

# **BOARD OF DIRECTORS, COMMITTEES, AND FLOOR CAPTAINS**

## **Board of Directors**

Jennifer Gomersal, Chair	jgomersall@ecogroovy.net
Christopher Gelber	christopher@gelber2000.net
Mary Flock, treasurer	MFlock@msn.com
Jeff Christensen	jeffc@artsource.com
Phil Papworth	seabrook3@earthlink.net
Eric Stromquist	s2nd@comcast.net

## **Committees**

### **Architectural Review**

Kathy Abraham	kabraham@comcast.net
David August	daugust@pearlliving.com
Deborah Oester	djoester@comcast.net

### **Finance**

Jeff Christensen	jeff@artsource.com
Mary Flock	MFlock@email.msn.com

### **Communications**

Jennifer Gomersal	jgomersall@ecogroovy.net
Rebecca Cutter	rebeccacutter@earthlink.net
Leslie Nickels	leslienickels@yahoo.com
Amy Winans	

### **Legal Issues**

Jeff Christensen	jeffc@artsource.com
Phil Papworth	seabrook3@earthlink.net
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### **Maintenance & Management**

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Christopher Gelber	christopher@gelber2000.net

## **Floor Captains**

2 -	2 <sup>nd</sup>		
3 - Lori Stromquist	3 <sup>rd</sup>	#307	lori@sumoco.com
4 - Cathy Durham	4 <sup>th</sup>	#406	cathy.durham@orst.edu
5 -	5 <sup>th</sup>		
6 -	6 <sup>th</sup>		
7 - David August	7 <sup>th</sup>	#704	daugust@pearlliving.com
8 -	8 <sup>th</sup>		
9 -	9 <sup>th</sup>		
10 - Craig Abraham	10 <sup>th</sup>	#1000	ck.abraham@comcast.net

## **Keys**

Do not give your building key or entry code to anyone but family members and others you have good reason to trust. If your keys or garage door opener are stolen, or if you have reason to believe your entry code has been compromised, notify Excelsior Property Management and a member of the Home Owners Association Board of Directors so that locks may be re-keyed or codes can be reprogrammed. Any replacement costs will be charged to the individual unit owner.

## **Hallways and Lobby**

Nothing may be added to the hallways and lobby unless previously approved by the Board of Directors. This includes "For Sale" signs, holiday decorations, "art", even doormats. Though the Board will be fairly tolerant of some such additions, it may require removal from others. In principle, the board prefers that no such additions be made.

## **Smoking**

Cigarettes, cigars and other smoking materials shall not be extinguished or thrown in parking areas, walkways, stairways, sidewalks, grounds or other common areas and facilities, nor shall any cigarettes, cigars or other smoking materials be thrown from any window, balcony or patio of unit. Smoking materials must be properly extinguished and disposed of to avoid creating a fire hazard in the garbage facilities.

## **Window Installation**

No unit owner may install awnings, air-conditioners or other projections to their unit without first obtaining the written consent of the Board of Directors, and an easement for installation and maintenance of the unit in the common elements.

## **Realtor and Sale-of-Unit Rules**

\*No for sale signs are allowed in windows, on the outside of the building, or in the common areas.

\*Sandwich boards must not block driveways or the front door entrance.

\*Open houses require two Realtors or representatives to be present. This shall assure that all individuals are properly supervised during their visit to the building.

\*Clients must be escorted throughout the building, including garage areas, at all times.

\* Notification of intent to sell a unit must be given to the Home Owners Association Board of Directors in writing by the unit owner.

\* Any charitable tours or information tours in the building must have advance permission from the Home Owners Association Board of Directors.

*see additional realtor rules page 19.2*

**Realtor and Sale-of-Unit Rules continued from page 19.1**

\* If using a lockbox it must be attached to the metal ring, up the stairs, on Everett Street to the right.

\*Realtors are not allowed to provide entry codes for access to the building.

\*No signs are to be posted on the windows or building, which would indicate how someone could gain access to the building. All individuals allowed to enter the building **MUST** be escorted at **ALL TIMES**.

\*At no time should a visitor viewing the building be allowed to interfere with the rights and/or quiet enjoyment of a Unit Owner.

\*At no time shall any doors, garage doors or elevator doors be propped open. This is a secure building and no entry point should be left unsecured.

\*Upon the completed sale of a unit, the Realty or Unit Owner should notify the North Park Lofts Board of Directors that the sale has been successful completed.

\*Open house signs should not exceed two in quantity and should be placed in such a manner as to not impede the flow of foot traffic to and from the building or along the sidewalk area.

\*At no time should a North Park Lofts access code be published to the public in any manner, nor should anyone be issued a touch-key or key for entry into the building without the Realtor or Unit Owner being present.

\* If a unit owner sells the unit without the assistance of a realtor, all of the above rules apply.

\*If these rules are violated, then the Realtor could lose their rights to market property for sale in the North Park Lofts Building.

**The Purpose of the ARC is:**

1. To act as a resource for unit owners so that they can accomplish their remodeling and construction projects without adversely affecting other unit owners.
2. To help educate unit owners as to the permitting and approval process as well as potential problems and risks of remodeling projects.
3. To process ARC applications for unit changes for approval by board of directors.
4. To process ARC applications for approval by board of directors for proposed changes to the appearance of a common element or the exterior appearance of a unit.

North Park Lofts Bylaws and House Rules form the framework for the ARC Guidelines.

1. Refer to Bylaws Article 7.2 Additions, Alteration or Improvements
2. Refer to House Rules 11. Improvements and Alterations
3. Refer to House & Construction Rules regarding construction activity, potential violations and fines

According to House Rule (11a) all alterations, improvements and additions (to individual units) that require a permit as part of the project are to be approved by the Board of Directors prior to the construction work commencing.

According to Bylaws (Article 7.2), proposed work that could potentially impair the structural integrity or lessen the support of the building will require a report from a licensed architect or licensed structural engineer.

According to the Bylaws (Article 7.2.d) a unit owner may not change the appearance of the common elements or the exterior appearance of the unit without permission of the board of directors.

The ARC is not a review body of the architectural design merits of proposed interior unit changes. It is primarily concerned with changes that affect common elements such as the structural, mechanical, electrical, and plumbing systems of the building that may affect other unit owners.

**Meeting Times:** 9:30-10:30 first Saturday of each month

<b>Members / Contacts:</b>	Kathy Abraham	Unit 1000	h) 503 973-6064 kabraham@comcast.net
	Deborah Oester	Unit 803	h) 503 704-6156 djoester@comcast.net
	David August	Unit 707	h) 503-464-9395 daugust@pearlliving.com
	Excelsior Property Management:		503 699-5427 office@excelsiorpm.com

- (a) All alterations, improvements and additions that would require a permit or falls under the provisions of the Bylaws section 7.2, are to be approved by the Board of Directors prior to work commencing. All construction activity, regardless if it requires a permit or not, is required to abide by the house rules outlined herein.
- (b) All projects where a permit is required as part of the project or have any impact on the common areas or other unit owners (i.e. water shut-off, change of flooring) must complete the Architectural Resource Committee application, which is available from Excelsior Property Management. This application requires the names of the contractor, person in charge and copies of insurance, permit, and bonding. This application shall be presented to EPM, reviewed by the Architectural Resource Committee and approved by the Board of Directors prior to the work commencing. A pre-construction conference is required with the owner, contractor, and management to review the construction rules. Extensive construction will require submission of architectural plans to the Architectural Resource Committee who may arrange for the review of those plans from a third-party registered architect. Any required changes to plans (or changes made during construction) must be reviewed by the Architectural Resource Committee prior to proceeding with construction. Any expenses incurred with the required review(s) and potential changes are at the owner's expense.
- (c) City permits and arrangements for restrooms, storage of any material, parking of vehicles, usage of utilities and disposal of materials will be between unit owner and contractors assigned to work on the project without exception. The unit owner assumes complete responsibility for the conduct of contractors, vendors or other persons entering the property to conduct the work. Damages, if applicable, will be assessed to the Unit Owner.
- (d) Work will be confined to the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday. Except when Federal Holidays fall on a weekday, no work will be performed those days. Saturday hours are limited to the hours from 9:00 a.m. to 5:00 p.m. no work may be performed on Sunday. Work hour rules may be appealed to the Board of Directors with the written consent of the homeowners immediately surrounding the unit under construction.
- (e) Elevator transport of construction materials is limited to the garage or basement areas. Moving pads must be installed. Transporting construction materials through the lobby is prohibited unless supervised by Excelsior Property Management. Any activity that requires delaying normal operation of the elevator, holding on floors for loading/off loading must be submitted in writing ten days in advance with Excelsior Property Management. Provision must be made to allow the least disruption to other residents and abuse of elevator.
- (f) Common areas will be kept clean and clear of all construction debris AT ALL TIMES. Hallway carpets, elevator and flooring must be covered and protected during demolition and construction. A thorough cleaning of these common areas must take place at the end of each day. No construction material may be stored in a common area of the building. No common element utilities may be used. No construction activity may take place in any common area. No construction debris may be thrown in the trash chute or the dumpster.
- (g) No unit may be occupied until Permit of Occupancy is provided by the City of Portland.
- (h) No unauthorized entrance to locked electrical and mechanical rooms including tampering with or altering any mechanical or utility system. Access to these building systems must be submitted in writing ten days in advance to Excelsior Property Management. Any disruption in services must be submitted in writing ten days in advance with Excelsior Property Management.
- (i) Any time a dumpster is required, it must be covered during non construction hours.

- (j) Any water shut-off that is required during construction to a part of or all of NPL must be done by a NPL board approved plumber. A 7 day notice must be posted prior to shut-off. The expense for the plumber is to be paid by unit owner. The unit owner is free to use any licensed plumber for work done inside their unit.
- (k) Anything uncovered during remodeling that reveals a defect to a common element (e.g. electrical defects, holes in concrete slab) must be immediately reported to the management company. When walls are opened or removed during construction or remodel the unit must be in compliance with the fire code and any fire-stopping issue must be brought to compliance with code during construction or remodel and inspected by a qualified third-party vendor (i.e. licensed architectural firm) at the unit owner's expense.
- (l) Any accidental intrusion into a common element that results in damage to that element requires immediate notification to the management company. Failure to immediately notify them will result in a fine. Remediation of damage is at the unit owner's expense
- (m) Any violation of Bylaws Articles 7.2 (will be at end of Construction Rules) will result in an immediate monetary fine if other than by accident. The project will be halted until fine is paid followed by board approved remediation of the violation.
- (n) Any work done that extends beyond the legal boundaries of the unit owner may impact other unit owners and the building as a whole. It is not permitted without the approval of the NPL Board of Directors. Unit owner and contractor will acknowledge in writing that they have read and understand the construction rules as well as Bylaws Article 7.2.
- (o) Construction in NPL is allowed by qualified commercial contractors experienced in high-rise and commercial buildings. The ARC application should include references including work in comparable buildings. All fire sprinkler system work during construction and remodeling must be done by a state certified vendor.
- (p) A periodic unscheduled inspection of construction work is required to insure there are no rules, code or safety violations. The inspector will be a qualified third party (i.e. licensed architectural firm) Construction fees will cover the cost.

Violations of these rules will result in fines outlined below:

1<sup>st</sup> Violation – Warning Letter

2<sup>nd</sup> Violation – up to \$150.00 – which may be waived by the Board after appeal by homeowner

3<sup>rd</sup> Violation – up to \$500.00 – which may be waived by the Board after appeal by homeowner

4<sup>th</sup> Violation – up to \$1,000.00

We have reviewed both Bylaws Article 7.2 and House Rule #11, also known as Construction rules, and agree to abide by all provisions of both.

Unit Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_