

NORTHRIDGE CONDOMINIUM HOUSE RULES

TABLE OF CONTENTS

- A. INTRODUCTION**
- B. COMMON AREAS**
- C. DECKS/PATIOS**
- D. PET RULES**
- E. SIGNS**
- F. WINDOW COVERINGS**
- G. MATERIAL DISPLAY/CLEANING**
- H. ANTENNAS, CABLES & WIRES**
- I. ADDITIONS AND ALTERATIONS TO UNIT**
- J. NUISANCES/DISTURBANCES**
- K. REFUSE DISPOSAL**
- L. OWNER/TENANT/GUEST RESPONSIBILITIES**
- M. DRIVING SPEEDS**
- N. PARKING RULES**
- O. GARAGE PARKING POLICY**
- P. RULES VIOLATION FEE**
- Q. POOL/SPA/SPORT COURT**
- R. INSURANCE REQUIREMENTS**

A-INTRODUCTION

As a resident of the Northridge Condominiums, you enjoy the ease and convenience of condominium lifestyle along with the responsibilities and restrictions of community living. The Board of Directors, acting on behalf of the HOMEOWNERS Association, has adopted and published this House Rules Booklet as your guide to successful living at Northridge. The rules and responsibilities outlined in the booklet are taken from the Unit Ownership and Bylaws of the Association. The House Rules are organized into specific areas of concern. The enforcement of the rules is described within. The rules must be viewed as important and enforceable responsibilities of each owner and resident. Each resident should review the Covenants, Conditions and Restrictions and the Bylaws of the Association on a regular basis to ensure compliance and understanding. The reason for these rules is to protect the integrity and the value of the property. If the owner allows any damage to the condo (decks) the association needs to know all owners will be responsible for the damage and will pay to have it fixed.

If a resident is concerned that he or she may be unknowingly violating rules or feels that other residents are violating rules, please contact a Board Member or Excelsior Property Management, Inc at (503) 699-5427 Ext. 23. By involving yourself, you not only protect Northridge's livability, but enhance your own happiness as well. Thank you for your consideration and cooperation.

B-COMMON AREAS

The common areas of the condominium are those outside the units, balconies, stairways and garages. Maintenance of limited common areas is the resident's responsibility and should be kept clean and sanitary, and free from clutter and any distracting objects. Any use or practice that is a source of annoyance to residents will not be permitted.

No common walkways, stairways, entryways, parking areas, lawns, recreational facilities and landscaped areas will not be obstructed by any resident. The use, operation, and maintenance of the common areas will not be obstructed, damaged or unreasonably interfered with by any unit resident.

C-DECKS & PATIOS

No resident shall endanger the structural integrity of the buildings by placing items on patios or decks. Only appropriate furniture/decorations/plants will be permitted on decks and patios. Plants must have liners under all containers and be raised to allow air under the liner as well (example: wood strips). This will help keep the decks from rotting due to moisture that cannot dry. There will be no chopping of firewood on the decks due to potential structural damage.

NO FIREWOOD OR ANY WOOD PRODUCTS MAY BE STORED ON DECKS OR PATIOS. The storage of these items can lead to the presence of insects, rodents and, eventually, rotting.

D-PET RULES / A domestic pet may be kept in a unit provided:

1. The pet owner has **PRIOR WRITTEN PERMISSION FROM THE BOARD OF DIRECTORS.**
2. It is not boarded or bred for commercial purposes
3. Any such pet causing or creating a nuisance or disturbance shall be removed from the property upon ten (10) days written notice from the property manager.
4. **All** pets must conform to local leash laws. **All** pets must be on a leash when out in the common areas.
5. Do not walk pets under bedroom windows.
6. Each pet owner **WILL** clean up after his/her pet, both within the common areas and throughout the neighborhood.
7. No pet owner shall place food or water containers for pets in the common area, including outside their front door or on their deck. This attracts flies and rodents and is unsightly.
8. Cat/Dog/Bird or other animal litter **MUST** be wrapped in a plastic bag and tightly secured before depositing into the garbage bins.
9. The unit owner will be responsible for restoring damage to the exterior caused by a pet from their unit.
10. Owner/Tenants with visitors bringing dogs **MUST** clean up after his/her pet within common area and neighborhood.

In accordance with the Northridge Condominium policy, the following fines will be assessed:

- 1st written warning - \$50 fine
- 2nd written warning - \$70 fine
- 3rd written warning - \$125 fine and final notice.

E-SIGNS

No resident will post any advertisements, posters or signs of any kind visible from any condominium property.

F-WINDOW COVERINGS

Window coverings shall be generally white or lined with white, to create an aesthetic and harmonious outer appearance of the condominium buildings. No outside blinds, shades or awnings.

G-MATERIAL DISPLAY/CLEANING

No resident shall hang garments, rugs, banners or similar items from the windows or any of the limited or common elements of the condominium. It is prohibited to shake dust rags, mops or similar items from the limited or common elements, or clean items by beating them on the exterior of the building.

H-ANTENNAS, CABLES AND WIRES

No resident shall install wiring, cables, antennas, machines or air conditioners or similar devices on the exterior of the buildings or cause them to protrude through the walls of the building or permit window guards, awnings, shades or air conditioners to be installed without prior authorization of the Board of Directors. Contact the management company for the proper place to install an air conditioner or satellite dish.

I-ADDITIONS AND ALTERATIONS TO UNITS

No resident may make any structural modifications to a unit or installations within the unit without prior approval by the Board of Directors.

J-NUISANCES/DISTURBANCES

Residents shall exercise extreme care to not create disturbances or make noises which disturb other residents. This applies to musical instruments, radios, television, laundry machines and appliances which may disturb other residents. Laundry machines and dishwashers will not be operated between the hours of 10:00 PM and 8:00 AM. Those persons coming in and out during the hours of 11:00 PM and 8:00 AM should show common courtesy to their sleeping neighbors.

K-REFUSE DISPOSAL

No resident may throw garbage or trash next to the disposal units provided. All garbage and trash **MUST** be placed **IN** the designated disposal unit. Boxes **MUST** be broken down for disposal. All items the refuse collector refuses to accept or any extra charges relating to the same will be the responsibility of the offending resident. Place only newsprint, glass (green and clear), tin and plastic milk containers in the recycling bins. If a garbage or trash container is full, either wait until the next pickup or find a bin that is

not full. There are four (4) garbage units in common areas. **DO NOT** place furniture, carpeting, or large cardboard boxes in the containers. **DO NOT LEAVE TRASH ON THE OUTSIDE OF THE CONTAINER.** This includes appliances such as dishwashers and ovens. The resident is responsible for arranging the removal of such items.

L-OWNER/TENANT/GUEST RESPONSIBILITIES

Unit owners are responsible for their guests and tenants. Owners will ensure that their tenants are aware of and agree to conform to these house rules. If tenants do not abide by the rules, contact the management company.

M-DRIVING SPEEDS

Vehicular traffic on the property, including driveways, shall be limited to five (5) m.p.h. This limit applies to **ALL** vehicles. We have residents walking with dogs and guests/small children through out the area. All vehicles must have current license plates and be drivable or they are subject to being towed.

N-PARKING RULES

There are seventy-five (75) units at Northridge and only forty-five (45) common area parking spaces. Residents **MUST** park the primary car in their garage. Residents with two cars will then have parking space available.

1. Vehicles will be parked only in marked parking spaces and garages. Any vehicle parked along fire lanes, curbs, blocking garages, or other parking spaces is illegally parked and subject to immediate towing without notification to vehicle owners.
2. Inoperative or unsafe vehicles are not allowed to be parked in common area parking spaces. Vehicles which are not moved within a seven day period, lack current registration, or represent a hazard to the safety of the project, will be posted by the Property Manager, or a responsible Board of Directors designee stating the specific violation. **CORRECTION REQUIRED, LENGTH OF TIME TO EFFECT CORRECTION AND CONSEQUENCES OF NON-COMPLIANCE.** If the corrective action is **NOT** taken within ten (10) days, the Property Manager or responsible Board of Directors designee will authorize the vehicle to be towed.
3. Recreational vehicles, campers, trailers, boats, boat trailers may not be kept on condominium property. Vehicles violating the provision are subject to the notification and towing procedures followed for inoperative or unsafe vehicles.
4. Vehicles utilizing common area parking spaces will be parked so as not to extend over sidewalks.

5. Maintenance or repair of vehicles shall not be permitted in common area parking spaces or garages.

O-GARAGE PARKING POLICY

1. Garages are intended for parking and limited storage purposes only. All residents must keep their primary car in the garage.
2. If it is reported that a resident is using his or her garage primarily for storage rather than vehicle parking, the resident and the unit owner, if different than the resident, shall be notified in writing by the Property Manager that an inspection of the garage must be scheduled within ten (10) days to determine violations of the garage parking policy. If the garage fails to meet the parking rules, the owner will be notified and given the length of time necessary to effect correction and the consequences of non-compliance.
3. All vehicles parked in garages must be removable at all times in case of emergencies such as fires, etc.

P-NORTHRIDGE CONDOMINIUM RULES VIOLATION POLICY

The following procedures shall be used in responding to violations of the rules and restrictions outlined in the Declaration of Unit Ownership, bylaws, and the House Rules of the Northridge Condominium Homeowners Association.

1. Determination of violation shall be determined by the Property Manager or responsible Board of Directors designee.
2. Following determination of rules violation, the resident in violation and the unit owner, if different than the resident, shall be notified in writing by the Property Manager of the specific violation, correction required, length of time to effect correction and the consequences of non-compliance. If a vehicle is tagged, the time for compliance can be 24-72 hours

The assessment will be: 1st written warning - \$50.00 fine
2nd written warning - \$75.00 fine
3rd written warning - \$125.00 fine and final notice.

Until the violation is corrected or reconciled, or if the accrued reaches \$100.00, a lien will be placed against the unit in question.

3. A limit of ten (10) days shall be set for compliance or correction of noted violation.

4. Fines may be appealed in writing or in person to the Board of Directors, however, the ruling of the Board of Directors is final.
5. Fees (fines) are due and payable immediately by the unit owners and are not to be considered in lieu of compliance or compensation for any damage that may be incurred as a result of the specific violation. Charges for legal filing and processing fees and compensation for any incurred damage is also the responsibility of the unit owner and payable immediately.
6. Each homeowner shall be given a mail box key. If the key is lost, the replacement cost shall be \$25.00

Q-POOL/SPA/SPORT COURT

Swimming pool rules must be followed by all residents and their guests. A list of the State of Oregon/Department of Health Rules and the Northridge Homeowners Rules are provided below. Violation of the rules may result in the Board of Directors suspending the use of the pool and or spa. Please show consideration to other residents and the facility by obeying the rules. There will be NO skateboarding any place on the property.

The rules set up by the **STATE OF OREGON:**

1. The operator of any public pool/spa shall report in writing to the Division of Health any drowning, other death or injury requiring medical treatment occurring on the pool's premises.
2. Such reports shall be submitted within seven (7) days of the occurrence.
3. Operators shall make visual observation of the pool/spa during operating hours.
4. Pool operators and designated managers must enforce the rules at all times.
5. Non-swimmers and children under 14 years of age shall NOT use the spa pool unless the homeowner is present.
6. No person suffering from a communicable disease transmissible via water, with an open cut or sore, or under the influence of an intoxicating liquor or drug shall use the pool.
7. No person shall bring, throw or carry food, drink, smoking material, trash, debris, or any other foreign substances into the pool/spa.
8. No person shall run or engage in horseplay in or around the pool/spa.

9. Elderly persons and those suffering from heart disease, diabetes or high blood pressure should consult their physician before using the pool/spa. Persons using prescription medications should consult their physician before using the pool/spa.
10. Individuals under the influence of alcohol should not use the pool/spa.
11. Call 911 in case of any emergency in pool area.

The following rules are additional rules that have been adopted by the Homeowners Association:

1. Be sure to close the pool gate after entering or leaving the pool area.
2. If the pool is crowded, please limit the use of air mattresses.
3. Limit the number of guests in the pool area during times of heavy usage.
4. Do not use the pool or spa when the facilities have been closed or winterized.
5. Re-cover the spa after use.
6. Children under the age of fourteen (14) are not allowed in the spa at anytime.
7. No animals in the pool area.
8. Limit your number of guests to 2-3 per visit.
9. No loud noises or music is allowed in the pool area.
10. No tampering with any pool or spa equipment.
11. No parties are allowed to take place in the pool area without specific permission of the Board of Directors.
12. Refill and re-cover the spa after use.

Pool Hours

Sunday through Thursday	10:00 AM to 10:00 PM
Friday through Saturday	10:00 AM to 11:00 PM

PURSUANT TO ARTICLE VI, SECTION 9, (1), THE FOLLOWING RULES OF CONDUCT FOR THE USE OF THE POOL AND SPA HAVE BEEN ADOPTED BY THE BOARD OF DIRECTORS OF THE NORTHRIDGE COMDOMINIUM HOMEOWNERS ASSOCIATION AT THE MEETING OF May 18, 1998.

1. Each HOMEOWNER, TENANT OR OTHER OCCUPANT (hereinafter called "homeowner") shall be given a new key to the gate of the pool enclosure. To obtain the key, the homeowner shall sign a receipt and acknowledgment of the pool and spa rules of conduct and their agreement to abide by those rules and to cooperate in keeping those rules enforced. The key MUST NOT be duplicated and if the key is lost, the replacement cost shall be \$25.00.
2. All rules posted in the pool area shall be complied with, whether in force now or adopted at a later date.
3. No person other than the homeowner shall be permitted in the pool or spa area unless **ACCOMPANIED BY THE HOMEOWNER.**

R-INSURANCE REQUIREMENTS

The property insurance carried by the Association has a deductible of \$10,000.00. The deductible will be assessed against an individual unit owner, or group of owners affected by a loss. Ensure your personal insurance policy meets the requirements to cover this amount. Owners and tenants of all units shall maintain comprehensive liability having a combined total of at least \$50,000.00 for each occurrence. If a unit sustains property damage in an amount less than the association deductible, the unit owner shall be solely responsible for the cost to repair damage to their own unit and any damage caused to another unit.

At present, Julie Opton is our property manager. If you have questions, call her at (503)699-5427 ext 23 or email Julie@excelsiorpm.com