, must also comply with City of Beaverton code. It is the owner's responsibility to determine and secure necessary approvals and permits. It is always a good idea for homeowners to discuss intended changes with their neighbors before starting the project.

III. The Request Process

Requests for all planned improvements/changes to property appearance (roofing, painting, external remodeling, landscaping, fencing, tree removal, etc.) or for exceptions to HOA regulations (such as over-night parking of an RV) are to be made in writing to the Architectural Committee and approved before implementation is begun.

Because some requested changes are denied or are allowed only after agreed upon modifications of the request, it is important to gain approval before starting work. Please submit requests three weeks before work is to begin so that Architectural Committee members can receive, review and respond to the request. Requests may be submitted by email to fourseasonsarch@msn.com or they may be mailed to the HOA post office box (please allow several additional days).

Responses from the Committee are communicated to the homeowner and published in the HOA Newsletter. If no response is received within 30 days of receipt of written request, the request can be considered approved. Approvals expire after six months and projects not completed within that time are to be resubmitted for approval.

If a request is denied, the homeowner may appeal to and be heard by the Board of Directors. The BoD also reviews and votes at board meetings on accepting Architectural Committee decisions.

Sub-HOAs: Please note that Crystal Brook and The Villas have their own Architectural Committees. Homes in these sub-HOAs have their own (very similar) CC&Rs and are bound by FSHOA regulations, but submit their requests to their own Architectural Committee. Summerville Square uses the FSHOA Architectural Committee.

BoD APPROVAL REQUIRED: *Standards for Quality and Consistency*

IV. Guidelines for Architectural Committee Approval—Standards for Quality and Consistency

To facilitate consistency in actions and decisions on homeowner requests, the committee has endeavored to articulate some of these "standards" as Guidelines. These Guidelines can be useful to HOA members in that they provide information as to

what kind of requests are likely to be approved. The Guidelines are what the name implies and the Committee will exercise judgment and reason in evaluating requests (as was encouraged by the Homeowners in the 2006 survey). They were first published in 2006 and updated in 2007 and 2008 by the Architectural Committee.

These Guidelines will be applied when considering homeowner requests, but will be only infrequently employed to require that homeowners change what is in place. On the other hand, neither having a certain style currently in place nor finding an existing example of a given style in the neighborhood (“a precedent”) is sufficient reason to approve repetition of the same style or make the same decision in a new request—if the committee determines it made a mistake, it is not required to repeat the mistake.

General: As a general principal, our neighborhood will maintain a consistent character by using materials and styles that may be characterized as Contemporary or as “Pacific Northwest Natural” and reflect the concept and aesthetics originally created for the Four Seasons development. Additionally, features that are distinctly Early American, Colonial, French Provincial, Southwestern and or Southern by nature appear out of place and if believed to be primary or particularly conspicuous, the Committee will likely deny these requests.

Roofs: Cedar shakes are to be “above average quality medium to heavy”. (See also *Painting, Stains or Treatments* section below). Fiberglass based composition shingles with no less than 350 pounds/square weight with an appearance, style, and color that represents a cedar roof from new to aged shakes and meets the aesthetic value of the Four Seasons neighborhood will be approved for installation.

Composition material manufacturers and colors approved for use in Four Seasons include the brown and gray tones of a Northwest Natural palette. Homeowner’s choices are:

- CERTAINTEED Presidential: *Autumn Blend, Shadow Gray, Country Gray*
- PABCO Paramount: *Oakwood & Weathered Wood*

The Architecture Committee is responsible for the annual review and selection of any new manufacturer(s) and new or discontinued colors. The Committee’s updated and approved selection will be communicated to residents through the FSHOA newsletter and the Four Seasons’ website on yearly basis and prior to each Spring/Summer season.

The Heights and Village Place areas may continue with the type of 3-tab composition material they currently use, and are encouraged to use a Northwest Natural palette of brown or gray tones.

Homeowners shall allow the standard three week approval process for roofing requests. Homes that share a common wall should be re-roofed at the same time for best protection and appearance (check with your neighbor and with your Sub-HOA

Architectural Committee).

Painting, Stains or Treatments: All color schemes for the painting or staining of a house or fence, or the treatment of a roof, are required to have the approval of the Architectural Committee—even when planning to stay with the same colors. If desired, the Architectural Committee can provide a professionally selected, broad spectrum of coordinated color schemes that work within the “Pacific Northwest Natural” guideline. Easter egg pastel colors, as well as white and bright colors, are not acceptable. Garage doors must be the same color as the house siding (effective May 4, 2003 and a requirement for all house painting requests thereafter). Color choices for front, side and back doors have more flexibility.

Parking: The CC&Rs give the Architecture Committee authority to grant exceptions to the parking restriction for trailers, etc. cited above. The committee has determined that the likely intention of this provision is to allow homeowners to load and unload recreational vehicles in preparation for a trip and on return. The committee will consider approval for infrequent requests to park an RV short term (typically overnight). Exceptions to the no-parking rules are also likely to be approved when they support property improvement projects (e.g., for a storage POD, dumpster or a utility trailer) with the expectation that work will be quickly completed. Other requests are likely to be denied consistent with the CC&R restriction.

Sheds and Accessory Structures: Any shed or accessory structure must obtain prior approval by the Architecture Committee, and depending on the shed or structure’s finished size, a City of Beaverton Permit may be required (e.g., any shed exceeding 200 square feet in size and 10 feet in height, must obtain a City Permit). Sheds not exceeding the 6-foot fence height are preferred, but the following City-Code proportions can be accepted by the Committee.

Sheds 10 feet in height must be no closer than 5 feet from your property line and must be positioned no less than 6 feet from your house.

Sheds less than 8 feet in height must be no closer than 3 feet to any lot, property or fence line, and must be positioned no less than 6 feet from your house.

Any shed or accessory structure must be painted the same color as the house with an identical siding material preferred. The roof must be consistent with the house’s roofing material—cedar shake or composition.

Grass and Plants: The appearance of the land around the buildings has a major visual and value impact on property. Front yards benefit from having some grass and plants that provide all-season color—every property should contribute at least some green. Annual flowers look nice when growing, but are probably best used as borders or accents. Many perennial flowers tend to be messy in winter—bare stakes should be removed and dead growth should be cleared. Artificial plants are not acceptable in landscaping.

Trees: Our trees add value to our neighborhood, and removal (or topping) of any tree requires review and approval by the Architectural Committee. City of Beaverton approval is also required to remove trees between the curb and sidewalk. Approval for tree removal will be conditional on removing or grinding the stump and covering so the stump is not visible. It may be required to replace the removed tree with an approved tree. Approval for removing a sick or “problem” tree is more likely when supported by an arborist’s report. Homeowners with a tree at risk of falling should submit a removal request and have the tree removed after receiving approval to avoid damaging property. Trees and shrubs must not interfere with vehicular or pedestrian traffic on sidewalks and streets. Beaverton and Four Seasons require that they be trimmed to provide 8 feet of clearance over the full width of the sidewalk and 12 feet over the street.

Ground Covering: Bare ground is not acceptable—it quickly becomes overgrown with weeds and the clay often develops large cracks when it dries. A weed-stopping fabric or covering can help, but this is ugly and unacceptable if uncovered and visible. A thick layer (3 inches minimum) of bark or other mulch (with germination inhibitor) is an attractive solution to cover ground around plants and between grass and walkways. The use of river rock can be effective, if not overdone (a leaf blower is helpful to keep it free of leaves, needles, etc.). These areas are to be kept free of volunteer grasses and weeds.

Accumulation of Debris: Debris (pine needles, leaves, twigs, branches, litter, etc.) accumulates after time, after storms, and sometimes during construction projects. It is to be promptly cleared and removed from the property.

Sidewalks and Driveways: Homeowners are responsible for maintaining the concrete and blacktop on their property. For safety, sidewalks and driveways must be clear of moss and debris and free of dangerous uneven sections (e.g., raised by tree roots, broken surface, etc.). Landscaping must be maintained so that the full width of sidewalks is clear for pedestrians to a height of 8 feet. Eliminate potential injury and liability situations.

Parking Strips: Homeowners are responsible for landscaping and maintaining this area in front of their home between the sidewalk and the street. When submitting your plan to the Committee, please consider possible impact on curbside parking. Especially consider the requirement to maintain sidewalks clear to 8 feet vertically and curbs to be clear for 12 feet vertically. Junipers, for example, are often difficult to control and keep attractive. Water meters, fire hydrants, mail boxes, etc., need to remain accessible. Building up the curb is not allowed, but a sloped parking strip may accommodate a step/terrace at least two feet behind the curb. Owners are responsible for maintaining their mailboxes; Post Office and Architectural Committee approval is required for changes. Newspaper tubes are preferred to be black and are to be clustered with mailboxes to preserve parking space.

Fences: Fences may be approved for back and side yards. Fences are to be of wood with maximum height of six feet. Fences visible from the curb are usually best painted the same color as the house siding. A small section of wrought iron railing may be approved for use as a handrail or to enclose a courtyard.

Post Lamps: Our exterior post lamps provide auxiliary lighting to the streetlights, and they are an important unifying characteristic of our neighborhood. Residents are required to keep them operable and lighted when dark for safety and security. Exterior post lamps are to have a single head (preferably with two bulbs) and be painted a non-glossy black.

House Numbers: Every home is to have house numbers that can be easily found and clearly read from the street—make them large and of contrasting color to the background.

Waste Disposal Containers: Containers from Waste Management for garbage, recycling, and yard debris are to be at the curb only on the day of pickup. They are otherwise to be kept out of view from the street. Most owners keep them in the garage or alongside the garage behind a wooden screen or gate or tall shrubs.

Signs: The CC&Rs prohibit display of signs in the neighborhood except for one professionally made sign up to five square feet in area that may be posted on a private property to indicate the property is for sale, lease, or rent. In addition, a maximum of three movable A-frame style or staked signs (four square feet maximum per sign) may be displayed within Four Seasons to direct potential buyers to property, but only during the hours the home is open to public viewing. Signs may not be placed in the public right of way. Non-conforming signs may be removed and discarded.

Antenna: One small dish antenna for satellite video is allowed per home after approval of the Committee for location and size. Any other antenna must be within the house or garage.

Private Swimming Pools: Owners are required to keep the water in good condition. Stagnant water can breed mosquitoes and is a health concern to the neighborhood and to the City of Beaverton.

Questions: Please contact the Architectural Committee.

V. Non-compliance problems:

When the Architectural Committee is aware of situations of non-compliance with the requirements noted in section II above, homeowners are contacted about the problem. Most non-compliance problems are quickly resolved with a brief, informal communication with the homeowners.

Infrequently, it may be difficult to communicate with a homeowner (lack of response to phone calls, email, letters) or the homeowner may not follow through on required corrections. If the Architectural Committee determines that the problem merits more aggressive action, the homeowner will be formally notified of the problem and required correction by mail and the matter may be taken to the BoD.

The BoD may vote to assess a fine (information in the following section) and, in some situations, may vote to hire a maintenance person to correct the problem and bill the homeowner. As noted below, the homeowner has the right to appeal to the BoD.

VI. Resolution for Enforcement of Regulations (fines):

The following resolution, developed with the FSHOA attorney, was approved by the BoD on May 4, 2008, mailed to all homeowners on May 7, and is effective as of June 6, 2008.

I. RECITALS

1. "Association" is the Four Seasons Homeowners Association, an Oregon nonprofit corporation established by Articles of Incorporation filed October 10, 1969, in the office of the Secretary of State.
2. The Association is governed by the following:
 - A. The Amended Declaration of Protective Covenants, Conditions, Declarations and Restrictions for The Four Seasons, recorded in Book 769, page 258 in the records of Washington County, Oregon on January 19, 1970; the Declaration of Protective Covenants, Conditions, Declarations and Restrictions for The Four Seasons No. 7, recorded in Book 799, page 253 in the records of Washington County, Oregon on November 18, 1970; and the Declaration of Protective Covenants, Conditions, Declarations and Restrictions for The Four Seasons No. 8, recorded in Book 822, page 904 in the records of Washington County, Oregon on June 2, 1971 (collectively, "Declaration").
 - B. The Bylaws of Four Seasons Homeowners Association ("Bylaws").
 - C. The Oregon Planned Community Act, ORS Chapter 94.550-94.785.
3. ORS 94.640 and Article X, Section 1(b) of the Bylaws vest the Board of Directors with all of the powers and duties necessary for the administration of the affairs of the Association.
4. ORS 94.630(1) (a) and Article X, Section 1(c) of the Bylaws empower the Board of Directors to Adopt Rules and Regulations.

5. ORS 94.630(2) (n) provides that the Board of Directors may levy reasonable fines for violations of the Declaration, Bylaws, and Rules and Regulations of the Association, after notice and an opportunity to be heard, if the fine is based on a schedule of fines adopted by a resolution of the Board of Directors.
6. ORS 94.709(5) provides that fees, late charges, fines, and interest imposed, are enforceable as assessments.
7. From time to time, the Architectural Committee observes (or receives complaints from owners regarding) alleged nuisances; improper, offensive, or unlawful activities or use of the premises; or other alleged violations of the Declaration, Bylaws, or Rules and Regulations.
8. The purpose of the Declaration, Bylaws, and Policies of our homeowner association is to maintain the quality and property values of our Four Seasons neighborhood. The purpose of this resolution is to establish a schedule of fines so that the HOA may more effectively support the enforcement of the regulations, or more specifically, to motivate cooperation from the few members who knowingly choose to violate the Association regulations that each owner accepts when buying a Four Seasons property.

II. RESOLUTION

NOW, THEREFORE, IT IS RESOLVED that:

1. All prior Enforcement Resolutions or Financial Penalties Resolutions, if any, are rescinded and are no longer of any force.
2. The procedure set forth below shall now be the process for handling complaints and enforcement of violations of the Declaration, Bylaws, and Rules and Regulations.
3. The Schedule of Fines set forth below is adopted to determine the fines for violations of the Declaration, Bylaws, and Rules and Regulations of the Association.

III. PROCESS

1. Because the purpose of this resolution is to maintain quality in our neighborhood and not to collect fines, the Homeowner Association will first try to correct problems without the need for fines. Homeowners will be contacted (typically by the Architectural Committee) to explain the complaint and the violation and to discuss the need and plans for remedy. With communication and cooperation from the homeowner, this is typically adequate to eliminate or

sufficiently reduce the concern and resolve the complaint. If not, the complaint may be taken to the Board.

2. A complaint may be taken to the Board by the Architectural Committee regarding a violation of the Declaration, Bylaws or Rules and Regulations by an owner, tenant, or guest based on a majority vote of Committee members. Also, an owner may submit a complaint to the Board; it must be in writing, identifying the name and address (if known) of the offending owner and a description of the alleged offending behavior or activity (including date(s) and approximate time(s)).
3. The Board of Directors based on information from an owner, a management agent, or other information the Board deems reliable may initiate a complaint against a homeowner.
4. Before issuing a fine, homeowners will receive written notice mailed to their address of record with the following information:
 - A. A description of the alleged violation.
 - B. The improvements and timeline required to avoid being assessed a fine.
 - C. The possible consequences (including fines) for not correcting the problem as required.
 - D. The owners' right to be heard by the Board, how this may be accomplished, and a deadline for requesting and attending this hearing.
5. A fine may be assessed only after deliberation at an open meeting of the Board. The owner will be given reasonable notice of date, time and place of this meeting. The owner may attend to tell their side of the story and present evidence, but attendance is not necessary for the Board to make its decision. The Board decision is to be made at the meeting or may be taken under advisement. The decision of the Board and notice of any fines imposed and required payment schedule are to be promptly communicated to the owner.

IV. SCHEDULE OF VIOLATIONS AND FINES

1. For neglecting property maintenance or permitting unsightly/offensive/unsafe conditions to exist after notified by the Board:
 - The initial fine is \$75 if correction is not completed per required schedule.
 - Additional delay in correction increases the fine by \$10 per week. The homeowner will notify the Board when corrective action is complete, and the Board will determine acceptability and notify the owner of the total fine due.
 - These fines double for a repeat occurrence by the same owner.

- In addition to assessing a fine, the Board may arrange for correction of the problem and then bill the homeowner for incurred and related expenses.
2. For prohibited parking without an approved exception:
 - The initial fine, after notification, is \$75.
 - Continued parking of the problem vehicle adds \$10/day.
 - These fines double for a repeat occurrence by the same owner.
 3. For display of un-allowed sign or signs after notification:
 - The initial fine, after notification, is \$75.
 - Continued display of the sign adds \$10/day.
 - These fines double for a repeat occurrence by the same owner.
 - In addition to assessing a fine, the Board may take action to remove the sign.
 4. For making significant and potentially irreversible landscape or other property modifications without prior Board approval:
 - Fine is \$50 if the modification is acceptable to the Board.
 - Fine is \$100 if the modification is not acceptable to the Board, but can be reasonably restored or acceptably corrected. The owner will also be required to restore or correct as acceptable to the Board within a specified time. The fine accrues an additional \$20 per week if an acceptable correction is delayed beyond the specified time.
 - If modification is not acceptable to the Board or if it cannot be reasonably restored or acceptably corrected or if the owner does not restore/correct as required above, the fine is \$1000.
 - If the unapproved modification involves Common Area, an additional fine of \$700 is assessed.
 - These fines double for a repeat occurrence by the same owner.

V. ASSESSMENT AND COLLECTION OF FINES

Fines not paid when due will accrue an accumulating penalty of \$10/week.

Before pursuing legal measures for collection, the Board will offer to use mediation services from either city or county for dispute resolution. This offer will be made in writing and delivered by certified mail with return receipt requested.

A lien may be filed against property for the collection of unpaid fines/penalties and for related expenses incurred (e.g., contracted labor to correct a maintenance deficiency).

The Board may seek reimbursement of any legal expenses incurred. Further legal action including initiation of foreclosure may be taken for unpaid fines and related expenses

VI. IMPLEMENTATION AND FUTURE CHANGES TO THIS RESOLUTION

This resolution and the schedule of fines, if passed by the Board, will be effective 30 days after a copy has been mailed to each homeowner.

Changes and revisions may be made to this resolution with an affirmative vote of at least three directors at a regularly scheduled Board meeting. Before calling for this vote, the proposed changes will be published in the Newsletter and Homeowners given the opportunity to make input.

DUES AND FEES – 2011
(To be published annually)

Association Annual Dues	\$300.00
Pool and Spa Fees (Optional—required for use)	
Initial Fee (one time only)	250.00
Annual Fees	
Family Membership (2 pools and spa)	125.00
Adult Membership (Adult pool and spa)	75.00
Two Week Guest Pass	35.00
Lost Key Replacement	10.00
Club House Usage Fees (Optional—required for use)	
User Fee (non-refundable)	5.00
Cleaning Deposit	50.00
<p><i>NOTE: All or part of this deposit is refundable depending on the condition in which the clubhouse is left after the event. That determination will be made by the Clubhouse Director or by her/ his designated representative.</i></p>	
Non-Resident Newsletter Fee (annual)	15.00
<p><i>NOTE: If a non-resident homeowner chooses to have the Newsletter delivered electronically, this fee will be waived.</i></p>	

FOUR SEASONS HOMEOWNERS' ASSOCIATION
P.O. Box 2105 Beaverton, OR 97075

www.fourseasonshoa.net

President (Director)	Ralph Ebbutt	503-481-1551
Architectural (Director)	Linda Beachell	503-799-5180
Architectural Committee	Wendy Chapman	fourseasonsarch@msn.com
	Shelly Evans	
	Bob Nordstrom	
	Mark Schweitzer	
Clubhouse (Director)		
Maintenance (Director)	George Leitch	503-848-2855
Pool (Director)	James Henshaw	971-732-6695
Secretary	Margo Russell	503-372-5696
Treasurer	Susan Payne	503-784-1442
Communications Committee Chairperson	Virginia Scanlon	503-747-7218
Newsletter Editor/Website Manager	Virginia Scanlon	503-747-7218
Newsletter Distributor	Carolyn Palmer	503-430-1937
Social Committee Chair	Lisa Helfrich	503-890-4410

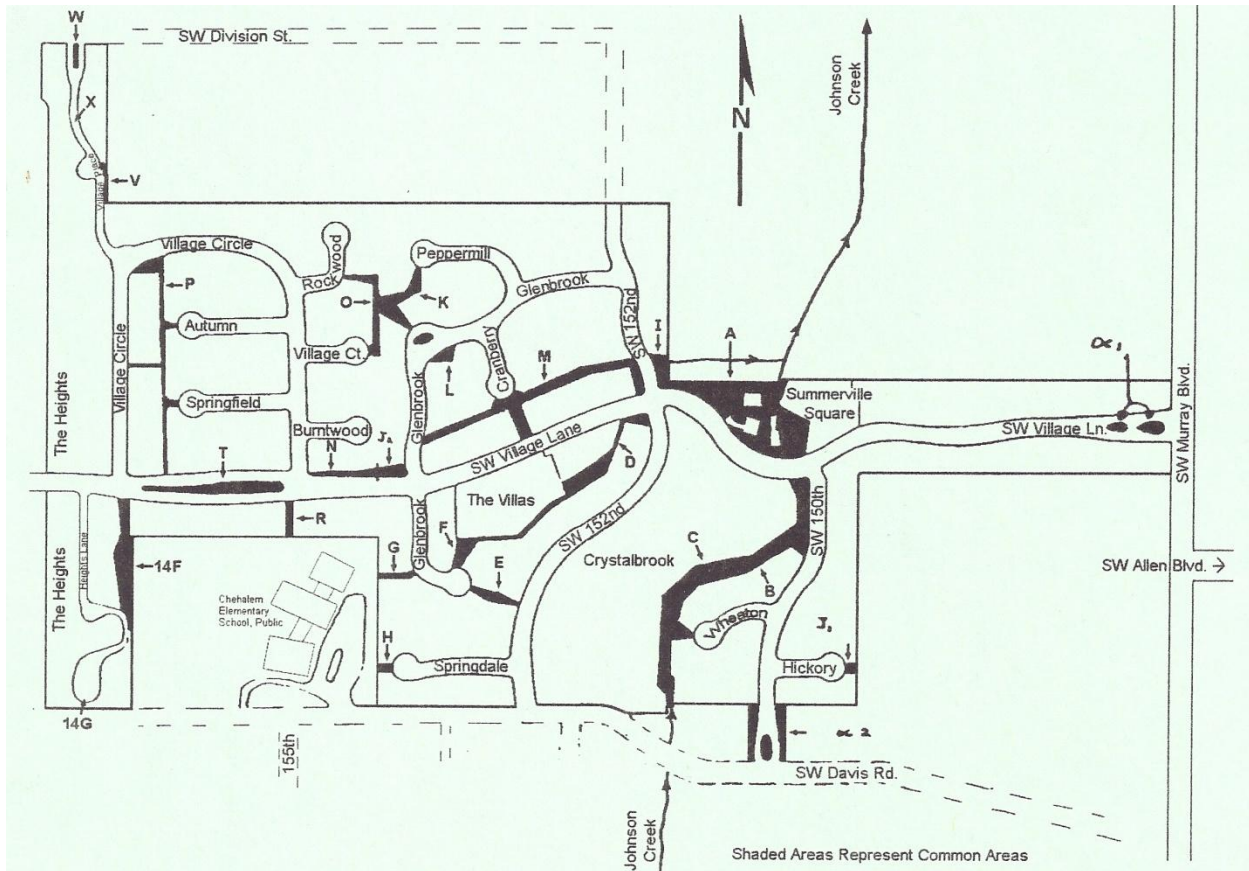
NEWSLETTER CARRIERS

NAME	AREA SERVED
Yvonne Morris	The Villas
Vickie Tomlinson	Village Lane (between Village Circle streets)
Mary Smith	Village Lane (between 152 nd and Village Circle)
JoAnne DeLong	Heights Lane
Joanne Fish	The Heights (north end of Village Lane)
Carlye Krohn	The Heights (north of Village Lane, south end)
Carol Mitchell	Village Place
Susan Smith	Village Circle (No Heights common walls)
Judy Walkup	Rockwood Court
Joe & Beth Daniels	Village Court
Lori Ott	Autumn & Springfield Lanes
June Ould	Burntwood Court
Donna Casteel	Glenbrook Road South
Alice Lehman	Cranberry Circle & Glenbrook Road
Emily Bigham	152 nd Ave. (except Crystalbrook)
Brenda Gilman	Springfield Court
Janice Richards/Nola Hunt	Shallowbrook Lane, Trillium Lane/Village Lane Crystalbrook, New Plymouth Lane, and SW 152 nd , Crystalbrook only
Kara Ebbutt	152 nd (N of Village Lane)
Amy Fullwiler	150 th (5900-6165)
Dave Foster	Wheaton Lane
Peggy Roseberry	Hickory Lane
Mary Edwards	Peppermill Court
Andrew Schuhmann	Village Lane (SW Murray to 150 th)

2011 Yard Debris Chipping and Collection Dates

10:00 am – 6:00 pm (except as noted)

- February 19th (10-4 pm) – Cranberry Court
- March 19th – Hickory Lane
- April 16th – Springfield Lane
- May 21st - Island at Glenbrook Road
- June 18th – Springdale Court
- July 16th – Wheaton
- August 20th – Burntwood
- September 17th – Cranberry Court
- October 22nd – Hickory Lane
- November 19th (10-4 pm)– Springfield Lane
- December 17th (10-4 pm) - Island at Glenbrook Road



Junk Box Weekend

Village Lane – west entrance of Four Seasons by the power lines – last Saturday and Sunday in July

FINALLY.....

In the end, Four Seasons is not about rules, regulations and restrictions. It is about people living in a community which fosters respect, cooperation and neighborliness. Simply stated, Four Seasons is about being a good place to live! As your Association's Board of Directors, that is our commitment to you! Again, welcome to the neighborhood!