

2023 Starwood Association

RV Storage Rules

The Starwood RV Storage Area was developed by the Starwood Homeowners Association (the "ASSOCIATION") Board of Directors for and as a service to the Residents of Starwood. All Starwood members of the association renting storage space (Also referred to as "OCCUPANTS") are responsible for maintaining the appearance and serviceability of those spaces just as they are responsible for the appearance of their homes.

Questions about these rules of management of the RV Storage Area should be directed to:

RV Storage Area Managers:	Shirley Scocca:	Cell: 408-483-7431
	Dave Scocca	Cell: 408-310-7424
	Barry Garley	Cell: 541-419-8007

Rules & Regulations

Part 1: Personal Responsibilities

1. Each member of the associations who rent space in the Starwood RV Storage Area is responsible for keeping the space rented to them free of debris such as: wood, tires, and pipe. NO covered-frame parking shelters are allowed.
2. RV Storage Area is for RV equipment in working order. This equipment includes items such as boats, campers, travel trailers, motor homes, cab-over campers, personal watercraft & snowmobiles, horse trailers, utility trailers and similar items.
3. The RV Storage Area is not for the storage of company vehicles, storage buildings or personal property not described herein in paragraph 2 above or Part 4 below. Personal cars and trucks in running condition, with current vehicle registration tags and proof of insurance may be parked in the RV Storage Area subject to approval of the RV Storage Area Managers.
4. Failure to comply with the above rules and regulations can be grounds for unilateral cancellation of their lease by the Board of Directors. In that case, any costs associated with bringing the rented space into compliance with these rules and regulations shall be paid by the OCCUPANT.
5. OCCUPANT may not share the access combinations/codes with anyone not of his/her immediate family and all members of that family are bound under the same restrictions not to share the combinations/codes. Combinations/codes may only be shared with family members over the age of 18.
6. Only current Starwood members of the association are eligible to rent RV storage space. Subletting is not allowed. Whenever homeowners list their homes for sale, they must inform the RV Storage Area Manager so that appropriate lease closure actions can be taken.
7. Spaces rented are for the OCCUPANT ONLY. Equipment must fit within the space boundary.

RV Storage Rules

Part 2: Management

The primary point of contact on all matters dealing with the Starwood RV Storage Area is the RV Storage Area Managers appointed by the Board of Directors. They are responsible solely to the Board of Directors and are responsible for the following:

1. Maintaining a current list of RV storage spaces rented/open, names, addresses, phone numbers, registration of vehicles parked, proof of RV and vehicle insurance & driver's license of OCCUPANT and expiration dates.
2. Coordinating as required with the accounting firm supporting the Association regarding initiation and closing of rental contracts. This includes, but is not limited to, informing the accounting firm when spaces have rented and providing the information necessary to permit the member to be billed for use of the space(s). Members must be in good standing with their member association dues. This will be a quarterly evaluation when dues are billed. Members will lose their space if their dues and fees are not paid.
3. Acting as primary point of contact with the security firm supporting the Association regarding security of the RV Storage Area and taking whatever actions are deemed appropriate.
4. Inspecting the area to ensure OCCUPANTS are maintaining their storage spaces in accordance with this set of rules and regulations, informing OCCUPANTS of their findings and ensuring proper maintenance is accomplished.
5. Maintaining a waiting list of potential OCCUPANTS desiring to rent spaces in the RV Storage Area.
6. Assigning rental spaces as they become available. Spaces are rented based on availability.
7. Inspecting RV Storage Spaces being vacated by OCCUPANTS to ensure they are brought back to conditions appropriate for subsequent renting. Should the OCCUPANT refuse to perform this required maintenance, the RV Storage Area Managers will inform the Board of Directors immediately for whatever actions the Board may feel to be appropriate. Members must remove their equipment before or immediately when a house is sold.
8. Reporting to the Board of Directors on the status of the RV Storage Area. This report is to include, but is not limited to, the number of families on the waiting list, the number and types of security alerts received during the preceding month and the actions taken in response to them, and any other matters they feel should be presented for Board of Directors review and action,
9. Performing or arranging for whatever periodic maintenance may be required. This includes such items as sign replacement, marking of spaces and general maintenance.

RV Storage Rules

Part 3. Rights & Responsibilities of Homeowner/Renter Occupants.

1. OCCUPANTS are to maintain contact with the RV Storage Area Management in a manner in which they have the opportunity to address any concerns they may have about the RV Storage Area. Such concerns include, but are not limited to access or departure problems with gate and security systems, vandalism and overall appearance of the area, etc. Such matters should not be taken to the Board of Directors unless the OCCUPANT has determined the RV Storage Area Management is not addressing their concerns adequately. NOTE: This in no way restricts the right of residents to attend any and all meetings of the Board of Directors.
2. RV Storage Spaces may not be exchanged or swapped without the prior approval of the RV Storage Area Management. All such exchanges must be coordinated with the RV Storage Area Management and reported as necessary to the Board of Directors and/or the accounting firm supporting the Association.

Part 4: Use of Storage Spaces.

1. The purpose of the RV Storage Area is for the storage of boats, campers, travel trailers, motor homes, cab-over campers, personal watercraft, snowmobiles, horse trailers, utility trailers and the like.
2. Spaces will range in length of approximately 20 feet, 30 feet, 40 feet and 45 feet by 12 feet wide.
3. While renting the spaces, the OCCUPANT must maintain their space in a clean and neat condition. RV equipment must be kept in running condition and clean at all times to control pests, fires and other issues.
4. Upon vacating the storage spaces, OCCUPANTS are responsible for cleaning up and disposing of any and all debris in their space during the period for which they rent the space. This includes filling in any deep ruts made by RV or other vehicle wheels during the period of usage, spreading the gravel evenly across their space prior to vacating it, etc. When these actions are completed, the OCCUPANT is to notify the Starwood RV Storage Area Management for their inspection and approval of the restoration of the area. If these actions are not completed, the OCCUPANT will be charged for the cost of bringing the space up to rental condition.
5. No HAZARDOUS Substances as defined by the State of Oregon under ORS 453.307 through ORS 453.414 may be stored or present in the RV Storage Area.

RV Storage Rules

Part 5: Administration.

1. Administration of the RV Storage Area shall be accomplished through the use of the following forms:
 - a. Registration Form (Page 5). This form is to be completed by the Member. OCCUPANT must show proof of: appropriate and current vehicle registration, applicable insurance policy and driver's license with expiration dates, for review by RV Storage Area Management. From the date of the adoption of the updated policy-new renters in the neighborhood will not be allowed to rent spaces in the RV corral. Current renters, that hold an RV corral space, will be allowed to maintain their spots, however when they move out of the neighborhood, their spot will be only available to Starwood association members who reside in the neighborhood and not to renters.
 - b. Release and Indemnification Form (Page 6). This form must be completed and signed by the OCCUPANT before a space is assigned.
 - c. Space Assignment Form (Page 7). This is to be completed by RV Storage Area Management and given to OCCUPANT.
 - d. Keypad Operating Instructions (Page 8). This is to be provided to the registered OCCUPANT as listed on Registration Form (18 years and older) by RV Storage Area Management. Keypad and lock combinations will be changed January 1. Notice of the change will be sent out in January and again in the spring when the RV coral use increases.
 - e. Status Change Notification Form (Page 9). This is to be completed by a RV Storage Area Manager and a copy sent to the Association accounting firm immediately after completion of all forms and assigning the RV storage space to OCCUPANT.

2. Rental Fee and Administration Deposit.
 - a. The quarterly rental fee (paid quarterly in advance) for RV Storage Spaces are as follows:
 - 20 feet at the rate of \$30/quarterly
 - 30 feet at the rate of \$36/quarterly
 - 40 -45 feet at the rate of \$45/quarterly
 - b. A one-time administration charge of \$50.00 is required to facilitate administration of the lease.
 - c. There will be no refund of portions of quarterly billed amounts if the rental is terminated prior to the start of a new quarter. Rentals commencing mid-quarter may be occupied upon completion of all paperwork and assignment of a space. Billing will not commence until the start of the next full quarter.

**Starwood RV Storage Facility
Registration Form**

Date: _____

Name of Homeowner: _____

OCCUPANT Family Members with access to RV codes/locks (18 & older)

Address of Homeowner _____

Email: _____ Cell/Home Ph: _____ Text OK? Y___/N___

Driver's License No. _____ State: _____

Boat Registration No: _____

Insurance Company: _____ Policy No: _____ Expires date: _____

RV/Trailer License Plate #: _____ State: _____

Description(s) of RV being Stored: _____

Length: _____ (Please stay within your marked space.)

Homeowner

RV Storage Area Manager

Renter OCCUPANT

**Starwood RV Storage Facility
Release and Indemnification**

RELEASOR: _____

ADDRESS: _____

RELEASEE: **Starwood Association.**

In consideration of being permitted to park and store one or more vehicles on property by owners of Starwood Subdivision and controlled by Starwood, RELEASOR releases STARWOOD and any owners of common property of Starwood located in Deschutes County, Oregon, from any and all claims resulting from the parking and storing of Releasor’s vehicle(s).

RELEASOR also holds harmless and indemnifies Starwood property owners and Starwood, their officers, Directors, agents and assigns for any claims due to the parking of their vehicle on the property owned by Starwood.

This Release and Indemnification shall include but, not be limited to, damage to the vehicle, damage to the contents of the vehicle, injury caused by the vehicle and injury occurring while the vehicle is stored. It is the intent of this Release that any damage or injury of any nature whatsoever caused by or related to the fact that the vehicle is parked or stored upon the property of Starwood is released.

RELEASOR indemnifies and releases Starwood and the property owners from any loss, liability damage or costs incurred due to the parking or storing of the vehicle(s) upon the area designated to the common grounds of Starwood whether caused by the negligence of Starwood or otherwise.

RELEASOR assumes full responsibility for the risk of bodily injury, death and property damage due to the negligence of Starwood.

This Release, waiver and indemnity agreement is intended to be as broad and exclusive as permitted by the laws of the State of Oregon.

If suit or action is instituted to enforce the terms of this release, the prevailing party shall have their costs and attorney fees paid by the losing party.

The RELEASOR hereby affirms that he/she has read the RV Storage Area Rules given to him/her herewith by the RV Storage Manager or a member of the RV Storage Area Committee. The RELEASOR acknowledges that he/she understands the personal responsibilities outlined in the Rules and that failure to comply with the Rules can be grounds for cancellation of the lease by the Board of Directors of Starwood with the loss of any monies deposited.

Dated this _____ day of _____, 20____

RELEASOR: _____

Starwood RV Storage Facility
Space Assignment

Date: _____

To: _____

RV Storage Area Occupant

From: _____

RV Storage Area Manager

You have been assigned space(s) _____ for your RV equipment. Please stay within the marked area of your space.

The combination to the padlock is:

Padlocks: _____

Procedures for the Keypad:

Remember to DISARM: Press 1 before code.

To ARM: Press 3 before code.

Electronic Keypad Code: _____

Starwood Storage Facility

Keypad Operating Instructions

ATTENTION: OCCUPANT

REGARDING: Operation of Gate Security System

To the left of the front gate to the RV area is a gray metal box containing the keypad to the Security System. Go here first before opening the gate.

1 TO ENTER AREA:

- a. Open padlock on gray box, combination # _____. The LED display should say "Armed to Stay." These conditions indicate the last person set the alarm correctly and the system is currently armed.
- b. Press keypad gently with code # **1** (OFF) PLUS _____
- c. The words will change to "Current Date and Time." The Alarm System is now deactivated, and you may proceed to the gate.

2. GO TO GATE:

- a. Open padlock, combination # _____
- b. Open gate being careful not to get your fingers pinched, and block gates open with the latch poles adjacent to the entryway. This will ensure the wind does not blow the gates into your vehicle or you.
- c. Please tread lightly in order to avoid making ruts in the gravel, be careful when backing up, and chock your vehicles to avoid movement as it does get windy.

3. TO LEAVE AREA:

- a. Lock the entrance gate first (Change numbers on padlock after locking).
- b. To activate the Alarm System, press **#3** (Away) button on the keypad plus the code _____. The keypad will show "Armed to Away" and then begin a "countdown" from 44 seconds to 0 seconds. Once that countdown is complete, the alarm is set, and the display will show "Armed to Stay."
- c. Lock the padlock (Change numbers on padlock after locking.)

Starwood Storage Facility
Notice of RV Storage
Space Status Change

Date: _____

To: Shirley Scocca
20767 North Star Way, Bend, OR 97703
408-483-7431
shirley.scocca@gmail.com (preferred)

The indicated Starwood Homeowner (or Renter) has been assigned storage space in the Starwood RV Storage Area as noted. Please add the responsible Homeowner to the roster of the RV Storage Area and begin billing quarterly for the appropriate monthly charge as of the beginning of the next quarter.

Homeowner Name: _____

Starwood Address: _____

Renter Occupant: _____

Email: _____

Cell/Home Phone: _____ OK to text? Y_____ N_____

Effective Date: _____

Quarterly Billing to Start: _____

Space #: _____

Quarterly Charge: \$_____

One Time Administration fee: \$_____

Homeowner

RV Storage Area Manager

Renter/Space Occupant

**Starwood Association
Notice of RV Storage Status Change
RELEASE OF SPACE**

Date: _____

Notify: Shirley Scocca
20767 North Star Way
Bend, OR 97703
shirley.scocca@gmail.com (preferred)

The indicated Starwood homeowner has RELEASED their storage space in the Starwood RV Storage Area as noted. Please delete this homeowner record from the roster of the RV Storage area and stop billing for the quarterly charge as noted to the effective quarter.

Owner Name: _____

Address: _____ Bend, Oregon 97703

Home/Cell Phone: _____

Date: _____

Space Number(s): _____

Monthly Rental Fee: \$ _____

Homeowner

RV Storage Area Manager

Occupant (If not Homeowner)
