

Andria Condominium Association

House Rules revised 12/19/17

The following Rules are for the purpose of promoting harmonious living at **Andria Condominiums**.

Some of these rules and regulations are taken from the Declaration and Bylaws while others are not. These rules and regulations are meant to clarify and supplement the Declaration, Bylaws, and Articles of Incorporation of **Andria Condominium Association**. It is the legal responsibility of all owners and individuals occupying a unit who are not the legal owner (hereinafter occupants) to know and abide by the provisions of the Declaration, Bylaws, and these Rules and Regulations.

The Board of Directors and/or the Managing Agent will work to enforce these Rules, but the participation and cooperation of every owner and occupant is essential to our success in maintaining a desirable residential community.

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Exterior appearance and common areas

The common areas are the land, foundations, and main support walls, entryway/lobby, hallways, stairs, bike storage, landscaped areas, walks and driveway.

Limited common areas are areas outside the units but reserved for the exclusive use of designated units (i.e. decks, parking spaces, individual storage unit)

Exterior changes

Any proposed exterior changes which affect the exterior appearance of the property must be submitted in writing to the property management company for review and approval by the Board of Directors.

Any unapproved alterations may be required to be returned to the original condition at the expense of the unit owner if the Board so determines within 10 days of notification.

Patio maintenance/Landscaping

All flower boxes must be inside decks and have receptacles under them to prevent water flowing off the deck.

BBQs and open flame devices are prohibited from the balconies/decks and anywhere on the property within 10 feet of the building.

All landscaping and common areas shall be maintained and repaired by the Association.

Storing of Items

All common areas and stairwells must be kept clear and storage of personal items shall not be allowed in hallways.

Storage of gasoline or other hazardous or flammable materials on patios, decks, in storage units, or parking area is prohibited.

Areas visible to the outside must be kept neat and free from clutter, laundry, garbage, broken furniture, dead plants, empty boxes, or other unsightly objects. Residents shall not hang or dust garments, rugs, etc. from the rails, windows, or facades of the property. Bicycles, toys, etc. must not be left on the sidewalks, driveways, parking spaces, decks, or stairwells and hallways.

Objects on decks shall be maintained below railing level, no unsightly tarps or covers shall be used to cover stored items.

No boats, i.e. canoes, rowboats, rafts, or kayaks shall be stored on patios/decks, sidewalks.

Signs

No signs, notices, or advertisements shall be inscribed or displayed in any way on or at any window, unit entrance door, or any portion of any building exposed to public view or installed on or at any exterior position without written approval of the Board.

TV Antennas

No television antennas, radio antennas, or satellite dishes shall be installed requiring penetration of siding or roofing material.

Vehicles/Parking

Violations of the parking policy will result in fines and possible immediate towing. Owners and residents are required to park their vehicle(s) in their assigned parking space(s).

Parking on the property is limited to passenger vehicles. These are designated as passenger cars, pickup trucks, and vans (less than 10,000 lbs. gross vehicle weight) and motor cycles.

Motorcycles

Two and three wheeled vehicles and non-auto conveyances i.e. Motorcycles, are subject to the same rules as automobiles. Do not take them into the condominium building or park them on sidewalks.

Operable Vehicles

All vehicles must be operable and currently licensed at all times.

Assigned Parking

Residents shall not park in spaces reserved for another owners use.

No vehicles shall have racks or extensions that intrude into the common right of way.

Vehicle Repairs

No auto repair is allowed in the parking area other than repairing a flat tire.

Excessive vehicle fluids

Vehicle fluids spills must be removed or cleaned by the owner/resident immediately.

Spills in parking areas are the responsibility of the owner. In cases of neglected or unsafe spots a written notice to clean up will be given. If no action is evident within five days, the association will have the cleanup done. The fee for this cleanup will be billed to the owner.

Illegally Parked Vehicles

Parking is provided for operable vehicles only. The Board may remove inoperable vehicles at owners' risk and expense.

Illegally parked vehicles or vehicles constituting a nuisance or a hazard may be towed without notice. This includes vehicles parked in reserved space of others.

Illegally parked vehicles shall be towed by a contracted towing service at the owners risk and expense and without advance warning.

Vehicles must be parked between the white lines of the parking space.

Vehicles without mufflers or loud mufflers are not allowed on premises.

Removal of Vehicles

Vehicles in the following situations will be towed at the vehicles owners risk and expense.

Vehicles parked so that it obstructs or encroaches on driveway access or other parking space(s).

The Board shall maintain the right to have removed any vehicle from the premises which is deemed to be abandoned, inoperable, unsightly, unlicensed, or has expired tags, after placing a notice on the vehicle for at least 72 hours notifying the owner.

Only Board members are authorized to have a vehicle towed after the vehicle is posted.

All rules of the road for the State of Oregon apply on the premises.

All vehicles parked on the premises are parked at the owner's risk.

The Andria Condominium Association accepts no responsibility for any vehicle or its contents.

Pets

Domestic house hold pets such as dogs and cats may be kept provided that the keeping of pets shall be subject to such reasonable rules and regulations as the Board from time to time may adopt and in accordance with the Bylaws.

Home owner's responsibilities for pets

Any damage by a pet shall be the responsibility of the pet's owner.

Leash and roaming rules

Pets must be on a leash, carried or caged while outside the units.

Pets may not be left unattended in common, or limited common areas leashed or unleashed.

Clean-up of animal waste

Owners must clean up after their pets.

All pet waste must be placed in a plastic bag securely tied and disposed of in the main garbage dumpster.

Quantity and size of pet

Pets must weigh 50 pounds or less at full-grown weight.

It is permitted to have a maximum of two pets which are dogs or cats, plus two other pets that are not cats or dogs

Noisy pets

Pet owners shall control pet noise so as not to disturb other residents.

Pet Problems

Document and report pet problems to management.

The Board may at any time require the removal of any animal it finds is disturbing other owners unreasonably. The decision of the Board is final and may not be appealed to the Association.

Any pet attacking a person or other pet shall be subjected to immediate removal by decision of the Board upon the first written complaint.

Pet owners shall be responsible for all expenses connected with pet removal.

Miscellaneous pet issues

Pets that are poisonous or otherwise dangerous to people are strictly forbidden on the premises.

Unit owners/renters are responsible for visiting pets.

Pet houses are not permitted on the decks.

Garbage and Recycling

Garbage and recycling should be properly discarded.

The dumpster is for ordinary house hold trash only and shall not be used for large items such as furniture or hazardous materials. Boxes shall be broken down and all trash must be placed in the dumpster.

It is the responsibility of owners and occupants to take to the dump oversized items the trash collection service declines to remove.

All paint and hazardous materials are to be disposed of properly at a transfer station at the owner's expense and not put into the dumpster.

Christmas trees should not be placed in the dumpster.

Noise/Offensive activity

Owners shall take extreme care to confine noise to their own condominium between the hours of 10pm and 8am.

No occupant shall cause or permit any disturbing noise or disorderly conduct in their unit or on the premises or to permit acts which interfere with or otherwise prejudice the rights, comfort or convenience of other occupants. All residents shall schedule or perform repair work (removal, installation, remodeling, etc.) with required operation such as hammering, sawing, drilling, sanding, etc. between the hours of 8am and 8pm.

No disturbing of the peace shall be tolerated.

Move-in/move-out

All moves in or out of any unit require three business days' notice to the management company with confirmation received by unit owner, or designated professional management company. If proper notice is not given there will be a \$25.00 fine assessed to the unit owner.

Move-in/move-out applies to any change in occupant of the unit.

As of March 21, 2013 there will be a \$100.00 move-in fee collected from the residential unit owner at the time of a move in of new occupant(s) either by owner change, renter change, or other occupancy change.

Owners must supply the **signed** Homeowner Statement of Unit Occupancy Form **prior** to new resident moving into building. If this is not received by the management company prior to tenants moving in Owners will be assessed \$100.00 fine.

Fobs/Parking Gate Openers

While Andria Condominium Association manages the entire security system, costs of fobs and gate openers are the responsibility of unit owners to purchase and replace as needed. Cost of replacement can include cost of particular device, reprogramming cost, and shipping cost, if any. The fob issuance per unit is limited to one per occupant listed on Homeowner Statement of Unit Occupancy Form, with an overall limit of (3) three fobs per unit. In the event the unit is rented, there can be an additional fob issued to the owner of the unit for use by the owner only. All fob issuance will be reviewed and adjusted accordingly on tenant turnovers. There will be one gate opener per parking space issued. Requests for additional fobs or gate openers outside of these rules must be approved by the Board of Directors and documented. Unit owners are responsible for the way fobs are used or misused when a fob is given to someone else to use. Andria Condominium Association reserves the right to deactivate unassigned fobs or units that have in excess of the described number of fobs, without notice. Fob and gate openers are subject to audits at the Board of Directors Discretion without prior notice.

Emergency Building Key - 42nd Avenue Stairway

Exhibit A Emergency Building Key - 42nd Avenue Stairway Registration Form is required to be completed and submitted to the management company for all emergency building keys to be issued. The issuance of emergency keys will be limited to one per person listed on the Unit Occupancy form. In non-owner occupied units, one key may be issued to the owner by request. All keys and recipients will be recorded for the purpose of reissuance of replacement keys when the lock is re-keyed on occasion. Re-keying will occur in the event that there are 3 lost keys reported or after three unit occupancy changes where the key is not returned to the management company. At the time of occupancy change or sale of a unit, a new emergency key registration will be required for the new occupant/owner or the key must be returned to the community manager. Failure to supply a new registration or return emergency keys as described will cause the keys to be deemed lost and the cost for a lost key(s) will accrue to that unit as provided in the House Rules. Occupancy changes will be counted as a 11y occupant with a key assigned who is no longer listed on the required annually updated Unit Occupancy form.

The purpose of re-keying is to limit keyed access to current building occupants and owners. A charge of \$ 180 to the owner will be assessed for the replacement of lost keys. This charge will help cover the HOA costs to rekey the lock and to provide replacement keys for all key holders. The Board may re-key this access from time to time and will issue new keys to registered key holders at no additional cost to key holders.

A copy of this House Rules revised 2/15/18 will be sent to each owner at the address shown in the records of the Association. (date)

2/6/2018
President, Board of Directors, ACA Date

2/8/2018
Director, Board of Directors, ACA Date