



CHOWN PELLA CONDOMINIUMS ORIENTATION MATERIALS

CHOWN PELLA CONDOMINIUM

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**CHOWN PELLA CONDOMINIUM
BUILDING INFORMATION**

CHOWN PELLA CONDOMINIUM

HOA Board and Management Company Information

HOA Board

Chair:	Tony Vander Heide	term ends Dec. 2022
Treasurer:	Guy Seay	term ends Dec. 2021
Secretary:	Jane Starbird	term ends Dec. 2022
Director:	Vacant	
Commercial Director:	Vacant	

Board meetings are generally held every other month (January, March, May, July, September, December (annual meeting))

2021 Meeting Schedule

Jan. 21, 2021 (4:00pm-6:00pm)	July 22, 2021 (4:00pm-6:00pm)
Mar. 18, 2021 (4:00pm-6:00pm)	Sep. 23, 2021 (4:00pm-6:00pm)
May 20, 2021 (4:00pm-6:00pm)	Dec. 2, 2021 (5:15pm-6:00pm)

Dec. 2, 2021-Annual Meeting (6:00pm-8:00pm)

Management Company

The Chown Pella Home Owners Association (HOA) has contracted with Bluestone & Hockley to administer the affairs of the HOA and to manage and maintain the common areas of the condominium. If you have questions about these rules and regulations, homeowner responsibilities, maintenance, fee payments, or other Association business, please contact them directly.

Bluestone & Hockley Real Estate Services (B&H)

Manager – Laura Goulet

Assistant Manager – Jerry Hoover

Email – HOA@bluestonehockley.com

Phone 503-222-3800 (press option 1 then option 2)

Security Company

The Chown Pella Home Owners Association (HOA) has contracted with a secondary security company who patrols the building after hours.

Pacific Patrol

24hr (503) 595-3440

CHOWN PELLA CONDOMINIUM

Move and Delivery

Deliveries

Large appliance or furniture delivery. The move-in/move-out fee is not charged for single item moves (i.e. delivery of appliances or furniture). This service must be coordinated by THE MANAGEMENT COMPANY. The resident must contact THE MANAGEMENT COMPANY 48 hours in advance to arrange to have the elevator pads installed and removed. Any damage associated with the delivery will be assessed to the unit owner. A fine of \$100.00 may be assessed for failing to notify THE MANAGEMENT COMPANY of a single item move.

Moves

Moving Hours: Moves may be scheduled and made between 8:00 AM - 5:00 PM, Monday through Saturday. Only one move per day is permitted.

Scheduling the Move: At least 7 days prior to the move, owners/tenants must contact THE MANAGEMENT COMPANY and the Move Coordinator:

Movin’In Mavens **503-860-5634** **email: gh4@me.com**

The Move Coordinator must be on-site for all moves to provide building security, to ensure non-residents are NOT allowed entry into the building, to ensure common areas (including the elevator) are not damaged, and to minimize disturbance and inconvenience to residents. The Movin’In Mavens can also provide suggestions for movers, parking and other aspects of the moving process, to make things go more smoothly.

Fees. All move fees are the responsibility of the owner. The fee schedule is available in Appendix A-1, Exhibit 3 of the Rules & Regulations (REFERENCE Section)

Packing Materials: At the end of the move, corridors and elevators must be cleared of any and all debris. All boxes and packing materials must be disposed of properly in the main recycling/garbage area. Owners will be charged for any clean-up which is necessitated by the move, and which the owner fails to perform.

Orientation: An orientation session, which is provided by the Move Coordinator, is required for each new resident. This meeting takes about 45 minutes, and is best done close to your move-in, but after you have unit keys. It includes information on the building specific amenities, security, emergency recommendations, and “good neighbor” policies. And also, covers unit specific items (e.g. utility shut-off points) and a short tour of the building (e.g. location of recycle/trash, stairs, etc.). Schedule the orientation with the Move Coordinator, Movin’In Mavens.

For additional information see Rules & Regulations – Section 5 (REFERENCE INFORMATION)

CHOWN PELLA CONDOMINIUM

Important Notice to all Owners & Renters

Modification of structural integrity.

When the Chown Pella Condominiums was remodeled from a warehouse into condominiums, considerable effort was made to install an earthquake upgrade. This upgrade means our building is a reinforced masonry building and meets current City of Portland standards. Therefore, do NOT take any actions that might weaken or damage our earthquake upgrade. *This means not drilling or inserting any fasteners into concrete walls or the concrete subfloor of your condominium without obtaining Architectural Review review and engineering sign off on your proposal.*

Architectural Review (AR) process

Virtually ALL modifications to your unit require Architectural Review. Do not drill into concrete columns, floor slabs, the building envelope, demising walls between units or corridor walls. See the information in the Rules & Regulations (Section 8) and process details in Appendix A-1 for further information.

In addition to other modifications, wall-mounted electric heaters are subject to the Architectural Review process.

Building security is a priority and it depends on you!

- Do NOT admit "strangers" into the building. Visitors can use the call box for assistance.
- Stop after entering and exiting the garage to be sure no one comes in the gates.
- Report any suspicious behavior to the security company after hours. (See the Vendor/Supplier List for contact information)
- Do NOT give out your access code, keys, garage opener or fobs.

Sprinklers, fire alarm and smoke detector systems

- Do not modify any part of these systems.
- Report any defects to the management company.
- Be extra careful when working (or storing items) around sprinkler heads— setting them off will cause extensive water damage to your unit and surrounding units for which you would be responsible!
- Use the fire pulls in the corridor when appropriate, to notify the fire department.
- If you have excess smoke in your unit from cooking, open a window – DO NOT OPEN your unit door.

Plumbing and Leaks

The biggest single threat to the long-term health of a building such as ours, is water. Report all leaks; even if it's small and you have cleaned it up – your neighbors may have been affected. Recent water issues have required the updating of required water leak prevention measures for owners to include limitations on supply lines and hot water heater requirements. See 8.14 Water leak prevention in Rules & Regulations (REFERENCE Section) for details. These items will be the subject of an annual HOA inspection.

Please refrain from using chemical cleaning solvents in your drains. This can cause unnecessary deterioration of the pipes in the plumbing system, resulting in costly repair costs incurred by owners as well as the Association.

Your garbage disposal should be used sparingly, always with cold running water, and avoid large quantities. Some common items you should never put in your disposal: bones, celery, coffee grounds, fruit pits, grease, pasta & potato peels. If in doubt, leave it out!

Smoking

SMOKING is NOT allowed in the Chown Pella. This means common areas, individual units, balconies, decks, the loading dock, and parking areas. Smoking includes all forms of smoking including but not limited to cigarettes, cigars, pipes, e-cigarettes, vaping devices and the like, containing ANY kind of combustible material.

Pets

Dogs and cats are welcome at the Chown Pella. However, it is important to respect your neighbors. All animals must be on leash in the indoor common areas and are NOT allowed on the roof top deck. Please, "water" your dog away from the building, and clean up after them. The pet waste station in the parking area should be used for bagged waste and no other trash. Other pet waste should be double bagged and disposed in the basement GARBAGE dumpster in the room behind the recycle bins. Please do not place it in the blue recycle bins.

Communication

Communications regarding maintenance issues, or areas of concern/complaint, must be in writing with specifics, and sent to the Board's appointed management company or directly to the Board via mail. Non urgent issues, suggestions or ideas can be submitted through the comment box in the building lobby or directly to the management company.

Recycling & Garbage

The trash chute is to be used only for properly bagged household trash – Tall Kitchen bag (13 gal) is the maximum size. All other garbage (e.g. pet waste, Styrofoam, etc.) should be disposed of directly in the garbage dumpster in the basement – in the room with the trash chute termination on the right (see picture).

All recycling is to be placed in the appropriate container in the basement recycling area.

- Glass in glass bins
- mixed recycling (cardboard, paper, recyclable plastic, metal) in bins or the large recycle dumpster on the left (in the room with the trash chute termination (see picture)). FLATTENED cardboard should only go in this bin.



Separate carefully! GARBAGE, commonly found in RECYCLE, include: plastic bags, pizza boxes, Coffee cups, plastic or cardboard clamshell food containers.

There is also a bin for used batteries in the recycle area. No Hazardous Waste. For more information or clarity on what's appropriate in recycle or garbage: <https://www.portland.gov/bps/garbage-recycling>

Updated 12-15-2021

CHOWN PELLA CONDOMINIUM

Lease or Rental of Residential Units

Owners who have rented their condominium units are responsible for the actions of their tenants. Fines imposed for rules violations accrue against the unit owner, not the tenant. Tenants are required to abide by the Declaration, the Bylaws, and these Rules and Regulations.

Owners who decide to lease/rent their unit, should note:

- This process and rules apply to each new tenant.
- The minimum rental period is 3 months.
- All rental agreements must be in writing and cover the entire unit, unless the owner is still in residence.

Owners will provide to the Management Company:

1. A copy of the Owner/Tenant Information Form (FORM Section)
2. Proof of the owners liability insurance
3. A completed Resident Information Form for the tenant (FORM Section)

For additional information, see Rules & Regulations Section 4.

An orientation for new residents is required within 7 days of move in. The move procedures apply to all moves in and out of the building. See “Moves & Deliveries” in this section, and/or Rules & Regulations Section 5 (REFERENCE Section).

Sale of Residential Units

Homeowners shall inform the Management Company at the time they decide to sell their units. Only approved Realtor electronic lock boxes are allowed on the approved lock box site and lockboxes must be registered with the Management Company.

No "for sale" signs shall be placed in a window for public view. Units may be shown by realtors or the Owner by appointment only, except for a scheduled open house. Open house event requires the realtor/Owner to station an attendant at the lobby door to control access to potential buyers.

For additional details, see the Rules & Regulations Section 7. (REFERENCE Section)

CHOWN PELLA CONDOMINIUM

Safety and Security

Residents must be proactive about the security of the building.

Each resident must consider their actions as providing the first line of defense. If someone is loitering around a door and you are uncomfortable entering the building through that door, walk to another entry door and use that one. When entering and exiting the building on foot, make sure that all exterior doors are closed and latched properly and completely behind you before you proceed.

Garage remotes, Keys, Fobs

All fobs (maximum of 5), garage door openers, and keys are registered and issued to owners. Fobs distributed to others by the owner, remain the responsibility of the owner.

Any fobs or remotes that are lost or stolen should be reported to the Management Company immediately so they can be deactivated. Replacements can be purchased from the Management Company.

All fobs, garage remotes, and keys should be turned over to the new owners at the sale of a unit. It is recommended that the new owner validate the devices with the Management Company.

Approved vendors and maintenance firms can obtain an access code from the Management Company to facilitate their entrance to the building.

Lobby Door & Call Box

Do not admit strangers at ANY entrance to Chown Pella, no matter how nice they look or how reasonable their explanation. Friends and visitors should gain access by contacting the resident through the Lobby Call Box. Tell your guests **not** to expect to enter the building without using the security system and ask them not to expect others entering the building to let them in.

Using the “A” to scroll up, or the “Z” to scroll down, the visitor locates your name, then presses the “CALL” button. The system will call your phone, you can talk with the visitor and if you decide to let them in, BEFORE you hang up from that call, press “9” on your phone. This will unlock the lobby door.

Garage Gate Security & Etiquette

Always stop, in view of the garage gate/door and wait for it to close behind you! If a “stranger” follows you in (typically on foot/bicycle) contact the Security Company, and report it to the Police Non-emergency number and the Management Company.

CHOWN PELLA CONDOMINIUM

Insurance Information

The HOA will maintain building insurance. The details and a copy of the Certificate of Insurance is available, on request, from the Management Company.

Owners are required to maintain insurance to cover their property, loss of accessibility, or loss of rental income, in addition to a liability policy with coverage of at least \$1,000,000 per occurrence.

Tenants are required to maintain insurance to cover their personal property, and liability with coverage of at least \$1,000,000 per occurrence.

For additional information, visit the Chown Pella Portal, or contact the Management Company.

CHOWN PELLA CONDOMINIUM

Neighborhood Businesses

Automotive:

- **Chevron Service Center**
2230 W Burnside St
503-222-3923
- **Les Schwab**
1210 NW 19th Ave
503-227-3541 / www.lesschwab.com
- **Steve's Automotive**
22 NW 14th Ave 503-227-4112
www.stevesautomotive.com

Banks:

- **US Bank**
1040 NW Lovejoy St
503-412-3420 / www.usbank.com
- **Chase Bank**
1035 NW Lovejoy St
503-222-1736 / www.chase.com
- **Wells Fargo Bank**
845 NW 11th Ave
503-225-3474 / wellsfargo.com
- **Umpqua Bank**
1139 NW Lovejoy St
503-288-5610 / www.umpquabank.com

Dry Cleaners:

- **Willamette Dry Clean**
1334 NW Marshall St 971-255-1286
willamettedryclean.approach.com
- **Swiss Tailors and Cleaners**
816 NW 12th Ave
503-225-1309

Flowers:

- **Sammy's Flowers**
1124 NW Lovejoy St 503-281-0310
www.sammysflowers.com
- **Old Town Florist**
404 NW 10th Ave 503-223-1646
www.oldtownflorist.com

Grocery Stores:

- **Safeway**
1303 NW Lovejoy
503-205-6746 / www.safeway.com
- **Basics Market – Lovejoy**
930 NW 14th Ave 971-300-0689
www.basicsmarket.com
- **Whole Foods**
1210 NW Couch St 503-525-4343
www.wholefoodsmarket.com
- **Fred Meyer**
100 NW 20th Ave
503-721-4100 / www.fredmeyer.com
- **New Seasons Market**
2170 NW Raleigh 503-224-7522
www.newseasonsmarket.com
- **Zupans**
2340 W Burnside St
503-497-1088 / www.zupans.com
- **World Foods**
830 NW Everett St
503-802-0755 /
www.worldfoodsportland.com

Hardware:

- **ACE Pearl Hardware**
1621 NW Glisan St 503-228-5135
www.uptownhardware.com
- **Chown Hardware**
333 NW 16th Ave
503-243-6500 / www.chown.com
- **Parr Lumber**
1320 NW 19th Ave
503-223-8141 / www.parr.com

Hospital / Medical:

- **Legacy Good Samaritan**
1040 NW 21st Ave 503-413-7711
<http://www.legacyhealth.org>
- **Portland Clinic**
800 SW 13th Ave 503-223-3113
www.theportlandclinic.com
- **ZoomCare**
202 NW 13th Ave / 503-684-8252
<https://www.zoomcare.com/>
- **Legacy Urgent Care**
1244 NW Marshall St. / 971-232-8620
www.gohealthuc.com

Pharmacies:

- **Safeway**
1303 NW Lovejoy St
503-205-6746 / www.safeway.com
- **Rite Aid**
600 NW 10th Ave
503-227-4835 / www.riteaid.com
- **Fred Meyer**
100 NW 20th Ave
503-721-4100 / www.fredmeyer.com
- **Walgreens**
2103 W. Burnside St
503-295-6480 / www.walgreens.com

Post Office:

- 1706 NW 24th Ave
503-228-1003 / www.usps.com

Schools – Preschool:

- **Child Peace Montessori**
1516 NW Thurman St
503-222-1197 / www.childpeace.org
- **Fruit & Flower Child Care Center**
2378 NW Irving St
503-228-8349 / www.fruitandflower.org
- **KinderCare Learning Center**
1740 NW Flanders St
503-295-7923 / www.kindercare.com

Schools:

- **Chapman Elementary**
1445 NW 26th Ave 503-916-6295
www.pps.k12.or.us/schools/chapman
- **Emerson Charter School K-8**
105 NW Park Ave 503-525-6124
www.emersonschool.org
- **West Sylvan Middle School**
8111 SW West Slope
503-916-5690
www.pps.k12.or.us/schools/east-west-sylvan
- **Lincoln High School**
1600 SW Salmon Street
503-916-5200 / Lincoln.pps.k12.or.us
- **Metropolitan Learning Center**
Alternative K-12
2033 NW Glisan St 503-916-5737
www.pps.k12.or.us/schools/mlc

Schools -- College and University:

- **Portland State University**
1825 SW Broadway
503-725-3000 / www.pdx.edu
- **Pacific NW College of Art**
511 NW Broadway
503-226-4391 / www.pnca.edu

Shipping / Copy Services:

- **Fed Ex**
1136 NW Lovejoy St
503-219-9641 / www.fedex.com
- **UPS Store**
422 NW 13th Ave
503-222-4888 / www.theupsstore.com

Storage:

- **Downtown Self Storage**
1304 NW Johnson St 503-241-6170 /
www.downtownselfstorage.com
- **U Store Self Storage**
1520 N Interstate Ave
503-288-2925 / www.ustorenw.com

Transportation:

- Broadway Cab / 503-227-1234
- Radio Cab / 503-227-1212
- Amtrak / 800-872-7245
www.amtrak.com
- Tri-Met / 503-238-7433
www.trimet.org

Veterinary:

- **Pearl Animal Hospital**
1250 NW 10th Ave 503-954-3393
<http://pearlanimalhospital.com/>
- **Dove Lewis**
1984 NW Pettygrove
503-228-7281 / www.dovelewis.org

CHOWN PELLA CONDOMINIUM UNIT INFORMATION

CHOWN PELLA CONDOMINIUM

Utility Contacts

The HOA dues include garbage, recycling, water, and sewer. Residents will need accounts for only:

Electric

Portland General Electric www.portlandgeneral.com 503-228-6322

Gas (if installed)

NW Natural www.nwnatural.com 800-422-4012

Cable & Internet

Comcast/Xfinity www.xfinity.com
WiLine www.wiline.com 888-494-5463

Vendor/Supplier List

Feel free to contact the Management Company for current recommendations for vendors and suppliers who are familiar with the Chown Pella.

CHOWN PELLA CONDOMINIUM

Remodel and Unit Improvement Information

Virtually ALL modifications to your unit require Architectural Review. *Do not drill into concrete columns, floor slabs, the building envelope, demising walls between units or corridor walls.*

See the Rules & Regulations (Section 8) and Bylaws (Section 7.5 and 8.2) and the General Guidelines for Construction and the Architectural Review (AR) process. (See Appendix A-1), for additional details.

The Association requires the review and approval of alterations and modifications in individual units and/or affecting the common elements of the building. The Board shall consider granting approval for alterations only after the owner submits a complete Architectural Review Application for all work to be performed.

These projects, and others, require the Architectural review process:

- **Doors:** The corridor side of a unit's door and its hardware shall not be modified or painted. No door closers on entrance doors from corridor into individual units shall be deactivated or removed.
- **Balconies:** The railing, deck and balcony walls shall not be modified or painted a color other than the original color. No screens or sun shades are allowed to be added to balconies or decks without prior written approval from the Board of Directors. See Appendix D-? for guidelines
- **Electric Wall Heaters:** Only UL or NSF listed wall-mounted electric heaters may be used in your home and require an Architectural Review (AR).
- **Gas Appliances:** Any gas appliance installed in the building after September 1, 2019 must be approved prior to installation through the AR process and must include a flame supervision device (FSD), also known as a flame failure device (FFD). This feature will stop the flow of natural gas to the burner of an appliance should the flame be extinguished. The AR application must clearly detail the make and model of the appliance and document that it has this feature.
- **Refrigerator Ice Maker:** Refrigerator ice makers are discouraged. If one is installed, it is required to either use a braided stainless-steel supply line or flexible copper ice maker tubing.
- **Braided Hoses:** In order to minimize instances of water damage, the HOA requires the replacement of all non-conforming hoses with stainless-steel braided hoses.
- **Flooring:** Effective sound abatement must be incorporated into any projects that replace existing flooring (effective January 01, 2020).
- **Common Elements, Building Exterior:** There shall be no modifications to the building exterior to any general common element. Sprinklers, fire alarm and smoke detector systems shall not be modified in any way

General Guidelines for Construction

Architectural Review is a process used by the Chown Pella HOA to ensure the requirements of Bylaw Sections 7.5 and 8.2 are followed.

The objectives of these Bylaws are to protect the structural integrity of the building, to avoid any action that would violate the Historic designation of the building, and to provide for review and approval of actions so that impacts to commons areas do not occur and the disruption to the lives of owners of the building and their livability is minimized.

Step 1. The following actions generally do not require Board of Directors oversight unless special circumstances exist:

- -Replacing appliances, such as a hot water heater, a toilet, or washer and dryer. Gas appliances installed after Jan. 1, 2020 must be approved through the AR process. New gas appliances must include a flame supervision device (FSD) or flame failure device (FFD). See Sec 8.13 for additional information.
- -Replacing interior plumbing elements like service lines to toilets, sinks, etc. Supply lines to washing machines must be stainless-steel braided hoses. See Sec 8.14 for additional information.
- -Hanging pictures on interior walls in compliance with the Boards' rules for wall penetrations. Sec 8.4 of the Rules and Regulations. Also be aware there are electrical and plumbing services in the interior walls. Exterior concrete and brick walls have earthquake reinforcement.
- -General actions that do not affect the Common elements (which start behind the paint in your unit). If you are in doubt, ask the Board for an opinion.

Step 2. All other alterations must be submitted for Architectural Review. The owner of a unit begins the process with a proposal to the Board of Directors describing the alteration an owner wishes to make.

Step 3. The Board of Directors will review the proposal to determine the level and scope of its oversight. Some alterations, especially those that do not require City of Portland permits to complete, can be reviewed and approved quickly. Minor actions such as painting and/or refinishing walls and cabinets, replacing an air conditioner with a heat pump (there are certain requirements the Board will impose), replacing flooring (the Board may require a sound deadening subfloor) or refinishing floors can be fast tracked and will not require an application fee.

- Step 4.** If the Board’s initial review determines the proposal’s scope requires formal review, the Architectural Review process will be initiated. This process requires submission of formal design documents including a project schedule, advance notice to residents, a deposit to cover the costs of inspections, possibly a performance bond, presentation of permits before construction, and a Construction Rules document (attached), signed by the owner and the Contractor.
- Step 5.** The owner is responsible for providing the required information needed for the Board to make a decision. See the AR Application for Unit Changes” which follows.
- Step 6.** The Management Company will provide general notice of the proposed scope and schedule for the project to CP owners. CP owners will be asked to submit any comments regarding the project to the Management Company within 7 calendar days of distribution. The Board will review all comments and work with the owners as necessary to resolve them.
- Step 7.** Board of Director review, assisted by qualified inspectors as necessary.
- Step 8.** Approval or disapproval of the project by the Board of Directors.
- Step 9.** When obtained from the City of Portland, copies of all completed permits shall be submitted to the Management Company.
- Step 10.** Depending on the complexity of the project, an inspection may be required upon completion of the project.

In order to avoid delays in your project, please submit all required information as early as possible and allow 2-4 weeks for review, depending on the complexity of your project.

Good luck with your renovations!

**THE CHOWN PELLA CONDOMINIUMS
AR APPLICATION FOR PROPOSED UNIT CHANGES**

Date of Submission: _____ Date Changes to be Completed by: _____

Unit #: _____ Unit Owner Name: _____

Contact Information:

Mailing Address (if not in full time residence):

Tel: _____ E-mail: _____

Description of proposed changes to unit:

Checklist:

- One copy of the plans and specifications (including engineering and structural plans if appropriate)
- Names, contact information of contractor
- Copy of Required City Permits (required at final inspection):
 - Structural
 - Mechanical
 - Electrical
 - Plumbing
 - Sanitation
- Copies of Contractor's Insurance and Bonding
- Copy of Estimated Construction Schedule

Requested start date: _____

Construction fee made payable to Chown Pella Owners Association as per fee schedule

Administrative costs \$150

Owners may ask the Board to waive the above fees for small, low impact projects.

AR Submittal By _____ Date: _____
Owner

Comments:

AR Review and Approval

Reviewed by: _____ Date: _____

Comments: _____

d pages as necessary

Ad

Approved by: _____ Date: _____

For Board of Directors

Conditions:

Add pages as necessary

OR

Disapproved by: _____ Date: _____

For Board of Directors

Reasons:

Add pages as necessary

If approved, acceptance by: _____ Date: _____

Owner

Acceptance of conditions and Bylaws Article 7.5 and 8.2 and agree to abide by all provisions of both and the Construction Rules (see Appendix A-1).

Unit Owner: _____ Date: _____

Contractor: _____ Date: _____

For Management Company use:

Date Fees Paid: _____

Date Signed Construction Rules received: _____

Date Notice to Proceed sent: _____

Date Project completed: _____

Construction Rules

City permits and arrangements for restrooms, storage of any material, parking of vehicles, usage of utilities and disposal of materials will be between the unit owner and contractors assigned to work on the project without exception. The unit owner assumes complete responsibility for the conduct of contractors, vendors or other persons entering the property to conduct the work.

Damages, if applicable, will be assessed to the Unit Owner.

A Notice to Proceed will be issued by the Management Company after the application is complete, fees are paid, and these rules are acknowledged. The owner shall notify adjacent residents prior to construction of the expected start and completion date. The HOA Board should be notified if changes to schedule occur, since timing of other projects under review may be impacted.

Work will be confined to the hours of 8:00 a.m. and 7:00 p.m., Monday through Friday. Except when Federal Holidays fall on a weekday, no work will be performed on Holidays. Saturday hours are limited to the hours from 9:00 a.m. to 5:00 p.m. No work may be performed on Sunday. Work hour rules may be appealed to the Board of Directors with the written consent of the homeowners immediately surrounding the unit under construction.

Elevator transport of construction materials is limited to the garage or basement areas. Notify the Management Company 3 days in advance to schedule elevator use for the construction process. Only the North elevator shall be used. The Management Company will install elevator pads before the scheduled use. Transporting construction materials through the lobby is prohibited unless supervised by the Management Company. Any activity that requires delaying normal operation of the elevator or holding the elevator on floors for loading/off-loading must be submitted in writing ten days in advance with the Management Company. Depending on the impact of the project on elevator use, The Management Company may require a 3rd party operator to manage the elevator use. Provision must be made to allow the least disruption to other residents and abuse of elevators.

Common areas will be kept clean and clear of all construction debris. Hallway carpets, elevator and flooring must be covered and protected during demolition and construction. A thorough cleaning of these common areas must take place at the end of each day. No construction material may be stored in a common area of the building. No common element utilities may be used. No construction activity may take place in any common area. No construction debris may be thrown in the trash chute or the basement dumpster.

No unauthorized entrance to locked electrical and mechanical rooms including tampering with or altering any mechanical or utility system is allowed. Access requests to enter these building systems must be submitted in writing ten days in advance to the Management Company. Any disruption in building services must be submitted in writing ten days in advance with the Management Company.

Construction activity must be confined to the interior of the unit.

Realistic construction schedules must be provided and it is expected they will be adhered to.

Any time a dumpster is required, it must be covered during non-construction hours.

Any water shut-off that is required during construction to a part of the Chown Pella Condominiums must be arranged through the Management Company. A 3-day notice must be posted prior to shut-off. The expense for the plumber is to be paid by the unit owner. The unit owner is encouraged to use a licensed plumber for work done inside their unit. When water is shut off to a unit during a remodel or repair, owners are strongly encouraged to install their own shut-off valve on their main water line. They will then be in control of shutting off water to their unit in the future.

Refinishing or cleaning floors must be accomplished with chemicals approved for use in condominiums. Appropriate ventilation must be provided to minimize impacts to other owners.

Tile removal must be done with hand tools with use of an air scrubber. All vents including the dryer vents must be covered when tile is being removed.

OSHA safety standards must be adhered to for all activities that create dust/fumes. Ventilation of the unit must be included in work plans when these activities are performed.

Anything uncovered during remodeling that reveals a defect to a common element (e.g. electrical defects, holes in concrete slab) must be immediately reported to the Management Company. When walls are opened or removed during construction or remodel the unit must be in compliance with the fire code and any fire-stopping issue must be brought to compliance with code during construction or remodel and inspected by a qualified third-party vendor (i.e. licensed architectural firm) at the unit owner's expense.

Any accidental intrusion into a common element that results in damage to that element requires immediate notification to the Management Company. Failure to immediately notify them will result in a violation. Remediation of damage is at the unit owner's expense.

Any violation of Bylaws Articles 7.5 or Bylaws article 8.2 will result in an immediate violation notice, if other than by accident. The project will be halted until board approved remediation of the violation is obtained.

Any work done that extends beyond the legal boundaries of the unit owner may impact other unit owners and the building as a whole. It is not permitted without the approval of the CPC Board of Directors. Activities that involve painting, sanding, and/or the use of solvents must incorporate appropriate venting of construction dust and smells by the use of external exhaust fans to minimize the impact on residents.

Unit owners and contractors will acknowledge in writing that they have read and understand the construction rules as well as Bylaws Article 7.5 and 8.2.

All fire sprinkler system work during construction and remodeling must be done by a state certified vendor.

An interim inspection of construction work may be required to insure there are no rules, code or safety violations. The inspector will be a qualified third party (ie licensed architectural firm).

A final inspection of construction work may be required to insure the project was completed according to approved plans.

Violations

Failure to comply with the requirements of these construction rules may result in fines, the shutdown of an owners project until compliance is obtained, and possibly repairs to the unit at the owner’s expense to correct damage to the building.

Fines:

1st Violation – Warning Letter

2nd Violation and subsequent violations for same project – up to \$500.00 – which may be waived by the Board after appeal by homeowner.

We have reviewed Bylaws Article 7.5 and 8.2 and agree to abide by all provisions of both the Bylaws and these Construction Rules.

Unit Owner: _____ Date: _____

Contractor: _____ Date: _____

CHOWN PELLA CONDOMINIUM

Emergency Preparedness

Are you prepared?

The time to prepare for an emergency or disaster is before it happens.

- Will your family be together at the time of an earthquake? If not, how will you communicate and reunite?
- If you have children, how will you reach them if they're at school or in daycare? Does their school have an emergency plan?
- If you're not home, how will your pets be fed, walked, and cared for until you can return?
- If you have mobility limitations, how will you get to and from your residence? (Remember, no elevators.)
- Does your workplace have an emergency plan and emergency supplies?

Preparedness Resources

- The City of Portland's Bureau of Emergency Management (PBEM) and Neighborhood Emergency Teams (NETs) - <https://www.portlandoregon.gov/pbem/31667>
- Visit www.publicalerts.org to sign up to receive emergency alerts via email, voice, or text/SMS messages.
- Prepare! - The Red Cross's emergency preparedness guide - <https://www.redcross.org/get-help/how-to-prepare-for-emergencies.html>
- Living on Shaky Ground – Oregon Emergency Management's guide to surviving earthquakes and tsunamis
https://www.oregongeology.org/tsuclearinghouse/resources/pdfs/shakygroundmagazine_Oregon.pdf

Key Elements to a Disaster

- They are relatively unexpected.
- Emergency personnel may be overwhelmed, and you and your neighbors may be on your own for an extended period of time.
- Lives, health, and the environment are endangered.

Steps to Basic Preparedness

- Develop relationships with your neighbors during normal times – so we can get to work, and not have to get to know each other, when disaster strikes.
- Be aware of specific hazards, including earthquakes.
- Make a family emergency plan.
- Assemble a personal emergency kit.
- Stay informed about disasters and changing conditions.

Hazards in the Pacific Northwest

- Fires and wildfires.
- Winter storms, floods, and landslides.
- Earthquakes and tsunamis.

Earthquakes

During an earthquake:

- Drop, cover (under a table), and hold.
- If indoors, stay there until the shaking stops.
- If outdoors, find a spot away from buildings, trees, streetlights, power lines, and overpasses.

After an earthquake:

- We may experience loss of power - no lights, appliances, heat, refrigeration, cooking, water pressure (toilets won't work!), internet, telephone, elevators, door fobs, and garage door openers – certainly for hours, and possibly for days or longer.
- Be aware of injuries sustained from falling appliances, furniture, bookcases, fallen pictures and mirrors, or broken windows.
- Surrounding streets, bridges, or overpasses may be damaged, collapsed or impassible.
- If you're home when the quake happens, it may be difficult to get anywhere else. If you're away – at work, school, shopping – it may be difficult to get back home.

Emergency Plan

Every unit should develop and practice an emergency plan:

- Talk to your family, friends, neighbors, and co-workers about how to prepare for and respond to emergencies.
- Talk to your neighbors to learn what resources they have, and how they might be pooled to help each other.
- Learn each person's needs and abilities – is someone vision impaired, hearing impaired, or mobility impaired?
- Identify your own risks and vulnerabilities.
- Identify each person's role and plan to work together as a team.
- Choose two places to meet up after a disaster – one near your home; one outside your neighborhood, in case the entire area is affected by a larger disaster.
- Practice evacuating the building.
- Choose an out-of-state contact. Everyone in your family should have that person's phone number and check in so everyone can find out that they're safe. After a disaster, local phone lines may be down or jammed. It may be easier to make a long-distance call than a local one.
- Learn what you need to do for your pet in a disaster situation.
- Make copies of important documents (ID, insurance, financial) and store them in a waterproof/fireproof container.

Emergency Kit

Every unit should assemble and maintain an emergency kit that includes:

- Food, water, and emergency supplies to last a minimum of three days, preferably a week or longer, for your family and your pets.
- At least one gallon of water per person per day.
- Food items that don't need to be refrigerated or cooked – like peanut butter, canned meats, energy bars, canned fruits and vegetables – don't forget a manual can opener.
- First aid kit – which you know how to use.
- Fire Extinguisher - remember to PASS – Pull, Aim (at base of fire), Squeeze, Sweep.
- Cash – ATMs won't work and banks won't be open.
- Extra supply of any prescription medications – pharmacies may not be open for a while.
- Flashlight and extra batteries.
- Battery powered radio.
- Sturdy shoes or work boots and work gloves.
- Goggles and a dust mask.
- It is also good to have tools, like a pocketknife, axe, shovel, and a sturdy broom.
- Ideally, you should have an emergency kit at home, at work, and in your car – you never know where you'll be when a disaster happens.

**CHOWN PELLA CONDOMINIUM
REFERENCE MATERIAL**

THE CHOWN PELLA CONDOMINIUMS

RULES AND REGULATIONS

February 2021

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THE CHOWN PELLA CONDOMINIUMS

RULES AND REGULATIONS

INTRODUCTION

All of us living in Chown Pella Condominiums (“the Chown Pella Condominiums”, “Chown Pella” or “the Building”) enjoy the benefits of community living -- for a variety of reasons. For some, it’s the financial, operational or social benefits. For others, it’s simply the opportunity to live in a beautiful, historic building in the center of Portland’s most vibrant neighborhood.

Honoring these diverse motivations, we all work to get along, balancing our individual desires with our collective well-being. Chown Pella’s rules and regulations (“the Rules and Regulations”) play an important role in maintaining that balance of individual satisfaction and neighborly goodwill.

These Rules & Regulations were created and adopted by The Chown Pella Board of Directors (“the Board of Directors”) to serve as a supplement to the Declaration of Chown Pella Condominiums (“the Declaration”) and the Bylaws (“the Bylaws”) of Chown Pella Condominiums Home Owners' Association (“the Association” or “the HOA”). Where applicable, the specific article of the Bylaws or the Declaration has been referenced. If there is no such reference, the statement has been adopted by the Board of Directors in accordance with its powers and duties to administer the affairs of the Association.

As owners and residents of the Chown Pella Condominiums , we are obligated to abide by the Declaration, the Bylaws, and, by extension, the Rules and Regulations.

We have a social and financial interest in the building. Its maintenance, value, and livability require the interested participation of all owners and residents.

Chown Pella Board of Directors

Adopted: Chown Pella HOA, Board of Directors 02/2021

Revisions:

Scope of Rules and Regulations

These Rules and Regulations, as adopted, apply not only to the owners and tenants of the Chown Pella Condominiums but also to any of their family members, guests, domestic employees and contractors engaged in work in the Building. Each owner and tenant is responsible for making sure they and all their visitors follow these Rules and Regulations.

These Rules and Regulations have been adopted by the Board of Directors.

Amendments to these Rules and Regulations may be enacted in accordance with the Declaration and/or the Bylaws of the Chown Pella Condominiums.

These Rules and Regulations are designed to maintain the high quality of living residents expect, and to assure the peaceful and orderly use and enjoyment of the Building. They will promote consistent understanding of expectations residents have about living in the Chown Pella Condominiums. They will also facilitate economical management of the Building.

VIOLATIONS OF THESE RULES, REGULATIONS, AND BYLAWS MAY RESULT IN FINES, FEES, OR OTHER ACTION.

These rules and regulations are adopted in accordance with the Bylaws. (*Bylaws 7.19*)

A schedule of fines and fees can be found in Appendix A-1, Exhibits, Exhibit 3.

Management Company

The Chown Pella Home Owners Association has contracted with a management company ("the Management Company") to administer the affairs of the HOA and to manage and maintain the common areas of the Building. Details about the

Management Company contracted by the HOA to manage our building can be found in Appendix A-1, Exhibits, Exhibit 1. If you have questions about these Rules and Regulations, homeowner responsibilities, maintenance, fee payments, or other HOA business, please contact the Management Company.

Overview

Important Notice to all Owners and Renters

Modification of structural integrity.

When the Chown Pella Condominiums was remodeled from a warehouse into condominiums, considerable effort was made to install an earthquake upgrade. This upgrade means the Building is a reinforced masonry building and meets current City of Portland standards in effect at the time of conversion. Therefore, do NOT take any actions that might weaken or damage our earthquake upgrade. This means not drilling or inserting any fasteners into concrete walls except as provided in these Rules and Regulations. No activities are allowed that affect the concrete subfloor of your condominium unless expressly approved by the HOA(*the Bylaws 8.2*).

- Building security is a priority and it depends on you!
- Do NOT admit "strangers" into the Building. Visitors can use the call box for assistance.
- Stop after entering and exiting the garage to be sure no one comes in the gates.
- Report any suspicious behavior to the security company after hours.
- See the Vendor/Supplier List for contact information)
- DO NOT give out your access code, keys, garage opener or fobs. Instead of buzzing in deliveries, meet the delivery person at the lobby door.

Sprinklers, fire alarm and smoke detector systems.

Do not modify any part of these systems.

Report any defects to the Management Company.

Be extra careful when working (or storing items) around sprinkler heads— setting them off will cause extensive water damage to your unit and surrounding units for which you would be responsible!

Use the fire pulls in the corridor when appropriate, to notify the fire department. If you have excess smoke in your unit from cooking, open a window – DO NOT OPEN your unit door.

Please refrain from using chemical cleaning solvents in your drains.

This can cause unnecessary deterioration of the pipes in the plumbing system, resulting in costly repair costs incurred by owners as well as the HOA.

Architectural Review (AR) process

Virtually ALL modifications to your unit require architectural review. Do not drill into concrete columns, floor slabs, the building envelope, walls between units or corridor walls. See the information in Appendix A-2 for further information.

Leaks

The biggest single threat to the long-term health of a building such as ours, is water. Report all leaks to the Management Company even if it's small and you have cleaned it up – your neighbors may have been affected.

Smoking

SMOKING is NOT allowed in the Chown Pella. This means common areas, individual units, balconies, decks, the loading dock on 13th Avenue, and parking areas. Smoking includes all forms of smoking including but not limited to cigarettes, cigars, marijuana, pipes, e-cigarettes, vaping devices and the like, containing ANY kind of combustible material.

Pets

Subject to the conditions contained in Section 7.14 of the Bylaws, animals are welcome at the Chown Pella. However, it is important to respect your neighbors. All animals must be on leash in the indoor common areas. "Water" your dogs away from the building, and clean up after them.

Pet waste must be double bagged and disposed in the basement dumpster in the room behind the recycle bins. Please do not place it in the blue recycle bins.

Communication

Communications regarding maintenance issues, or areas of concern/complaint, must be emailed to the Management Company. Non-urgent issues, suggestions or ideas can be submitted through the comment box in the Building lobby or directly to the Management Company.

SECTION A. SECURITY

1. General Security

- 1.1** Residents must be proactive about the security of the Building. Each resident must consider their actions as providing the first line of defense.
- 1.2** Do not allow strangers to enter the Building behind you. Non-residents entering the Chown Pella Condominiums must use the call box system. In most cases, go down to the lobby to let visitors into the building. Do not just buzz callers in, go down to the lobby to admit them unless they are personally known to you.
- 1.3** Do not admit anyone you do not know into the Building at any time, for any reason, no matter how nice they look or how reasonable their explanation. If they have a legitimate reason for being in the Building, they will be able to reach the party they are visiting from the front door call box. Approved vendors and maintenance firms can obtain an access code from the Management Company to facilitate their entrance to the building.
- 1.4** If someone is loitering around a door and you are uncomfortable entering the Building through that door, walk to another entry door and use that one.
- 1.5** Tell your guests not to expect to enter the Building without using the security system and ask them not to expect other people entering the Building to let them in.
- 1.6** Vehicles entering and exiting the parking area must wait in view of the garage door and gate to ensure that it closes fully behind them before proceeding.
- 1.7** When entering and exiting the Building on foot, make sure that all exterior doors are closed and latched properly and completely behind you before you proceed.

2. Entry System, Keys, Fobs

- 2.1** The Board, through the Management Company, is authorized to issue fobs, keys, and garage remotes only to unit owners (max 5 per unit, unless otherwise approved by the Board). After notifying the Management Company of the details, unit owners may provide them to other persons (e.g. renters, realtors, contractors) for the duration of their need.
- 2.2** Additional fobs and additional garage remotes may be purchased. See Appendix A.1.Exhibits, Exhibit 3 for costs. Keys for the parking lot entry pedestrian gates are furnished to owners at no charge.
- 2.3** All fobs and remotes will be numbered and registered with the Management Company, including those provided to others. Fobs and remotes no longer in the control of owners will be turned off.
- 2.4** Fobs provided by owners to others remain the responsibility of owners. It is the owners' responsibility to recover them when their user no longer has a need for them. All fobs and remotes are to be turned over to the new owner when a unit is sold.
- 2.5** Fobs and remotes that are lost, inoperable, or damaged must be repurchased. If a fob or remote is lost or stolen, the owner must notify the Management Company immediately so that the fob and/or remote can be removed from the system, to help ensure the security of the Building.
- 2.6** Only realtor approved lockboxes are allowed on the approved lockbox bar on the northwest corner of the Building. They must be registered with the Management Company. Any unregistered lockbox found on the lockbox bar will be removed without notice.
- 2.7** Owners selling their units should provide their real estate agent with a fob to place in the real estate lockbox for their unit.

SECTION B. OWNERSHIP

3. General Occupancy

- 3.1 All owners, including absentee owners, will maintain a completed Owner and Tenant Information Form on file with the Management Company . This form can be obtained from the Management Company or from the appendix of this document, or downloaded from the homeowner portal.
- 3.2 Any changes impacting the accuracy of the information originally provided must be reported to the Management Company within 30 days.
- 3.3 The Owner and Tenant Information Form must be signed by the new owner or tenant and returned to the Management Company before occupancy begins.
- 3.4 If you rent or lease your unit, you must notify the Management Company immediately of your tenant's name, email address, move date and the automobile description(s) each time a tenant moves in or out. See section 5 Moving for requirements applicable to all moves. You must provide a copy of these Rules and Regulations to tenants. *(Bylaws 7.22.2)*
- 3.5 Owners should provide the Management Company with the name and telephone number of a local relative or friend that could provide access into their unit in the event of an emergency, i.e., water or gas leak, should the owner be away for any period of time.

4. Rental of Units

- 4.1 Any owner who wishes to lease or rent their unit must meet each of the following requirements, and the lease or rental agreement shall be subject to these requirements whether or not they are included within the lease or rental agreement.
 - 4.2 All leases and rentals must be in writing.
- 4.3 The minimum rental period is three months as described in Bylaw Amendment Section 7.22. There are no exceptions to this requirement.
- 4.4 The rental contract or lease must be for the entire unit and not merely parts of the unit, unless the owner remains in occupancy.
- 4.5 All such leases and rentals shall be subject in all respects to the provisions of the Declaration, these Bylaws, and these Rules and Regulations..
- 4.6 All owners who lease or rent their units shall provide to the Association within 30 days of receiving notice of the adoption of these Rules and Regulations the following:*(Bylaws 7.22.2)*
 - 4.6.1 The Owner/Tenant form (Appendix-A-3)
 - 4.6.2 Proof of owner's liability insurance policy.
 - 4.6.3 Proof of Renters Insurance Policy (HO4 insurance)
- 4.7. Failure to provide the information required in Section 4.6 within 30 days of the adoption of these Rules and Regulations will result in the owner being assessed fines per the schedule in Appendix A-1, Exhibit 3. The HOA's Collections Resolution will be implemented for unpaid fines after 90 days.
- 4.8 Owners who have rented their condominium units are responsible for the actions of their tenants. Fines imposed for violations of the Declaration, Bylaws or the Rules and Regulations accrue against the unit owner, not the tenant. Tenants are required to abide by the Declaration, the Bylaws, and these Rules and Regulations.
- 4.9 Owners shall deliver to their tenants in writing any amendments or changes to these rules.

5. Moving

5.1. General Information

- 5.1.1 In the event of a sale or a rental to a new tenant, a move out, or a move between units, the owner or tenant must notify the Management Company prior to setting a move date.
 - 5.1.2 The Management Company will instruct the mover to immediately contact Movin'In Mavens who is contracted to provide move-in supervision, orientation, or move-out supervision for the Chown Pella. Movin'In Mavens will serve as the Chown Pella designated Move Coordinator ("Move Coordinator"). In the event a new company is contracted as the Move Coordinator prior to these Rules and Regulations being amended all references to Movin'In Mavens shall mean the company currently under contract to serve as the Chown Pella Move Coordinator.
 - 5.1.3 The Move Coordinator must be on-site for all moves to provide Building security, to ensure non-residents are NOT allowed entry into the Building, to ensure common areas (including the elevator) are not damaged, and to minimize disturbance and inconvenience to residents.
 - 5.1.4 On the day of the move, the Move Coordinator will install elevator pads and floor protection, control security on the front door, and during the move operate the elevator. The padded elevator must be used for the move, the second elevator must be available for residents.
 - 5.1.5 All items must be moved into or out of the building through the main doors into the building lobby. Moves may not take place through the parking lot, basement, south entrance, the north door on the loading dock, or through stairwells.
 - 5.1.6 At no time shall any exterior doors be propped open and/or left unsecured. Access by other residents through the corridors and to the elevator must be maintained throughout the move.
- 5.2. **Moving Hours:** Moves may be scheduled and made between 8:00 AM - 5:00 PM, Monday through Saturday.
- 5.3. **Scheduling the Move:** Owners/tenants must contact the Management Company and the Move Coordinator (see appendix at least seven (7) business days prior to the move to reserve the elevator and to give the Move Coordinator time to schedule personnel to monitor the move. Only one move per day is permitted. When scheduling the move, owners must provide contact telephone numbers where they can be reached prior to the move and on the day of the move. If proper notice of the move is not given, the owner shall pay all overtime costs associated with a "last-minute" scheduling of the Move Coordinator. "Last-minute" is defined as less than 7 business days prior to the move.
- 5.4. **Fees.** All fees are the responsibility of the owner (including fees incurred by renters). See Appendix A-1, Exhibits, Exhibit 3 for fees associated with moving. New owners pay the move in fee through escrow during the closing process. Owners who have not yet made a deposit of move out fees will pay the move out fee through escrow when they sell their unit. Owners who rent will be assessed the move in and move out fees each time they change renters.
- 5.4.1 **Internal moves.** The Internal moves fee may be waived by the Board depending on the type of move and whether or not the services of the Move Coordinator are needed.
 - 5.4.2 **Staging moves.** Fees will be charged to stage furniture while a unit is listed for sale. This fee will provide for the services of the Move Coordinator and expenses associated with the move incurred by the Association.

- 5.4.3 Large appliance moves.** The move-in/move-out fee is not charged for single item moves (i.e. delivery of appliances or furniture). This service must be coordinated by the Management Company. The resident must contact the Management Company 48 hours in advance to arrange to have the elevator pads installed and removed. Any damage associated with the delivery will be assessed to the unit owner. A fine may be assessed for failing to notify the Management Company of a single item move.
- 5.4.4 Furnished rental apartment moves.** These moves are generally simple and do not require extensive supervision. Owners of furnished rental units may ask the Board for an adjustment to established moving fees. An orientation will be required for each tenant move-in.
- 5.4.5 Unscheduled Moves.** Moves that are unscheduled will be charged at two (2) times the normal move rate amount.
- 5.5 Rentals:** Rental move-in/move-out will follow the rules specified in section 4 herein. It will be the responsibility of the owner to inform their tenants of move-in/move-out rules prior to them moving into the rented unit. Any financial agreement between the owner of record and their renter is solely between them and in no way will involve the Chown Pella Condominiums.
- 5.6. Canceling/Postponing the Move:** If an owner or renter must cancel or postpone the move once it has been scheduled, the owner shall be responsible for the cost of rescheduling the Move Coordinator and any last-minute cancellation charges which may be incurred.
- 5.7. Parking Option:** The loading zone adjacent to the front loading dock is available for vehicles used in the move-in/move-out process. City of Portland requirements for use of a loading zone should be followed to avoid parking violations.
- 5.8. Pre- and Post-Move Walkthroughs:** The owner, owner's representative or tenant is required to walk through the common areas of the building with the Move Coordinator prior to the move to note any damages to the common elements of the building for which the owner does not want to assume financial responsibility. At the completion of the move, the Move Coordinator will inspect the building for any damage that was not noted on the pre-move walkthrough.
- 5.9. Damage to the Building and Common Areas:** The owner of record is financially responsible for any damages to the building and/or common areas that are caused by the movers because of the move into or out of a unit. Determination of damage shall be at the sole discretion of the Board of Directors, based on the feedback provided by the Move Coordinator, Janitorial staff or by others who observed and noted damage as a result of the move.
- 5.10. Elevator:** The Move Coordinator is assigned to monitor the move and will have access to the elevator Run/Stop key. The Move Coordinator will install the elevator wall pads. No items shall be moved prior to the installation of elevator protection. Propping elevator doors open can damage the mechanism. **Under no circumstances are elevator doors to be propped open to bypass the use of the elevator key.** Service calls and damage repair caused by propping open elevator doors will be assessed to the owner.
- 5.11. Disposing of Boxes and Packing Materials:** At the end of the move, corridors and elevators must be cleared of any and all debris. Owners will be charged for any clean-up which is necessitated by the move, and which the owner fails to perform. Cardboard boxes should be flattened before placing them in the cardboard dumpster in the trash compactor room. Cardboard boxes may not be disposed of in the garbage chute. All boxes and packing materials must be disposed of properly in the main recycling/garbage area. Boxes and packing materials not disposed of properly will result in added fees as noted and/or forfeiture of damage deposit.
- 5.12. Orientation:** Fees include one orientation session, which is provided by the Move Coordinator. If a unit is to be rented, each new tenant is required to attend an orientation. Attendance at orientation is mandatory; please contact the Move Coordinator for scheduling.

6. Commercial Use

- 6.1 No industry, business, trade, occupation, or profession of any kind shall be conducted, maintained, or permitted in any Residential Unit. This prohibition includes any commercial filming inside a Residential Unit by an outside company. A unit may be used for a "Home Office". *(Bylaws 7.2)*
- 6.2 Use of the Commercial Units (106, 107, 109, 112, 113, 114) are regulated by Chown Pella Bylaws 7.2.

7. Sale of Units and Open Houses

- 7.1. All homeowners shall inform the Management Company at the time they decide to sell or rent their units.
- 7.2. No "for sale" or similar sign shall be placed in a window for public view or be placed on or in the vicinity of an entry of the Building except as approved by the Board of Directors.
- 7.3. Units shall be shown by realtors or the owner by appointment only, except that open houses may be held which require the realtor or owner to station an attendant at the lobby door to control access to potential buyers. Under no circumstances should a realtor or owner "click" in a potential buyer through the front door. *(Bylaws 7.17)*
- 7.4. Only approved Realtor electronic lock boxes are allowed on the approved lockbox site and lockboxes must be registered with the Management Company.
- 7.5 Owners or tenants are not allowed to hold public sales in their units. *(Bylaws 7.17)*

8. Remodeling, Repairs, Maintenance, and Upkeep

- 8.1 There shall be no modifications to the Building exterior.
- 8.2 The Association requires the review and approval of alterations and modifications in individual units and/or affecting the common elements of the building. The procedure for obtaining approval for modifications or alterations to individual units is set forth in the Bylaws, Section 7.5 and Section 8.2, and in the Architectural Review(AR) process. (see Appendix A-2)
- 8.3 The Board shall consider granting approval for alterations only after the owner submits a complete Architectural Review application for all work to be performed.
- 8.4 When the Chown Pella Condominiums was remodeled from a warehouse into condominiums, considerable effort was made to install an earthquake upgrade. This upgrade means our building is a reinforced masonry building and meets City of Portland standards in effect at the time of the conversion. Therefore, do NOT take any actions that might weaken or damage our earthquake upgrade.

Drilling into concrete and brick walls may be done to hang or install single items weighing no more than thirty (30) pounds. Drill bits must be $\frac{3}{8}$ " inches or less in diameter. Drill holes shall not extend more than 1" into the wall. Any other drilling beyond these limits requires written approval of the Board of Directors.

Drilling into or otherwise damaging the concrete subfloor of your condominium are subject to the Bylaws. *(Bylaws 8.2)*
- 8.5 Balcony railings and deck and balcony walls shall not be modified or painted a color other than the original color.

- 8.6** The corridor side of a unit's door shall not be painted or its hardware modified without Board approval.
- 8.7** Effective sound abatement must be incorporated into any projects that replace existing flooring (effective January 01, 2020)
- 8.8** No door closers on entrance doors from the corridor into individual units shall be deactivated or removed. These are fire doors and are for your safety. They are required by code to close automatically.
- 8.9** No screens or sun shades are allowed to be added to balconies or decks without prior written approval from the Board of Directors. If approved, such screens or sun shades will be kept in good repair at all times. See Appendix A-4 for guidelines
- 8.10** No satellite dishes, antennae, wires, cables or conduit may be attached to the general common element of the Building, balconies or deck railings. Nothing may be attached or mounted to the roof or roof elements without prior written approval from the Board of Directors.
- 8.11** Sprinklers, fire alarm and smoke detector systems shall not be modified in any way. Report any defects to the Management Company. Be extra careful when working (or storing items) around sprinkler heads - setting them off will cause extensive water damage to your unit and surrounding units for which you would be responsible.
- 8.12** Only UL or NSF listed wall-mounted electric heaters may be used in your home. Non-listed appliances can potentially create unsafe conditions in your unit, including but not limited to, heightened risk of fire or electric shock. Wall-mounted electric heaters are subject to the AR process.
- 8.13** Any gas appliance installed in the building must be approved prior to installation through the AR process and must include a flame supervision device (FSD), also known as a flame failure device (FFD). This feature will stop the flow of natural gas to the burner of an appliance should the flame be extinguished. The AR application must clearly detail the make and model of the appliance and document that it has this feature.
- 8.14** Water leak prevention
- 8.14.1** Bath sinks, kitchen sink, dishwasher, and washing machine plumbing connections.
- A. Supply lines are required to be flexible braided stainless steel (both the hose and connectors).
 - B. Owners are responsible for ensuring their condos meet this standard.
 - C. The HOA will inspect condos yearly for compliance. Replacement will be required at any sign of deterioration.
 - D. See Appendix A-1, Exhibit 3 Fees and Fines for non-compliance fines.
- 8.14.2** Toilets.
- A. The supply line is required to be flexible braided stainless steel (both the hose and connectors).
 - B. Toilet valves and wax rings must be maintained regularly. Generally they need replacement every 5-10 years.
 - C. Owners are responsible for ensuring their condos meet this standard.
 - D. The HOA will inspect condos yearly for compliance. Replacement will be required at any sign of deterioration.
 - E. See Appendix A-1, Exhibit 3 Fees and Fines for non-compliance fines.
- 8.14.3** Hot water heaters.
- A. Owners must install a leak detector with a loud alarm and preferably with wifi connectivity, adjacent to their hot water heaters. Examples are the SimpleSENCE Water leak and freeze detector or the Govee WiFi Water Sensor.

- B. If not already present, It is recommended that owners install a catchment pan under the hot water heater to contain a slow leak and ensure notification by the leak detector.
- C. Owners are responsible for ensuring their condos meet this standard.
- D. Hot water heaters must be inspected yearly for signs of deterioration. The age of each hot water heater will be determined from the Manufacturers data plate on the appliance. Water heaters older than 15 years must be replaced.
- E. The HOA will inspect condos yearly for compliance with the leak detection standard and hot water heater age.
- F. See Appendix A-1, Exhibit 3 Fees and Fines for non-compliance fines.

8.14.4. Refrigerator ice makers.

- A. Refrigerator ice makers are required to be installed with flexible copper tubing and a shutoff valve. Plastic supply lines are not allowed.
- B. Owners are responsible for ensuring their condos meet this standard.
- C. The HOA will inspect condos yearly for compliance. A photo of your installation or a statement by a licensed plumber verifying compliance may be provided if it is difficult to see the type of hose connecting the valve to the refrigerator. Replacement will be required at any sign of deterioration.
- D. See Appendix A-1, Exhibit 3 Fees and Fines for non-compliance fines.

8.15 In order to minimize the possibility of accidental triggering of the fire protection sprinklers, the HOA will install protective cages over all high risk sprinkler heads by July 1, 2021.

8.16 Refrigerator ice makers are discouraged. If one is installed, owners are required to either use a braided stainless-steel supply line or flexible copper ice maker tubing.

8.17 The move-in orientation will provide information for the location of and the procedure to shut off the water valve for each unit. When water is shut off to a unit during a remodel or repair, owners are strongly encouraged to install their own shut-off valve on their main water line. They will then be in control of shutting off water to their unit in the future.

9. Insurance

9.1 Property insurance for Owners (including owners that rent)

9.1.1 Owner: Each owner is required to insure their units for any losses less than the Association's deductible and for any personal property, loss of use coverage or loss of rents and loss assessment. (See 1.2a of insurance resolution)

(continued)

- 9.1.1.a** Betterments and improvements made by the current owner or prior owners are not covered under the Association's policy and should be covered under the property policy obtained by the owner.
- 9.1.2** Tenant: Tenants shall be responsible for insuring all personal property inside their unit including loss of use. (See 1.2b of insurance resolution)
- 9.2** Liability insurance (including owners and tenants)
- 9.2.1** Owners and tenants need to have a liability policy no less than \$1,000,000 in coverage per occurrence. (See 1.2c of insurance resolution)
- 9.3** Insurance Coverage
- 9.3.1** Insurance is to cover sudden and accidental events and not slow leaks, over time occurrences, wear and tear, etc. (See Bylaws Section 8, Maintenance) **9.3.2** Tenants must obtain a HO4 insurance policy.
- 9.4** Claims
- 9.4.1** Insurance claims can only be filed by the Board of Directors. If any owner or tenant believes that a claim needs to be submitted, contact the Management Company or a Board Member.
- 9.4.2** Any claim that involves an owner's or tenant's personal property, loss of use of a unit, or extra expenses incurred, needs to be filed with your individual carrier.
- 9.4.3** Policy deductible responsibility will be determined at the time of loss in accordance with 1.3 of the insurance resolution.
- 9.4.4** Claim payments from the Association's policy will be sent directly to the HOA. The Board of Directors then administers payments to the appropriate parties.
- 9.5** Owners are required to notify the Board of Directors of all improvements made by the owner to their unit(s) which exceed Five Hundred Dollars (\$500.00). (Bylaws 9.2.3)

SECTION C. COMMUNITY RULES

10. Common Elements

- 10.1** Maintenance, repairs, and replacements to the common elements are the responsibility of the Association and costs are allocated to all owners as a common expense.
- 10.2** An owner will be charged if such maintenance, repairs or replacements are necessitated by the acts or negligence of an individual owner or his/her tenant(s).
- 10.3** Owners shall not undertake any maintenance, repair or replacement of the common elements without express approval of the Board of Directors. Expenses for such actions will not be reimbursed and may be removed at the owner's expense.

11. Common Element Use and Appearance

- 11.1** In the interest of safety for all residents, play and recreational activities are prohibited in hallways, stairwells, elevators, and garages.
- 11.2** Parties and other gatherings are prohibited in the hallways, stairwells, elevators, and garages.

- 11.3** Bicycles shall be stored only in areas designated for that purpose.
- 11.4** The Association assumes no liability for any loss or damage to personal articles in any general common elements, limited common elements, or storage areas.
- 11.5** No trash, recyclable materials, strollers, bicycles, scooters or other items shall be left in corridors or stairwells.
- 11.6** No furniture or art work shall be placed in common areas without the prior written approval of the Board.
- 11.7** Small floor mats (less than the width of the units entrance door) may be placed in front of owner's unit. (*Bylaws 7.12*)

12. Garbage and Recycling

- 12.1** All owners and tenants share a common interest in ensuring that garbage and recyclable waste are disposed of appropriately. Waste disposal is an expense of the Association that owners and residents can influence. By separating recyclable materials (all paper products, plastic containers with necks, metal cans and glass) from disposal wastes, we can reduce the amount of garbage we need to discard. In addition, by packaging and disposing of both waste and recyclables in a clean and efficient manner, we can reduce the monthly garbage collection costs, while at the same time improving the condition and appearance of our building.
- 12.2** Garbage Chute
 - 12.2.1** When using the garbage chute, all garbage must be bagged and in an appropriate size for the chute. Rules for appropriate use of the garbage chutes are posted inside the chute door. Do not force items that are too big into the chute. Instead, bring the items to the Trash and Recycling Room.
 - 12.2.2.** No pet waste shall be disposed of in the garbage chute. Instead, double bag it and place it in the basement dumpster marked garbage in the Trash and Recycling Room.
 - 12.2.3** Solid pieces of Styrofoam may not be placed in the chute. Instead bring them to the basement dumpster marked garbage in the Trash and Recycling Room.
 - 12.2.4** Flammable or hazardous material shall NOT be disposed of in the Building, either in household garbage or in the basement trash dumpster.
 - 12.2.5** If the garbage chute and/or compactor becomes clogged or damaged through the negligent use of an owner or tenant, the owner or tenant will be charged for the cost of repair.
- 12.3.** Trash and Recycling Room off the basement elevator lobby.
 - 12.3.1** Recyclable materials may be disposed of in the appropriate container in the Trash and Recycling Room located through the marked door in the basement elevator lobby.
 - 12.3.2** The large blue containers along the south wall of the Trash and Recycling Room are all labeled as to the kinds of materials to place in them. The containers located at the far end of this line are for glass. Do NOT place garbage in these containers.
 - 12.3.3** Midway along the row of blue recycle containers is a door to the right leading to two large dumpsters. These dumpsters are clearly marked. The one on the right is for garbage that can not be bagged or is too large to be placed in the garbage chute. Place all pet waste in this dumpster. The one on the left is for large pieces of cardboard. All cardboard boxes must be broken down and flattened before placing them in the cardboard recycling dumpster. Failure to do so leads to rapid filling up of the dumpster with mostly air and is a very inefficient way to use this service.

- 12.3.4** Oversized items may not be placed in the garbage room or dumpsters. Owners/tenants must arrange for disposal with the trash hauler or donate items to an appropriate organization.
- 12.3.5** Christmas tree bags will be available in the lobby in December to assist in bringing trees out of the building. This will help contain the needles. After the holidays, by January 15, bagged trees must be placed outside the north garage pedestrian door for pick up and disposal. Trees are not to be disposed of in the trash room or anywhere else in the building. Trees disposed of after January 15 must be removed from the premises at owner/tenant expense.
- 12.4** See Appendix A.1, Exhibits, Exhibit 3 for fines imposed for misuse of the trash chutes, recycling area, and dumpsters

13. Parking

- 13.1** All parking spaces are identified and assigned by unit on the official Chown Pella Plat and are designated for cars and motorized cycles. Vehicles that are parked in or protrude into another space or into common or limited common areas that cause difficulty for residents to access their parking space may be towed without prior warning. The towing or removal of any item will be performed at the owner's expense. The Association is not responsible for any damage to the vehicle or the cost of storage.
- 13.2** For interior parking spaces only: a small amount of [items](#) associated with a vehicle or motorcycle as well as means for transporting items to units may be stored in an owners assigned parking area. Items must not intrude upon common areas or parking spaces. Items will be promptly removed if so requested by the Board of Directors. Items not removed within 7 days of the owner receiving an order for removal of items from a parking space will be placed in the trash.
For exterior parking spaces only: a car cover may be neatly stored in a space temporarily while the vehicle is in use.
- 13.3** To arrange for a tow of an unauthorized vehicle from your own assigned parking space, you will need to pre-arrange that service with the towing company. They will assign you a code number for your use in requesting towing. Only the owner is authorized to order a tow from their assigned parking space.
- 13.4** All vehicles must be operable and currently licensed at all times. No disabled vehicles may be parked in the parking lot or garage beyond a seven (7) day period. The Board may authorize the towing of any vehicle in violation of these rules. The owner of the vehicle will be responsible for all towing expenses and storage. The Association is not responsible for damage to any vehicle.
- 13.5** There shall be no repairing, servicing or overhauling of vehicles in the garage area or in any parking space. Owners of cars that drip oil are responsible to eliminate oil drips and clean their parking space regularly.
- 13.6** No flammable liquids and/or flammable products of any kind may be stored in the parking garages.
- 13.7** Notify the Management Company of theft or loss of garage door opener. The owner is responsible for the cost of the opener replacement.
- 13.8** The maximum speed limit in the garage is 5 MPH at all times.
- 13.9** Rental of parking spaces is allowed, but only to another resident of the Chown Pella.

- 13.10** Anyone allowing use of, or renting their assigned space to another resident must inform the Management Company of the name of the resident, the license plate number and make of the car that will be using the space.
- 13.11** Short-term guests may be permitted to use an owner's parking space(s) while visiting the owner. The license plate number of any car parked in the Building on a regular basis shall be noted on the Owner and Tenant Information Form.
- 13.12** At no time may a vehicle be left unattended so as to block the means of access or egress of other drivers through the garage.
- 13.13** Vehicles shall only be washed in the outdoor area designated for car washing.

14. Storage Rooms

- 14.1** Nothing of a volatile, flammable, or odorous nature or that poses a health or safety hazard of any kind shall be stored in any storage room. Perishable food or other items that might attract insects or rodents may not be stored in storage rooms.
- 14.2** Security of each storage room is the responsibility of the storage room owner. The Association is not responsible for the loss of any property due to theft, damage, fire, etc.
- 14.3** Storage rooms may only be rented to someone who is an owner or a registered tenant of the building.
- 14.4** No animals of any kind are permitted in the storage rooms.

15. Balconies, Decks, Windows

- 15.1** Nothing shall be kept or hung on, or from, fire escape balconies or deck railings that may detract from the outward appearance of the building, including, but not limited to, items such as windsocks, towels, carpets, bedding, mops, bicycles, ladders, storage boxes or indoor furniture.
- 15.2** No items of any kind may be thrown from fire escape balconies or decks onto the street, sidewalk or another neighbor's patio, including, but not limited to, cigarettes or ashes.
- 15.3** No radios may be played, or stereo speakers placed, on the fire escape balconies or penthouse decks.
- 15.4** Wind chimes are not permitted.
- 15.5** No items may be stored on fire escape balconies or decks except the following: patio furniture, potted plants and natural gas or propane barbecues.
- 15.6** Furniture and plants shall be well maintained at all times and each owner shall keep the owner's fire escape balcony or deck in a good state of preservation and cleanliness.
- 15.7** All potted plants on fire escape balconies must have drain trays of a size sufficient to prevent any water from dripping onto the balconies below and/or windows and sidewalks below.
- 15.8** No items shall be placed or hung in a manner that would allow the item to fall from or blow off the balcony to the street or roof below.
- 15.9** It is prohibited to hang or shake dust rags, mops, and similar items from the windows, fire escape balcony or penthouse decks or to clean such items by beating them on an exterior part of the building.
- 15.10** No antennas or satellite dishes shall be placed on, or affixed to, the external structure of the building.

16. Common Area Roof Top Deck

- 16.1** The Common Area RoofTop Deck is available for use by Chown Pella owners, tenants, and their guests between the hours of 8:00 am - 10:00 pm Sunday through Thursday and 8:00am - 11 pm Friday and Saturday.
- 16.2** The RoofTop Deck is there for the enjoyment of all residents and should not be dominated so as to discourage other residents from using it. Use consideration regarding noise, i.e. dragging furniture, music, and consider voice levels.
- 16.3** The RoofTop deck may not be reserved in advance. It is appropriate on the day of the event to rearrange the furniture and place items on the table 2-3 hours before the planned use.
- 16.4** The RoofTop Deck BBQ is available for use by Chown Pella owners and tenants only. Residents are responsible for ensuring the BBQ is cleaned after each use.
- 16.5** The RoofTop Deck may not be used for political, commercial, or marketing purposes.
- 16.6** For the comfort of all, pets are not allowed on the RoofTop Deck.
- 16.7** Additional rules governing the user of the RoofTop Deck can be found in Appendix A-1 Exhibit 4.

17. Bicycle Storage

- 17.1** Use of the Bicycle Storage Rooms, located in the storage room off the basement lobby and in the north parking garage is at one's own risk.
- 17.2** The Bicycle Storage Rooms are for use by residential owners and tenants only to store their own bicycles. No other items may be stored in the Bicycle Storage Rooms.
- 17.3** Owners and tenants wishing to store a bicycle in the Bicycle Storage Rooms must register that use with the Management Company. Unregistered bicycles may be removed without notice.
- 17.4** Each bicycle may occupy only one space and may not block the use of other spaces.

18. Bulletin Board

- 18.1** The bulletin board serves two purposes. It is to be used to display announcements and information pertinent to the operation and use of the Chown Pella Condominiums and it is available for residents' use to communicate with others in the Condominium. To facilitate that use, the bulletin board has two sections. The right section is for general Chown Pella announcements and information displayed on this side of the bulletin board is generally posted by the Board of Directors. The left side is available for use by the residents.
- 18.2** The maximum time an item shall be left on the bulletin board is one month. The maximum size for items is 8 ½ x 11". All items on the left side of the bulletin board need to be "sponsored" by a Chown Pella owner or tenant and include the date of the posting.
- 18.3** Sponsors should take down their items at the end of the one month posting period. In the event that this does not occur, items will be removed when the designated period has passed, or when the information is no longer relevant.
- 18.4** Items that are offensive to residents or visitors will be removed at the sole discretion of the Board of Directors. The Chown Pella Condominiums will not allow discrimination on the basis of race, color, gender, religion, sexual orientation, marital status, age, nationality, physical or mental disability or physical appearance.
- 18.5** Space on the bulletin board is on a first come, first serve basis. No resident is allowed to remove items posted by others from the bulletin board.

SECTION D. LIVABILITY

19. Owner, Tenant and Guest Behavior

- 19.1** All owners and tenants, both residential and commercial, deserve to be treated with respect and dignity. It is the policy of The Chown Pella Homeowners Association that those living and working here will enjoy an environment that is free from all forms of discrimination, including harassment based upon race, color, gender, religion, sexual orientation, age, national origin, physical or mental disability or physical appearance.
- 19.2** Owners and tenants are responsible for their behavior and the behavior of their guests. Owners, tenants and guests are to behave in a manner that will not disturb the peaceful enjoyment of the premises by their neighbors and will maintain the premises in a decent, safe and sanitary condition.
- 19.3** All owners, tenants and guests must abide by the Chown Pella Rules and Regulations as presented herein. The Rules and Regulations are developed by the owners and tenants who reside at the Chown Pella through their elected Board members. The goal of these Rules & Regulations is to protect the well-being of the property and to ensure the peaceful enjoyment for all owners, tenants and guests.
- 19.4** Owners and tenants are encouraged to take additional responsibility for the community by reporting any and all known or suspected criminal activity to police, and by working with neighbors, the Board of Directors, the Management Company, and law enforcement to prevent crime, solve community problems and promote neighborhood livability.
- 19.5** In the event of a conflict with or harassment by another resident of the Building, if you feel safe and are able to do so, attempt to resolve the issue directly with the resident. If the issue cannot be resolved, put the conflict in writing and submit it to the Management Company for the Board to consider any appropriate actions.

20. Smoking

- 20.1** Smoking is prohibited within the interiors of residential units, as well as all common elements and limited common elements of the Building. This was adopted by way of a Bylaws amendment approved by a vote of Chown Pella owners, effective March 25, 2008. Bylaws 15.5 reads:
- "Smoking. SMOKING IS PROHIBITED everywhere on the Condominium Property, including but not limited to within both Residential and Commercial Units, on the decks, patios, parking lots and Parking Units, and terraces of Units and in the common element areas."***
- 20.2** This prohibition applies to the burning or smoking of any materials, including, without limitation, cigarettes, cigars, pipes, e-cigarettes, vaping devices, spice or herbs, incense, marijuana, hashish or any other substance or material, regardless of whether the same may be otherwise legal under state law or under county or city ordinances.
- 20.3** Residents, or their guests, shall not throw or allow to be thrown any items from the windows, patios or balconies of their units. This includes, but is not limited to, cigarettes or ashes.
- 20.4** Violations of the smoking prohibition rule are subject to fines as described in Appendix 1.

21. Noise

- 21.1** Residents must reduce all noise including television, radio and music volume to a level that will not disturb neighbors between the hours of 10:00 PM and 8:00 AM.
- 21.2** At all times unit occupants, and their guests, shall exercise consideration not to make noises which may disturb other occupants or guests, including, but not limited to, the use of musical instruments, amplifiers, radios, stereos, and televisions.
 - 21.2.1** Excessive noise is defined as any noise from a stereo, television, musical instrument or other device, loud talking, a barking dog, or sounds that can be heard in another unit through the walls, ceiling, floors or hallways.
 - 21.2.2** Vibrations from audio equipment, especially dedicated subwoofers/bass speakers, that can be felt in other units are considered to be due to excessive noise and therefore prohibited.
 - 21.2.3** Excessive noise can also be generated by unmaintained AC units, and heard by units directly below the roof. Note that the maintenance of these AC units are the responsibility of owners.
- 21.3** Parties can easily create noise disturbances because of the close proximity of neighboring decks and sound amplification within the general common elements. Any disturbances of neighbors between quiet hours will be considered a violation of these rules.
- 21.4** Any practices or behavior that the Board deems to unreasonably interfere with the peaceful possession or proper use of units by owners, tenants, or guests is not allowed.
- 21.5** Please be a courteous member of our community and first knock on the door of the noisy neighbor to ask that they reduce the volume. If further action is needed, then report the violation to management in writing via the Management Company. Violations that cannot be resolved by management will be reported to the Board for further action. If the noise violation is out of hand, you can call Pacific Patrol or Portland Police for after-hours assistance.

22. Pets

- 22.1** Owners and tenants are responsible for the behavior of their animals in a manner that will not disturb the peaceful enjoyment of the Building by their neighbors and will maintain the Building in a safe and sanitary condition.
- 22.2** All pets shall be leashed and attended to at all times while in the indoor common areas of the Building. Each person who brings or keeps a pet in the Building shall be liable for any damage to persons or property caused by the pet. Owners must control their pets at all times.
- 22.3** Excessive barking in a unit or in the common areas or threatening behavior toward people in the Building are considered unacceptable and are violations of these Rules and Regulations. At the discretion of the Board, persistent offenses of this nature are subject to fines or removal from the building.
- 22.4** No animal larger than 50 pounds in weight may be kept in a residence unit. *Bylaws 7.14*
- 22.5** No pets shall be permitted to be bred or raised for commercial purposes.
- 22.6** No animals or fowl shall be raised, kept or permitted within the building, except domestic dogs, cats, or other household pets.
- 22.7** Reptiles (turtles, iguanas, etc.) and rodents (mice, gerbils, hamsters, etc.) must be kept in an appropriate cage or pen and shall not be allowed to run loose in common areas.

- 22.8** Pet owners must take their animals away from the Building to relieve them and are expected to handle removal of any waste and accident immediately. In the event a pet soils a common area and the owner does not clean up after the pet immediately, such an occurrence will be treated as a nuisance and the owner shall be subject to a fine. Pet owners are reminded that Portland's scoop law applies to the Chown Pella Condominiums. Cat litter, dog waste, and other pet waste must be double bagged and hand carried to the garbage container located behind the recycle area in the basement. Do not use the trash chute to dispose of pet litter. All too often the bags disintegrate going down the chute.
- 22.9** Any unattended pet found in a common area may be removed by the appropriate authorities and brought to an animal shelter at the expense of the unit owner if the owner cannot be located.

23. Service and Companion Animals

- 23.1.** Definitions:
- 23.1.1** Service animal: An animal which is trained to do a task or service directly related to a disability. Oregon state law also uses "assistance animal."
- 23.1.2** Companion animal: An animal that provides emotional support, comfort or companionship.
- 23.2.** A service animal must serve a function directly related to a disability. The animal must be necessary to allow use and enjoyment of a residence. Does the person seeking to use and live with the animal have a disability — i.e., a physical or mental impairment that substantially limits one or more major life activities?
- 23.3.** A companion animal can provide emotional support to individuals with mental disabilities. This can include alleviating anxiety, depression, stress and other symptoms of mental illness that can interfere with a person's ability to live independently. It is necessary to demonstrate the relationship between your ability to function and the companionship of the animal.
- 23.4.** In order to request a reasonable accommodation for the use of a service or companion animal, a resident must write a letter to the Management company or the Board explaining why a reasonable accommodation to use and enjoy their unit is required. Documentation by a professional stating that a disability exists that results in one of more functional limitations may be required.

SECTION E. RULES ENFORCEMENT

24. Procedures

- 24.1** In the event of a conflict, if you feel safe and are able to do so, attempt to resolve the issue directly with your neighbor. Often issues can be resolved by communicating neighbor to neighbor.
- 24.2** Complaints about violations of the Declaration, Bylaws, and/or these Rules and Regulations must be in writing, with specific and detailed information whenever possible, and sent directly to the Management Company. Violations that cannot be resolved by the Management Company will be reported to the Board for further action. The Management Company will send the violator a copy of the report and indicate remedial action needed. The Board of Directors is authorized to levy fines for violations of the Declaration, the Bylaws, and the Rules & Regulations. The Board of

Directors will evaluate the violation and determine a course of action. Normally violations that reach the Board will result in a fine being assessed. If the board determines extenuating circumstances exist, the Board may issue a warning in lieu of imposing a fine.

- 24.3** Enforcement by the Board: The Board will impose fines only after written notice has been sent to the owner detailing the complaint received and enforcement action proposed. The owner will be given an opportunity to request a hearing to contest the fine before the Board. If the owner fails to request a hearing within 10 calendar days, or after the hearing the Board determines that enforcement action is warranted, the decision of the Board is final and binding. The Board may then take all actions necessary to enforce the imposition of fines.

25. Fines and Late Fees

- 25.1** Authority: (ORS 100.405(4)(k)). The Board may levy fees, late charges, fines and/or interest against the owners for violations of the Declaration, Bylaws, and/or Rules and Regulations in an amount not exceeding:

Five Hundred and No/100 Dollars (\$500.00), or, in the case of a continuing violation;

Twenty Five and No/100 Dollars (\$25.00) per day, up to a maximum that may be established by the Board in each instance.

The exact amount of each fine (and the amount, duration, and maximum cumulative fine, with respect to the continuing violation) will be established by the Board in each instance after considering the facts and circumstances surrounding the violation. In no event shall the amount of any fine exceed the amount permitted by law.

- 25.4** Unpaid Fines: Homeowner's unpaid violation fines shall be subject to the same late fees and interest assessment as unpaid fees, if they remain unpaid after thirty (30) days.

SECTION F. ASSOCIATION FEES AND ASSESSMENTS

26. General Rules

- 26.1** Monthly Association fees are due and payable on the first of each month and will be considered delinquent if not received by the Management Company within 30 days.
- 26.2** Owners are encouraged to make all payments electronically through the Management Company. Coupon books will be provided to those who choose not to make their payments electronically. .
- 26.3** Monthly statements of past due accounts are a courtesy reminder. Owners are responsible for making their payments on the due date, regardless of whether a coupon book or statement is received.
- 26.4** Special assessments must be paid within the time frame specified in the notification.
- 26.5** Sellers and purchasers are responsible for notifying the Management Company in writing of any change in ownership or address.

27. Late Fees

- 27.1** HOA's fees shall be paid in full by the 10th of each month as required by the By Laws. A late fee charge of \$25.00 will be levied against the owner for accounts 30 days past due.
- 27.2** Interest in the amount of 4% plus the current prime rate per annum of the outstanding balance each month shall be charged to the homeowner's account if not paid when due. In no event shall interest charged be in excess of interest charges permitted by law.
- 27.3** Late fees and interest charged will be treated in the same manner as all assessments and will be collected through procedures established by the Board.

28. Penalty Assessment / Lien Against Property

- 28.1** Owners will be given a monthly written notice of past due accounts.
- 28.2** If an account remains unpaid for a period of 90 days, it shall be assigned to the Association's attorney for collection. If the account is not brought current within an additional 30 days, a lien will be filed against the owner for non-payment.
- 28.3** Owners will be responsible for costs incurred in connection with filing liens, judgments and/or foreclosures, including, but not limited to, filing fees, recording costs, lien preparation, interest, attorneys' fees and court costs. These costs will be treated as special assessments against the unit and must be paid prior to satisfaction of the lien.

Appendix

Appendix A-1 Exhibits

EXHIBIT 1 Management Company

Bluestone and Hockley Real Estate Services

Address: 8320 SW Barbour Blvd., Suite 300

24 Hour emergency phone: 503-222-3800, press option 1, then option 2

Community Manager

Laura Goulet

Email: HOA@bluestonehockley.com

Phone: 503-222-3800, press 1, then 2

Assistant Manager

Jerry Hoover

Email: HOA@bluestonehockley.com

Phone: 503-222-3800, press 1, then 2

EXHIBIT 2 Moving Coordinator

Movin'In Mavens (503-860-5634; email: gh4@me.com)

EXHIBIT 3 Fees and Fines

Fees:

Moving

- New owner move in and move out--\$700
- Existing owners not yet assessed a move out fee--\$300 upon move-out.
- Landlords will be assessed the move in and move out fees--\$700-- for each new lease.
- A waiver can be approved by the board for a move of minimal impact not requiring move coordinator support.
- Moves involving a fully furnished unit--\$175 move in and \$75 move out.
- Staging moves during the time a unit is listed for sale--\$450.

Architectural Review –

- Application fee--\$150.00
- Inspections--Actual cost depending on the circumstances.

Security equipment

- Door fobs--\$25.00
- Parking lot gate fobs--\$30.00

Fines:

Fines are levied for violations by owners pursuant to Bylaw 3.2.14 and a fine resolution adopted by the Chown Pella Board of Directors on March 30, 2010. In addition to the fine information shown below, the Board of Directors has the authority to levy fines for other violations as described in the general fine resolution.

Renter Information

-Failure to report renter information: a fine of \$100 and after the 32nd day and a continuing fine of \$25 per day until the documentation is provided in full.

Noise

-First Offense: \$100.00
-Second Offense: \$250.00 -Third Offense: \$500.00

Construction Rules

-First Offense: Warning letter
-Second Offense and subsequent violations: Up to \$500

Moving

-Single item move—failure to notify the Management Company: \$100.00
-Unscheduled move— twice the normal move fee.

Smoking

-1st Violation—Warning
-2nd Violation—\$100.00
-3rd Violation—\$250.00
-Subsequent Violations—\$500.00

Trash and Recycling

-1st violation--\$50.00
-2nd violation--\$75.00
-3rd and subsequent violations--\$100.00

Annual Inspection

-Each failed item is a separate violation. For example, two non-stainless steel lavatory supply lines would be 2 violations.
-1st Violation-Warning specifying violations found and a re-inspection 30 days later.
-2nd Violation and succeeding violations - \$100.00

EXHIBIT 4 Roof Top Deck (to be developed)

EXHIBIT 5 Chown Pella Board of Directors

Chair: Tony Vander Heide, term ends Dec. 2022

Treasurer: Guy Seay, term ends Dec. 2021

Secretary: Jane Starbird, term ends Dec. 2022

Director: Barry Rose, term ends Dec. 2021

Commercial Director: Vacant

2021 Meeting Schedule

Jan. 21, 2021 (4:00pm-6:00pm)

Mar. 18, 2021 (4:00pm-6:00pm)

May 20, 2021 (4:00pm-6:00pm)

July 22, 2021 (4:00pm-6:00pm)

Sep. 23, 2021 (4:00pm-6:00pm)

Dec. 2, 2021 (5:15pm-6:00pm)

Dec. 2, 2021-Annual Meeting (6:00pm-8:00pm)

EXHIBIT 6 Vendors

Electricity: PG&E

Cable TV: Comcast/Xfinity

Internet: Comcast/Xfinity WiLine

Security: Pacific Patrol 24hr (503) 595-3440

EXHIBIT 7 Insurance

See B&H Homeowner Web Access portal, Documents section. All owners have access.

Appendix A-2

Chown Pella Architectural Review

Architectural Review is a process used by the Chown Pella HOA to ensure the requirements of Bylaw Sections 7.5 and 8.2 are followed.

Bylaw 7.5 Alterations states:

“No Owner shall make any alterations in or to any of his Units, structural or otherwise, or alter the exterior design or color of any part of any of the Owner's Units normally visible from the exterior thereof or make any change to an installation upon the Common Elements, or maintain, decorate, alter or repair any part of the Common Elements, without the prior consent in writing of the Board of Directors and any other Owners affected.”

Bylaw 8.2 Additions, Alterations, or Improvements states:

“An Owner shall not, without first obtaining the written consent of the Board of Directors and satisfying the other requirements provided for in Section 7.5, make or permit to be made any structural alteration, improvement, or addition in or to his Unit or Units, or in or to the exterior of any building forming part of the Condominium or any Common Element. An Owner shall make no repair or alteration or perform any other work on his Unit or Units which would jeopardize the soundness or safety of the Condominium, or reduce the value thereof or impair any easement or other right, unless the written consent of all Owners affected is also obtained. An Owner shall not modify, alter, add to, paint or decorate any portion of the exterior of any building forming part of the Condominium or any Common Element without first obtaining the written consent of the Board of Directors and satisfying the other requirements of Section 7.5. In order to prevent damage to the structural integrity of any building forming part of the Condominium, in no event may any Owner, the Association, the Board of Directors or any other entity or any agents, employees, permittees, or licensees of the foregoing, drill, bore, or cut any holes into the floor or ceiling of the Condominium, and the Board of Directors shall not consent to any such actions.”

The objectives of these Bylaws are to protect the structural integrity of the building, to avoid any action that would violate the Historic designation of the building, and to provide for review and approval of actions so that impacts to commons areas do not occur and the disruption to the lives of owners of the building and their livability is minimized. The Chown Pella does not have an onsite manager. Supervision of contractors is the responsibility of owners. It is essential owners understand the AR process and the rules contained herein.

Bylaw Section 7.5 provides for a process that includes advance notice, and design review by qualified professionals. Before construction begins, the Board of Directors and affected owners must give their consent to the proposal and required permits must be provided to the Board of Directors. As needed, periodic inspections of the project's progress and final completion shall be performed. The cost of complying with the approval process shall be borne by the owner as well as the cost of a performance bond if the Board of Directors deems that necessary.

Process

Step 1. Bylaw 9.2.3 requires owners to notify the Board of Directors of any improvements made in excess of \$500.00. In addition to that notification, owners must comply with the requirements of this section. The place to start is the following list of actions that generally do not require Board of Directors oversight. Any other alterations proposed by owners must follow Steps 2 through 10.

The following actions generally do not require Board of Directors oversight unless special circumstances exist:

- Replacing appliances, such as a hot water heater, a toilet, or washer and dryer. Gas appliances installed after Jan. 1, 2020 must be approved through the AR process. Sec 8.13 of the Rules and Regulations
- Replacing interior plumbing elements like service lines to toilets, sinks, etc. Supply lines to washing machines must meet standards in the Sec 8.14 of the Rules and Regulations.
- Hanging pictures on interior walls in compliance with the Boards' rules for wall penetrations. Sec 8.4 of the Rules and Regulations. Also be aware there are electrical and plumbing services in the interior walls. Exterior concrete and brick walls have earthquake reinforcement.
- General actions that do not affect the Common elements (which start behind the paint in your unit). If you are in doubt, ask the Board for an opinion.

Step 2. All other alterations must be submitted for Architectural Review. The owner of a unit begins the process with a proposal to the Board of Directors describing the alteration an owner wishes to make.

Step 3. The Board of Directors will review the proposal to determine the level and scope of its oversight. Some alterations, especially those that do not require City of Portland permits to complete, can be reviewed and approved quickly. Minor actions such as painting and/or refinishing walls and cabinets, replacing an air conditioner with a heat pump (there are certain requirements the Board will impose), replacing flooring (the Board may require a sound deadening subfloor) or refinishing floors can be fast tracked and will not require an application fee.

Step 4. If the Board's initial review determines the proposal's scope requires formal review, the Architectural Review process will be initiated. This process requires submission of formal design documents including a project schedule, advance notice to residents, a deposit to cover the costs of inspections, possibly a performance bond, presentation of permits before construction, and a Construction Rules document (attached), signed by the owner and the Contractor.

Step 5. The owner is responsible for providing the required information needed for the Board to make a decision. See the attached Architectural Review Form.

Step 6. The Management Company will provide general notice of the proposed scope and schedule for the project to CP owners. CP owners will be asked to submit any comments regarding the project to the Management Company within 7 calendar days of distribution. The Board will review all comments and work with the owners as necessary to resolve them.

Step 7. Board of Director review, assisted by qualified inspectors as necessary.

Step 8. Approval or disapproval of the project by the Board of Directors.

Step 9. When obtained from the City of Portland, copies of all completed permits shall be submitted to the Management Company.

Step 10. Depending on the complexity of the project, an inspection may be required upon completion of the project.

**THE CHOWN PELLA CONDOMINIUMS
AR APPLICATION FOR PROPOSED UNIT CHANGES**

Date of Submission: _____ Date Changes to be Completed by: _____

Unit #: _____ Unit Owner Name: _____

Contact Information:

Mailing Address (if not in full time residence):

Tel: _____ E-mail: _____

Description of proposed changes to unit:

Checklist:

One copy of the plans and specifications (including engineering and structural plans if appropriate)

Names, contact information of contractor

Copy of Required City Permits (required at final inspection):

- Structural
- Mechanical
- Electrical
- Plumbing
- Sanitation
- Copies of Contractor's Insurance and Bonding
- Copy of Estimated Construction Schedule

Requested start date: _____

Construction fee made payable to Chown Pella Owners Association as per fee schedule

Administrative costs \$150

Actual costs of inspections required by the Board of Directors will be billed to the owner. Owners may ask the Board to waive the above fees for small, low impact projects.

AR Submittal By _____ Date: _____

Comments: _____

Concerns of affected owners, how alleviated, and consent obtained (add pages if necessary).

AR Review and Approval

Reviewed by: _____ Date: _____

Comments (add pages if necessary): _____

Approved by: _____ Date: _____

For Board of Directors

Conditions (add pages if necessary):

Disapproved by: _____ Date: _____

For Board of Directors

Reasons (add pages if necessary):

If approved, acceptance by: _____ Date: _____ Owner

For Management Company use:

Date Fees Paid: _____

Date Signed Construction Rules received: _____

Date Notice to Proceed sent: _____

Date Project completed: _____

Construction Rules

City permits and arrangements for restrooms, storage of any material, parking of vehicles, usage of utilities and disposal of materials will be between the unit owner and contractors assigned to work on the project without exception. The unit owner assumes complete responsibility for the conduct of contractors, vendors or other persons entering the property to conduct the work.

Damages, if applicable, will be assessed to the Unit Owner.

A Notice to Proceed will be issued by the Management Company after the application is complete, fees are paid, and these rules are acknowledged. The owner shall notify adjacent residents prior to construction of the expected start and completion date. The HOA Board should be notified if changes to schedule occur, since timing of other projects under review may be impacted.

Work will be confined to the hours of 8:00 a.m. and 7:00 p.m., Monday through Friday. Except when Federal Holidays fall on a weekday, no work will be performed on Holidays. Saturday hours are limited to the hours from 9:00 a.m. to 5:00 p.m. No work may be performed on Sunday. Work hour rules may be appealed to the Board of Directors with the written consent of the homeowners immediately surrounding the unit under construction.

Elevator transport of construction materials is limited to the garage or basement areas. Notify the Management Company 3 days in advance to schedule elevator use for the construction process. Only the North elevator shall be used. The Management Company will install elevator pads before the scheduled use. Transporting construction materials through the lobby is prohibited unless supervised by the Management Company. Any activity that requires delaying normal operation of the elevator or holding the elevator on floors for loading/off-loading must be submitted in writing ten days in advance with the Management Company. Depending on the impact of the project on elevator use, The Management Company may require a 3rd party operator to manage the elevator use. Provision must be made to allow the least disruption to other residents and abuse of elevators.

Common areas will be kept clean and clear of all construction debris. Hallway carpets, elevator and flooring must be covered and protected during demolition and construction. A thorough cleaning of these common areas must take place at the end of each day. No construction material may be stored in a common area of the building. No common element utilities may be used. No construction activity may take place in any common area. No construction debris may be thrown in the trash chute or the basement dumpster.

No unauthorized entrance to locked electrical and mechanical rooms including tampering with or altering any mechanical or utility system is allowed. Access requests to enter these building systems must be submitted in writing ten days in advance to the Management Company. Any disruption in building services must be submitted in writing ten days in advance with the Management Company.

Construction activity must be confined to the interior of the unit.

Realistic construction schedules must be provided and it is expected they will be adhered to.

Any time a dumpster is required, it must be covered during non-construction hours.

Any water shut-off that is required during construction to a part of the Chown Pella Condominiums must be arranged through the Management Company. A 3-day notice must be posted prior to shut-off. The expense for the plumber is to be paid by the unit owner. The unit owner is encouraged to use a licensed plumber for work done inside their unit. When water is shut off to a unit during a remodel or repair, owners are strongly encouraged to install their own shut-off valve on their main water line. They will then be in control of shutting off water to their unit in the future.

Refinishing or cleaning floors must be accomplished with chemicals approved for use in condominiums. Appropriate ventilation must be provided to minimize impacts to other owners.

Tile removal must be done with hand tools with use of an air scrubber. All vents including the dryer vents must be covered when tile is being removed.

OSHA safety standards must be adhered to for all activities that create dust/fumes. Ventilation of the unit must be included in work plans when these activities are performed.

Anything uncovered during remodeling that reveals a defect to a common element (e.g. electrical defects, holes in concrete slab) must be immediately reported to the Management Company. When walls are opened or removed during construction or remodel the unit must be in compliance with the fire code and any fire-stopping issue must be brought to compliance with code during construction or remodel and inspected by a qualified third-party vendor (i.e. licensed architectural firm) at the unit owner's expense.

Any accidental intrusion into a common element that results in damage to that element requires immediate notification to the Management Company. Failure to immediately notify them will result in a violation. Remediation of damage is at the unit owner's expense.

Any violation of Bylaws Articles 7.5 or Bylaws article 8.2 will result in an immediate violation notice, if other than by accident. The project will be halted until board approved remediation of the violation is obtained.

Any work done that extends beyond the legal boundaries of the unit owner may impact other unit owners and the building as a whole. It is not permitted without the approval of the CPC Board of Directors.

Activities that involve painting, sanding, and/or the use of solvents must incorporate appropriate venting of construction dust and smells by the use of external exhaust fans to minimize the impact on residents.

Unit owners and contractors will acknowledge in writing that they have read and understand the construction rules as well as Bylaws Article 7.5 and 8.2.

All fire sprinkler system work during construction and remodeling must be done by a state certified vendor.

An interim inspection of construction work may be required to insure there are no rules, code or safety violations. The inspector will be a qualified third party (ie licensed architectural firm).

A final inspection of construction work may be required to insure the project was completed according to approved plans.

Violations

Failure to comply with the requirements of these construction rules may result in fines, the shutdown of an owners project until compliance is obtained, and possibly repairs to the unit at the owner's expense to correct damage to the building.

Fines:

1st Violation – Warning Letter

2nd Violation and subsequent violations for same project – up to \$500.00 – which may be waived by the Board after appeal by homeowner.

We have reviewed Bylaws Article 7.5 and 8.2 and agree to abide by all provisions of both the Bylaws and these Construction Rules.

Unit Owner: _____ Date: _____

Contractor: _____ Date: _____

Appendix A-3 Owner/Tenant Information Form

Owner/Tenant Information Form

Owners must fill out this form and submit to the Management Company each time their Unit is occupied by a new tenant. In addition to the Rules and Regulations required below to be given to and acknowledged by the tenant prior to move in, an orientation session by Movin' In Mavens is required within 7 days of moving into the building. The costs of move in, the orientation session, and move out will be assessed to owners when this form is received by the Management Company.

Condo number _____

Owner name as shown on Deed _____

Date _____

Tenant name(s) _____

Tenant phone number _____

Tenant email address _____

Move in date _____

Lease term _____

Emergency contact: _____

Date tenant provided Chown Pella Rules and Regulations for moving in and out, including requirement for orientation session and smoking in the building.

Owner sign _____ and date _____

Acknowledgment of receipt of R&R for move in, orientation, and move out.

Tenant sign _____ and date _____

Owner attach copy of current tenant liability insurance policy (\$1,000,000 minimum) and tenant form H04 insurance policy.

Appendix A-4 Sample Rental Lease Clauses (To be added)

Appendix A-5 Shade/Awning standards

Awnings may be considered if they meet the following criteria:

- Awning should be of a solid neutral colors like black, dark gray or brown – no stripes or patterns, decorative features, such as scallops, fringes, etc. will be allowed
- A sunbrella fabric that is porous is the preferred material
- They should be mounted below the beams and must not be attached to the building
- Any visible pipe frames or structural supports for the awning should be painted to match the color of the wooden beams and must be removed when the awning is removed
- The awning must be detachable and have the ability to be completely taken down or retracted during the winter months (November 1st through April 1st)
- A roll up or retractable awning is acceptable (accordion or slide on a wire awning is prohibited)
- Individual window or balcony awnings are prohibited. Awnings are permitted within these standards for units that have a patio on the 4th floor and for units 501 and 608.

The following documents are available on the Chown Pella Portal. For access and additional information, contact the Management Company.

Appendix B-1 Declaration

Appendix B-2 Bylaws

Appendix B-3 Board Resolutions and Policies

Appendix B-4 Insurance information

Appendix C-1 Ways to reduce noise

Carpeting and Rugs

The more items that can absorb and soak up sound, the better. Carpets do a surprisingly good job of absorbing sound (instead of reflecting sound). Use carpets or mats especially in areas where objects such as shoes and kitchen utensils are more likely to fall or be dropped, or for the designated children/dog playing areas. When using carpeting or rugs, you can also put a thick, non-slip, floor mat beneath area carpeting/rugs. This will reduce noise in high traffic areas, such as footsteps, and to protect your floor.

Wall-Hangings

If it's the people beside you that you have to worry about, try putting up a few wall-hangings, curtains or tapestries. These can make a big impact on reducing the amount of noise while also adding a little bit of style at the same time. Special soundproof wall-hangings and room dividers, made of materials that are specifically designed to block out sound, can also be purchased.

Cushions Under Furniture

Place felt cushions under chair and table legs to prevent them from noisily scraping across the floor and to protect your floor.

Exercise Equipment

If you have a treadmill or other exercise equipment, products, such as the Elephant Bark Mat, are available in thicknesses ranging from 1/5 to 3/8 inches (5 mm to 9.5 mm). These mats, when placed directly below a machine, like a treadmill, muffle the vibrations and reduce noise and impact.

Stereos and Other Audio Equipment

Bass sounds can be a source of major disturbance. Residents should mount speakers on a padded surface (soundproofing floor mat or smaller vibration pads can be purchased for this purpose). Do not attach speakers to wall joists as this sound will be carried to units above and below your unit. Keep the volume of your computer and TV at reasonable levels, especially late at night.

Use Common Sense

Avoid walking in high heels or hard-soled shoes, as the sound will reverberate throughout your unit and the ones below you. To protect your floor, and to respect your downstairs neighbor, make it a policy to slip off your shoes and use slippers, socks or bare feet.

White Noise

The gentle whirl of a fan or recordings of tree frogs or gentle rain can help obstruct noise. You can even purchase a "white-noise generator"

Slamming Doors

As a matter of consideration and respect for your neighbors, please take care to shut your door quietly rather than allowing it to fall or slam shut which can cause excess noise.

Appendix C-2 Determining the age of your water heater

(To be added)

**CHOWN PELLA CONDOMINIUM
FORMS**

CHOWN PELLA CONDOMINIUM ORIENTATION CHECKLIST

Unit # _____ Resident Name: _____

Your initials on each line are an acknowledgement of your awareness and receipt of the following information:

- _____ **Orientation Checklist**
- _____ **Owner/Resident Information Form**
- _____ **Move and Delivery Procedures**
- _____ **HOA & Management Information**
- _____ **Important Building Information**
- _____ **Utilities Contact Info**
- _____ **Remodel and Unit Improvement Information**
- _____ **Insurance Information**
- _____ **Recommended Vendor List**
- _____ **Safety and Security**
- _____ **Emergency Preparedness**
- _____ **Neighborhood Info**
- _____ **Rules & Regulations**
- _____ **Tour of premises (lobby, recycling & garbage, carts, parking & garage, bike storage, pet behavior, roof deck) with guidelines.**

Owner/Tenant _____ Date _____

Owner/Tenant _____ Date _____

Orientation Provider _____ Date _____

CHOWN PELLA CONDOMINIUM RESIDENT INFORMATION SHEET

Owners are required to keep occupancy information for residents, current at all times. In addition, an orientation session for new residents, by the Move Coordinator, is required within 7 days of moving into the building. The costs of move in, the orientation session, and move out will be assessed to owners when this form is received by the Management Company. Owners should also submit a copy of their current insurance policy.

Unit Number: _____ Owner Occupied? _____ Closing Date _____

Owner Name(s): _____

Owner Mailing Address: _____

Home Phone: _____ Cell: _____

Work: _____

E-mail Address: _____

Emergency Contact: _____

Phone: _____ Do they have keys? _____

Cell: _____ E-mail: _____

TENANT REGISTRATION:

PLEASE NOTE: If you are renting out your unit, you must provide tenants with copies of all documents pertaining to the rules of the Association, including the Declaration, Bylaws and Rules and Regulations. All rental agreements will be subject to these rules.

Tenant/Renter Occupied? Yes _____ No _____ Relative of Owner(s)? Yes _____ No _____

List names of all unit

occupants: _____

Home Phone: _____ Cell: _____

Work: _____ E-mail Address: _____

Do you use a Rental Agent? Yes _____ No _____

Agent Name: _____

Agent phone: _____ Agent Email: _____

Please initial: I have _____ have not _____ provided a copy of the lease agreement and the original rental agreement addendum to the Management office.

Please initial: I have _____ have not _____ received a copy of the Rules & Regulations for Chown Pella Condominium.

VEHICLE REGISTRATION:

PLEASE NOTE: Vehicles must fit within the space supplied.

Make/Model	Color	Year	License Plate	Parking Space #
------------	-------	------	---------------	-----------------

Make/Model	Color	Year	License Plate	Parking Space #
------------	-------	------	---------------	-----------------

PET REGISTRATION:

PLEASE NOTE: You must register any & all pets with the Management office

Pets: YES ___ NO _____

Pet Type & Breed: _____

Name and Description (i.e. sex, weight & Color) _____

Pet Type & Breed: _____

Name and Description (i.e. sex, weight & Color) _____

Owner Signature

Today's Date

Tenant/Renter Signature

Today's Date

CHOWN PELLA CONDOMINIUM RESIDENT INFORMATION SHEET

Owners are required to keep occupancy information for residents, current at all times. In addition, an orientation session for new residents, by Movin'In Mavens is required within 7 days of moving into the building. The costs of move in, the orientation session, and move out will be assessed to owners when this form is received by the Management Company. Owners should also submit a copy of their current insurance policy.

Unit Number: _____ Owner Occupied? _____ Closing Date _____

Owner Name(s): _____

Owner Mailing Address: _____

Home Phone: _____ Cell: _____

Work: _____

E-mail Address: _____

Emergency Contact: _____

Phone: _____ Do they have keys? _____

Cell: _____ E-mail: _____

TENANT REGISTRATION:

PLEASE NOTE: If you are renting out your unit, you must provide tenants with copies of all documents pertaining to the rules of the Association, including the Declaration, Bylaws and Rules and Regulations. All rental agreements will be subject to these rules.

Tenant/Renter Occupied? Yes _____ No _____ Relative of Owner(s)? Yes _____ No _____

List names of all unit

occupants: _____

Home Phone: _____ Cell: _____

Work: _____ E-mail Address: _____

Do you use a Rental Agent? Yes _____ No _____

Agent Name: _____

Agent phone: _____ Agent Email: _____

Please initial: I have _____ have not _____ provided a copy of the lease agreement and the original rental agreement addendum to the Management office.

Please initial: I have _____ have not _____ received a copy of the Rules & Regulations for Chown Pella Condominium.

VEHICLE REGISTRATION:

PLEASE NOTE: Vehicles must fit within the space supplied.

Make/Model	Color	Year	License Plate	Parking Space #
------------	-------	------	---------------	-----------------

Make/Model	Color	Year	License Plate	Parking Space #
------------	-------	------	---------------	-----------------

PET REGISTRATION:

PLEASE NOTE: You must register any & all pets with the Management office

Pets: YES___NO_____

Pet Type & Breed:_____

Name and Description (i.e. sex, weight & Color)_____

Pet Type & Breed:_____

Name and Description (i.e. sex, weight & Color)_____

Owner Signature Today's Date

Tenant/Renter Signature Today's Date

CHOWN PELLA CONDOMINIUM

OWNER-TENANT INFORMATION FORM

Owners must fill out this form and submit it to the Management Company each time their Unit is occupied by a new tenant. In addition to the Rules and Regulations required to be given to and acknowledged by the tenant prior to move in, but an orientation session by the Move Coordinator is required within 7 days of moving into the building. The costs for move-in, orientation and move-out will be assessed to owners when this form is received by the Management Company.

Unit #: _____ Current Date: _____

Owner name (as shown on deed): _____

Tenant name(s): _____

Tenant phone number(s): _____

Tenant email address(es): _____

Move-in Date: _____ Lease Term: _____

Emergency contact name: _____ Phone number: _____
--

Owner signature & date indicate Chown Pella Rules & Regulations for moves have been provided to the tenant, including the requirement for an orientation, and information on smoking rules.

Owner signature: _____ Date: _____

Tenant signature & date acknowledge the receipt of Chown Pella Rules & Regulations for moves, and the requirement for an orientation.

Tenant signature: _____ Date: _____

[Owners: attach a copy of current liability insurance policy]

**THE CHOWN PELLA CONDOMINIUMS
AR APPLICATION FOR PROPOSED UNIT CHANGES**

Date of Submission: _____ Date Changes to be Completed by: _____

Unit #: _____ Unit Owner Name: _____

Contact Information: Mailing Address (if not in full time residence):

Tel: _____ E-mail: _____

Description of proposed changes to unit:

Checklist:

- One copy of the plans and specifications (including engineering and structural plans if appropriate)
- Names, contact information of contractor
- Copy of Required City Permits (required at final inspection):
 - Structural
 - Mechanical
 - Electrical
 - Plumbing
 - Sanitation
- Copies of Contractor's Insurance and Bonding
- Copy of Estimated Construction Schedule

Requested start date: _____

Construction fee made payable to Chown Pella Owners Association as per fee schedule

Administrative costs \$150

Owners may ask the Board to waive the above fees for small, low impact projects.

AR Submittal By _____ Date: _____
Owner

Comments:

AR Review and Approval

Reviewed by: _____ Date: _____

Comments: _____

Add pages as necessary

Approved by: _____ Date: _____

For Board of Directors

Conditions:

Add pages as necessary

OR

Disapproved by: _____ Date: _____

For Board of Directors

Reasons:

Add pages as necessary

If approved, acceptance by: _____ Date: _____

Owner

Acceptance of conditions and Bylaws Article 8 and agree to abide by all provisions and the Construction Rules (see Appendix A-2).

Unit Owner: _____ Date: _____

Contractor: _____ Date: _____

For Management Company use:

Date Fees Paid: _____

Date Signed Construction Rules received: _____

Date Notice to Proceed sent: _____

Date Project completed: _____

Construction Rules

City permits and arrangements for restrooms, storage of any material, parking of vehicles, usage of utilities and disposal of materials will be between the unit owner and contractors assigned to work on the project without exception. The unit owner assumes complete responsibility for the conduct of contractors, vendors or other persons entering the property to conduct the work.

Damages, if applicable, will be assessed to the Unit Owner.

A Notice to Proceed will be issued by the Management Company after the application is complete, fees are paid, and these rules are acknowledged. The owner shall notify adjacent residents prior to construction of the expected start and completion date. The HOA Board should be notified if changes to schedule occur, since timing of other projects under review may be impacted.

Work will be confined to the hours of 8:00 a.m. and 7:00 p.m., Monday through Friday. Except when Federal Holidays fall on a weekday, no work will be performed on Holidays. Saturday hours are limited to the hours from 9:00 a.m. to 5:00 p.m. No work may be performed on Sunday. Work hour rules may be appealed to the Board of Directors with the written consent of the homeowners immediately surrounding the unit under construction.

Elevator transport of construction materials is limited to the garage or basement areas. Notify the Management Company 3 days in advance to schedule elevator use for the construction process. Only the North elevator shall be used. The Management Company will install elevator pads before the scheduled use. Transporting construction materials through the lobby is prohibited unless supervised by the Management Company. Any activity that requires delaying normal operation of the elevator or holding the elevator on floors for loading/off-loading must be submitted in writing ten days in advance with the Management Company. Depending on the impact of the project on elevator use, The Management Company may require a 3rd party operator to manage the elevator use. Provision must be made to allow the least disruption to other residents and abuse of elevators.

Common areas will be kept clean and clear of all construction debris. Hallway carpets, elevator and flooring must be covered and protected during demolition and construction. A thorough cleaning of these common areas must take place at the end of each day. No construction material may be stored in a common area of the building. No common element utilities may be used. No construction activity may take place in any common area. No construction debris may be thrown in the trash chute or the basement dumpster.

No unauthorized entrance to locked electrical and mechanical rooms including tampering with or altering any mechanical or utility system is allowed. Access requests to enter these building systems must be submitted in writing ten days in advance to the Management Company. Any disruption in building services must be submitted in writing ten days in advance with the Management Company.

Construction activity must be confined to the interior of the unit.

Realistic construction schedules must be provided and it is expected they will be adhered to.

Any time a dumpster is required, it must be covered during non-construction hours.

Any water shut-off that is required during construction to a part of the Chown Pella Condominiums must be arranged through the Management Company. A 3-day notice must be posted prior to shut-off. The expense for the plumber is to be paid by the unit owner. The unit owner is encouraged to use a licensed plumber for work done inside their unit. When water is shut off to a unit during a remodel or repair, owners are strongly encouraged to install their own shut-off valve on their main water line. They will then be in control of shutting off water to their unit in the future.

Refinishing or cleaning floors must be accomplished with chemicals approved for use in condominiums. Appropriate ventilation must be provided to minimize impacts to other owners.

Tile removal must be done with hand tools with use of an air scrubber. All vents including the dryer vents must be covered when tile is being removed.

OSHA safety standards must be adhered to for all activities that create dust/fumes. Ventilation of the unit must be included in work plans when these activities are performed.

Anything uncovered during remodeling that reveals a defect to a common element (e.g. electrical defects, holes in concrete slab) must be immediately reported to the Management Company. When walls are opened or removed during construction or remodel the unit must be in compliance with the fire code and any fire-stopping issue must be brought to compliance with code during construction or remodel and inspected by a qualified third-party vendor (i.e. licensed architectural firm) at the unit owner's expense.

Any accidental intrusion into a common element that results in damage to that element requires immediate notification to the Management Company. Failure to immediately notify them will result in a violation. Remediation of damage is at the unit owner's expense.

Any violation of Bylaws Articles 7.5 or Bylaws article 8.2 will result in an immediate violation notice, if other than by accident. The project will be halted until board approved remediation of the violation is obtained.

Any work done that extends beyond the legal boundaries of the unit owner may impact other unit owners and the building as a whole. It is not permitted without the approval of the CPC Board of Directors. Activities that involve painting, sanding, and/or the use of solvents must incorporate appropriate venting of construction dust and smells by the use of external exhaust fans to minimize the impact on residents.

Unit owners and contractors will acknowledge in writing that they have read and understand the construction rules as well as Bylaws Article 7.5 and 8.2.

All fire sprinkler system work during construction and remodeling must be done by a state certified vendor.

An interim inspection of construction work may be required to insure there are no rules, code or safety violations. The inspector will be a qualified third party (ie licensed architectural firm).

A final inspection of construction work may be required to insure the project was completed according to approved plans.

Violations

Failure to comply with the requirements of these construction rules may result in fines, the shutdown of an owners project until compliance is obtained, and possibly repairs to the unit at the owner’s expense to correct damage to the building.

Fines:

1st Violation – Warning Letter

2nd Violation and subsequent violations for same project – up to \$500.00 – which may be waived by the Board after appeal by homeowner.

We have reviewed Bylaws Article 7.5 and 8.2 and agree to abide by all provisions of both the Bylaws and these Construction Rules.

Unit Owner: _____ Date: _____

Contractor: _____ Date: _____