



Emerald Valley Condominium Association House Rules

Compiled March 2021



EMERALD VALLEY CONDOMINIUMS GENERAL RULES

Compiled 03/11/2021

***NOTE: Changes under headings are in bold print as well as other important items.**

In an effort to maintain a peaceful community, the Board of Directors has approved the following General Rules, enforcement of Schedule of Fines and Resident Forms for the welfare of Emerald Valley Condominiums (EVC). Every resident is advised to review the Bylaws of Emerald Valley Condominiums, which were provided and agreed to at the time of purchase.

Common Areas

1. Access to sidewalks, driveways, stairwells, and landings shall not be obstructed or used by any resident for any other purpose than entrance to and departure from the unit. **Local fire ordinance requires a clear three-foot pathway egress from door entrances including patios and balconies.**
2. The common area must be kept free of obstruction. Personal items are not allowed to be stored in the common areas without written approval from the Board of Directors (BOD), except as otherwise noted in the EVC Bylaws, Condominium Rules and Declaration.
3. Nothing is to be planted or placed in common areas without the written approval from the BOD or it will be removed at the owner's expense.
4. Skateboards, skates, scooters, basketball hoops or similar sporting equipment are not allowed within complex grounds.
5. Bird feeders and feeding of wild animals and fowl are prohibited in the EVC complex.

Common Areas – Limited

1. Balconies, decks, patios, windows and other areas visible from the outside must be kept neat and free from clutter. Decks, patios, and under stairwells are not for storage of any kind.
2. A reasonable amount (to be determined by BOD) of ornaments and foliage pots are allowed on decks and patios as long as they are well kept and do not create a barrier or safety hazard.
3. Foliage pots are not allowed on balcony railings. Nothing may be hung from or attached to balcony railings at any time.

4. Natural gas, propane, and charcoal BBQ's are banned from use on the property. There is a Gresham city ordinance banning BBQ use within 10 feet of any flammable structures. **The State of Oregon Fire Code prohibits storing of any propane tanks over 5.4# in any structure including storage units and garages.**

Garbage

1. Place all garbage inside containers, not on the ground. Do not place any garbage including boxes, newspapers, or other items on top of the containers or in the enclosure housing the dumpsters. This creates problems and expense. Bag all garbage before depositing into the garbage containers. Call Metro Recycling Information Hotline for information about disposal of large items (furniture, etc.) at **503-234-3000**.
2. Garbage containers are for normal, non-recyclable household garbage only.
3. Animal litter and other items, such as baby diapers, must be wrapped and tightly secured in a plastic bag before depositing into the garbage dumpsters.
4. Do not dump ashes into the garbage containers unless the ashes are cold to the touch. Fires can start from simmering ashes. Do not place hazardous materials in the dumpsters.

Recycling

1. Recyclables must be disposed of in the appropriate containers. Containers are provided for newspapers, magazines, tin cans, and glass bottles.
2. Do not put cardboard boxes in dumpsters or dumpster enclosures. **Cardboard boxes must be recycled in CARDBOARD ONLY receptacle after they are broken down.**
Cardboard must be recycled in the designated areas after they are broken down.
3. Call Metro Recycling Information Hotline for information on e-cycling (electronics-TV's) at 503-234-3000. Paint can be taken to recycle centers for free

Noise & Nuisance

1. No nuisances nor any use or practice that is a source of annoyance to residents or interferes with the peaceful possession and proper use of property by its residents shall be allowed.
2. No resident shall conduct or allow noisy operation of any musical instruments, radio, television, amplifier or power tool between the hours of 10:00 p.m. and 6:00 a.m.

Parking/Garage

1. All resident vehicles shall display the EVC parking sticker visible from the outside preferably on the rear window on the driver's side.
2. Each unit shall have two parking spaces, one being assigned carport or garage and a second unassigned open parking space. Some units may have owner owned garages.

3. *One resident car must always be parked in the Assigned Parking space (carport or garage). If a resident continues to park one car in open parking and not in the assigned garage, violation notices will be sent to the unit owner. If a car continues parking in open parking, fines will be levied, and a second violation letter will be written to the unit owner notifying them the car will be towed if not parked in assigned parking by an assigned date and the total of fines to current date. If the levied fines are not paid in 90-days, a lien may be placed on the unit.
4. *If there is a second car for a unit, it can be parked in Open Parking. It can be parked in the same space (3) days and then must move the car to another space or be fined. Any special circumstances must be requested by resident and approved by email to CMI or be written by resident and approved in writing by EVC Board member.
5. *If a resident has a guest for more than (3) days, the resident must write a letter to obtain permission to park on property for a stated limited time from a Board member or email from CMI or the car may be towed.
6. *If a unit residence has three cars, they may rent an assigned carport or garage space from an EVC owner that does not have a car. They must notify CMI via email or in writing to a Board member and, what 3rd vehicle they are parking and where and obtain signed permission. They must also have signed permission from the assigned space owner.
7. No parking in any assigned space is allowed without the written permission of the owner of that space. Unauthorized cars will be towed at the car owner's expense.
8. Uncovered spaces in the parking area are for use by residents or their guests on a first-come, first-serve basis.
9. Parking of a vehicle in a state of disrepair is not allowed. All vehicles must currently be licensed and registered.
10. Parking is allowed only in spaces specifically marked as parking spaces.
11. Vehicles parked in fire lanes or No Parking zones will be towed.
12. Vehicles parked in Handicapped spaces without authorization will be towed.
13. All vehicles are to be parked "head-in" with no part extending over the sidewalk.
14. Residents only, shall park their vehicle in assigned parking unless permitted by BOD because of documented physical disability.
15. If unit resident has frequent overnight visitor(s) at 10 p.m., guest vehicle must occupy either assigned space or one open parking space. There is still a maximum of two parking spaces per unit.
16. Assigned garage is not for owners' exclusive storage, recreational vehicles, boat, etc. One vehicle must always be parked in the assigned parking space. Each offender will receive a form letter informing them of violation and then penalty of fine and/or tow is at discretion of BOD.
17. Any parking of a commercial vehicle on EVC property must have permission of the BOD. The BOD reserves the right to review all requests and designate parking for a maximum of three vehicles. The BOD may review and rescind the parking privilege at any time (Eff. 6-10-2023)

*Approved/Revised on 11/25/2024 CMI is current mgmt company.

Pets

1. The Association Bylaws require that each resident obtain written permission from the Association BOD in order to have a pet on the premises. A registration form attached with proof of inoculation must accompany request. Registration form and proof of inoculation must then be submitted to CMI for documentation.
2. **No more than two (2) pets are allowed per unit and only one (1) of those pets can be a dog.** (Eff. 7/31/2014). **A maximum of 40 lbs. per pet allowed.** (Eff. 10/2013)
3. If a pet has bitten an owner or other pets, the biting pet is required to be muzzled when walking about the common grounds.
4. If a pet attacks another pet or a person, the attacking pet must be removed from the EVC property.
5. Pet owners are required to comply with state laws governing animals, and to obey local leash and scoop laws. Pets shall be kept on leash at all times when outside. All Pet owners are required to clean-up after their pet.
6. EVC Bylaws prohibit the keeping of exotic pets; i.e. snakes, within Emerald Valley. Questions regarding qualification of "exotic" must be addressed to BOD.
7. Food and kennels for any pet must be kept inside the owner's unit, as food may attract unwanted animals, rodents, or other pets in the area. Litter boxes can be on balconies if in contained area and cleaned regularly so odors do not occur.
8. Cats allowed to run loose will be subject to removal.

Recreational Vehicles

1. Parking of recreational vehicles (RV's) campers, boats, jet skis, and trailers are not allowed in EVC parking areas. An RV is any vehicle rated more than three-fourths of a ton. Any exceptions must be approved by the BOD on a case by case basis.
2. Bicycles, mopeds and motorcycles may not be stored under stairways, building entrances or chained to carports. Bikes must be stored on back patios, balconies or provided bike areas.

Pool Regulations

There is no lifeguard on duty at the pool. All participants in pool area swim or play at their own risk.

1. Do not open the gate for person(s) without a key. The door and gate to the pool area are to be kept locked at all times. Check twice when leaving area to make certain gate is secure.
2. Walk, don't run, No rough play. Behavior should be respectful of all persons in area. **If two unsafe behavior complaints received from separate individuals to BOD, a warning letter will be written. Repeat complaints may result in possible fine.** (Eff. 4/8/2013)
3. No alcohol or tobacco in the swimming pool area.
4. **Swimming pool hours to be decided by BOD will be posted.**

5. Diving, back dive, back flips, somersaults, and jumping on flotation devices, from the side of the pool or any other unsafe activities are not permitted.
6. Limit use of pool toys and flotation devices when others are present. Flotation devices larger than 6 foot x 3.5 foot are not allowed.
7. Foul or abusive language will not be permitted.
8. All guests at pool must be accompanied by an adult resident, only (4) guests per condo.
9. Children under the age of 14 must be accompanied by an adult resident. Children 14- years and older can swim without an adult present, providing they show good judgment and follow the pool rules.
10. No street clothing, shorts, cut-offs or t-shirts allowed in swimming pool.
11. No food or drinks of any kind is allowed in the swimming pool. No drink other than water, on the pool deck. Food is only allowed under covered area.
12. No glass of any kind is allowed in or around the swimming pool.
13. There is no garbage service for the pool area or clubhouse. Take your trash with you.
14. Dry off before going into the clubhouse, and clean the bathroom after use.
15. Protective swimming diapers are required to be used for incontinent persons including infants and toddlers.
16. Music in the swimming pool area is allowed only with the use of headphones.
17. No pets are allowed in or around the pool area.
18. When leaving the pool for the day, please remove all personal belongings; including pool toys.

Recreation Center Reservations & Rules

1. Recreation facility charge: A \$25.00 (non-refundable) usage fee plus a deposit is required. This does not provide the exclusive use of the pool, exercise room, or restroom. Submit separate checks for the usage fee and deposit payable to Emerald Valley Condominiums (EVC) to the Recreation Committee.
2. Residents reserving the facility are responsible for any damage that occurs during the rental period. The deposit is refundable if, on inspection, the facility is found to be free of any damage, including, but not limited to: the building, carpets, furniture, kitchen and/or equipment, grounds, etc. If amount of damage and/or cleaning is in excess of the deposit, the additional cost will be charged to the owner/renter. The Clubhouse is to close at midnight for all events.
3. A Maximum of 58 guests is allowed for rental functions.
4. Alterations to the Clubhouse are not permitted. Decorating must be approved by the Recreation Committee. No holes or tape are to be put in/on walls, molding, or doors.
5. All parties for people under the age of 21 must be supervised by an adult resident over 21 years of age who agrees to act as an alcohol monitor to assure that no alcoholic beverages are consumed by persons under the age of 21.

6. Unattended children are not allowed in the exercise room, pool, or recreation center at any time.
7. No smoking or pets allowed in the Clubhouse.
8. Clean-up is the responsibility of the owner/renter and must be done immediately following the event. This includes garbage/trash removal, vacuuming, and cleaning as necessary.
9. A member of Recreation Committee must inspect the room upon completion of the event. A Committee member must sign-off that the room is clean in order for deposit to be returned.
10. Clubhouse guests are limited to 4 guests per condo unit, unless rented for a special event.

Community Safety & Security

1. Everyone's help is needed to ensure the security of EVC. Any suspicious activity, disturbance or persons trespassing on the property should be reported by calling 911.
2. If you are disturbed by solicitors, ask them to leave. Soliciting is against the Association rules and the ordinances of the City of Gresham. Report incidents to CMI.
3. Speed limit entering, exiting, and within EVC is 10 mph at all times to ensure the safety of residents, children, guests, and pets.
4. No smoking materials or tobacco products of any kind shall be extinguished, thrown or discarded onto any parking area, patio, balcony, walkway, common area, bushes or flower bed. **Local ordinance bans smoking 10 feet from all doors and windows.**
5. Illegal activities or illegal drug use is strictly prohibited.
6. All residents and guests must make sure that fence gates are closed behind them when entering or exiting the EVC complex.
7. No resident shall bring or store within any unit or part of the common area any explosive or flammable substance **including propane tanks over 5.4#**

Unit Safety & Required Maintenance

1. Do not leave decorative lighting or Christmas tree lighting on when you are away, as serious fire hazard can occur.
2. Smoke detectors must be in operating order.
3. **There must be a safe unobstructed 3-foot path clearance for egress from any outside door- including all decks and balconies.** (eff. 4/8/2013)
4. Preventing pipes from freezing is important to reduce damage to your own unit and to your neighbors. If the outdoor temperature falls below freezing at any time, set all internal faucets to drip mode and maintain a 55 or more degree temperature in your unit. **If resident is to be away during winter, they must set thermostat at 55 degrees to prevent damage to their unit or other units.**

Sales

1. The Recreation Committee or their delegate organizes and manages the EVC community garage sale, which is limited to one garage sale per year – no exceptions.
2. If a unit owner requires a moving or estate sale outside the garage sale timeline, it is the owner's responsibility to organize such sale with permission of BOD.

Signs

1. No "For Sale" or "For Rent" signs are permitted at the entrance of the EVC community.
2. According to the EVC Homeowner's Restrictions, only (1) sign is allowed advertising a property for sale or rent, and can only be displayed in one window of the unit for rent or sale.
3. All signs must comply with EVC guidelines and restrictions.

Residence

1. A copy of homeowner insurance must be provided at the time of purchase or at any time by request of BOD. Insurance copy must be submitted to CMI.
2. According to EVC Bylaws, each unit can be used only for residential purposes.
3. All window coverings must be white, tan or beige, on the exterior side and must be kept neat and in good repair.
4. No occupant shall cause or permit anything including signs, awnings, laundry lines, canopy, shutters and radio or television antenna or satellite dish to be affixed to the exterior of buildings without prior written consent from the Board of Directors.
5. No articles whatsoever may be hung from, draped over or attached to balcony railings.
6. Built-in air conditioning units cannot be installed without complying with the approved design rules. Please call CMI at 503-233-0300 for information. A written request must be submitted to the BOD for approval prior to any installation.
7. Window air conditioners may be inserted only from April 1 to November 1 **unless permitted by medical documentation.**
8. Exterior Christmas decorations must be removed by January 15.
9. Christmas trees are not to be discarded in any common area except those designated by BOD for removal.

Vehicle Restrictions & Repairs

1. Residents or guests are not allowed to perform major automobile maintenance within EVC complex.
2. Preventative or minor maintenance will be allowed in the resident's assigned garage or carport area only.
3. All cars that leak fluids must be repaired immediately. The owner is responsible for all clean-up and asphalt repair costs made necessary by the leakage.

4. Residents are warned that it is a violation of the State of Oregon laws to dispose of crank case oil in a catch basin or pond. Violators may be fined \$1,000.00.
5. Washing cars is allowed, but must not infringe on the cars or property of other residents.

Problem Resolution

1. Neighbors are encouraged to resolve a misunderstanding amongst themselves.
2. In the event of an unresolved issue or if a resident prefers not to communicate problem directly with neighbor, a resident may file a written, signed complaint with CMI explaining the nature of the situation. CMI will forward the complaint to the BOD and notice will be sent to the offending party describing violation.
3. The BOD may request a hearing with violator by a specific date and inform the party a fine may be imposed because of stated violation.
4. At hearing, violator must explain why the applicable covenants or rules do not apply to them.
5. BOD is legally obligated to enforce the covenants and rules of the association evenly for and against all owners.
6. After hearing, BOD will advise participating parties of decision. Fines may be levied.
7. If offense is not discontinued, legal action may follow.

Assessments/Fees

1. Assessment payments are due by date set by BOD, per occurrence, or payment will be considered delinquent. A late fee **(to be determined by BOD)** will be levied against the unit owner if payment is 10 days past due. This late fee will be treated in the same manner as a special assessment and/or assessment fees.
2. If accounts remain unpaid, the following schedule will be applied by CMI:
 - a. Thirty (30) days of non-payment: a written notice (1) will be sent to the unit owner.
 - b. Sixty (60) days of non-payment: a written notice (2) will be sent to the unit owners with notice account will be sent to attorney for collection.
 - c. **The attorney shall send written demand for funds and prepare and record lien against unit.** Attorney will notify owners within twenty (20) days of lien recording.

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, attorney fees and court costs. These costs will be treated as a special assessment against the unit owner and must be paid prior to a lien being removed. Direct deposit system is available for HOA dues. Please contact CMI for details.

SCHEDULE OF



FINES

All fines are per event/occurrence. In the event a violation is continuing in nature, the fine will renew either daily, weekly, or monthly until the violation is remedied or ceased.

General Use and Maintenance

Fine in \$

Renews

1. Unsightly appearance of unit visible from exterior.	50	Weekly
2. Failure to timely remove seasonal holiday lighting and decorations.	100	Weekly
3. Hanging garments, rugs, laundry, sheets, reflective surfaces and other similar items from windows, decks, patios, courts, porches, terraces or outside walls.	50	Weekly
4. Failure to obtain prior approval for outdoor furniture, plant containers, awnings, umbrellas or other items permanently placed on the exterior portions of the unit.	100	Monthly
5. Display or use of signs in violation of house rules.	50	Weekly
6. Damage to common property.	100	Weekly
7. Failure to adequately maintain decks.	100	Monthly
8. Violation of swimming pool rules.	25	per occurrence
9. Violation of clubhouse rules.	25	per occurrence

10. Construction, alteration, painting or modification of any building without prior Board or Architectural Committee approval.	250	Monthly
11. Damage to common areas or common property (plus cost of repair).	250	per occurrence
12. Giving Pool, West workout room, Clubhouse or Mail Room access code, keys, or entrance access code or keys to a non-accompanied non-resident.	250	per occurrence

Noise and Nuisance

	Fine in \$	Renews
12. Noise violations.	50	Daily
13. Non-noise violations, including intimidation or threats.	100	Daily
14. Other offensive or unlawful activities.	100	Daily

Parking

	Fine in \$	Renews
15. Parking on private roads or drives other than in "designated parking areas."	25	Daily
16. Parking of a vehicle such that it extends into the street and/or obstructs access or drives on the property.	25	Daily
17. Parking of a vehicle in a state of disrepair, or without current license plates or registration.	25	Daily
18. All other parking violations.	25	Daily

<u>Pets</u>	<u>Fine in \$</u>	<u>Renews</u>
19. Animals unattended; animals off leash or tether.	50	per occurrence
20. Failure to pick up animal waste.	25	per occurrence
21. Keeping animals in excess of two permitted pets (only one of which may be a dog, weighing less than 40 pounds).	100	Weekly
22. Other violations of pet covenants and rules.	50	Weekly

<u>Trash</u>	<u>Fine in \$</u>	<u>Renews</u>
23. Using unit or common areas as a dumping ground.	200	per occurrence
24. Discarding items, including cigarettes and ashes, from windows and patios or decks.	200	per occurrence
25. Garbage, trash or other waste not in proper container or otherwise stored improperly.	100	per occurrence

<u>Rentals</u>	<u>Fine in \$</u>	<u>Renews</u>
26. Failure to provide CMI with an updated Resident and Owner Information Form.	50	Monthly
27. Use of unit for non-residential purposes.	100	Monthly

<u>Other</u>	<u>Fine in \$</u>	<u>Renews</u>
28. Failure to maintain unit or keep in repair.	50	Weekly

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| 29. Other violations of the Declaration, Bylaws or Rules and Regulations of Emerald Valley Condominiums not set forth above. | 50 | daily as necessary |
| 30. Not reporting water, fire, heat or any other damage to units or respective limited or general common elements within 12 hours of occurrence. | 500 | per occurrence |
| 31. Unauthorized ownership of a parking or storage unit without owning a condominium unit. | 1000 | Monthly |

Any costs incurred by the Association to enforce the rules and regulations or correct violations will be billed back to the condominium owner in non-compliance.

NOTES