

# COURTYARDS AT SPRINGVILLE CONDOMINIUM

## RESIDENTS' HANDBOOK

This document contains the rules and regulations of the Courtyards at Springville Condominium Association initially adopted by the Board of Directors. Our purpose is to assure a pleasant community for all. These rules and by-laws are formatted for easy reference to ensure compliance. Violations of the rules may result in a written warning to the owner and resident of the unit. The Board of Directors may impose a fine or pursue other action if the infringement is not corrected or continues to occur. We hope all residents and their guests will comply with the rules of the Association so no action is necessary.



Courtyards at Springville Condominium

Homeowners Association

17618 NW Springville Road

Portland, Oregon 97229

Amended September 24, 2007

## **BUDGET, ASSESSMENTS, EXPENSES**

The Board of Directors shall annually prepare a budget for the Association. The budget shall provide for adequate reserve funds for maintenance, repairs and replacement of those common elements, which must be replaced on a periodic basis.

Common expenses shall include but not be limited to:

- Expenses of administration
- Expenses of maintenance, repair or replacement of common elements or other portions of the condominium required to be maintained by the Association.
- Cost of insurance or bonds obtained in accordance with the by-laws.
- A general operating reserve to cover the deductible under property damage insurance policy.
- Reserve for replacements and deferred maintenance
- Utilities for the common elements with a common meter such as trash, water, sewer, and exterior lighting.

***ALL UNIT OWNERS SHALL BE OBLIGATED TO PAY COMMON EXPENSES ASSESSED TO THEM BY THE BOARD OF DIRECTORS ON BEHALF OF THE ASSOCIATION PURSUANT TO THE BY-LAWS. ASSESSMENTS MAY NOT BE WAIVED DUE TO LIMITED OR NON-USE OF THE COMMON ELEMENTS.***

## **HOMEOWNER'S/RESIDENT'S COMPLAINTS**

1. To report any violations of condominium rules or by-laws, the resident must place it in writing and sign the complaint. E-mails are not acceptable unless an electronic signature is available. The complaint is sent to the Board of Directors, Courtyards at Springville Condominium in care of Community Management, Inc. 2105 SE 9<sup>th</sup> Avenue, Portland, Oregon 97214.
2. The letter must state the date, time, owner/resident's name and address and the nature of the violation. The written complaint must also include documentation of attempts to resolve the issue between the parties involved – such as date of attempts, what effort was made, what was the result.
3. The unit owner in violation shall be notified in writing by CMI by direction of the Board of Directors. The letter will contain the procedure to correct and the fine schedule for non-compliance.

4. The violation must be against any provision of the Oregon Condominium Act, Courtyards at Springville Condominium Rules and By-laws and amendments. Minor disputes are best worked out between the parties involved rather than escalating the issue to violation status.

### **RULES ENFORCEMENTS**

1. The homeowner is ultimately responsible for assuring no violation of the Oregon Condominium Act, and Courtyards at Springville Condominium bylaws, declarations, rules and regulations.
2. Reporting any violation must be done in writing, signed by the person filing the complaint. (See Homeowners/Resident Complaints).
3. The unit owner in violation shall be notified by CMI of the specific violation, correction requested, length of time to effect correction and consequences of non-compliance.

### **PETS**

1. All animals will be registered with the Board of Directors through CMI.
2. Limit of 2 pets (dog/cat) per unit.
3. No animals or fowls shall be raised or permitted within the Condominium except domestic dogs, cats or a caged bird kept within the unit.
4. No dogs, cats or birds shall be permitted to run at large outside the unit. Pet owners are required to comply with state laws governing animals and to obey local leash and scoop laws.
5. Fines may be imposed for negligence in pet violations.
6. Food, kennels and litter boxes for any pet must be kept inside the owner's unit and not out on patios, balconies or decks.
7. No pet shall be permitted to cause or create a nuisance or unreasonable disturbance or noise. A unit owner may be required to remove a pet upon third notice in writing from the Board of Directors of violations of any rule, regulation or restriction governing pets within the Condominium.

## **VECHICLES/PARKING**

1. No trailer, truck camper, motorcycle, boat or boat trailer or other recreational vehicles, including but not limited to ATVs, jet skis or any other non-street legal vehicles shall be parked on any portion of the property, including garages, without approval by the Board of Directors.
2. Vehicles leaking fluid must be repaired immediately. Owner is responsible for cleanup and/or asphalt repair.
3. All vehicles will be licensed, registered and operable. If deemed inoperable or disrepair, the Board of Directors shall advise CMI to conduct a vehicle license search to determine ownership. A letter will be sent to the owner to remove in 48 hours or the vehicle will be towed at the owner's expense.

## **PATIO AND DECKS**

1. Decks and patios are not intended for storage (long term); however decks and patios may be used for the storage of small amounts of firewood and a maximum of 2 bicycles.
2. Decorations appropriate to a particular holiday may be displayed during the period beginning October 20<sup>th</sup> through January 15<sup>th</sup>. Holiday decorations may be displayed in and adjacent to the owner's property in a manner to be visible from the common areas during the "holiday season" designated as the time period just prior to Halloween and extending through January 15<sup>th</sup>. Decorations must be installed safely and aesthetically pleasing.

## **RECYCLE & GARBAGE RESPONSIBILITES**

1. The recycle area is by the pool and is designed to take all paper, glass and cardboard recycle. Cardboard must be flattened and placed in the recycle container, not the dumpsters. Place cardboard or other large items in the dumpsters results in additional charges by our garbage hauler to handle them. These charges are passed on to all homeowners in the form of increased homeowner's dues for garbage service. BE RESPONSIBLE – RECYCLE CORRECTLY
2. Animal litter and baby diapers must be wrapped and tightly secured before being deposited into the garbage containers.

3. Garbage collection services for normal household garbage only (no tires, furniture, etc.)

### **GENERAL STANDARDS FOR COMMUNITY LIVING**

Because you have chosen to live in a community, there are general standards by which we must all abide. Please recognize the Board of Directors will consider these standards part of the rules and violation will be result in compliance action.

1. Each unit can be used only for residential purposes.
2. Owner must notify board of new renter, provide information on renter, and provide house rules to new renter.
3. Sidewalks and driveways shall not be obstructed or used by any resident for any other purpose than entrance to and departure from the unit. They are not used for skateboarding or rollerblading.
4. All window coverings must be white or off-white on exterior side for overall attractive appearance.
5. No resident shall allow the noisy operation of any musical instrument, radio, television, amplifier, loudspeaker, etc. which disturbs the occupant of any other unit.
6. No resident shall bring or store within the unit or part of the common elements any explosive or flammable substances hazardous to persons or property.
7. No smoking materials shall be extinguished, thrown from or discarded onto any parking area, patio, balcony, walkway or common area.
8. Neighbors are encouraged to resolve minor misunderstandings among themselves. In the event that no resolution is possible, a resident may file a complaint with the Board of Directors through CMI.

## **POOL AND SPA RULES**

Pool and Spa Hours: 9:00am – 10:00pm

Pool KEY and TAG are required during pool/spa use and must be presented upon request.

Both pool area gates must be locked at ALL times and not propped open at any time.

Residents who use the pool or spa may have 2 guests per unit. A resident MUST accompany guests.

Residents and their guests use the pool and spa facilities at their own risk.

Non-swimmers and children under 14 years old shall not use the pool or spa unless a responsible adult observer (18 years of age or older) is present.

No person suffering from a communicable disease transmissible via water or under the influence of an intoxicating substance shall use the pool or spa.

No glass containers are permitted in or around the pool or spa areas.

No person shall bring, throw or carry food, drink, smoking material, trash, debris, or any other foreign substances into the pool or spa area.

Proper bathing attire must be worn at all times while using the pool and spa. Nudity is not allowed. No cut-offs may be worn for swimming or spa use.

For sanitation purposes, residents/guests in diapers are not allowed in the pool or spa areas unless a swim diaper is used.

No soap may be used in the pool or spa and no personal grooming is allowed.

Pets are not allowed in or around the pool or spa, except as permitted by applicable law.

Please report any broken or malfunctioning equipment to CMI. No resident or guest will interfere in any manner with any portion of the pool or spa, lighting, plumbing or electrical apparatus.

Running, Pushing, or shoving of anyone inside the pool/spa area will not be allowed. Jumping into the pool from any part of the buildings, walls, or railings is prohibited.

Boisterous and loud conduct, as well as use of profanity, is not permitted. Radios, stereos, or other sound producing devices are prohibited unless used with individual earphones.

Residents may not reserve the pool/spa for exclusive use.

The pool and spa are open only during designated times marked in the pool area. Use of the pool or spa outside the designated times is trespassing and will be treated as such by security.

All residents must conduct themselves in a manner conducive to the well being and enjoyment of fellow residents.

**SPA WARNING:** Pregnant women should not use the spa without consulting their physician. Elderly persons and those suffering from heart disease, diabetes or high blood pressure or taking prescription drugs should consult their physician before using the spa. Persons should not spend more than 15 minutes in the spa at any given time. No one under the age of 14 is allowed in the spa without adult supervision.

## **SCHEDULE OF FINES**

The Courtyards at Springville assumes the right to administer fines on the basis of this fine schedule outline. In the absence of listing a fine for a specific occurrence or event,  
the Board of Directors reserves the right to set fines. The BOD may discard, add, or alter fines  
at their discretion and with a written notice to all unit owners/occupants. Where conflicting fines may apply, the Board of Directors, at its discretion, will decide on the appropriateness of the fine.

### **Improper use of Condominium Property: FINE \$50.00**

- Installation that requires wiring of any kind, air conditioners, or any other device through common element wall(s) without approval from the Board of Directors.
- Use of materials other than clear Plexiglas for filler in windows used with air-conditioners.
- Installation of satellite dish(s) or other antenna on common elements without approval from the BOD.
- Installation of awnings, shades, window guards, screen doors, exterior lighting or any noise making device and similar additions without approval from the BOD.
- Failure to remove seasonal decorations in a timely manner. Seasonal decorations are authorized between Thanksgiving Day through January 30<sup>th</sup> of the following year only.
- Storage of any personal items on the common element (boxes, bikes, trash, etc).
- Unless written approval is first obtained from the Board of Directors, no signs of any kind shall be displayed to the public view on or from any unit or be on common elements, including For Sale/For Rent signs.
- Garments, rugs, laundry, sheets, reflective surfaces and similar items may not be hung from windows, facades, patios or balconies at any time for any duration of time.



- Other violations of the bylaws relating to use of the common elements not defined here.

**NOISE AND NUISANCE: Fine \$25.00, (verbal warning> written warning> fine)**

- Excessive noise.
- Nuisance including intimidation and threats.
- Offensive activities, including using profanities, and rude gestures.

**PETS: Fine \$25.00, (verbal warning> written warning> fine)**

- Unleashed animals, no exceptions for any dog size, all dogs must be leashed at all times.
- Aggressive animal behavior, including excessive barking.
- Failure to pick up animal waste.
- Animals tethered on any common element including balconies and patios.
- Any other violations of pet regulation in the bylaws not defined here.

**WASTE: Fine \$75.00, (Immediate per occurrence)**

- Improper use of garbage collection bins, including recycling. Cardboard must be broken down flat and glass should be separated from plastics.
- Only normal household trash may be disposed of at the garbage and recycling centers.
- Absolutely no hazardous waste, including electronics (microwaves, stereo's, TV's VCR's, etc) are to be discarded into the garbage containers. You must properly dispose of these types of materials off site and at your own liability.
- Absolutely no furniture of any kind may be discarded in or around the garbage containers.
- Discarding items from decks, patios, or windows.

- Discarding burning items, hot ashes and cigarettes on the common element. This includes cigar and cigarette butts not being properly distinguished and disposed of.
- Any other violations trash/refuse regulation in the bylaws not defined here

**RENTALS: Fine \$150.00**

- All unit owners must notify CMI in writing, within 30 days, with the renter's proof of insurance of vehicle and vehicle registration information (license plate, make, model, color). Vehicle(s) will be subject to towing without proof of insurance on record.
- Owner(s) of unit(s) must provide renter with a copy of property rules and regulations and a schedule of fines before leases are signed. A signed acknowledgement agreement will be required, issued by CMI.

**INSURANCE:**

- Failure to maintain insurance coverage for unit: **Fine \$50.00**
- Failure to provide proof of insurance to HOA/CMI: **Fine \$25.00**

**OTHER, verbal warning, written warning and fine**

- Driving a vehicle more than 5 mph in the common area property.

**PARKING: Fine \$50.00, verbal warning, written warning and fine**

- Unauthorized parking (not parked in a marked parking space).
- Vehicles in extreme state of repair.
- No trailer, truck, camper, boat or other recreational vehicle or vehicle rated over one ton.
- Any other violation of parking regulation in the bylaws not defined here.

**USE OF GARAGES:**

- Garages may only be used for parking of registered passenger motor vehicles only and may not be used as living area, work area or storage purposes that would prevent parking of a vehicle.
- Written warning giving 30 days to comply.
- Written warning giving an additional two weeks, then a \$50 after the additional two weeks.
- Written warning and acknowledgment of initial fine of \$50 to be confirmed and an additional month to comply. If after 60 days there is still no compliance, CMI will issue a fine of \$100 and grant an additional 30 days to comply.
- At 90 days, fines of \$150 for each month until compliance will be served. Fines will assume immediate collection and can be forwarded to collections as part of obligated home owners association fees.
- All fines are to be issued by the discretion of the Board of Directors and are eligible for collections if not paid in full within 30 days.

***\*\*Exceptions due to extenuating circumstances can be presented to the BoD for approval on an Individual basis until such time that the circumstances change. For exceptions, please contact CMI with the following information:***

- ***Unit #***
- ***Name (owner or renter)***
- ***Number of bedrooms***
- ***Number of vehicles (subject to registration and insurance confirmation)***
- ***Explanation for exception request – full subject to approval by the discretion of the Board of Directors.***

***\*\*These fines are subject to change at any time, with given notice, per the discretion of the Board of Directors and CMI in conjunction.***

