



December 22, 2021

Dear Chown Pella Resident/Owner:

The recent water leak in Unit 309, originating with a broken toilet supply line and the failed water heater in 115, have focused attention on steps that must be taken to prevent this type of situation occurring again.

Existing supply lines in the building may be 25 or more years old. Many may be of an inferior quality. Hot water heater catchment pans may be absent and older water heaters are more likely to fail. Refrigerator ice maker connection lines may be flexible plastic which is prone to breaking and leaking. Few condos are alarmed to sound an alert when a leak occurs from some source.

The consequence of these failures often creates claims that must be paid by the association's insurance which drives up premiums and increases owner annual assessments. As a consequence, the Board has approved the addition of Water Leak Prevention rules for all plumbing connections, water heater, refrigerator ice makers, and a required annual unit inspection.

Please review the attached changes. Keep your Orientation Book up to date, by replacing the following pages with the updated pages attached:

- *Building section: replace pages 5-7*
- *Rules section: replace and insert Rules Section 8.14 (4 pages; Rules 6.0-9.1.1) owner water leak prevention requirements detailed*
- *Rules section: replace Appendix A-1 (2 pages) detailing potential Inspection Violation Fines*

We have also included an updated *Utility page: replace page 21-22 in the Unit section.*

Questions or concerns may be addressed to the Board, by contacting the building management company:

Bluestone & Hockley:

503-222-3800

email: HOA@BluestoneHockley.com

Thank you for your attention to this potentially serious building issue.

The Chown Pella HOA Board



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

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)

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

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.