

assessments and charges shall be approved by a majority 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 approving such assessments and charges. Any meeting to establish assessments and charges shall be preceded by appropriate notice as per Article IV of the Bylaws. The Board of Directors may establish a special assessment of up to \$100 as per Article IX [9.3] of the Bylaws without a membership vote.

Each buildable tax lot is subject to a quarterly assessment by the Surf Pines Association for the use and maintenance of the corporation's property. Unimproved property shall be assessed at one-half the assessment on improved property. [Amended 8-2-97]

### ARTICLE XI

#### DISENFRANCHISEMENT

Members who fail to pay fees and assessments within sixty (60) days of the date fees or assessments are due shall be disenfranchised from voting. Disenfranchisement shall mean that neither such delinquent members presence nor proxies shall be counted for purposes of determining or computing quorum or to determine the number of votes necessary to pass an action upon which a vote of the membership is required.

Such delinquent members shall not be entitled to vote on any matter to come before the corporation. At such time as the disenfranchised member pays the fees or assessments that are delinquent, the member's right to vote on all matters and to be counted for purposes of quorum and numbers of votes necessary to pass actions for which a vote of the membership is required shall be immediately reinstated.

Any person who acquires title to property from an owner who is disenfranchised shall also be disenfranchised until the delinquent fees and assessments which caused the original disenfranchisement are paid. [Amended, 9-2000]

### ARTICLE XII

#### QUORUM

The vote of a majority of the votes entitled to be cast by the duly qualified members present and acting in person or voting by proxy at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members unless a greater proportion is required by Oregon nonprofit corporation statutes, these Articles of Incorporation or the corporation's Bylaws. Those duly qualified member votes represented by members present in person or by proxy at any annual or special meeting of members constitute a quorum at the meeting.

### ARTICLE XIII

#### DISSOLUTION

The corporation may be dissolved only upon a vote of the membership. In order to approve a dissolution of the corporation, such action must receive not less than 2/3 of the total duly qualified member votes entitled to vote.

Such vote may be in person or 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 the applicable notice procedures of the Bylaws.

Upon dissolution of the corporation, the assets, both real and personal, of the corporation shall be dedicated to an appropriate municipal corporation or other public agency to be devoted to purposes as nearly as practical the same as those to which they were required to be devoted by the corporation. In the event that such dedication is refused, such assets shall be granted, conveyed and assigned to any like nonprofit corporation, association, trust or other organization, who will devote such assets to the purposes and uses to which they were required to be devoted by this corporation.

### ARTICLE XIV

#### VOTING RIGHTS

Each member shall be entitled to maximum of one vote with the following exceptions:

Multiple owners of a single property shall designate one member to cast one vote.

Identical owners of more than one property shall designate one member to cast one vote on all properties so owned. [Amended 8-2-97]





**Appendix 2. Bylaws  
of  
Surf Pines Association, an Oregon Nonprofit Corporation**

[with amendments through August, 2000]

**ARTICLE I**

**DEFINITIONS**

- 1.1 ASSOCIATION shall mean Surf Pines Association, an Oregon nonprofit corporation, its successors and assigns.
- 1.2 BUILDING SITE shall mean one or multiple contiguous parcels of property under one ownership within the community as defined in Article II of the Articles of Incorporation, as amended, so long as said parcel of property has an existing dwelling or is large enough to obtain a building permit for constructing a dwelling under the applicable land use regulations in effect at the time.
- 1.3 DWELLING shall mean a single-family residence as defined and permitted under applicable land use regulations.
- 1.4 COMMON PROPERTIES shall mean all properties, rights of way, easements, and every property right owned by the Association or used by the Association in connection with fire control, street lighting, parks and recreation facilities and other functions of the Association. [Amended 9-94]
- 1.5 COMMUNITY shall mean the properties lying within the boundaries described in Article II of the Articles of Incorporation of Surf Pines Association, an Oregon nonprofit corporation. [Amended 9-2000]
- 1.6 MEMBER shall mean any person or entity who holds a property interest in property in the community that qualifies as the owner thereof, as per Article VI of the Second Amended Articles of Incorporation. [Amended 9-94]
- 1.7 OWNER shall mean the record owner of a fee simple title to any building site or the holder of a recorded contractual right of purchase thereto.

**ARTICLE II**

**PURPOSE**

- 2.1 LIMITATION OF PURPOSE. The purpose of the corporation is limited to development, maintenance and operation of the common properties and amenities owned or operated by the Association, as per Article II of the Articles of Incorporation.
- 2.2 ACTIVITIES. The activities of the Association shall be limited to all lawful acts necessary to accomplish the purposes for which the corporation is formed within the boundaries of the community defined in Article II of the Amended Articles of Incorporation of the Surf Pines Association, an Oregon nonprofit corporation.

**ARTICLE III**

**OFFICES**

- 3.1 LOCATION. The principal office of the corporation in the State of Oregon shall be the registered office on file with the Oregon Corporation Commissioner. However, for purposes of general business, an office of the corporation shall be located at the street address of the corporation's secretary but the mailing address shall be: Surf Pines Association, 33317 Surf Pines Lane, Warrenton., Oregon 97146. For practical purposes the corporation may have other offices which may include but are not limited to the homes and places of business of the officers, either within or without the state of incorporation, as the Board of Directors may determine or as the business of the corporation may from time to time require for purposes of convenience. [Amended, 9-2000]

**ARTICLE IV**

**MEETING OF MEMBERS**

- 4.1 ANNUAL MEETING. The annual meeting is open to all members of the Surf Pines Association and shall be held at Surf Pines, Oregon, or such other place and at such date and time during the month of July or August of each year as may be prescribed by the Board of Directors and set forth in the notice of meeting. The annual meeting shall be for the purpose of election of directors, adoption of the annual budget, and for the transaction of such other business as may duly come before the meeting. [Amended 9-94 and 9-2000]
- 4.2 SPECIAL MEETINGS. Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the president of the Board of Directors, and shall be called by said president at the written request of not less than 10% of the members of the Surf Pines Association, for the consideration of such business as may duly come before the meeting. No final resolution may be made at such special meeting on any subject other than the one or ones stated in the notice. Such notice shall be delivered not less than ten (10) days or more than thirty (30) days prior to the date of such meeting. [Amended 9-94 and 9-2000]



- 4.3 NOTICE. Written or printed notice stating the place, date and hour of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be mailed by or at the direction of the secretary of the Board of Directors to each member, first class postage prepaid at the address thereof as such appears in the records of the Association. Such notice may be delivered personally, in which case it will be deemed received upon actual personal delivery, or such notice may be mailed in the United States Mail. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, with the postage fully prepaid. Provided, however, any notice required to be given may be waived in writing, signed by the person or persons entitled to such notice whether it be before or after the time stated therein and shall be equivalent to the giving of such notice. Such notice shall be delivered as defined herein, not less than ten (10) days or more than thirty (30) days prior to the date of such meeting. [Amended 9-94]
- 4.4 VOTING. The vote for directors and upon any question before the meeting shall be by written ballot. All directors shall be elected by majority vote of the duly qualified votes cast in person or by proxy at said meeting. In the event that fewer candidates than the number of vacant positions receive a majority vote the remaining candidates shall be resubmitted as candidates for the remaining position(s) at such meeting until all vacancies are filled. All other questions shall also be decided by a majority vote of the duly qualified persons present or by proxy and voting on such matter or as otherwise provided by the Articles of Incorporation, these Bylaws or the laws of the State of Oregon. [Amended 9-94]

## ARTICLE V

### BOARD OF DIRECTORS

- 5.1 VACANCIES. In the case of the death, incapacity, resignation, or removal of a director, a successor shall be elected by a majority vote of the remaining directors to fill the unexpired term of such director. A director who is no longer a member as defined by Section 1.6 herein and Article VII of the Articles of Incorporation shall be considered to have resigned his or her position as a director. [Amended, 9-2000]
- 5.2 NOMINATION OF DIRECTORS. The president shall appoint a nominating committee consisting of at least three members, which nominating committee shall make as many nominations of members as it shall determine to be appropriate in its sole discretion, but not fewer than the number of vacancies that are to be filled at the annual meeting. Nominations also may be made from the floor by members duly qualified to vote at the annual meeting.

## ARTICLE VI

### MEETINGS OF THE BOARD OF DIRECTORS

- 6.1 REGULAR MEETING. Within ten days after each annual meeting of the members, the directors elected at such meeting and those holding over shall hold an organizational meeting for the purposes of electing officers of the Board of Directors who shall be considered the officers of the corporation as hereinafter provided, and for transaction of such other business as may come before the meeting. The Board of Directors may by resolution establish the date, time and place for other regular meetings of the board to be conducted without specific notice.
- 6.2 SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by the President and shall be called by the President upon written request of at least three directors to be held within or without this state and upon not less than 24 hours prior notice to each Director delivered in writing by mail, by e mail, hand delivered or personally by phone. [Amended, 9-2000]
- 6.3 QUORUM. At any meeting of the directors, a majority of the directors fixed by the Articles of Incorporation shall constitute a quorum for the transaction of business, but if less than said number is present at a meeting, a majority of the directors present may adjourn the meeting.
- 6.4 NOTICES. No notice need be given of regular meetings held pursuant to resolution of the Board of Directors as herein above specified.. [Amended 9-94 and 9-2000]
- 6.5 BOARD ACTION. The act of the majority of the directors present at a meeting in which a quorum is present shall be the act of the Board of Directors. [Amended 9-94]
- 6.6 DIRECTOR ASSENT. A director of the corporation who is present at a meeting of the directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken, unless a director's dissent shall be entered in the minutes of the meeting by the secretary.

ACTION WITHOUT A MEETING. Directors may take any action in the absence of a meeting that they could take at a meeting by obtaining the written approval of a majority of directors to such action. Any action taken shall have the same effect as though taken at a meeting of the directors. [Amended 9-94]

- 6.8 OPEN MEETING. All meetings of the directors shall be open to the members of the corporation, except that the President may declare an Executive Session at a regular, special or emergency meeting to:

- Consider the employment of an officer, employee staff member or individual agent
- To consider the dismissal or disciplining of, to hear complaints or charges concerning, or to review and evaluate the employment-related performance of an officer, employee or staff member.
- Consult with counsel concerning legal rights and duties with regard to current litigation or litigation likely to be filed. [Amended 8-99]

### ARTICLE VII

#### OFFICERS

- 7.1 The officers of this corporation shall be president, vice president, secretary and treasurer, each of whom shall be members of the Board of Directors. The Board of Directors may appoint an assistant secretary and an assistant treasurer by resolution entered on its minutes. The officers shall be elected at the organizational meeting of the Board of Directors each year, and the term of office shall be for one year or until their successors are elected and assume office, unless such officer ceases to serve upon the Board of Directors.
- 7.2 REMOVAL RESIGNATION AND VACANCIES. Any officer may be removed from office with cause by the Board. A vacancy in said office shall be filled by an election of the Board of Directors. The officer elected to such vacancy shall serve for the remainder of the term of the officer he replaces.
- 7.3 PRESIDENT. The president shall preside at all meetings of the members of the Association and of the Board of Directors. The president shall sign for the Association such contracts and other documents as the president may be authorized by the Board of Directors to sign and shall perform all acts and duties usually and customarily performed by a president or as prescribed by all members of the Board of Directors.
- 7.4 VICE PRESIDENT. In the absence of the president, the vice president shall preside and perform the duties of the president. The vice president shall also perform such other duties as may be designated to the vice president by the president of the Board of Directors.
- 7.5 SECRETARY. The secretary shall keep a full and complete record of the meetings of the Association and of the Board of Directors; mail or personally deliver notice of the meetings of the Board of Directors and of the members; keep accurate current records showing the members of the Association together with their addresses; perform such duties as he or she is required to perform in connection with assessments; sign for the Association such contracts and other documents as he or she may be authorized by the Board of Directors to sign; and perform such other duties as may be required by the Board. The assistant secretary, which may be authorized by the Board of Directors, may be delegated the duties of the secretary.
- 7.6 TREASURER. The treasurer shall keep such records, make such reports, and perform such other duties as may be required from time to time by the Board of Directors. The treasurer may be required to be bonded by the Directors, the premium costs shall be paid the Association. The assistant treasurer, which may be authorized by the Board of Directors, may be delegated the duties of the treasurer.
- 7.7 DELEGATION AND CHANGE OF DUTIES. In the event of absence or disability of any officers, the Board of Directors may delegate during such absence or disability the powers or duties of such officer to any other officer or other director, except for voting.

### ARTICLE VIII

#### POWERS AND DUTIES OF THE BOARD OF DIRECTORS

- 8.1 GENERAL POWERS. The Board of Directors shall have power to:
- (a) Adopt and publish rules and regulations governing the use of common properties and facilities provided by the Association, and the personal conduct of members and their guests thereon, and to establish penalties for the infraction thereof,
  - (b) Exercise for the Association all powers, duties and authority in or delegated to the Association and not reserved for the membership by other provisions of the Bylaws or the Articles of Incorporation;
  - (c) Conduct or otherwise acquire the use of any and all kinds of recreation and athletic facilities for the use and benefit of the members of the Association and enter into management contracts for the management of such facilities;
  - (d) Employ a manager or other employees and officials, prescribe their duties and fix their compensation;
  - (e) Perform such other functions as are ordinarily performed by directors and permitted by the Articles of Incorporation and the statutes of the State of Oregon.
- 8.2 DUTIES OF THE DIRECTORS.
- (a) Cause to be kept a complete record of all its acts in the proceedings of its meetings and cause to be presented at the annual meeting of the members a report reviewing the business and affairs of the association;
  - (b) Procure and maintain adequate liability and hazard insurance on the property owned, leased or otherwise used by the Association to the extent such insurance is available at a cost considered reasonable and prudent by the Board of Directors.
  - (c) Cause the common properties to be maintained.



**ARTICLE IX**

**FISCAL MATTERS**

**9.1 DUTIES OF THE DIRECTORS.**

- (A) It shall be the duty of the directors to cause an annual budget to be formulated in which the Board shall estimate the annual common expenses in advance for each fiscal year. Such common expenses shall include but not be limited to: [Amended, 9-2000]
  - (a) Cost of maintaining the facilities within the area from which the membership of the corporation is comprised.
  - (b) Cost of goods, supplies and services to be provided for the maintenance, repair and operation of the common facilities and to carry out the duties and responsibilities of the corporation.
  - (c) Cost of insurance and bonds required by these Bylaws.
  - (d) Management, legal and accounting costs for operation of the corporation and enforcement of the Bylaws and Articles of Incorporation or other responsibilities attributable to the corporation.
  - (e) Such other reasonable costs and expenses as may be paid for on behalf of promoting the interest of the corporation including an amount for contingency expenses. [Amended, 9-2000]
  - (f) Said annual budget shall be presented for approval at the annual meeting of the members. Included in the budget report shall be a comparison of the proposed budget to prior year's budget and the actual income and expenses of the prior year. [Amended, 9-2000]
- (B) It shall be the duty of the directors to maintain a record of the annual assessments against each dwelling or property and special assessments as approved by the membership as set forth in the Articles of Incorporation and give the members subject thereto written notice of such charges or assessments at least 30 days prior to the due date thereof and cause to be prepared a roster of property subject to assessments and charges applicable to each such property and keep such roster in the Association office subject to inspection by any member. [Amended, 9-2000]

9.2 **LIMITATION.** The Board of Directors shall not obligate the corporation for costs in excess of the amount of assessments, charges and dues approved by the membership pursuant to the Articles of Incorporation or emergency assessment pursuant to paragraph 9.3 below.

9.3 **EMERGENCY ASSESSMENT.** Notwithstanding the provisions of Section 9.2 above, if a true emergency arises, the Board of Directors may assess up to \$100 per year to each parcel of property for which the owner or owners are entitled to cast a membership vote.

9.4 **USE OF FUNDS.** The assessments, charges and dues levied by the Association shall be exclusively for the purpose of promoting the recreation, health and safety, enjoyment, common good and welfare of the members and for the improvement and maintenance of the property, services and facilities devoted to such purpose and related to the use and enjoyment of the common properties.

9.5 **BILLINGS.** The initial quarterly billing of assessments shall be on October 1, 1988, with assessments to be billed at 3-month intervals following said date.

9.6 **COLLECTION.** All membership dues and assessments are due and payable within thirty days of billing. If not so paid, assessments are past due, delinquent and subject to a penalty as follows: delinquent vacant property owners assessments shall be penalized \$5 per quarter for each quarter past due and delinquent homeowner assessments shall be penalized \$10 per quarter for each quarter past due. Should any owner fail or refuse to pay the assessment and penalty the Board of Directors is authorized to bring any necessary and appropriate legal action, including placing a lien and foreclosing on the assessed property to collect the amount owed.. [Amended 8-96, 8-97 and 9-2000]

9.7 **REIMBURSEMENT.** Directors may be reimbursed for reasonable expenses directly attributable to the performance of their duties and responsibilities as directors.

**ARTICLE X**

**FISCAL YEAR**

10.1 The fiscal year of the corporation shall begin on July 1st of each year.

**ARTICLE XI**

**AMENDMENTS**

11. 1 These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority vote of the members of the Association, voting in person or by proxy at any regular or special meeting of the membership called therefor, with notice specifying such purpose provided not less than ten (10) days in advance.



**Appendix 3. Surf Pines Association Policy  
Vehicle Speed**

With the exception of Surf Pine Lane east of the south gate, all roads administered by the Association are private roads and are posted for a maximum vehicle speed of 25 miles per hour. Persons who are observed by a certified law enforcement officer operating a motor vehicle on Association roads in excess of that speed are subject to a penalty by the Association. Observations of speeding made by others may result in letters requesting the alleged violators to carefully observe the 25 mph speed limit.

In instances where a law enforcement officer observes driving in a manner that constitutes the criminal offense of “recklessly endangering” the safety of others [such as pedestrians] an arrest may be made even though it occurs on our private roads.

Observations of speeding made by a certified law enforcement officer will result in a written warning issued to the violator with a copy provided to the Association.

Upon receipt of the copy of a warning by the Association the name of the violator will be published in the next issue of *The Breeze* and the incident shall be reported to the Board of Directors who shall:

Notify the violator of its intent to levy a penalty for the infraction of this policy as provided by Section 8.1[a] of the Bylaws.

Provide an opportunity for the violator to request a hearing to explain or justify the reasons for the practice of exceeding the posted speed limit.

Following the hearing, or if the violator does not request a hearing within 15 days of the notice the intent to levy a penalty, the Board may impose a penalty according to the following schedule:

MPH In Excess of 25 MPH	Penalty
1-10	\$77
11-20	\$109
21-30	\$175
Over 30	\$295

Penalties levied against members shall be collected in the same manner as dues and assessments provided for in Section 9.6 of the Bylaws. Penalties assessed to guests, contractors and other service persons, if not paid within 30 days, may result in action by the Board to deny further access to Association roads or in other discipline as determined by the Board.

**Appendix 4. Duties of the Administrator**

The CONTRACTOR will serve as Administrator and will assist both the President and the Chairs of the various committees carry out their duties including:

Prepare the Board meeting agenda for approval by the President.

Prepare the annual budget for Board approval and supervise the maintenance of financial records:

Accounts Receivable and Payable

Billings for and collection of dues, assessments and penalties

Issuance of delinquency notices and filing of liens

Budgetary accounts and financial statements

Approve the disbursement of all budgeted funds reporting thereon to the Board; disburse all other funds only after prior Board approval

Prepare routine correspondence, maintain Association files and records.

Prepare and maintain a roster of members and ownership identities for all homes and home sites; prepare and maintain a members handbook.

At the direction of the Roads and Grounds Committee:

Maintain roads, road signs, recreation area and other property and equipment.

Prepare specification/orders, obtain bids, and recommend award of bids to Board.

6. At the direction of the Security Committee:

a. Supervise the activities and performance of the Surf Pines security person.

Arrange for the maintenance and effective operation of the security gates.

Interface with contractors and other businesses for access to and behavior within the Association area [vehicle speeds, parking, noise suppression and hours of access for deliveries and construction].

Represent the Board to law enforcement, postal and other governmental and emergency service agencies.

Arrange for insurance coverage as directed by the Board.

Supervise the publication of the Surf Pines “Breeze”.

Report to the Board at its monthly meeting and at the Annual Meeting

Update and conform Bylaws as approved by the membership.



## Appendix 5. Security Position Description

### Primary Purpose of Position:

Manage the security function and take necessary action to provide security for all residents and property owners in Surf Pines at the direction of the SPA Administrator; under the guidelines established by the security committee and approved by the Board of Directors.

- Create a public awareness of a security presence in Surf Pines.
- Make periodic patrols of homes and roads. Maintain a daily security log and log all patrols showing date and hours of patrol. Note any incident in log and report monthly to security committee.
- Report unsafe conditions to proper authorities.
- Monitor the access gates, perform preventative maintenance and repairs to insure their proper operation.
- Monitor and report property damage to homeowner.
- Insure that the roads and rights of ways are clear of any debris.
- Deal with residents, guests and service personnel in a friendly manner.
- Distribute Surf Pines Association mail to addressee.
- Perform maintenance on Gatehouse, roads signs and other Association property

### Duties and Responsibilities of Position:

**Patrolling.** Drive Surf Pines roads during daylight and after dark as deemed necessary by the security committee.

**Daylight rounds.** Note the condition of the homes, roads and road signs. Pick up trash, replace garbage containers, remove obstacles, remove or have removed fallen trees and other storm debris to the extent practicable. Mark any trees or other debris remaining on the roads with a warning cone until it can be removed. Be expedient and timely in notifying property owners, security committee, or utility companies of any problems that cannot be resolved.

**Night Rounds.** Watch for houses with open doors, gates, windows, storm damage, downed trees or any other suspicious activity or condition. Determine if homeowner is present. If so, report any observation to resident and assist homeowner to the extent practicable. If not present, security should do the best he/she can to close windows and/or doors and notify homeowner if possible. If security is concerned about possible intruders he/she is to contact local law enforcement agency. DO NOT confront anyone engaged in a suspicious activity.

**Gate Monitoring.** Check all gates daily before 7 am for proper operation. When experiencing high winds secure the gates in the open position. Review monthly, the record of usage of access codes and report any unusual activity at the monthly security committee meeting. Perform gate preventative maintenance, per written maintenance list. Report and log severe gate damage to appropriate security committee person. Report and log any continuing abuse of gate codes or transmitters to the security committee. Assist anyone having difficulty with the operation of the gates.

On weekends or holidays, be available at the South Gate to provide assistance as required, and to insure smooth traffic flow. Meet all new residents and advise them of the proper use of gate codes and transmitters. The person in this position will frequently be the first contact an individual will have with Surf Pines. Always be courteous and helpful.

**Security Log.** The incumbent will maintain a daily security log, and log all incidents. Bring log to monthly security committee meeting and review incidents with security committee members.

**House Checking.** The security patrol should observe the homes that appear to be vacant for an extended period of time and make an extra effort to observe these properties for vandalism, theft, damage to roofs, siding, windows, chimneys, etc. and notify homeowner and/or law enforcement agency as appropriate. Document in Security Patrol Log.

**Emergency Situations.** The Surf Pines Security Patrol is not a law enforcement officer. Potentially dangerous situations must be left to a law enforcement officer. Call 911 immediately if a situation arises that requires professional handling and log all such incidents for review with security committee.

### Enforcement of Policies:

#### Speeding

The Security Patrol should be tolerant of minor deviations above the posted speed limit in Surf Pines, however, excessive speed is not to be tolerated. DO NOT chase any vehicle. Log vehicle description, license number, location, date and time of day and report any violations to the security committee. If the vehicle stops, a friendly reminder of the speed limit is in order.

#### Illegal Entry

Persons illegally entering Surf Pines over the dunes or through the gate should be asked to leave. Use caution and judgement to avoid a potentially dangerous confrontation. DO NOT chase any vehicle. Log the incident, noting vehicle description, license number, location, date and time of day. Report such incidents to the security committee.

#### All Terrain Vehicles (ATV's)

ATV's are prohibited on all Surf Pines roads, access paths, dunes and park. Remind any offender of the rules and in the case of juveniles; inform the parents of the ATV prohibition. Report such activity to the security committee.

#### Hunting/Shooting

Hunting of any kind is prohibited within Surf Pines. The use of any firearm, pellet gun, bow and arrow, slingshot or other weapon capable of injuring any person, bird or animal is prohibited. Report all incidents to the Oregon State Police and the Oregon Fish and Wildlife Department. Log the specifics of the incident, date, time, location vehicle description, license number, action taken etc.

#### Fireworks

Fireworks are prohibited in Surf Pines. Remind any individual using fireworks that fireworks are not allowed in Surf Pines due to the fire hazard.

#### Special Events

- Work with residents who are having a party, garage sale, reception or other event without compromising security.

#### Provisions:

- Surf Pines will pay the incumbent a vehicle allowance to perform the Security Patrol duties and will provide signs to identify the vehicle as Surf Pines Security.
- Surf Pines Association will provide the incumbent with a cellular telephone, which gives the Security Patrol a means of calling for assistance should there be a potential confrontation or emergency.
- Surf Pines Association will provide the incumbent with an unfurnished home at the South Gate, which must be occupied by incumbent as a condition of employment. Surf Pines Association will pay for repairs and maintenance. The incumbent is expected to keep the residence and grounds clean and presentable.

#### Work Periods:

The workweek includes Fridays, Saturdays, Sundays, Mondays and Holidays. The incumbent may take any other two days of the week off, but should advise the SPA Administrator in advance which days he or she will be absent. The incumbent will be available at the South Gate house from 11:00 AM to 1:00 PM to provide assistance to residences, guest and business people and to answer the Surf Pines telephone located at the gatehouse. The sign on the door will say "Open" during office hours.

#### Accountability:

The incumbent reports to the Surf Pines Association Administrator. Work assignments other than those described above should be cleared with the SPA Administrator, and, in no case is the incumbent responsible for performing work requested by anyone other than the SPA Administrator. The SPA Administrator will review the incumbent's performance semi-annually and will recommend pay raise, bonuses or corrective actions to the board of directors for approval.

### Appendix 6. Surf Pines Association Information for Members Tsunami Hazard Zone

#### The Clatsop County Sheriff has advised us:

In case of strong earthquake or tsunami warning, **immediately move to high ground.** In Surf Pines, go to an area along Manion Drive and Sea Breeze Drive. Wait there for further instructions. More info follows.

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

#### What kind of warnings are given for tsunamis?

The West Coast and Alaska Tsunami Warning Center gives initial warnings for tsunamis affecting the west coast of the United States and Canada. County and local emergency service officials provide additional warnings and specific evacuation directions. The Gearhart Fire Department will make every effort to broadcast a warning from an emergency vehicle's public address system. The Association is exploring using a local warning siren.

However, it is possible that local ground shaking hard enough to make standing difficult may be the only warning before the series of giant waves come ashore. It is also possible for an off-shore earthquake—one that can cause a tsunami—to generate *no* local ground shaking. If you see a sudden and dramatic rise or fall in coastal water, a tsunami may be approaching. Do not wait to investigate. Instead, quickly move to higher ground.

#### Where do tsunamis occur ?

Tsunamis have struck the Oregon coast repeatedly, and smaller, distantly-generated waves occur about every 20 years. The last significant distantly-generated tsunami was in 1964, caused by a magnitude 9.2 earthquake in Alaska. The most recent devastating locally-generated tsunami was about 300 years ago. The best scientific evidence indicates that these events occur 100 to 1000 years apart, on average, every 500 years.

People on the open beach, low-lying beach areas, by bay mouths, by bay tidal flats, in low parts of coastal cities and towns and near mouths or upstream banks of rivers draining into the ocean are at greatest danger from tsunamis.

#### How can I save myself from an earthquake and tsunami?

If you feel an earthquake and it is strong enough to keep you from standing up or 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 or east of Manion Drive and Sea Breeze Drive. Wait there for further instructions.

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

1. If indoors during an earthquake, stay indoors. Take cover under a desk or table, stand in a doorway, hall or against inside walls. Stay away from glass or heavy objects that may fall. If outdoors, move to open areas away from buildings, power lines, walls and trees.
2. If the earthquake is strong enough that you can not stand up, immediately move away from low-lying areas. If possible, evacuate hazard areas on foot, because roadways and bridges maybe blocked. If a bridge is your only access to high ground, exercise extreme caution crossing it; the bridge may have been structurally damaged. If you are in a hazard zone, don't wait for official warning to evacuate; the tsunami may strike before a warning can be issued.
3. If you think you have time, grab your disaster supply kit, as public safety officials may be unable to provide much assistance for hours or days. If you are able, warn or help elderly or disabled neighbors.
4. Do not return to low areas after the first wave. The next arriving waves may be larger, higher or go farther inland. Wave activity may continue for hours, so wait for official notification of when the tsunami danger has passed.
5. **Never go to the beach to watch for any tsunami, either locally generated or distant.** Tsunamis move faster than you can run; the incoming traffic disrupts safe evacuations; and local public safety officials may not risk personnel trying to rescue people who take such stupid chances.

#### For Additional Information

Gearhart Fire Department 738-7838  
Clatsop County Sheriff's Office 325-8635

Oregon Geology Department: <http://sarvis.dogami.state.or.us>  
Nature of the Northwest Information Center 503-872-2750

## Tips On Being a Good Surf Pines Neighbor

**DO** observe the speed limit on our streets. It's 25 miles per hour. We don't have sidewalks for folks and sometimes deer, elk, or other animals are on or near the street. Be a good neighbor and slow down even more.

**DO** keep your dog or dogs under control at home and when you are exercising them. That means on a leash or under strict voice control. Make sure the dogs are in the house or penned or tied up and keep them from disturbing your neighbors with nuisance barking.

**DO** avoid creating excessive noise especially after dark. We all enjoy our neighborhood and one reason many choose to live here is the peace and quiet.

**DO** make your skills and talents available to the Association by volunteering to serve on committees, work parties and other opportunities that exist to maintain Surf Pines as a great place to live.

**DO** be patient at the gates or if roads are obstructed for any reason.

**DO** keep electioneering and campaign signs on your own property and avoid blocking the view of drivers.

**DO** pick up and dispose appropriately of debris you find on roads, roadsides and pathways.

**DO** avoid feeding wild animals; there is lots of natural food available and we don't want to encourage increased populations of them because it can create conflicts with us humans. Skunks may be a special problem from time to time and one reason is that they love to feast on the food put out for deer and birds as well as any pet food they can reach. Do your part and keep food out of reach.

**DO** be especially careful with open fires in the out of doors. Never leave them unattended; avoid creating obnoxious smoke.

**DO** use the monthly gate code printed on your quarterly dues statement to admit visitors through the gates.

## Beach Vehicle Rules

### Oregon State Parks and Recreation Department

Oregon beaches make up a 360-mile long state recreation area managed by the State Parks and Recreation Department. Motor vehicle use is allowed on beaches where posted, provided drivers comply with the following rules:

- Motor vehicles must be "street legal," and registered to operate on public highways and roads, except on beaches where vehicle use is allowed at the Oregon Dune NRA and at the Sand Lake Recreation Area. Vehicles there need only to be equipped with the minimum off-road vehicle safety equipment.
- Vehicle operators must have a valid driver's license in their possession.
- Maximum vehicle speed on the beach is 25 MPH.
- Careless or reckless driving is prohibited.
- Please be aware of pedestrians and give them plenty of room when passing.
- Please do not unreasonably disturb wildlife.
- Obey all vehicle closure areas and signs.

Compliance with these rules will help ensure a safe and enjoyable beach—for pedestrians and vehicle users alike.

Note: The beaches are patrolled by the County Sheriff and the State Police.



**Surf Pines**

**Association**

**Owners' Information Guide**

**April 2001**

