

FOUR SEASONS – HOMEOWNER'S HANDBOOK

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

This handbook has been assembled to introduce you to the neighborhood and inform you how our HOA functions, the services it provides, and the opportunities available for you to get involved. The handbook is intended to be a useful resource. Thus, it is a work in progress. From time to time updated versions will be posted.

The directors of our HOA welcome your comments, questions and suggestions. The directors' names and phone numbers are published regularly in the monthly Newsletter and are posted on the Four Seasons website. Email addresses for directors and committee members are listed below. We look forward to meeting and greeting you and extending our personal words to welcome you to this special place we call Four Seasons!

Contact Information

Four Seasons Homeowners Association
15005 SW Village Lane
Beaverton, OR 97007
www.fourseasonshoa.net

fourseasons.president@yahoo.com
[\(to reach the architectural director\)](mailto:fourseasons.architecture@yahoo.com)
[\(to request architectural approval or lodge a complaint\)](mailto:fourseasons.archcommittee@yahoo.com)
fourseasons.maintenance@yahoo.com
fourseasons.pools@yahoo.com
fourseasons.clubhouse@yahoo.com
fourseasons.treasurer@yahoo.com
fourseasons.secretary@yahoo.com
fourseasons.socialevents@yahoo.com
fourseasons.newsletter@yahoo.com
fourseasons.listserv@yahoo.com
fourseasons.website@yahoo.com
To email Four Seasons listserv (once a member): fourseasonshoa@listbox.com

A BIT OF HISTORY

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

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

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protection is provided by Tualatin Valley Fire and Rescue.

A more complete history is available on the website at <http://www.fourseasonshoa.net/history.html>

FOUR SEASONS' HOMEOWNERS ASSOCIATION

In December, 1969 the HOA was organized and incorporated under Chapter 94, Oregon Annotated Statutes. It operates in accordance with the statutes, the Four Seasons' Bylaws, and the Four Seasons' Amended and Restated Declaration of Protective Covenants, Conditions, and Restrictions (CC&Rs). A copy of the Bylaws and CC&Rs is posted on the Four Seasons website (available at <http://www.fourseasonshoa.net/keydocuments.html>).

The Four Seasons is the master association for the entire neighborhood. There are three subassociations: Crystalbrook, Summerville Square, and The Villa. There are also two additional neighborhoods, The Heights and Village Place. Crystalbrook has its own separate governance and the others are primarily governed by the Four Seasons.

Each homeowner within Four Seasons is a member of the HOA and is entitled to one vote at the Annual Meeting. Residents who are not homeowners are not entitled to vote at the Annual Meeting, but have rights to the common areas and other HOA privileges. The HOA is governed by a five-member Board of Directors ("Board"). The Board is elected by the members of the HOA to a two-year term. The two-year terms are staggered to ensure that there is overlap between experienced and new directors. There are no limits on the number of terms a Director may serve. Elections are generally held via written ballot. Once the Board is elected by the HOA members, the Board then elects its own officers, appoints members to the committees as needed, and makes committee assignments.

Regular meetings of the Board are held monthly at the clubhouse. The date and time will be published in the Four Seasons Newsletter and posted on the website. Currently, Board meetings are held the second Tuesday of each month, excluding August. All homeowners and residents are invited to attend Board meetings. In the interest of time, homeowners who have issues or items for Board consideration are asked to contact the Board's President at least 3 days prior to the meeting to assure a place on the agenda.

BUDGETS AND DUES

In the fall and winter, the Board works with the HOA Treasurer and, when there are sufficient volunteers, a Budget Committee, to draft the HOA's operating budget for the coming year. That budget is submitted to the Board of Directors for adoption. Additionally, under Oregon law, the HOA must maintain a reserve account to cover the cost of any major projects anticipated in the next 30 years. Based on the adopted budget and whatever additional funds, if any, that may be needed to maintain the mandated level of funding in the reserve account, the Board establishes annual dues for the homeowners. These are payable **February 1** of each calendar year. After March 1 dues are considered delinquent. Delinquent payments are subject to interest and late fees. If dues are not paid in a reasonable amount of time, the HOA may file a small claims action or lien against the property. The timely payment of HOA dues is most beneficial to everyone and is greatly appreciated!

POOLS

The HOA maintains two swimming pools and one spa pool for the use of our Four Seasons

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residents. Use of these facilities requires that HOA annual dues and assessments be current. The pools and spa are usually open from Memorial Day to Labor Day, depending on the weather. A complete set of rules for use of the pools is available on the website at <http://www.fourseasonshoa.net/keydocuments.html>.

CLUBHOUSE

The clubhouse is located at 15105 SW Village Lane. The clubhouse was extensively remodeled in 2015 and is a beautiful space. Those interested in using the clubhouse should contact the clubhouse director at fourseasons.clubhouse@yahoo.com. The Rules for use of the clubhouse can be found at <http://www.fourseasonshoa.net/keydocuments.html>. All requests are honored on a first come, first served basis.

NEWSLETTER

Each month in which there is a Board meeting, the Communications Chair coordinates the publication of a neighborhood newsletter. Copies are hand delivered to each residence by a faithful cadre of volunteers and are posted on the Four Seasons website. Non-resident homeowners may receive the Newsletter electronically or, for an additional fee (see Dues and Fees, below), by U.S. mail. The Newsletter includes minutes from the most recent Board meeting, reports of the Board's committees, announcements about upcoming events, and other announcements relevant for homeowners and residents. Suggestions for Newsletter content are always welcome and should be sent to fourseasons.newsletter@yahoo.com.

MAINTENANCE

It is the responsibility of the Maintenance Director and, if applicable, the Maintenance Committee,¹ to ensure that all the common areas within Four Seasons are properly maintained.² The common areas in Four Seasons are composed of islands, lawns, paths, fences, wooded areas, and bridges.

The Maintenance Director also plans for needed improvements and future maintenance of the common areas. This includes resurfacing of walkways, planting trees and shrubbery, and other projects. These projects must be within a budget as approved by the Board. Input from HOA members is always desired. The designated common areas are for the use of homeowners and residents, and their guests, for walking, playing, picnics, and other activities. Because the common areas are for the use and enjoyment of each homeowner and resident, dumping of trash, littering, leaving of dog waste, destruction of property, or disruptive behavior will not be tolerated.

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

¹ Currently, and in recent years, a landscape maintenance company has been retained to maintain the common areas and no Maintenance Committee has been appointed.

² Residents must maintain their own properties, including trimming low hanging tree branches and shrubbery to allow safe use of sidewalks. The Architectural Committee reviews and enforces the requirements in the CC&Rs for a homeowner/resident to maintain his or her own property.

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The CC&Rs prohibit residents and HOA members from placing a fence, sign, or any other unapproved structure or facility on a common area. It is also prohibited for residents and HOA members to plant or prune in a common area without the written permission of the Architectural Director/Committee, Maintenance Director/Committee, or Board. Access by pedestrians to common areas from sidewalks is to be unobstructed.

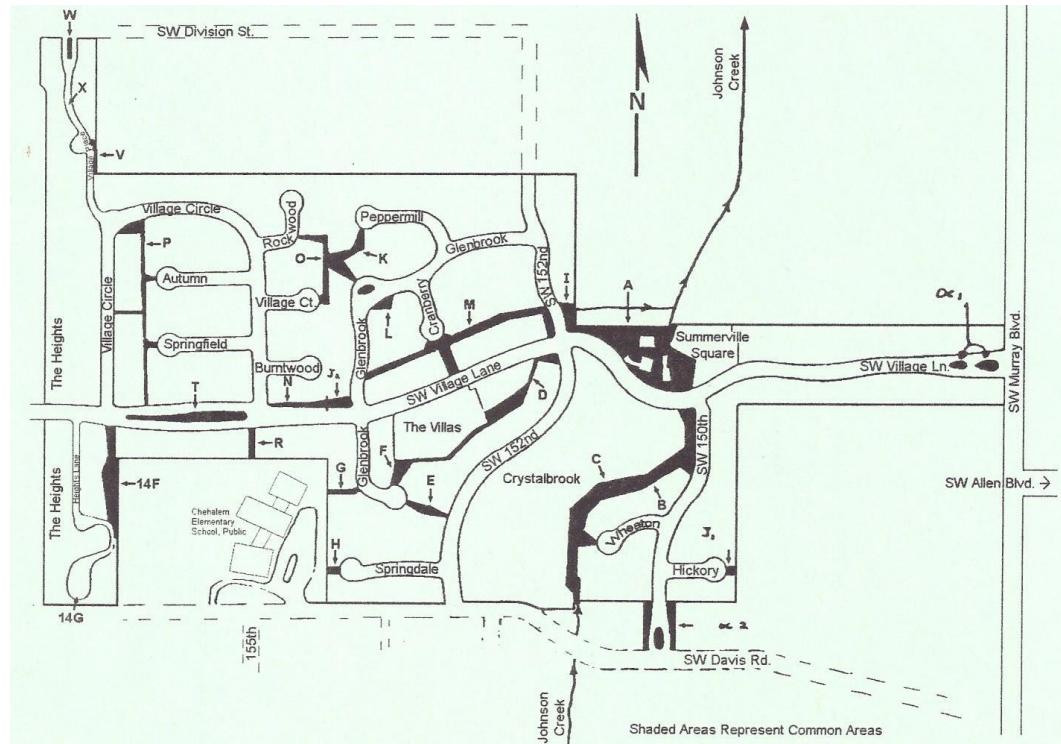
All adults are asked to help monitor our common areas to insure their proper use. Replacing damaged plants and trees is expensive to all homeowners.

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

Periodically, Four Seasons offers Yard Debris service. Homeowners will be notified when this service is being offered. Four Seasons generally offers a "junk box" weekend, in which large bins are available for homeowners to deposit acceptable items. Homeowners will be notified when this service is being offered and will have a list of unacceptable items. Homeowners may not use these services unless they are current on their annual dues.

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

Enjoy the usage of the common areas (shaded in the map below), and if you have any questions or suggestions contact the Maintenance Director at fourseasons.maintenance@yahoo.com.



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ARCHITECTURAL

A description of the role and authority of the Architectural Director and the Architectural Committee and the architectural and roofing rules for homeowners to follow to ensure compliance with the CC&Rs can be found at <http://www.fourseasonshoa.net/keydocuments.html>.

LISTSERV

Four Seasons has an HOA listserv that is a resource for Four Seasons homeowners and residents to connect with one another, share relevant information, and seek out recommendations or other information. It is intended to help foster the sense of community and pride in our neighborhood that makes Four Seasons such a great place to live. This listserv has been used by the Board to communicate with residents regarding issues the Board is reviewing, security alerts, and other neighborhood news. It has also been used by homeowners sharing information such as lost or found pets or seeking recommendations for roofers to landscapers. To join the listserv, send an email with your name and Four Seasons property address to fourseasons.listserv@yahoo.com. Once you are a member, emails can be sent to the entire listserv by emailing fourseasonshoa@listbox.com

DUES AND FEES

If dues and fees change, this information will be updated. The current dues and fees are:

HOA Annual Dues:	\$370.00
Pool – Guest pass	\$ 25.00
Clubhouse user fee (non-refundable)	\$ 20.00
Clubhouse cleaning deposit (refundable) ³	\$ 50.00
Non-resident Newsletter Mailing Fee (annual) ⁴	\$ 15.00

FINALLY.....

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

³ All or part of this deposit is refundable depending on the condition in which the clubhouse is left after the event. That determination will be made by the Clubhouse Director or by her/his designated representative.

⁴ If a non-resident has the Newsletter delivered electronically, this fee will be waived. Newsletters are also posted on the Four Seasons website and can be accessed free of charge.