

ASSOCIATION OF UNIT OWNERS OF OSWEGO RIDGE, A CONDOMINIUM

RESIDENTS' HANDBOOK

This document contains excerpts from the
Condominium Bylaws Rules and Regulations
of the Association of Unit Owners of Oswego Ridge, a Condominium.

Condominium ownership implies agreement
to comply with all rules and regulations of the Community Owners Association (COA).

Association of Unit Owners
of Oswego Ridge, a Condominium
86 Kingsgate Road
Lake Oswego, OR 97035
www.oswegoridge.com

Revised by:
CAP – August 2015

OSWEGO RIDGE GENERAL STANDARDS FOR COMMUNITY LIVING

Because you have chosen to live in a community, there are general standards by which all must abide. Please recognize these standards and the need for compliance of the rules. If there is noncompliance, the result is action by Community Association Partners (CAP) on behalf of the Board of Directors. (Board of Directors is defined in the Condominium Bylaws.)

1. Each unit, according to the Mountain Park Bylaws, can be used for only residential purposes.
2. 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 to be used for biking, skateboarding, or rollerblading. We ask that any use of bikes by children be confined to the back corner of the D Building parking area for safety sake.
3. All window coverings must be white on the exterior side with no objects visible in the windows. Any variation will need Board approval.
4. No resident shall allow noisy operation of any musical instrument (saxophone, guitar or misc. band instrument), radio, television, amplifier, or loud speaker which disturbs the occupant of any other unit, no matter the time of day.
5. Although Municipal and other laws limit excessive noise between the hours of 10:00pm and 7:00am, loud and disruptive behavior that disturbs the occupant of any other unit is not acceptable, no matter the time of day.
6. No resident shall bring or store within their unit or any part of the common elements, explosive, flammable, hazardous or potentially hazardous substances or materials.
7. No smoking materials shall be extinguished or discarded onto any common area, parking area, patio, balcony, or walkway. If smoking, please show consideration toward your neighbors and be aware that your secondhand smoke may cause them hardship.
8. Exterior window air conditioners must be approved by the Board.
9. Neighbors are encouraged to resolve minor misunderstandings among themselves. In the event no resolution is possible, a resident may file a complaint with the Board of Directors through CAP. The police may also be called when appropriate.
10. The Association takes no responsibility for mailbox keys. Residents must contact the post office about keys or any other issue with the mailbox. The resident bears all expenses related to mailbox keys and locks.

BUDGET, ASSESSMENTS, EXPENSES

BUDGET:

The Board of Directors prepares an annual budget for the Association to provide for common expenses and establish an adequate reserve fund for maintenance, repairs and replacement of common elements.

COMMON EXPENSES:

Common expenses shall include, but not be limited to:

- Expense of administration
- Expense of maintenance, repair, or replacement of common elements
- Cost of insurance or bonds obtained as directed by the Bylaws
- General operating reserve covering the insurance deductible
- Reserve for replacements and deferred maintenance
- Utilities for common elements: water, electricity
- Trash and recycling disposal
- Landscape maintenance

OBLIGATION TO PAY: 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 Bylaws in the form of monthly owners' dues. Assessments may not be waived because of limited or non-use of the common elements. Late charges of \$40 are assessed on accounts whose payments have not been received and posted by the 10th of each month. Non-payment will result in the account being sent to collections.

POOL AND SPA RULES:

Use of the pool is for current residents only. Residency, not unit ownership, allows access to the pool. For renters, the pool key must be provided via the unit owner. The pool is a community feature we all pay for and use. Take responsibility for yourself and your guests to ensure safety, courtesy and a sense of ownership in the operation of the pool and spa. Treat the furniture responsibly.

HOURS:

The pool and spa are open for safe use on or about Memorial Day until sometime in September as weather permits. Hours are from 9:00am to 10:00pm (pool and spa, respectively). Other times of the year, the spa may be opened if it is used in a conscientious and courteous manner.

AGE REQUIREMENTS:

In accordance with insurance regulations, **children under 14 years of age may not be in the pool area without a responsible adult resident (18+ years of age)**. The pool area is everywhere inside the fenced and gated pool surroundings.

GUESTS:

Each unit may bring a maximum of four guests to the pool at one time, unless prior arrangements are made with the clubhouse chairman. The resident must accompany guests at all times and is responsible for the actions of their guests. No running, diving, splashing, or making unnecessary noise.

PROHIBITED ITEMS:

Smoking, glass items, radios without headphones, and pets are prohibited from the pool area. Alcohol is not permitted in the pool area but is, however, allowed in the clubhouse.

YOUNG CHILDREN:

Babies and toddlers must wear “swimmer” diapers.

SPA:

The spa is not an alternative swimming pool; it is for quiet relaxation. It must be covered when not in use or after you leave it.

REPLACEMENT KEYS:

Replacement keys may be obtained from CAP. The Board requires any resident requesting a replacement key to complete a certification of residency in addition to submitting \$20.00 for the cost of the key prior to authorizing the release of said key to the resident.

USE OF THE CLUBHOUSE**CONTACT INFORMATION:**

To use the clubhouse or pool area for a private party or meeting, call CAP at 503-546-3400 to get the contact information (e-mail) of the clubhouse chairman.

FEE:

There is a mandatory \$150 check deposit required when you are given the key to the clubhouse. The check will be returned, at the discretion of the chairman, if the clubhouse/pool area is clean and the rules of the clubhouse and pool have been maintained.

RESERVATION PROCEDURE:

The clubhouse chairman will do a walk-through of the clubhouse/pool area when you are given the key. You must have the \$150 deposit check at that time.

When you return the key, the chairman will do another walk-through to ascertain the condition of the clubhouse/pool area and your check will be returned when everything is in order.

GENERAL RULES:

The clubhouse/pool area must be returned to walk-through condition following your event. You must vacuum, remove garbage and replace furniture correctly. You must also ensure both the door to the restrooms and the main door are locked when you leave. Remember, you “own” the clubhouse as a common element. The Association maintains the room using homeowners’ dues. Treat it as your own!

PETS ON THE PROPERTY

ANIMALS:

No animals or fowl shall be raised or permitted within the condominium complex **except** for domestic dogs, cats or birds caged within the unit. Mountain Park Bylaws prohibit the keeping of exotic pets within Mountain Park.

ANIMALS OUTSIDE THE UNIT:

No dogs, cats or birds shall be permitted to run free or be at large outside the unit. Pet owners are required to accompany the pet at all times while they are outside of the unit. Pet owners are required to comply with state laws governing animals and to obey local leash and scoop laws. Food, kennels and litter boxes for any pets must be kept inside the resident’s unit and not on patios, balconies or decks.

PET DISTURBANCE:

No pets shall be permitted to cause or create a nuisance or unreasonable disturbance or noise. A resident *may* be required to remove a pet upon receiving a **third** written notice from the Board of Directors of specific violations regarding his/her pet within the condominium. ***This includes not abiding by the “run at large without accompanying the pet” rule.***

VEHICLES, PARKING

*****REMINDER: THE COMMUNITY SPEED LIMIT IS 5 MILES PER HOUR*****

TRAILERS, CAMPERS, BOATS & MOTORCYCLES:

In compliance with the Association Bylaws, no trailer, truck camper, motorcycle, boat or boat trailer or other recreational vehicle shall be stored on any portion of the property **without approval by the Board of Directors. Contact CAP with requests at 503-546-3400.**

UNLICENSED, DISREPAIR OR EXPIRED LICENSE:

Vehicles that are unlicensed, in disrepair or seemingly abandoned will either receive a letter or a towing tag (placed on the car) requesting the resident to remove the vehicle within 48-hours. If the vehicle remains after that time, Retriever Towing will tow at the owner's expense.

- Assigned parking is one space per unit.
- Unauthorized parking in an assigned spot will result in towing at vehicle owner's expense.
- Only routine maintenance such as an oil or tire change is permitted.

PATIO AND DECKS

GENERAL USE:

Decks and patios are not intended for long-term storage. **Only patio furniture, barbeques or a maximum of two bicycles** are allowed on patios and decks. Additional bicycles may be parked in the designated area next to the clubhouse, within the pool enclosure. Decks facing the back of the property must abide by the same standards as those facing the front of the complex. Front entryways are not allowed as areas for storage, either. Keep your neighbors in mind when decorating around the front entrance of your unit. Esthetically pleasing welcome signs are allowed, however furniture or storage items are not permitted.

FIREWOOD:

A reasonable amount of firewood may be stored on the patio/deck. Firewood must be stacked so that it is not touching the siding.

DECORATIONS:

Decorations appropriate to a particular holiday may be temporarily displayed in and adjacent to the resident's property. Decorations should be displayed with concern for safety and removed in a timely manner after the holiday.

RECYCLING, DUMPSTER AREA

RECYCLING AREA:

There are two recycling areas: the main one by the pool and a smaller one by the mail boxes. All containers are marked for their specific recycling contents. Only the pool recycling location can accept cardboard which **must be flattened before placing in the large bin.**

RECYCLING IS FOR RESIDENT USE ONLY.

BE RESPONSIBLE - - - RECYCLE CORRECTLY, IN THE DESIGNATED BINS.

DUMPSTERS:

The dumpsters are for resident's household trash only and this trash must be placed wholly inside the container. **Items such as construction material, furniture, mattresses, appliances, and hazardous materials, such as paint or chemical items, must not be placed in the dumpster area. Call Metro Recycle 503-234-3000 for disposal location. The local garbage hauler will charge the Association to remove such items and this charge is passed along to Owners via homeowners' dues (and increased rent for tenants).**

*****The Board of Directors will assess a \$200 fine for dumping items that require special handling (including all prohibited items)*****

HOMEOWNERS', RESIDENTS' COMPLAINT PROCEDURE

PURPOSE:

The homeowner is ultimately responsible for compliance with the Oregon Condominium Act, Mountain Park Homeowners Association and Association of Unit Owners of Oswego Ridge, a Condominium Bylaws, Declaration, rules and regulations.

PROCESS:

To report any violations of condominium rules or Bylaws, the resident must send a written and signed complaint to the Board of Directors, AUO of Oswego Ridge, a Condominium in care of Community Association Partners, LLC, PO Box 2429, Beaverton, OR 97075.

CONTENT:

The complaint must state the date, time, resident's name, address and 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.

CAP ACTION:

The Owner of the unit in violation shall be notified in writing by CAP at the direction of the Board of Directors. The letter will contain the procedure to correct and the fine schedule for non-compliance.

FINE SCHEDULE:

The unit owner will be notified of non-compliance and given a two-week notice, with no fine, to comply. At the end of the two-week period, if the violation(s) has not been corrected, the Board of Directors will instruct CAP to levy a fee against the owner as follows:

- First: \$100 fine with a two week period for compliance.
- Second: \$100 fine and \$5 per day for every day the violation continues.
- Third: A lien will be placed on the property after the accrual of a \$200 fine.

IMPORTANT ASSOCIATION INFORMATION

The Board uses the area by the mailboxes and the Oswego Ridge website to post notices about upcoming meetings and relay other important information to the residents. The area by the mailboxes is for the use of the Board/Association and residents only.

The Oswego Ridge website, www.oswegoridge.com, is your source for current information concerning your community. On it you will find the following:

- Oswego Ridge news and events
- Notice of construction or repair projects and community gatherings
- A complete copy of the Condominium Bylaws Rules and Regulations of the Association of Unit Owners of Oswego Ridge, a Condominium
- ARC forms, New Resident Registration forms and Change of Information forms
- A list of current Board members and officers, as well as contact information
- Minutes from the monthly board meeting
- A link for paying homeowner’s dues online

MISCELLANEOUS INFORMATION

WATER SHUT-OFF:

The shut-off for each unit is in the storage unit on the patio/balcony. It is in the back by the water heater.

WASHING MACHINE HOSES:

Owners are required to install new braided stainless steel hoses (guaranteed not to break) on their washing machines, ensuring they are properly installed and in good working order. Any leaks caused by failing to ensure they are working will put that owner at full responsibility for any leaks/damage that occurs.

REPLACEMENT WINDOWS:

Window replacement, repair, and care are the responsibility of each individual owner. Owners must submit an Architectural Review Committee (ARC) form to the Board before replacement.