

mailed - all
12/14/05



Memo

December 14, 2005

To: Association of Unit Owners of Clayborn Condominiums
From: Excelsior Property Management
Re: Policy Resolutions & Parking Passes

At the December 6, 2005 Board meeting, the Clayborn Board of Directors passed two Resolutions, Policy Resolution #5 and Policy Resolution #6, which are addendums to the Rules and Regulations of Clayborn Condominiums. Copies of both Resolutions are included for your information.

Policy Resolution #5 clarifies Item #H of the Rules and Regulations: Garage Parking, Driving and Vehicles. Two parking tags are enclosed as is stated in the Policy.

Policy Resolution #6 clarifies Item #D of the Rules and Regulations: General Use and Maintenance.

Please note that both Policies are effective immediately. You should keep these copies with your Bylaws and Rules and Regulations as official Association documents for future reference.

If you have any questions please feel free to contact us at 503-699-5427 or email us at office@excelsiorpm.com.

Excelsior Property Management
503.699.5427
office@excelsiorpm.com

CLAYBORN CONDOMINIUM

POLICY RESOLUTION #5

Addendum to Item #H (Garage Parking, Driving & Vehicles) of the Rules and Regulations

WHEREAS, Policy Resolution #4 (House Rules) of the Clayborn Condominium Association, adopts the Rules and Regulations; and

WHEREAS, it is the desire of the board of directors to define acceptable rules regarding the addition of two guest spaces in the garage;

NOW, THEREFORE, BE IT RESOLVED THAT the following guidelines are adopted to clarify section H, item #1 (Garage Parking, Driving & Vehicles) of the Rules and Regulations.

1. Between the hours of 9:00 a.m. and 6:00 p.m., Monday through Friday, the guest spaces are to be used for a maximum of four hours. Overnight visitors may use the spaces between 6:00 p.m. and 9:00 a.m. on weekdays. There are no time limits for guest parking between 6 p.m. Friday and 9 a.m. Monday; however, all residents are asked to be courteous in the sharing of these limited spaces.

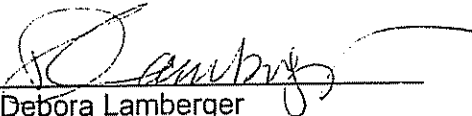
2. All cars parked in the guest spaces are to have a hang tag with the unit number of the person who is being visited. Unit owners are responsible for their guests' compliance with parking regulations. Two hang tags have been provided to each owner. Replacements can be obtained by contacting the property management company.

NOW, THEREFORE, BE IT RESOLVED THAT the Addendum known as Policy Resolution #5 shall be binding upon the members of the association, their tenants and their guests, and shall be enforced according to the terms of Policy Resolution #3.

Recorded in the Book of Minutes, 12-08-05
Date

ATTEST:

12-08-05
Date


Debora Lamberger
Chair, Board of Directors

CLAYBORN CONDOMINIUM

POLICY RESOLUTION #6

Addendum to Item #D (General Use and Maintenance) of the Rules and Regulations

WHEREAS, Policy Resolution #4 (House Rules) of the Clayborn Condominium Association, adopts the Rules and Regulations; and

WHEREAS, it is the desire of the board of directors to clearly define acceptable outdoor display guidelines;

NOW, THEREFORE, BE IT RESOLVED THAT the following guidelines are adopted to clarify section D (General Use and Maintenance) of the Rules and Regulations. These additions do not negate any rule already in existence;

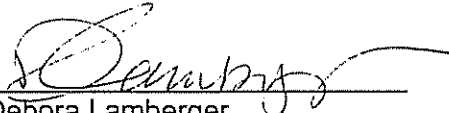
1. These rules are in regards to owner owned items displayed in the common areas.
2. No item may impede or block easy access for all traffic including shopping carts.
3. Plants displayed outside individual units:
 - Planters should not be larger than 20" in diameter at their widest point (including drip trays).
 - All planters must have a drip tray to prevent water from pooling and/or running down the walkways. Drip trays must match or coordinate with the planter.
 - Planters should be made of ceramic, terra cotta, or similar natural looking material. Plants should not be displayed in the temporary disposable containers most are purchased in.
 - No more than three planters are allowed to be on the ground outside a unit.
4. All items placed on the ground on the second and third floor walkways must all be on the same side of the walkway (either against the wall or against the railing).
5. Furniture made of plastic or aluminum is not allowed in the common areas.
6. Items not allowed at anytime outside in the common areas:
 - Bicycles
 - Buckets/gardening tools/watering cans
 - Ashtrays
 - Garbage
 - Any item that impedes the walkway access

NOW, THEREFORE, BE IT RESOLVED THAT the Addendum known as Policy Resolution #6 shall be binding upon the members of the association, their tenants and their guests, and shall be enforced according to the terms of Policy Resolution #3.

Recorded in the Book of Minutes, 12-08-05
Date

ATTEST:

12-08-05
Date


Debora Lamberger
Chair, Board of Directors