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# Surf Pines Association Board of Directors 2000-2001

		Telephone	Term Expires
Ralph Todd	President	861-9771	2003
Allen Cellars	Vice President	717-0628	2001
Chris Adamson	Secretary	861-0701	2003
Tom Smith	Treasurer	738-7573	2001
Burr Allegaert		738-7717	2002
Bob Chopping		717-0226	2002
Mark Roberts		717-0863	2002

## Management and Staff

Bill Barrons	Administrator	338-8175
Lynn Meyrick	Security	738-0637 (Pam Meyrick also will live in Surf Pines.)
Woodford & Wood	Accounting	717-0565

## Useful Telephone Numbers in Case of Problems

### Emergencies

Police, Fire, Medical 9-1-1

### To report suspicious activity or other non-emergency police matters.

Clatsop County Sheriff 325-8635 or 325-2061 (Monday-Friday, 8 a.m. to 5 p.m.)  
325-2061 (Other hours)

### Fire Matters

Gearhart Fire Department 738-7838 (Fire protection questions.)  
State Forestry Department 325-7215 (Information about burning brush and debris.)  
325-5451 (To obtain a burning permit.)

### Security

Surf Pines Security Manager Lynn Meyrick 738-0637

### Utilities

Electric Pacific Power 1-888-221-7070  
Gas (Emergencies) Northwest Natural 1-800-882-3377  
Other 325-1632  
Water Billing City of Warrenton 861-2233  
Water Service Problems 861-0912 (Monday-Friday, 8 a.m. to 5 p.m.)  
325-4411 (Other hours)  
Refuse Collection Seaside Refuse & Recycling Service 738-5717  
TV Cable Charter Communications 325-6114  
Clatsop County Animal Control 861-7387 (Dogs running loose, licensing required)  
(Mon. & Fri. 10 a.m.-1 p.m., Tues. & Thur. 2-6 p.m.)

### Dunes and Beach Rules

Clatsop County 325-6311  
State Parks & Recreation Dep't 861-3170 X23  
Soil and Water Conservation District 325-4571  
Department of Fish and Wildlife 338-0106 (Wild animal problems and issues)  
State Police 325-2231 (Stranded marine animals)

### Building and Zoning Regulations

Clatsop County Planning Department 325-8611  
Building codes State Building Codes 861-7140

## General Security and Entry Gates

### General Security

One of the advantages of living in our Surf Pines community is the control provided by our part-time Security Manager and by the entrance gates.

The Security Manager resides in the house adjacent to the South gate. He can be reached at 738-0637 and tries to be available Thursday through Monday from 9 a.m. to 11 a.m. if you need to speak with him.

The primary purpose of the Security Manager is to provide general security for residents and property in Surf Pines by:

- presenting an image to the general public that safety and security is a priority in our community;
- patrolling our streets to observe and report or correct unsafe conditions;
- notifying law enforcement agencies when assistance is needed;
- making minor adjustments to operation of the gates;
- providing information to residents and their guests;
- keeping roads clear of debris and road signs visible.

The Security Manager is not a police officer. He will report any suspicious or unlawful activity to an appropriate authority, but it is not his function to arrest or apprehend anyone involved in criminal activity. In the event you have a prowler or an intruder or witness unlawful activity, you should report it to appropriate authorities by calling 911 and then advise the Security Manager at 738-0637.

Animal control is not the responsibility of the Security Manager. Clatsop County Animal Control is the appropriate agency to deal with animal problems. If you have a problem with a neighbor's dog or cat, the simplest solution often is to call your neighbor and make him or her aware of the problem.



### Security Gates

Our security gates are to limit the entrance to Surf Pines to those authorized and having a need to be admitted. The gates are operated by the entry of a four-digit code number into the key pad or by a hand held radio transmitter. The south gate also can be operated through a special telephone connection to your home (more about that later).

Property owners may obtain a personal gate code upon payment of the one-time \$225 gate fee. There is no charge to successive owners who may obtain a new code on change of ownership. Owners may purchase radio transmitters for remote operation of the gates for \$25 each. Personal codes and radio transmitters operate the gates twenty-four hours a day. These codes and transmitters are for the use of the owner and his or her family only.

Each and every month a new "visitor" code will operate the gates between the hours of 6 a.m. and 9 p.m. This is the code that should be provided to your guests and others whom you want to authorize to enter our community. Your quarterly dues statement lists the monthly visitor code for the next three months, or it can be obtained by calling the Security Manager at 738-0637.

Public safety agencies have access to Surf Pines 24 hours a day. This is accomplished by special gate codes. Contractors, utilities and other regular service providers have gate codes providing access between 6 a.m. and 9 p.m. Should you have a service provider that needs access at other hours for emergency services, contact our Security Manager.

Arrangements can be made for either special codes or open gates when you have a party. Contact the Security Manager at least a week in advance to make these arrangements. If you make a request a week in advance, the gates will be opened from 9 a.m. to 6 p.m. the last weekend of each month for garage sales or real estate open houses.

**DO NOT** put your personal gate code in newspaper advertisements, post it on signs, or generally make it available to anyone but your family members. If you do, you negate our efforts to provide extra security for our community. Codes advertised in this manner will be removed from the computer and you will need to apply for a new one.



### Tips for Gate Etiquette and Safety

**DO** press the numbers on the keypad firmly.

**DO NOT** open a gate to let a vehicle ahead of you to enter unless you know them. You may be admitting someone who does not have a reason to be in our community.

**NEVER** enter or exit through the wrong gate. You may damage the gate, your vehicle or another vehicle.

**DON'T** use your transmitter when leaving. Exit gate opens automatically.

**WAIT** for the gate to fully open before driving ahead to avoid damage to your vehicle or to the gate.

**REPLACE** your transmitter's battery once a year to ensure its reliability. If it still fails to work, report it to the Security Manager.

**REPORT** improperly operating gates to Security Manager.

### Gate Operation

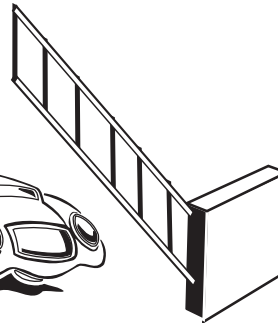
Enter your four-digit code into the keypad mounted ahead of the gate. When a valid code is accepted, a red light mounted to the right of the gate will come on and the gate will begin to open. Please wait to proceed until the gate has opened completely. The gate closes automatically after your vehicle passes through the safety electric eye.

If you enter part of the code incorrectly press the "\*" key one time to clear the entry and start over from the beginning of the code. If you enter a wrong code three times in succession, you will have to wait three minutes to re-enter your code

You may also activate the gate with a remote radio transmitter. As you approach the post on which the keypad is mounted, press the activation button. Please depress it for a couple of seconds or until the red light comes on. Repeated depression of the button will stop the gate and delay your entry. The radio transmitter operates on a 9-volt battery, which you should replace once a year for uninterrupted service.

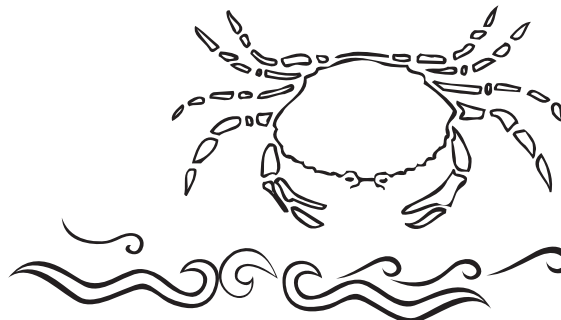
Both exit gates open automatically as a vehicle slowly crosses over the yellow diamond painted on the pavement before you reach the gate and close after the vehicle passes through the safety electric eye. Vehicles traveling more than 5 MPH may not activate the exit gate controller.

Visitors who do not have a code must use the south gate on Surf Pines Lane, where a telephone connected to a computer operates the gate. A visitor is instructed [on the display screen] to find the resident's name on the system directory and to



enter a number on the key-pad. This number does not open the gate. It places a telephone call to your home. When you receive a call from the gate you have one minute to determine if you wish to allow entry to the caller. If so, press "9" on your telephone and the gate will open. Pressing "9" will also terminate the call, so instruct the caller of this action. If you wish to deny entry to the caller, simply hang up your phone.

For best results and understanding of this unique feature become familiar with its operation. Have a family member call you from the south gate using the directory and practice this system.



## General Community Information

### Meetings

The members of the Surf Pines Association, a nonprofit corporation organized under the laws of Oregon, hold an Annual Meeting in July or August each year to elect Directors, adopt the annual budget, and transact other business. The date of the meeting is announced ahead of time so you can put it on your calendar.

The Board of Directors meets monthly, usually on the 3rd Monday at 3 p.m. at the Seaside Library. All members are welcome to attend and are provided an opportunity to speak to the Board. If you plan to attend, check with a Board member to confirm the time and place.

### Finances

Our Fiscal Year begins on July 1. Dues are \$100 per quarter for each homeowner and \$50 for owners of vacant property. Dues are billed in arrears for services provided during the preceding three months and are payable within 30 days of the statement's date. Penalties for late payment are \$10 per quarter for homeowners and \$5 for property owners. At the Annual Meeting in 2000 members approved the establishment of reserve funds to provide for future maintenance of our roads and gates and for capital expenditures.

Besides quarterly dues three other one-time fees are collected: a \$1000 Development Fee reserved for capital expenditures and collected when a building permit is obtained for new home; a \$250 Road Impact Fee, also collected when a building permit is obtained for new home; a \$225 Gate Fee which is collected when individual gate-operating codes are assigned to a member. A charge of \$25 is collected for each remote transmitter you purchase to operate our entrance gates. A transmitter is not required for access because you also receive a coded number that is assigned when you pay the Gate Fee.

### Communications

There are several means of communicating with members. Besides this Information Guide, a quarterly newsletter, *The Breeze*, is mailed to each member with dues statements. An Internet site has been established at <http://www.sunsetbeach-or.com/surfpines/>. You will find meeting minutes, Articles of Incorporation, Bylaws, pictures and

other news on the site. A Surf Pines Telephone Directory listing those who have homes in the community is provided to all members.

### Roads and Vehicles

All roads within the Surf Pines Community are private roads. Except for those shown as Private Streets on the Street Map, which is part of this handbook, they are owned and regulated by the Association. Certain rules apply to their use:

1. Speed limit on all Surf Pines roads is 25 miles per hour. Please remember, we have a lot of children and pets, so drive carefully. Our policy on speeding enforcement is found in the Appendix.
2. ATVs are not allowed on Surf Pines roads, on the dunes, or on easements. The only place they may be ridden is on private property.
3. Motorcycles and all other motor vehicles operated on our streets must comply with Oregon law and be ridden only on roads.

### Beach Access and Beach Trails

Beach access to members and their guests is available at four locations that are marked with signposts reading "To Beach." These access trails are for foot traffic only and are easements for this purpose. Other trails returning from the beach may end on members' property and are to be avoided. The paths are located at:

- Ocean Drive at Malarkey Ocean Drive at High Surf
- Ocean Drive at Horizon North of 89234 Ocean Drive
- A path to Sunset Lake is available just south of 89889 Manion Drive.

All trails to the beach on private property must run perpendicular to the beach and are limited in width to 4 feet. If these trails begin to erode or blow sand, they must be planted with vegetation, hard-surfaced, or covered with straw.

Any vehicle traffic on the dunes or beach trails is to be reported to the Oregon State Police. Please do not confront trespassers or endanger yourself. Do get a license number and as complete a description of the vehicle and occurrence as possible.





### **Tsunami Hazard**

All of Oregon’s coastline is at risk for a tsunami, also known as a tidal wave. In 1964 the bridge at Cannon Beach was destroyed by the tsunami resulting from an earthquake in Anchorage, Alaska, and playground equipment at the grade school still shows the affects. The same tsunami killed people on the beach near Crescent City, California. The risk is real. Preparation is important. People on our beach will be at risk and it is possible that people and homes along Ocean Drive are also at some risk. The best advice is:

If you feel an earthquake and it is strong enough to keep you from standing up or you are informed that a tsunami or tidal wave is expected on the coast, **immediately move to high ground.** In Surf Pines this means to an area along Manion Drive and Sea Breeze Drive. Wait there for further instructions.

**Do not go to or towards the beach.**

Should the earthquake occur off the Oregon coast, as many experts predict will happen someday, it has been estimated that the tsunami could come ashore in as little as 15 to 20 minutes.

The National Weather Service issues tsunami warnings in our area that can be received on the special weather radios that can be purchased locally at places like Radio Shack. When a warning is issued it is broadcast on these radios.



### **Property Rental and Commercial Activity**

Because Surf Pines is a residential area, land use regulations established and enforced by Clatsop County permit property to be rented to others for periods of time no less than seven days. No commercial buildings or enterprises open to the public are permitted.

More information on County regulations can be obtained by calling the Department of Planning and Development at 325-8611.

### **Dogs and Other Domestic Animals**

No animals other than domestic household pets shall be kept on any part of the property. Potbelly pigs must be confined to the house or fenced yard. Animals may not be bred or raised for commercial purposes or kept in unreasonable numbers.

Dogs and other pets must be controlled so as not to be a nuisance to other residents and wildlife. Dogs should be kept on a leash, confined, or otherwise be under voice control.

A maximum of five dogs are permitted at any residence. If you have problems with dogs, please attempt to resolve the problem with the owners before contacting County Animal Control.

The owner or keeper of a dog may not allow the dog to be a public nuisance.

According to the County, a dog is a nuisance if it:

- a. bites a person;
- b. chases vehicles or persons;
- c. damages or destroys property of persons other than the owner of the dog;
- d. scatters garbage;
- e. trespasses on private property of persons other than the owner of the dog;
- f. disturbs any person by frequent or prolonged noises;
- g. is a female in heat and running at large.

If you believe a dog is a public nuisance, contact Clatsop County Animal Control at 861-7387. To talk to a live person call Monday or Friday between 10 a.m. and 1 p.m. or Tuesday or Thursday between 2 and 6 p.m. To help them respond more quickly, be ready to describe the dog, the location of the problem, and, if appropriate, the day and time that the problem usually occurs.

### **Firearms and Hunting**

Hunting of any kind is prohibited in Surf Pines. No pursuing, trapping, injuring or molesting of any bird or animal is allowed without approval of the Board of Directors. Control of damaging rodents is permitted provided it is accomplished in a manner not endangering children, pets, or any other wildlife. Poisons that may be dangerous to humans or pets are to be avoided.

No discharge of a firearm is permitted and the use of firearms should be reported to the County Sheriff.



### **Dunes Protection and Conservation**

The entire Surf Pines community is located on fragile sand dune. Erosion by wind and water is a very serious concern and special regulations intended to preserve the stability of the dunes are maintained by:

Clatsop County \_\_\_ 325-6311  
Oregon Parks and  
Recreation Department \_\_\_ 861-3170 X23  
Clatsop Soil and Water  
Conservation District \_\_\_ 325-4571

Regulations govern such things as:

- Location of buildings
- Excavation of soil
- Filling of low land
- Vegetation removal
- Replanting exposed sand

Of special note are the following:

Trails or paths to the beach must be perpendicular to the beach and if wider than 4 feet must be hard surfaced with planks, asphalt, gravel bound by clay, or similar materials.

Motor vehicles are permitted on hard-surfaced roads only; grass mowers are permitted in the dunes.

The mowing of dune-grass is permitted provided the sand and root structure are not disturbed. Mowing of dune grass more than twice a year is strongly discouraged because that may weaken the plants.

The regulations are complicated but must be carefully observed to prevent the recurrence of open, shifting sand dunes that once existed from Gearhart to the Columbia River. Before you do anything that removes natural vegetation or exposes bare sand, you should obtain advice and instructions from the three agencies listed above.

### **Fireworks**

The display or use of fireworks of any kind, including firecrackers, is not permitted in Surf Pines at any time except on the public beach, where state laws are strictly enforced.

### **Trailers, Motor Homes and RV's**

County regulations provide that motor homes, trailers, campers, boats, and other recreational vehicles may be occupied as a temporary residence for not more than 30 days out of any 90-day period. They may not be parked or stored at any time on common land, including roads and easements.



### **Signs**

County land use regulations contain provisions regulating use and display of signs in residential areas. More information is available from the Department of Planning and Development at 325-8611. Some of the most applicable rules include:

- a nameplate on a dwelling cannot exceed 1.5 square feet in area;
- a temporary sign pertaining to the lease, rental or sale of property cannot exceed 8 square feet;
- Signs, including political signs, are to be on private property and not to be on street right of way.



### **Burning Brush and Other Debris**

Burning permits are obtained from Oregon Forestry Department. A recorded message explaining when permits are required is available by calling 325-7215. Call 325-5451 to obtain a permit. Caution and common sense are the watchwords when burning. Think of your neighbors. Don't create a nuisance or hazard to the safety of your neighbors. Recommendations include:

**CLEAR** combustibles from a 5 foot area around the burn barrel or pile, and use a screen over the barrel to control sparks;

**ATTEND** the fire at all times while it is burning;

**BURN** only during daylight hours;

**HAVE** a water hose on hand, with the water turned on;

**DO NOT** burn when the temperature is 90 degrees or higher or when wind speed is over 10 miles per hour;

**DO NOT** try to burn rubber products, tires, any plastic, wet garbage, food scraps, petroleum and petroleum-treated products, Styrofoam, asphalt, industrial wastes, or any materials that create dense smoke or noxious odors.

If you need more advice, call Gearhart Fire Department, 738-7838 or Oregon Forestry Department, 325-5451.

### **Recycling and Refuse Collection**

Refuse is picked up each Friday. For details call Sunset Refuse and Recycling at 738- 5717. Recycling of materials is encouraged. A recycling center is located in Seaside behind Coast Hardware, 1217 S. Holladay. It is open 24 hours a day, seven days a week, and the following materials are accepted:

- |                      |                 |
|----------------------|-----------------|
| Aerosol cans         | Office paper    |
| Aluminum             | Plastic bottles |
| Corrugated cardboard | Tin cans        |
| Magazines            | Motor oil       |
| Newspaper            | Telephone books |
|                      | Glass bottles   |

### **County Restrictions On Property Use**

Because the Association does not currently have Conditions, Covenants, and Restrictions (CC&R's), rules and regulations governing the development and use of property are those adopted by Clatsop County and administered by the Department of Planning and Development.

Development standards require:

- Lots of at least one acre in size and 100 feet in width. Lots created after October 4, 2000, must be a minimum of 2 acres.
- One single-family home is permitted on each lot.
- Front and rear yards of at least of 20 feet and side yards of 10 feet. On corner lots the street side yard must be 20 feet and the rear yard can be reduced to 10 feet.
- Lots existing on September 30, 1980, less than 1 acre in size may have side yards of 5 feet.
- All buildings must comply with state building codes, be suitable for year- round use, and be placed on permanent foundations. All buildings, fences, and other structures must be kept in good repair.
- All driveways must be composed of gravel, cinders, concrete, or asphalt.

Restrictions on uses include:

- Mobile homes, campers, travel trailers, and modularly built homes originally pre-constructed offsite are prohibited as residences.
- All garbage, trash, and other wastes shall be kept in accepted sanitary containers, not accessible to rodents or other vector. All equipment and inoperable vehicles shall be screened from neighboring homes and adjoining streets. No more than one (1) inoperable vehicle is allowed.
- No more than a 12-month construction time shall elapse for the completion of the exterior finish of a permanent dwelling, nor shall a temporary dwelling be used as living quarters, except during the construction of a permanent dwelling, with County Planning approval. An exterior latrine shall be allowed only during the construction of a permanent residence, but only with D.E.Q. and County Planning approval.

All land-owners must comply with the laws and regulations of the State of Oregon, County of Clatsop, applicable to fire protection, building construction, water sanitation, sewage disposal and public health.

# Appendices

## Appendix 1. Articles of Incorporation of Surf Pines Association an Oregon Nonprofit Corporation

[with amendments through August, 2000]

KNOW ALL MEN BY THESE PRESENTS, that JOHN J. COUGHLIN, a natural person of the age of 21 years or more, does hereby incorporate the corporation named herein as a nonprofit corporation under the laws of the State of Oregon and hereby does adopt, execute and verify in duplicate the following Articles of Incorporation thereof:

### ARTICLE I

The name of the corporation is SURF PINES ASSOCIATION, and its duration shall be perpetual.

### ARTICLE II

#### PURPOSE AND BOUNDARY

The purpose or purposes for which said corporation is organized are:

1. To engage without profit to its members in such activities as may promote, by mutual cooperative efforts, the health, recreation, safety, welfare and common good of the members of the Association who are residents of or owners of property in the community known as Surf Pines, the boundaries of which are more particularly described in Exhibit "A", dated September 10, 1988, attached hereto and by this reference incorporated herein.
2. To provide for the maintenance, preservation and operation of the properties used for community purposes in said community, known as community properties, for the benefit of the members who are residents or owners of property within said community.
3. To provide, maintain and operate parks, athletic facilities and other recreational facilities which will be for the mutual benefit of the members who are residents or owners of property within said community.
4. To engage in lawful activity for which corporations may be organized under the nonprofit laws of the State of Oregon.
5. To have, possess and exercise all corporate powers under the Oregon nonprofit corporation law.
6. No part of the net earnings of the corporation shall inure to the benefit of any private member or individual, and no part of the activities of the corporation shall be carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or otherwise intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

### ARTICLE III

The address, including the street and number of the registered office of the corporation is:

33317 Surf Pines Lane, Warrenton, Oregon 97146 [Amended, 9-2000]

and the name of its Registered Agent is:

Dan Van Thiel [Amended, 9-2000]

### ARTICLE IV

#### INITIAL BOARD OF DIRECTORS

The number of directors constituting the initial board of directors shall be five and their respective names and addresses (including street and number, if any) of the persons who are to serve as the initial board of directors are:

Ralph Thomas	Rodney Banks	Richard Schroeder	U. W. Raglione	D.F. Williamson
P.O. Box 666	P.O. Box 505	P.O. Box 76	4418S. E. 50th	3909 S. W. 52nd Place
Seaside, OR 97138	Gearhart, OR 97138	Gearhart, OR 97138	Portland, OR 97206	Portland, OR 97221

### ARTICLE V

The name and address, including street and number, of the above-named incorporator is:

JOHN J. COUGHLIN  
807 Electric Building  
621 S.W. Alder Street  
Portland, OR 97205



**ARTICLE VI**

**MEMBERSHIP**

All owners of property located within the boundaries of that certain tract of land described in Exhibit A dated October 3, 1995 and attached hereto and incorporated herein, may become members of the Association either upon purchase of a property already a part of the Surf Pines Association or by applying for and being accepted for membership via Exhibit B attached hereto and incorporated herein. When a member sells his or her interest in such property, then the selling member's rights attributable to that property shall terminate and the party acquiring the property shall become a member upon transfer of title. Ownership assessments and voting rights are defined in Article X (ASSESSMENTS AND CHARGES) and Article XIV (voting rights), respectively. [Amended 9-18-93 and 8-2-97]

**ARTICLE VII**

**BOARD OF DIRECTORS**

Commencing with September 19, 1993, the number of directors constituting the BOARD OF DIRECTORS of the SURF PINES ASSOCIATION shall be seven (7). Each Board member shall serve for a term of three (3) years. Board terms shall be staggered so that three members are elected in 1993 and two members are elected in 1994 and two in 1995, and every three (3) years thereafter. Election of Board Members shall occur at the annual meeting of the Association. Each Director so elected shall serve until a successor is elected to take office. Directors must be members, in good standing, of the Association.

The Board of Director positions shall be numbers one (1) through seven (7). Board Member terms shall expire as of the Annual membership meeting in the following years and every three (3) years thereafter:

POSITION #1	1994
POSITION #2	1995
POSITION #3	1996
POSITION #4	1994
POSITION #5	1995
POSITION #6	1996
POSITION #7	1996

Directors may be removed from office by a majority vote of the duly qualified members present and acting in person or voting by proxy at a regular meeting or a special meeting called for the purpose of considering such removal. Any meeting at which such action is taken shall be preceded by notice of such intent in accordance with the applicable notice procedures of the bylaws. [Amended 9-18-93]

**ARTICLE VII**

**BOARD OF DIRECTORS' Indemnification**

Every officer and director of the corporation shall be indemnified by the corporation against all liabilities and expenses, including attorneys fees, which may be incurred by or imposed upon him or her in connection with any matter or proceeding in which he or she may become involved by reason of his or her being or having been a director or officer of the corporation, except in cases where the officer or director is adjudged guilty of willful misfeasance or malfeasance in performance of his or her duties. Such indemnification shall include settlements which are in the best interest of the corporation. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such director or officer may be entitled.

**ARTICLE IX**

**CONTROL OF CORPORATE PROPERTY**

The board of directors shall have the responsibility for the management, maintenance and control of the assets of the corporation. Provided, however, there shall be no sale, assignment or other transfer of ownership or privilege of use of the assets of the corporation other than items authorized by the adopted budget without same being approved by a 2/3 vote of the member votes represented by members present and acting in person or voting by proxy at a regular meeting or a special meeting called for the purpose of considering such action. Any meeting at which such action is taken shall be preceded by notice of such intent in accordance with applicable notice procedures of the Bylaws. [Amended, 9-2000]

**ARTICLE X**

**ASSESSMENT AND CHARGES**

Commensurate with the responsibility of Article IX CONTROL OF CORPORATE PROPERTY, the Board of Directors shall establish charges and assessments for the use and maintenance of the corporation's property. Such