

**ADDENDUMS TO THE  
BY-LAWS  
OF  
GREENWOOD TERRACE CONDOMINIUM OWNER'S ASSOCIATION**  
A corporation not for profit under the laws of the State of Oregon

**A. RENTAL UNITS**

Addendum to the Bylaws as adopted by the Board of Directors May 15, 1999, in regards to the "Other Duties of Officers" as found on pages 4-5, Item 6, (g),( v)

6. OFFICERS: (g) Other Duties: "In addition to the rights and duties imposed by these By-Laws, the said Declaration of Public Record, and the Articles of Incorporation, the Board of Directors shall have the further duty and right in regard to all units, and the limited and general common elements as follows:

(v) Promulgation and enforcement of rules of conduct of condominium owners, employees, and invitees and the use or restrictions thereof relative to all common elements.

**RENTAL UNITS CHANGE**

*Each unit owner when renting out his or her unit will:*

- 1) Give renters a copy of the Bylaws and Declarations.
- 2) Notify the Association of the move-in and move-out dates for renters.
- 3) Supply the Association the name and phone number of renters.

*The HOA President will inspect the storage facilities and grounds for refuse. When the rental is vacant, the HOA President shall inspect these areas again for items left behind by renters. If there are any items left in the storage area or on the grounds that require special arrangements to dispose, the cost will be charged the owner of the rental. Landlords have the right to make these inspections with the HOA President at a time mutually convenient for both in a timely manner. Items left over from a renter's move will be removed at the unit owner's expense.*

**B. ANIMALS**

Addendum to the Bylaws as adopted by the Board of Directors July, 1988, in regards to the "Other Duties of Officers" as found on pages 4-5, Item 6, (g),( v); and page 9, Item 13(b)

6. OFFICERS: (g) Other Duties: "In addition to the rights and duties imposed by these By-Laws, the said Declaration of Public Record, and the Articles of Incorporation, the Board of Directors shall have the further duty and right in regard to all units, and the limited and general common elements as follows:

(v) Promulgation and enforcement of rules of conduct of condominium owners, employees, and invitees and the use or restrictions thereof relative to all common elements.

13. (b) Residents shall exercise extreme care about creating disturbances, making noises, or the use of musical instruments, radios, television and amplifiers that may disturb other residents. Those keeping domestic animals will abide by the Municipal Sanitary Regulations or regulations of the Association created under authority of these By-Laws.

And, as stated on pages 6-7 Item IX, 6, in the Declaration of Covenants, Conditions and Restrictions for Greenwood Terrace Condominiums:

"No animals shall be kept in the units other than small dogs or cats, all however to the extent allowed by and subject to the rules and regulations adopted by the Board of Directors."

### **ANIMALS CHANGE**

*Each unit is allowed one pet weighing less than 20 pounds. All pets are to be "indoor" pets. If pets are let outside, they must not be left unattended. All pets must be inside at night or when darkness sets in. Pets must not be left unattended. Food must not be left out on porches/decks as it attracts other animals from the neighborhood area and the field. Of course, any owner may have a "no-pet" policy for their unit.*

### **C. MONTHLY DUES**

Addendum to the Bylaws as adopted by the Board of Directors July 28, 2001 in regards to the "Other Duties of Officers" as found on Page 4-5, Item 6, (g), (ii):

6. OFFICERS: (g) Other Duties: "In addition to the rights and duties imposed by these By-Laws, the said Declaration of Public Record, and the Articles of Incorporation, the Board of Directors shall have the further duty and right in regard to all units, and the limited and general common elements as follows:
- (ii) "Designation and collection of monthly assessments from the owners in accordance with these By-Laws and the Oregon Unit Ownership Law:

### **MONTHLY DUES CHANGE**

*The following procedure will apply in the case of Association Dues each month:*

- 1) Association dues are due on the first day of the month and are late after the fifth day of the month.*
- 2) If dues are not received or postmarked by the fifth of the month, a written notice will be sent to the owner on or after the eleventh of the month to remind him/her that the payment is late. In addition, a late fee of 10% will be charged for any payment not received or postmarked by the fifth day of the month.*
- 3) If two months elapse before payment is received, the Treasurer will notify the owner on or after the eleventh day of the month their payments are late and again a 10% late fee for each month late will be assessed.*
- 4) If three months elapse before payment is received, the Treasurer will notify the owner on or after the eleventh day and a late fee of 10% for each month late will be assessed.*
- 5) Included with the third months delinquent dues notice, the owner will be advised of pending legal action.*

### **D. DISTURBANCES**

Addendum to the Bylaws as adopted by the Board of Directors May 15, 1999, in regards to the "Other Duties of Officers" as found on pages 4-5, Item 6, (g),( v); and Page 9, Item 13(b)

6. OFFICERS: (g) Other Duties [of Officers]: "In addition to the rights and duties imposed by these By-Laws, the said Declaration of Public Record, and the Articles of Incorporation, the Board

of Directors shall have the further duty and right in regard to all units, and the limited and general common elements as follows:

(v) Promulgation and enforcement of rules of conduct of condominium owners, employees, and invitees and the use or restrictions thereof relative to all common elements.

13. (b) Residents shall exercise extreme care about creating disturbances, making noises, or the use of musical instruments, radios, television and amplifiers that may disturb other residents. Those keeping domestic animals will abide by the Municipal Sanitary Regulations or regulations of the Association created under authority of these By-Laws.

### **DISTURBANCES CHANGE**

*A. If disturbances occur on a regular basis, the following action is recommended:*

- 1) The disturbance should be brought to the attention of the person responsible.*
- 2) If disturbances continue, the situation should be brought to the attention of the owner of the unit (if it is renter occupied).*
- 3) If the disturbances still continue, the Board should be notified of the situation in writing. The complaint should be well documented and include specific dates of disturbances, personal contact, etc.*
- 4) The Board will evaluate the complaint.*
- 5) In the case of a complaint deemed a legitimate disturbance, the Board will contact the owner warning him/her of possible action.*
- 6) If the owner does not respond in the time determined by the Board of his/her intent and corrective action in writing or if the disturbances do not stop, the Board has the right to fine the owner \$50.*
- 7) If the owner does not pay the fine, legal action will proceed in small claims court.*

## ADMINISTRATIVE RULES AND REGULATIONS

The Board may adopt from time to time administrative rules and regulations governing the details of the operation and use of the common elements at any meeting called specially for that purpose. Such rules and regulations shall take effect exactly thirty(30) days after publication thereof by delivering or mailing a true copy to each unit owner at his or her last known address. If written objections to all or any part of such rules and regulations are filed with the association by one-third (1/3) of the unit owners, prior to said 30th day, then said rules shall not take effect until approved by the unit owners at a meeting called for that purpose.

The following Administrative Rules (page 10, Item 14. Rules) of the By-Laws have been adopted by the Board:

### A. PARKING

*Having taken into account the proximity of the units, the Board assigned permanent parking spaces. A location diagram was provided to all owners dated 2/7/02.*

*The following procedure is suggested if a resident (owner or renter) consistently parks in the wrong space:*

- 1) The violation should be brought to the attention of the person responsible.*
- 2) If the violation continues, the situation should be brought to the attention of the owner of the unit ) if it is renter occupied.*
- 3) If the violation still continues, the Board should be notified in writing of the situation.*
- 4) The Board will send a written notice to the person responsible of its right to have the car towed away.*
- 5) If no response, the car can be towed away at owner's expense.*

### B SIGNS

*Only signs that meet the following requirements will be displayed:*

*Size: 16x20*

*Number: 2 per unit or one larger realtor's sign*

*Neatness: All signs must be legible, with neat block letters*

*Temporary signs such as those used to advertise an open house or garage sale may be displayed for only as long as the activity is going on.*

*If a sign violates these parameters, the following action is suggested:*

- 1) Any violation should be brought to the attention of the person responsible.*
- 2) If the violation continues, the situation should be brought to the attention of the owner of the unit (if it is renter occupied).*
- 3) If the violation still continues, the Board should be notified of the situation in writing.*

- 5) *The Board will send a written notice to the owner, warning him/her of possible action.*
- 6) *If the owner does not respond in the time determined by the Board the Board has the right to fine the owner \$50.*
- 7) *If the owner does not pay the fine, legal action will proceed in small claims court.*

### **C. RESERVATIONS FOR RECREATION ROOM**

*If a resident wishes to use the Recreation Room for a private party, meeting, etc., he/she must make a reservation through the Board and submit a cleaning deposit of \$25, refundable if the room is cleaned to the satisfaction of the Board by 12 PM the following day.*

*The hours for group use are:*

*Sunday - Thursday 10 am - 11 PM*

*Friday - Saturday 10 am - 12 PM*

### **D. CAR MAINTENANCE**

*Preventive maintenance is allowed.*

*It is the resident's responsibility to see that the work area is cleaned after work is completed or at the end of the day.*

*Resident's must maintain their vehicle(s) in operating condition at all times. No storage of vehicles on the premises is permitted.*

*No major mechanical work where the vehicle is inoperable for more than 24 hours is allowed.*

*Special requests need to be submitted to the Board for approval.*