



CHERRY RIDGE OWNERS' ASSOCIATION (CROA)

April 30, 2022

Hello Everyone!

Enclosed is information related to Cherry Ridge Owners' Association (CROA) that should be of interest to you. Please take time to review these items, particularly the election information.

- **Board Member Nomination Form, Election Dates and Job Descriptions for president and secretary of the Board**
Cherry Ridge Owners' Association (CROA) By-laws call for an annual election for one (1) homeowner to be elected to the Board of Directors. Cherry Ridge Apartments and Cherry Park Market Center are permanent members of the Board. Please participate in this process.
- **Exterior House Painting Guidelines (New)**
These have been updated to assist both owners and the Architectural Control Committee (ACC) in assessing exterior house colors that enhance home and neighborhood value.
- **Solar Panel Guidelines (New)**
- **New Resolutions Approved by Board**
Note Resolution #13; Late fee increases to \$25 effective June 1, 2022.
- **Complete List of Resolutions. These are to be sent out yearly per Board resolution #7, 08/24/11.**

Additionally, we all remember the unreasonable heat last summer. This would be a good time to have your air conditioner serviced and to make sure any fire hazards, including lawn maintenance, are addressed. Summer also means boats, campers, utility trailers and the like are actively in use. The City of Troutdale "relaxes" its guidelines to some degree during the summer months so all can enjoy outdoor activities (CROA adheres to Troutdale's parking ordinances. See Resolution #14 enclosed). Please be courteous to neighbors both in parking of "summer toys" and activity/noise into the late evening hours and please plan to store appropriately when summer is over.

Cherry Ridge is a great neighborhood, and we will work to keep it that way with your help and commitment. We look forward to many good years ahead.

Thank you.

Cherry Ridge Owners' Association (CROA)

Board of Directors

Sally Wright

(Sarah W Wright)

President



BOARD MEMBER NOMINATION FORM

- ❖ Nominee must be a homeowner (as indicated on mortgage agreement) in good standing.
- ❖ **Preferred return method is by email.**
 - Send to secretary@cherryridgehoa.org by Noon, Sunday, May 15, 2022 (05/15/22). Must include all information as printed on Nomination Form.
- ❖ Form may be mailed.
Mail to: CROA Elections, PO Box 33, Troutdale OR 97060-0033
- ❖ Mailed nomination forms must be received in post office box no later than Sunday, May 15, 2022 (05/15/22).
- ❖ If you nominate an owner, please get their permission.

Thank you for supporting your CROA!

Name of Nominee _____

Address/Lot # _____

Please return this form if sending by mail

PLEASE PRINT LEGIBLY

Tell us about yourself

- Your occupation, years in neighborhood, experience being on HOA boards, etc.

- Why would you like to be part of the Board?

- What skills do you feel you bring to the Board and the Association?



BOARD ELECTION DATES

- @ 04/29/22 Information mailed
- @ 05/05/22 Owners receive nomination information
- 05/15/22 Nomination forms must be returned by
- 05/20/22 Ballots mailed
- @ 05/25/22 Owners receive
- 06/07/22 Ballots must be returned by

- **06/21/22 Annual CROA meeting. Election results
6 p.m. Zoom**



JOB DESCRIPTION

Secretary

Cherry Ridge Owners' Association (CROA)

PLEASE NOTE: OWNERS ARE VOTED ONTO THE BOARD. THE BOARD DETERMINES POSITIONS OF PRESIDENT OR SECRETARY

- Using website, email and Face Book sites, posts Board meeting information including:
 - Meeting date(s) and time
 - Participation information (e.g., Zoom meeting or library location, etc.).
 - Agenda
- Records minutes and posts in timely manner on website, email and Face Book.
- Works with website coordinator to update information as needed.
- Posts information of interest as appropriate.
- Maintains files of internal and external communication affecting Association as needed.
- Works with property management company (currently Invest West) to:
 - Maintain updated and correct Owner information, including but not limited to:
 - Contact information
 - Dues questions
 - New owners
 - Work with Board to facilitate newsletter (Spring/Fall) and any other Association information to be mailed.
- Communicates items of concern to other Board members as needed.
- Forwards written communication (e.g., vendors, legal, City) as directed by President and/or Board.
- Other responsibilities that may evolve in role as secretary.

Familiarity with Microsoft Office helpful. Also, familiarity with virtual meeting programs such as Zoom, etc.

Updated 04/2022, sww



JOB DESCRIPTION

President

Cherry Ridge Owners Association

PLEASE NOTE: OWNERS ARE VOTED ONTO THE BOARD. THE BOARD DETERMINES POSITIONS OF PRESIDENT OR SECRETARY

- Schedules and presides over all Board meetings.
 - To include, with input from other Board members
 - Dates of meetings
 - Agenda items
 - Follow up as needed
- Oversees annual budget preparation and monitors budget on monthly basis.
- Coordinates and oversees contract with property management company (currently Invest West).
- Communicates with owners on neighborhood issues. Works with owner for resolution of issues.
- Forwards CC&R violation issue(s) to property management company (currently Invest West) for processing, with approval from Board.
- Works with all vendors, with input from Board, for contracted services (e.g., landscape maintenance, common area maintenance and repairs, etc.).
- Oversees and reviews Association Reserve Fund on annual basis.
- Acts as liaison to City of Troutdale personnel re: issues affecting neighborhood.
- Works with legal representation if/as needed on Association issues.
- Coordinates New Owner Welcome letter for distribution.
- Coordinates Owner Newsletter.
- Welcomes new owners to neighborhood in person when possible.
- Other responsibilities that may evolve in role as president.

Familiarity with Microsoft Office helpful. Also, familiarity with virtual meeting programs such as Zoom, etc.

Updated 04/2022, sww



EXTERIOR PAINTING **Architectural Control Committee (ACC) Guidelines**

Effective June 1, 2022 (06/01/2022)

1. The Architectural Control Committee (ACC) will no longer accept paint chips/small color samples for approval of house painting color(s).
2. Owners have option to
 - a. Paint a small portion of the house OR
 - b. Paint a 20 x 30 whiteboard (2 coats, please)with proposed exterior paint and/or trim color
3. Two (2) members of the ACC (Architectural Advisory Committee) must approve the proposed exterior color. If two members are not available, a Board Member may serve as second reviewer.
4. If owner does not receive approval by the ACC for their exterior paint color(s), the owner has the right to an appeal.

Appeal Process

1. Owner meets with ACC members and Board members if requested by either party, to identify why request was rejected.
2. ACC and Board work with owner to reach mutual solution. This may include providing additional painted samples on white board or small area of house.

Board of Director Recommendations, November 2013

- Paint will be in harmony with the neighborhood and the natural surroundings.
- Paint will maintain or improve property values.



SOLAR PANELS
Architectural Control Committee (ACC) Guidelines

Effective June 1, 2022 (06/01/2022)

HOAs cannot deny installment of Solar Panels. HOAs can, as stated in ORS94.778 (3) below:

“A homeowners’ association may adopt and enforce a provision that imposes reasonable size, placement or aesthetic requirements for the installation or use of solar panels described in subsection (1) of this section. [2017 c.282 § 2] (Copy available upon request).

Cherry Ride Owners’ Association (CROA) has established these guidelines for Solar Panel Installation.

New PV panels shall only be installed on rooftops and shall be installed in neat columns and/or rows. Inverters and/or other components associated with such PV systems (with the exception panel support systems) shall not be visible from the public right of way.

No single/individual panel may be installed on a roof.

ORS 94.778¹

Prohibition against installation of solar panels void and unenforceable

Text

News

Annotations

Related Statutes

- (1) Except as provided in subsection (3) of this section, a provision in a declaration or bylaws of a planned community that prohibits an owner of the roof or other exterior portion of a building or improvement on which solar panels may be installed from installing or using solar panels for obtaining solar access, as described in ORS **215.044 (Solar access ordinances)** and **227.190 (Solar access ordinances)**, is void and unenforceable as a violation of the public policy to protect the public health, safety and welfare of the people of Oregon.
- (2) An owner of record of real property subject to an instrument that contains a provision described in subsection (1) of this section may file a petition to remove the provision in the manner provided in ORS **93.272 (Procedure for removal of certain restrictions)** for removal of a provision from an instrument conveying or contracting to convey real property.
- (3) A homeowners association may adopt and enforce a provision that imposes reasonable size, placement or aesthetic requirements for the installation or use of solar panels described in subsection (1) of this section. [2017 c.282 §2]



New Resolutions

#13 Late fee

Approved by Board 04/11/22

Late fee on unpaid Cherry Ridge Owners' Association Assessments (CROA) and Cherry Ridge Owners' Association (CROA) CC&R violations is \$25 per month effective June 1, 2022 (06/01/2022). (Mailed to owners April 30, 2021).

#14 Traffic & Parking

CC&R 5.10

Approved by Board 03/15/22

Cherry Ridge Owners' Association (CROA) follows City of Troutdale Traffic & Parking Ordinances as written and posted on the City's website. Also on CROA website.

Title 10 - Vehicles and Traffic

Title 8 8.28.070 - Specific nuisances prohibited.

8.28.075 - Vehicle storage and repair.

(Mailed to owners April 30, 2021).

#15 Graffiti and/or Tagging

CC&R 5.18

Approved by Board 04/11/22

Graffiti and tagging of owner's property must be removed within 30 days of discovery. Violation policy/procedure will apply. This applies to structures and fences. (Mailed to owners April 30, 2021).

#16 Solar Panels

Approved by Board 04/11/22

Updated Legislative Reference ORS (Oregon Revised Statutes) 94.778, June 26, 2021 (Attached)

Cherry Ridge Owners' Association (CROA) will follow ORS 94.778, effective 06/01/22. The need for approval of solar panels will be added to the Architectural Control Committee (ACC) Request Form for review of Point 3.

Owners must submit Architectural Control Committee Request Form (ACC) with drawing of panel placement. (Mailed to owners April 30, 2021).

#17 Zoom Meetings

Approved by Board 04/11/22

Updated Legislative Reference SB 329, May 19, 2021

Senate Bill 329 allows homeowners and condominium associations to conduct meetings electronically, provided that participants can communicate simultaneously and access meeting materials. The measure also permits boards to issue meeting notice electronically, if the notice includes information on how owners may attend and participate electronically. (Mailed to owners April 30, 2021).

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CHERRY RIDGE OWNERS' ASSOCIATION (CROA)

RESOLUTIONS

#1 Board Emails

1/12/11 Have separate Cherry Ridge owned email address for board members.

#2 Checks

1/12/11 The President and one other board member sign Cherry Ridge Owners' Association checks.

#3 ACC Check Off List

(A copy of the check off list can be found on the association website on the forms page)

2/9/11 ACC is to use check off list when reviewing a project request, and that the check off list be posted with the request form on the association website.

#4 Dues Payment Plan

3/9/11 Association President or Secretary have authority to help owners having a hard time with HOA dues to setup a payment plan.

#5 Fence and Hedges (Owners notified on 5/21/2011)

4/13/11 CCR Article 5.06 Hedge(s) inside of owners fence is not considered a lot line barrier. The Board views whichever is closest to your lot line is considered your lot line barrier. If you own a fence on or inside your lot and have a hedge or solid group planting on the side of your fence farther away from your lot line than your fence, than the hedges or solid planting are not considered a lot line barrier and the planting has no height restriction in the eyes of the Association board. If you have a hedge or solid planting and have a fence on the side of the planting farther away from your lot line than your hedge or solid planting, than the hedge or group planting is considered your lot line barrier and has a height restriction of six feet. Because you cannot have a fence beyond the front of your house any hedge or solid planting beyond the front of your house has a six-foot height restriction. The Association fence is not considered to be an owners' fence, if a hedge or solid planting is behind an Association fence, there is a six-foot restriction on their height. If there is an owners fence between the hedges or solid planting and the Association fence, the owners fence is the lot line barrier and, there is no height restriction on the hedge or solid planting.

#6 Due Process Form ([Click here](#) to be taken to the Forms Page)

8/24/11 A request for Due Process Hearing Form be used: that an owner must use to request a hearing at least five days before a scheduled board meeting in order to be heard at a board meeting for a violation of the HOA rules and regulations. If no request is made before 36 days after the violation first notice the owner relinquishes their right for a hearing on that violation. If a request is sent to the association five days before a scheduled meeting that owner is on the agenda for the upcoming board meeting and their hearing is okayed. (sent to owners Nov, 2011)

#7 Notice of Resolutions

8/24/11 The board will send out a notice copy of all new resolutions quarterly to the owners and a copy of current resolutions yearly to keep owners informed. They will also be posted on CROA website.

#8 Conflict of Interest

8/24/11 No Board member or committee member can approve their own request, citing it may be a conflict of interest.

#9 Election Process for Board Members

8/24/11 Election process for Cherry Ridge Owners Association Board members must be at a minimum: send out nomination forms to every owner and give ten days from sent date for nominations (request of why nominee would make a good board member). The Association will give ten days to receive and prepare ballots with biography of each candidate that came with nomination. The Board will send out ballots and give ten days for owners to return ballots to the Board from the date the ballots are sent. The results of the election will be announced at an owners' meeting set by the board and then posted on the Cherry Ridge Owners' Association website following the meeting.

#10 Facebook

(Please see Cherry Ridge Owners' Association Internet Policy at the end of resolutions list)

8/24/11 Cherry Ridge Owners' Association open a Facebook account, that will be controlled by one of the current board members in an effort to effect communications with owners.

#11 Collection

(Please see Cherry Ridge Owners' Association "Collection of Unpaid Charges" and "Turning over Collection files with Fines" policies at the end of resolution list)

10/19/11 The Board of Directors "COLLECTION OF UNPAID CHARGES" Vial Fotheringham resolution signed and adopted. The Vial Fotheringham addendum to CFE (Cash Flow Enhancement) representation agreement "TURNING OVER COLLECTION FILES WITH FINES" also signed and adopted as Cherry Ridge Owners' Association policy.

If you can't access the internet or association website at cherryridgehoa.org and need a copy of the form(s) and or rule(s) please contact a current board member for assistance obtaining a copy. [Click here](#) to go to the Contact Information page.

(There may be a small cost involved for cost of copies)

#12 Emergency Repair Authorization

07/20/15

WHEREAS, the Board of Directors of Cherry Ridge Owners' Association deems it to be in the best interests of the Association that the following actions be taken by the Board of Directors **NOW, THEREFORE, BE IT RESOLVED** that, pursuant to applicable law, the undersigned, being all of the Directors of this Association hereby consent to, approve, and adopt the following:

RESOLUTION:

BE IT FURTHER RESOLVED, that Article IV, Section 4.07, Special Assessments for Capital Improvements of the Bylaws should add the following:

Section 4.07: Emergency repairs of \$500 maximum related to capital assets, may be authorized by two (2) Board members without seeking full board approval when failure to act may result in irreparable damage and/or significant cost of future repairs as determined by appropriate professional consultation.

BE IT FURTHER RESOLVED that all other provisions of the Bylaws as adopted shall remain in effect and the foregoing resolution shall be incorporated into the standing Bylaws of the Cherry Ridge Owners' Association.

PASSED AND ADOPTED the 20th of July, 2015 by a unanimous vote of the Board of Directors of the Cherry Ridge Owners' Association.

- **Sally J Savidge, President**
- **Ken Cook, Secretary**
- **Nichole Kelly, Cherry Ridge Apartments**
- **Roger Shirley, Cherry Park Market Center**

Signed and dated by the President of the Board of Directors of Cherry Ridge Owners' Association on this the 20th day of July, 2015.

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Original document retyped 04/2022

to correct some formatting and spelling errors.

All else remains the same.