

SURF PINES SHORT TERM RENTAL POLICY adopted June 13, 2025

SECTION ONE – CLATSOP COUNTY SHORT-TERM RENTAL (STR) REGULATIONS

- 1.1 **COMPLIANCE WITH CLATSOP COUNTY STR ORDINANCES.** STR operators within Surf Pines shall comply with all **Clatsop County rules and regulations**, including, but not limited to, the following:
- (a) Obtaining all permits required to operate short-term rentals.
 - (b) Adhering to occupancy limit designated on the county-issued permit for each dwelling.
 - (c) Ensuring renters maintain quiet hours between 10 p.m. and 7 a.m.
 - (d) Garbage containers must have tight-fitting covers.
 - (e) Providing sufficient off-street parking, as required by the county.
 - (f) Responding to complaints about the conduct of renters within 20 minutes.
- 1.2 **INCORPORATION INTO SURF PINES STR POLICY.** Surf Pines Association incorporates the above requirements, and all other Clatsop County STR rules and regulations as they currently exist and as may be amended in the future, into the Surf Pines Short-Term Rental Policy, which the board of directors is authorized to enforce by the powers given in Article VIII of the Surf Pines Bylaws.
- 1.3 **CLATSOP COUNTY LIMIT ON NUMBER OF STRS WITHIN SURF PINES.** While the Surf Pines STR Policy does not establish a limit on the number of STRs within the Surf Pines community, the association shall take necessary action to maintain the limit established by Clatsop County, which is, as of the date of this policy, no more than 10% of homes within the Surf Pines area of the Coastal Beach Residential (CBR) zone.

SECTION TWO – SURF PINES ASSOCIATION ADDITIONAL RULES FOR STRS. In addition to the Clatsop County rules and regulations that are incorporated into and made a part of the Surf Pines Association Short-Term Rental Policy, Surf Pines Association requires the following:

- 2.1 **REGISTRATION.** All owners using their property as an STR within Surf Pines must register the property with the Association by filing a completed STR Registration Form with the Administrator. The form is available on the Members-Only section of the Surf Pines Association website.
- (a) **Renewal.** To ensure accuracy, the registration must be renewed annually or when there are changes between annual renewals.
 - (b) **Fee.** A registration fee may be added once the costs of administering and enforcing the policy are known.
- 2.2 **INFORMATION AVAILABLE TO SURF PINES COMMUNITY.**
- (a) **Exterior Sign.** STRs within Surf Pines must have a sign, visible from the street, that is 10”x16” and provides: the property name (if a name is registered with the county), logo (optional), phone numbers for two contacts that can be reached to report a problem, and the Surf Pines Safety Manager’s number listed as an option in the event the first two contacts do not respond. STR operator shall obtain approval of the sign design prior to installation.
 - (b) **Surf Pines Website.** The information required to be on the sign is also be posted on the Surf Pines website.
 - (c) **Reporting Problems.** Instructions for reporting problems are included on the Surf Pines website and available from the administrator.
- 2.3 **CAMERAS AND NOISE MONITORING DEVICES**
- (a) **Cameras.** As of May 1, 2025, newly permitted STR homes within Surf Pines are required to have security cameras at each entrance, the driveway, and the garbage area. STR operators are

responsible for installing the cameras and complying with laws related to camera usage. STRs in operation prior to May 1, 2025, are exempt.

- (b) **Noise Monitoring Devices.** As of May 1, 2025, newly permitted STR homes within Surf Pines are required to have noise monitoring devices that alert the tenants and/or the STR operator when noise exceeds acceptable limits. STR operators are responsible for installing the monitors and for setting the parameters of acceptable noise limits. STRs in operation prior to May 1, 2025, are exempt.
- (c) **Requirement following repeated complaints.** At its discretion, the Board of Directors may require the installation of cameras and/or noise monitoring devices as described above for STR homes after two verified violations within 12 months of excessive noise or other behavior that creates a hazard or a nuisance for nearby residents.

SECTION THREE – COMMUNITY RULES

3.1 STR OPERATORS RESPONSIBLE FOR GUESTS. STR operators are responsible for ensuring that STR guests comply with the Surf Pines Community Rules. These are rules that apply to all residents and guests and are included separately in other sections of the Surf Pines Policies and Procedures Manual.

3.2 POSTING OF RULES. A single-page, printable list of the Community Rules is attached to this policy as an Exhibit. The list is available on the Surf Pines Association website or from the Surf Pines Association administrator. It is recommended that STR operators post the Surf Pines Community Rules inside the STR dwelling to foster compliance.

SECTION FOUR – ENFORCEMENT AND FINES

4.1. STR OWNER IS RESPONSIBLE FOR ALL VIOLATIONS. The STR owner will be held responsible by the Association for all violations of the STR Policy, regardless of who caused the violation. Fines and other enforcement measures will be levied against the STR owner and be an assessment against the Lot, subject to the Association's Collection Procedure adopted by its Board of Directors on 11/15/2022.

4.2 NOTIFICATION OF VIOLATION. Upon becoming aware of a violation, the Association will contact the STR Manager/Operator using the information provided in the registration to report the complaint and give notice of the reported violation and action required in accordance with the enforcement procedures in the Surf Pines Policies and Procedures Manual and the Oregon Planned Community Act. Failure to resolve a violation may result in the fines listed below:

- (a) **Fine for Each Violation.** A fine of \$250 may be imposed on the STR owner for each instance of a violation of the STR Policy
- (b) **Continuing Daily Fines.** After the initial fine for a specific violation, an additional fine of \$250 per day may be imposed for as long as the violation continues.
- (c) **Special Fines for Failure to Respond.** If STR operator (Manager or Owner) cannot be reached by phone and/or does not respond by phone within 30 minutes or does not respond in person to a verified complaint for which an in-person response is appropriate, the following fines may be charged to the STR owner and assessed against the lot:

1st Offense: \$500

2nd Offense within a 12-month-period: \$1000

3rd Offense within a 12-month period: \$2500