

Addition of House Rules

To ensure your enjoyment of Capitol Hill Condominiums (hereafter “CHC”) and to maintain a pleasant, secure atmosphere, the Capitol Hill Condominiums Association Board of Directors (hereafter “the Board”) has prepared and approved these guidelines, for residents, guests and tenants.

Condominium living is a unique environment. Unlike a private residence, all areas outside of your condominium unit are shared common areas for your use and enjoyment, as well as the use and enjoyment of all residents.

Therefore, it is reasonable for all of us to be responsible and considerate of our neighbors, and also necessary to maintain standards.

Our standards are equitable and will be actively enforced to ensure an enjoyable atmosphere for you and at the same time maintain a standard of living that will enhance the value of your investment. This guide should not be construed as a replacement for the bylaws of Capitol Hill Condominiums, but rather as an addition to those bylaws.

The Board of Directors
Capitol Hill Condominium Association (CHCA)

Michael Horenstein
President

Kathleen Sunseri
Treasurer

Mark Edwards

Debra Elliot

SECTION I:

A GUIDE FOR RESIDENTS, GUESTS AND TENANTS RESPONSIBILITIES AND DUTIES

OWNERS:

Individual owners bear the greatest responsibility for the smooth operation of CHC. Responsibility for each unit begins with each individual owner!

Owners are responsible for everything that goes on in their unit, including its maintenance, the conduct of tenants, the behavior of guests, actions of their children, and the adherence of all parties to the rules and regulations of the association. This applies whether the owner is present or not.

Owners are responsible for knowing the rules, regulations and operating policies of CHC. They are responsible for attending association meetings, paying their monthly dues in a timely fashion, and being involved in the running of the complex. That could mean involvement in the board of directors or a committee, or it can be as simple as picking up litter, sweeping a walkway, or helping a guest learn the rules.

Owners who lease carry the greatest responsibility. Not being there or not personally knowing your tenant is no excuse for shirking that burden. By signing a lease, owners are assuming responsibility. Above all, owners are responsible for making sure that tenants understand these house rules, a copy of which must accompany each and every lease or lease renewal after Oct. 1, 1999.

TENANTS:

Tenants are responsible for knowing and abiding by the rules and regulations of CHC. Tenants are also responsible for informing their guests of the rules and regulations and assuring their compliance.

Tenants must cooperate with management and/or other contractors when access to the unit is required for repairs, insect control, etc.

All residents, tenants and owners must cooperate in making sure the community operates smoothly. Community living requires the cooperation of everyone, and though there may seem to be many rules and regulations, they are necessary to assure a quiet, comfortable atmosphere in which to live.

SECTION II:

ARTICLE A: GENERAL GUIDELINES

Owners will be held financially responsible for damage, injury, destruction or other expenses caused to common property, facilities and/or other units by themselves, their children, guests, tenants or pets.

No unit shall be used for any purpose other than as for a single family residence or dwelling. This is not to be interpreted to prohibit an area of a unit being used as a home office providing:

1. No signs of any type are displayed.
2. No additional vehicle or personal traffic is generated beyond that normal for a residential unit.
3. No provisions of these House Rules or the bylaws are violated.
4. No zoning ordinances are violated.

No unit shall be leased by owner or otherwise utilized for transient or hotel purposes, which shall be defined as a rental for any period less than thirty (30) days and no unit shall be rented more than three times in any one calendar year.

The maximum occupancy for the units shall not exceed city ordinance.

Prior to occupancy, all owners who lease must mail a copy of the executed lease to the current property management company. The name and phone number of the tenant should be included for the CHC directory. CHC does not need to know your monetary agreement; therefore financial information may be deleted.

As of this date [December 1, 2022], the Management Company is:

CENTURY 21 Northstar
7800 SW Barbur BLVD, Suite 1A
Portland, Oregon 97219
(503) 297-1014

ARTICLE B:
PUBLIC NUISANCE SAFEGUARDS

No resident shall make or permit any disturbing noises, nor do or permit anything that will interfere with the rights, comforts or convenience of other residents.

No resident shall permit their television, computer, radio or other loud speaker to disturb or annoy other residents and shall be especially quiet during the hours of 11:00 PM and 7:00 AM.

Unit owners are responsible for their children, guests and tenants and will be held financially responsible for damages or vandalism caused by them.

No resident shall carry on any activity in violation of the municipal or state ordinances.

We ask that all residents be aware that we live in close proximity and that noises do carry.

ARTICLE C:
VEHICLES

Any unit owner, guest, or tenant whose vehicles are in violation of the following rules are subject to towing and/or any fines which may be imposed by the association.

Parking is by assigned space. No resident will park in another's space without having secured prior permission from the owner of that space. Guests and extra vehicles are to be parked in spaces marked as "visitor."

No mobile home, trailer, recreational vehicle, boat, boat trailer or the like shall be parked within the boundaries of CHC without written consent of the Board, except those vehicles temporarily on the premises for the purpose of servicing CHC itself or one of the units.

All vehicles shall have current registration, inspection and insurance coverage. All vehicles are to be kept operable. Any disabled vehicle must be removed from the property within five (5) days, or ask for a temporary exemption from the Board.

Any owner notified of an oil or gas leak from their vehicle must have such vehicle repaired or removed from the premises within 24 hours.

No vehicle is to be parked in a manner interfering with walkways, encroaching on driveway, or blocking any access to garbage, recycling or mail facilities, etc.

Parking behind building 6735 is limited to those units specifically assigned a space in that area. Residents assigned parking spaces in this area should use caution and be considerate of the residents that live along the driveway.

**ARTICLE D:
SAFETY AND APPEARANCE**

[The first 2 paragraphs replace the original first paragraph of Article D]

Residents may plant inside their limited common element, as long as it doesn't extend into the general common elements, or compromise any part of the buildings or common areas, resulting in extra costs to all homeowners. Your **limited common element** is your deck or enclosed patio, except for the outside of the enclosure. Changes to general common elements may be made only with written permission from the Board of Directors. If residents make any change to a common element, including planting anything, what's been added becomes the property of the HOA, which is then responsible for its maintenance, including removal if necessary. Residents may not remove plant material from a common element without Board approval.

The area in front of ground floor units is not part of your limited common element. Please get Board approval before planting anything in that space. The only exceptions would be small, attractive, short-lived plants (annuals, for example). Vines, trees, anything invasive (bamboo or ivy, for instance), or anything that exceeds 2' high and wide at maturity are not acceptable. There are no objections to planting into containers.

Patios and porches are to be kept free from unsightly debris and should not detract from the overall appearance of the units.

Second level units shall take care to avoid damage or disturbance to units below, such as excessive watering of plants cascading to patios below or any other type of debris falling onto the property below.

No towels, clothing or the like are to be hung over the railings or out of the windows.

Only human waste and toilet paper is to be disposed of into the toilets. NO cat litter, rags, grease or other rubbish is to be discarded into the toilet.

Owners are encouraged to change exterior light bulbs, which are provided by the CHC Association.

ARTICLE E:
GARBAGE AND RECYCLABLES

GARBAGE:

Garbage shall be placed directly in the garbage dumpsters. Garbage is **not to be placed outside** any unit, **nor** is it to be placed **alongside or on top of** the garbage **dumpsters**.

If you have furniture or other large items of which to dispose, it is the owner or tenant's responsibility to find suitable disposal at a transfer station or dump.

RECYCLING:

Any costs or fines incurred due to improper recycling will be charged to the unit from which the problem generates. Please follow the outline below as well as any recycling guideline displayed by each area.

Each area has recycling containers to accommodate the following materials. Glass, tin and plastic items should be rinsed clean.

1. Tin cans
2. Green glass
3. Clear glass
4. Plastic water & milk bottles
5. Scrap paper
6. Newspapers
7. Cardboard boxes must be folded flat and placed in the proper bin.

**ARTICLE F:
PETS**

Please remember that pets are for each owner's enjoyment and not the annoyance of other residents. Be a responsible pet owner.

Pets must either be walked on a leash while on the property, or kept within the unit. Within a unit does not mean out on a balcony or deck area.

While on CHC property, pets must be curbed and pooper scoopers must be used, IT'S THE LAW. All residents MUST clean up after their pets.

Pets are **not** to be left outside **unattended** at any time.

Dogs are not permitted to run free. They must be leashed when outside.

Cat litter must be placed in plastic bags prior to disposal in the garbage. **DO NOT FLUSH CAT LITTER DOWN THE TOILET.**

In addition to any other fines which may be imposed, owners will be held responsible for any damage done to common areas, shrubbery, lawns and plants caused by their pets.

Owners must have their dogs & cats licensed by the city of Portland and must be able to provide proof of same upon request.

As outlined in the bylaws, the Board may ask for the removal of a nuisance pet after two warnings. Actions that constitute a nuisance include, but are not limited to, excessive noise, viciousness or menacing behavior, property damage, or hygienic offensiveness.

**ARTICLE G:
ALTERATIONS AND ADDITIONS**

Neither exteriors of the buildings nor any of the main common grounds shall be altered in any way without the prior written approval of the Board.

No radio or television aerial installation shall be made on any building, nor shall a unit owner cause or permit anything to be hung or displayed on the exterior of a building or upon the grounds of the condominium, nor shall any air conditioner unit or ventilator be installed, except to replace the existing, without the prior written approval of the Board.

No sign, advertising, notice or other lettering shall be exhibited, inscribed, painted or affixed on any part of the exterior of the building or on the interior visible from the exterior without prior written consent of the Board.

ARTICLE H: VIOLATIONS

Neighbors are encouraged to communicate initial violations directly to the violating party or parties. If this does not remedy the situation, violations should be reported to any member of the CHC Board, preferably in writing.

1. First Violation – A written warning, or in the case where immediate action is necessary, a verbal warning, shall be issued to the owner and/or tenant of the offending unit. It is expected that no further violations of this nature will take place.
2. Second Violation – If a second violation occurs within a nominal amount of time, the Board will issue a second written warning to the OWNER of the unit. This warning will indicate that a monetary fine of an amount to be determined by the Board may be levied on the unit OWNER for any future violations of that particular nature.
3. Subsequent Violations – All subsequent violations of that nature will be subject to fines levied by the Board.

APPEALS

1. An appeal may be requested for any notice of a violation.
2. Appeals should be made in writing to a member of the Board.
3. If necessary, the Board may request a meeting with the offending party or parties, the unit owner (if leasing), and any other affected parties in order to justly resolve disputed claims.

These House Rules have been adopted by the Board of Directors in accordance with the condominium bylaws. These rules and regulations may be added to, amended, or repealed at any time by resolution of the Board of Directors.

These rules and regulations are effective October 1, 1999 and remain so until such time as modified or amended by the Board of Directors of the Capitol Hill Condominium Association. This guide is an overview and does not contain all the language in the bylaws, which should also be reviewed from time to time. Any modification or amendment will be communicated to the owners/tenants 30 days prior to the effective date thereof.

Michael Horenstein
President

Kathleen Sunseri
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