

**FAIRVIEW TERRACE OWNERS
ASSOCIATION**

RULES & GUIDELINES

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**TO ALL OWNERS AND RESIDENTS OF
*FAIRVIEW TERRACE OWNERS ASSOCIATION***

House Rules and general information for *Fairview Terrace Owners Association* have been formulated in accordance with the *Fairview Terrace Owners Association* Declaration and Bylaws. Please review them carefully. These rules are necessary for the preservation of a pleasant living environment, as well as your economic investment and our control of maintenance costs.

The Board of Directors and CMI has the responsibility for enforcing these rules, and we hope you are able to cooperate with them fully.

This House Rules Book is property of each lot and is to be left in the home if/when the home is sold.

Living in close proximity with others requires consideration and a sense of responsibility for your actions. We have a lovely complex, and it will remain that way with your help and cooperation.

2007 BOARD OF DIRECTORS/TRANSITION COMMITTEE

- Allen Grant, President, Board of Directors
- Leland Jaquay, Director (TC)
- Laura Henchman, Director (TC)
- Vickie Scherer, Director (TC)
- John Van Metre, Director (TC)

COMMUNITY MANAGEMENT SERVICES

Community Management, Inc. (CMI), 2105 SE 9th Avenue, Portland, Oregon 97214, is the Community manager for *Fairview Terrace Owners Association*.

CMI has been empowered by the Board of Directors to undertake certain duties and responsibilities and to act on behalf of the Board of Directors and the Association in managing the day-to-day affairs of the ASSOCIATION. Additionally, CMI has been empowered to carry out the directives of the Board of Directors, including, but not limited to, House Rules Enforcement.

CMI maintains on file in their corporate office all records of our Association. If you have any questions about rules, homeowner responsibility, homeowner's fee payments or other Association business, please contact CMI at (503) 233-0300 or at www.communitymgt.com.

PLEASE CALL CMI TO:

- Inquire about homeowner's fee account status
- Inquire about Board and Association meetings
- Report maintenance or janitorial needs relating to the common areas
- Ask questions about Association policies and rules
- Report insurance claims, i.e.: fire damage, frozen water pipes etc.
- Report roof leaks
- Report gutter overflows or leaks

Nancy L. Reed, CMCA, Community Manager
(503) 445-1102 (non-emergency)
(503) 233-8884 (fax)
nancyr@communitymgt.com

Patrick Gorman, Community Administrator
(503) 445-1110 (non-emergency)
patg@communitymgt.com

HANDLING A PROBLEM, EMERGENCY OR A COMPLAINT

- ⇒ Contact CMI first at (503) 233-0300

- ⇒ **In case of an after hours emergency**, call CMI's 24-hour answering service by calling (503) 233- 0300. The manager "on call" will be paged and return your call. Please be sure you have a genuine emergency before requesting emergency service. Once you have reported the problem, please **stay off the telephone** if you expect a return call from CMI or another agency (such as a plumber) that may be responding to your request. Be sure to state your address and telephone number.

- ⇒ If the problem is something of a security or life/safety nature, dial 9-1-1.

- ⇒ *All complaints should be in writing and filed with the Property manager who has been engaged to carry out the policies set by the Fairview Terrace Owners Association Board of Directors.*

GATES

Entrance Gate

- When a guest comes to visit, have them scroll forward using the # key (backward using the * key) to find the resident's name on the system.
- Use the keypad to enter the 3-digit code, which appears, by the resident's name. The system will automatically dial the resident's phone number.
- To allow a guest to enter the gate, the resident should press the "5" or "9" key. This will activate a message to the visitor that says "ACCESS GRANTED - PLEASE ENTER NOW" on the display. The gate will open and the visitor may then drive through the gate.
- If you make a mistake entering the code three consecutive times, the system will think you are not an authorized user of the system. This will activate the security feature that locks you out of the system. The system shut down means you will not be able to use the code again for 3 minutes. If this happens, you will have 3 options to get in the gate: (1) use your "clicker"; (2) dial a resident and have them "buzz" you into the gate; or, (3) wait until the 3 minutes have passed and try the keyless entry system again!
- Do not follow automobiles into the gate - the gate is timed to allow only one vehicle to enter at one time. There is no electronic sensor to keep the gate open to allow a second vehicle to enter by "tail-gating" the first vehicle. This practice can cause damage to your vehicle. The Homeowner's Association is not responsible for damage that results from this practice.

HELPFUL INFORMATION

Ambulance

Central (503) 761-6811
Care (503) 288-8426
A A (503) 282-2232
Buck (503) 223-3111

Animal Control

(503) 248-3066

Bus

Tri-Met Information (503) 233-3511

Cable

Comcast Cable (503) 225-1984
Account #8778102110474449

Electricity

PGE (503) 226-8333
Emergency & Outage (503) 226-8111

Fire

Rescue Squad 911
(503) 232-2111

First Aid

Rescue Squad (503) 232-2111

Post Office

Information 1-800-275-8777

Community Manager

(503) 233-0300
Community Management Inc. (fax)(503) 233-8884
(CMI)
2105 S.E. 9th Avenue
Portland, OR 97214

Schools

Fairview Elementary School 503-667-2954
Reynolds Middle School 503-665-8166
Reynolds High School 503-667-2954

Telephone

Qwest 503-464-1590

Trash Collection

Gresham Sanitary 503-665-2424

Water

City of Fairview 503-665-7929

Medical or Fire EMERGENCY

Police

Emergency 911
Information (503) 823-4636
Non-Emergency (503) 230-2121
Stolen Property (503) 248-5670
(503) 790-5750

HOUSE RULES

SCOPE

Living in a community association offers many advantages to the homeowner, but at the same time imposes some restrictions. These restrictions are not meant as an inconvenience or an invasion of your freedom, but rather as a means of maintaining harmony in your community.

These Rules, as presently adopted, apply not only to the owners and tenants of *Fairview Terrace Owners Association* but also to their families, temporary residents and/or guests. Each owner and tenant is responsible for making sure his/her family and guests follow these House Rules.

The Board of Directors has adopted these Rules in order to ensure the uniformity of rules and regulations pertaining to *Fairview Terrace Owners Association*. Amendments to these Rules may be enacted in accordance with the Declaration and Bylaws of the *Fairview Terrace Owners Association*.

OWNERS AND TENANTS

Owners who have rented their homes should be aware that they are responsible for the actions of their tenants. Were the Board to levy a monetary fine for violation of the rules, the fine would accrue against the lot owner, not the tenant. Investor owners should advise their tenants that they are required to abide by the Association's Rules, Declarations and Bylaws. It is the owner's responsibility to keep their tenants informed of all rules and changes thereto. Tenants can be asked to vacate for rules infraction.

Fairview Terrace is planned unit development Community, not an apartment building. As such the rules differ from what tenants may have experienced in a rental property. Owners should explain the rules and regulations to potential tenants to make sure they understand their obligation to comply with these rules and regulations prior to moving into *the community*.

Owners must inform tenants and be responsible for all workers and supplies coming into the buildings. The responsibility lies with the owner to see that all materials are cleaned up and trucks, etc. are parked in the proper place. The clean up is the responsibility of the owner.

INFORMATION REQUIRED FROM RESIDENTS

Resident owners, absentee owners and tenants will maintain on file with CMI a completed copy of the **Resident and Owner Information Form**. Any changes affecting the accuracy of the information originally provided must be reported to CMI. One copy of the form is in the back of this booklet. Additional copies may be obtained from CMI. When changes occur, this form should be completed and returned to CMI with one (1) week.

WINTERIZING AND VACANT LOTS

In an attempt to mitigate freeze damage, owners are required to maintain electricity to their homes at all time during the winter. A minimum temperature of 55 must be maintained when exterior temperatures are 32 degrees or below. Owners who fail to comply with these rules may be held responsible for repairing damage caused by their neglect. In addition, insurance coverage may be jeopardized. Owners who are gone during the winter months are responsible for arranging to have someone take care of potential freezing problems (i.e.: opening doors beneath the sinks, etc.)

STORAGE

1. Balconies and other areas visible to the outside must be kept neat and free from clutter: laundry, broken furniture, dead plants, empty boxes and other unsightly objects.
2. The Association cannot, will not, and does not assume liability for any loss or damage to articles stored in any common or other storage areas.

GENERAL USE AND MAINTENANCE

1. The term "Common Area" denotes those areas that are jointly owned by all homeowners that are outside of the lots. Maintenance of Limited Common Areas assigned to each owner, i.e., patios, is the responsibility of that owner. Owners should keep those areas clean and free of clutter and any unsightly object.
2. A lot owner shall not, without first obtaining written consent of the Board of Directors, make or permit to be made any structural alteration, improvement, or addition in or to his lot, or in or to the exterior of the buildings or any other general or common elements. A lot owner shall make no repair or alteration or perform any other work on his lot, which would jeopardize the soundness or safety of the property, or reduce the value thereof or impair any easement or hereditament unless the written consent of all lot owners affected is obtained. A lot owner shall not paint or decorate any portion of the exterior of the buildings or other general or limited common elements without first obtaining written consent of the board of directors. All additions, alterations or improvements, whether of a lot by a lot owner or of a common element by the Association, must also be approved by the Architectural Control Committee to the extent required by the *Fairview Terrace Owners Association Declaration and Bylaws*.

PETS

1. No animals, livestock or poultry of any kind shall be raised, kept or permitted within the property or any part thereof, except a reasonable number of domestic dogs, cats or other household pets kept within a lot and which are reasonably controlled so as not to be a nuisance.
2. No animals shall be permitted to run at large nor shall be kept, bred or raised for commercial purposes.
3. Any inconvenience, damage or unpleasantness caused by such pets shall be the responsibility of the respective owners thereof.
4. **All pets** shall be kept on a leash while outside a Lot.
5. Pets **may** run off leash while monitored in the designated area under the power lines on Willow Glen Road.
6. An owner or occupant may be required to remove a pet upon receipt of the third written notice from the Association Board of Directors of violations of any rule, regulation or restriction governing pets within the Property.
7. **Owners are required to supervise their pets and pick-up any waste immediately.**

DECKS

1. In order to preserve the attractive appearance of the Property, the Board of Directors of the Association may regulate the nature of items which may be placed in or on windows, decks, patios, courts, porches, terraces and the outside walls visible from the Common Areas. Garments, rugs, laundry and other similar items may not be hung from windows, facades, decks, patios, courts, porches or decks.
2. Hanging or shaking dust rags, mops, and similar items from the windows, decks or terraces, or to clean such items by beating them on an exterior part of the buildings is prohibited.
3. Each owner shall keep such owner's lot in a good state of preservation and cleanliness. The watering of plants and the sweeping and mopping of balconies or patios and adjacent areas shall be accomplished in a manner which will not create water runoff to the floors below causing structural problems and a nuisance to residents residing in lower or adjacent lots or to persons on the grounds of the premises. Individual owners must be responsible for insuring that the floor drains are not clogged by debris or, in winter, frozen over with ice. Articles shall not be thrown off balconies or patios. Only furniture and potted plants appropriate to balconies or patios may be used thereon (refer to #4 below) Furniture and plants shall be well maintained at all times.
4. All outdoor furniture, plant containers, awnings, umbrellas, or any other items to be located outside a lot or in a limited common element are subject to review and prior approval. The following criteria have been established to preserve and enhance the character *of the Association*. All items should be of a color that is similar to earthen tones found in the buildings and grounds of the project. Shiny finishes or brilliant colors would clash and are to be avoided. Plant containers are to be of design and material in keeping with the quality of the community's architecture and shall be subject to review and approval of the Architectural Control Committee. All plant containers must be set on a saucer to avoid dripping or puddles. Plant containers shall be located on hard surfaces. Due to the potential hazards, no plant container will be allowed on any railing or wall over 30".
5. Textile items, including clothes, shall not be hung on balcony or patio railing for any purpose whatsoever. Clothing or laundry shall not be hung in doorways or windows in such a manner as to be in view of persons outside the building.
6. Owners are responsible for the maintenance of their individual decks including cleaning and needed restaining.

INSURANCE

1. Nothing shall be done or kept in any lot or in the common elements, which will increase the cost of insurance on the common elements. No owner shall permit anything to be done or kept in his lot or in the common elements that will result in cancellation of insurance or any lot on any part of the common elements.
2. The Association and its Board of Directors shall not be held responsible for personal property nor deliveries left in common areas and facilities or any other place on the premises; nor for any article left with an employee.
3. The Association's insurance policy does not cover the contents of your lot or personal liability, contents, emergency housing, or rent loss and perhaps more importantly, the interior finish and appliances of your lots. You should carry a homeowner's insurance policy commonly known as HO-6. It has been recommended to us that you carry property damage policy limits of up to 15% of the selling price of your lot. If you do not have this insurance, we strongly urge you to contact your insurance agent without delay.

GARAGE DOORS

1. The garage door shall remain closed except to permit the entrance and exit of vehicles or when occupied by the homeowner.
2. Garages shall be used primarily for parking of vehicles, and only secondarily for storage.
3. Owners are restricted from using their garages for commercial use.

LANDSCAPING

1. **PLEASE DO NOT PLANT OR PLACE ANYTHING IN THE LIMITED COMMON OR COMMON AREAS WITHOUT FIRST SECURING PERMISSION FROM THE BOARD OF DIRECTORS.** While everyone appreciates the individual contributions of lot owners in brightening up the Community with flowers, shrubs, etc., we do want to maintain a well-planned appearance.
2. Any vegetation approved by the Board of Directors and planted by an owner must be maintained by the owner. The Association landscape service will not be responsible to maintain owners' personal plantings. Any plantings that are not maintained to the standards set by the Board of Directors must be removed.
3. No trees, shrubs or other vegetation shall be removed from any common area, and no trees, shrubs, or other vegetation shall be planted in any part of the common area except as permitted by the Board of Directors.
4. Removal of all cuttings, pruning materials and debris must be done by the owner. The Association landscape service will not be responsible to remove yard debris for vegetation planted by a resident.

PARKING

1. No vehicles of any kind shall be parked on the private roads or drives within the Property, except in designated parking areas. Vehicles parked in violation of this Declaration or the Rules and Regulations will be towed and stored at the direction or the Board of Directors of the Association, the expense charged to the Owner.
2. Owners and residents are required to park their vehicles within their garage or in their individual driveways. No vehicle parked in a driveway may extend into the street.
3. "Visitor only" parking spaces may not be used by owners except during the hours of 10:00 pm through 7:00 am. Resident vehicles found parked in any of the visitor parking areas will be towed immediately at the vehicle owners expense.
4. There will be no parking in areas marked "No Parking" or "Fire Lane" or blocking driveways and all other areas not specifically marked as a parking space. **THESE AREAS MUST BE KEPT CLEAR FOR EMERGENCY VEHICLES ACCESS.** Cars in these areas may receive a warning notice on the first violation and may be towed upon repeated violations, or they may be towed upon the first violation, depending on the area being blocked. The only persons authorized to call for a tow truck in these cases will be CMI or a member of the Board of Directors.
5. No vehicles in disrepair or without current license plates and registration shall be stored in any of the common or limited common areas of the Association including the visitor parking areas. Any vehicle in disrepair or without the proper license plates and current registration parked within the Association will be towed immediately at the vehicle owner's expense.
6. No vehicle with a "For Sale" sign shall be parked in the visitor only parking spaces with the intent of advertising the sale of the vehicle.

SWIMMING POOL AND SPA RULES

- 1 Residents who use the pool or spa may have 4 guests per lot. A resident must accompany guests at all times.
- 2 Residents and their guests use the pool and spa facilities at their own risk.
- 3 Non-swimmers and children under 14 years of age shall not use the pool or spa unless a responsible adult observer (18 years of age or older) is present.
- 4 Bathers shall take a cleansing shower before entering the pool or spa. No person suffering from a communicable disease transmissible via water or under the influence of an intoxicating liquor or drug shall use the pool or spa.
- 5 No food or drink shall be permitted in the pool or spa area.
- 6 No person shall bring, throw or carry food, drink, smoking material, trash, debris, or any other foreign substances into the pool or spa. Please place all trash in proper receptacles.
- 7 Proper bathing attire must be worn at all times while using the pool and spa. Nudity is not allowed. No cut-offs may be worn for swimming or spa use.
- 8 For sanitation purposes, residents in diapers are not allowed in the pool or spa, unless a swim diaper is used.
- 9 No soap may be used in the pool or spa and no personal grooming is allowed. Please remove all suntan lotion by showering before entering the pool or spa.
- 10 With the exception of companion pets, all other pets are not allowed in or around the pool or spa, except as permitted by applicable law or medical need. To avoid confusion, all companion pets must be registered as such with the management company. The management company will issue a pass for the companion pet.
- 11 Please report any broken or malfunctioning equipment to the Property Manager. No resident or guest will interfere in any manner with any portion of the pool or spa, lighting, plumbing or electrical apparatus.
- 12 All residents and/or guests may be asked to verify their residency. Residents are not allowed to loan their key to guests.
- 13 Running, pushing, or shoving of anyone inside the pool enclosure will not be allowed. Jumping into the swimming pool from any part of the buildings, walls, or railings is prohibited.
- 14 Boisterous and loud conduct, as well as use of profanity, is not permitted. Radios, stereos, or other sound producing devices are prohibited unless used with individual earphones.
- 15 Residents may not reserve the spa or pool for exclusive use.
- 16 SPA WARNING: Pregnant women should not use the spa without consulting their physician. Elderly persons and those suffering from heart disease, diabetes, or high blood pressure or taking prescription drugs should consult their physician before using the spa. Persons should spend no more than 15 minutes in the spa in any one session. No one under the age of 14 is allowed in the spa without adult supervision.
- 17 The pool and spa are open only during designated times marked at the entrances to the clubhouse. Use of the pool or spa outside of the designated times is a trespass.
- 18 No owner may reserve exclusive use of the swimming pool or spa area.
- 19 No smoking is allowed in the pool area.

USE OF CLUBHOUSE

- 1 Effective with the installation of the key fob entry system to the pool and clubhouse, each owner may have up to four (4) access fobs (two fobs were provided to each owner at the time the system was installed at no cost to the owner; additional fobs may be purchased at a cost determined by the Board. No owner may have more than four (4) active fobs at any time.)
- 2 Owners must be current with their HOA fees in order to have access to the pool and clubhouse. "Current" means not more than 30 days past due on any regular or special assessment, fines, or other Association fees. Owners who are not current in their HOA fees will have their access fobs disabled by the management company, and fobs will not be reactivated until all fees have been received and processed by the management company.
- 3 No homeowner or resident may have more than four (4) guests in the clubhouse at any given time unless he or she has reserved the clubhouse.
- 4 A homeowner or resident cannot reserve exclusive use of the swimming pool, spa or exercise room with the reservation of the clubhouse.
- 5 The clubhouse may be reserved for limited time periods for personal, non-business functions. Reservations are made on a "first-come, first served" basis. Reservations may not be made more than three (3) months in advance. An individual homeowner may not reserve the clubhouse more than two (2) times in a single month.
- 6 A fee in the amount of \$25.00 must be paid in advance for the use of the clubhouse. A deposit in the amount of \$100.00 must be paid prior to the use and will be returned to the owner after the reservation if no damage is evident and no cleaning is required after use. If damage is evident or cleaning is necessary, the deposit will be used to recover the cost of the damages and cleaning. If the amount of damage and/or cleaning is in excess of \$100.00 the extra cost will be charged back the owner's account.
- 7 A homeowner reserving the clubhouse takes express responsibility for any damages to the clubhouse or clubhouse property during the reservation period. It is the responsibility of the homeowner reserving the clubhouse to clean the clubhouse after its use. This includes garbage and trash removal, vacuuming and cleaning as necessary.
- 8 The Homeowners Association appreciates your help in keeping the clubhouse clean. Unfortunately, we cannot afford full time staff or to have the clubhouse cleaned every day. If you notice any damage or cleanliness issues, please notify the management.
- 9 Because there is no regular trash service at the Clubhouse, residents using the clubhouse for events MUST TAKE ALL TRASH AND RECYCLING back to their homes immediately after the event, to be disposed of in the residents' trash/recycling.
- 10 The clubhouse is a non-smoking area.
- 11 To preserve the security of the clubhouse, all doors must be locked after every function.
- 12 To ensure the clubhouse is available for the use of each homeowner equally, regularly scheduled meetings are prohibited except at the discretion of the Board of Directors.
- 13 No pets allowed in the clubhouse.

- 14 Exercise room is for resident use only. Owners reserving the Clubhouse understand that reservation of the clubhouse does not prohibit other residents from using the exercise room.
- 15 Reservation of the clubhouse does not include the exercise room. Party guests are prohibited from using the exercise equipment.
- 16 Residents are not permitted to park in the parking spaces surrounding the clubhouse.

MISCELLANEOUS

1. No noxious or offensive activity shall be carried on in any lot, lot or common area nor shall anything be done or placed upon any lot, lot or common area which interferes with or jeopardizes the enjoyment of other lots or the common areas or which in a source of annoyance to residents. Lot occupants shall exercise extreme care not to make noises which may disturb other Lot occupants. No unlawful use shall be made of the Lot or any part thereof, all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereof shall be observed.
2. Except with the consent of the Architectural Control Committee, no exterior lighting or noise-making devices shall be installed or maintained on any lot or in the common or limited common elements.
3. No commercial activities of any kind shall be carried on in any lot or in any portion of the limited private elements without the consent of the Board of Directors of the Association, except activities relating to the rental or sales of lots. This provision, however, shall not be construed so as to prevent or prohibit an owner from maintaining his professional personal library, keeping his personal business or professional records or accounts, handling his personal business or professional telephone calls, or conferring with business or professional associates.
4. No shades, awnings, window guards, privacy barriers, ventilators, fans or air conditioners shall be used in or about the buildings except as shall have been approved by the Architectural Control Committee, or as installed by developer as part of building requirements.
5. Cigarettes, cigars and other smoking materials shall not be extinguished or thrown in the streets, parking areas, walkways, stairways, sidewalk grounds or other common areas of facilities nor shall they be thrown from any window, balcony or patio.
6. Maintenance personnel, the Board of Directors and CMI shall not be asked to perform work within a lot, except in an emergency, which emergency endangers other lots, the safety of residents/guests or common or limited common elements and facilities.
7. No signs shall be erected or maintained on any Lot except that not more than one "For Sale" or "For Rent" sign placed by the Owners, Declarant or by a licensed real estate agent, not exceeding twenty-four (24) inches high and thirty-six (36) inches long, may be temporarily displayed on any Lot, except that two such signs may be placed on a Lot during the course of initial construction of a Lot on such Lot. The restrictions contained in this paragraph shall not prohibit the temporary placement of "political" signs on any Lot by the Owner, subject to reasonable regulations adopted by the Association relating to size and length.
8. No owner's trailer, camper, boat, boat trailer, pickup truck, etc., shall be placed or kept on common or limited common area including the visitor parking areas.
9. Garbage cans shall not be placed on the street before 6:00 p.m. the day before scheduled pick-up. Emptied garbage cans must be removed from the street within 24 hours following the scheduled pick-up. Garbage lids must be able to close when set on the street. Do not overfill the can.

HOMEOWNER FEES

1. Homeowner's fees payments are due and payable on the FIRST of each month and will be considered delinquent if not received by CMI within 15 days on the due date. A late fee will be assessed on the 16th day in accordance with the Board adopted Late Fee and Collection Policy.
2. Owners will be given notice of past due accounts. If accounts remain unpaid for a period of sixty days (60), a notice of Intent to Lien will be given. If the account is not brought current within ninety (90) days of the first due date, the account will be referred to the Association's attorney for collection. Please refer to the attached late fee and collection policy.

Criteria for the Review and Approval of Proposed Landscape Modifications and Requests

The following items will be considered in the handling of special requests received from time to time for the removal, pruning, or replacement of specific trees and shrubs. The points considered are:

- Is it necessary to plant replacement trees/shrubs if a special request is granted?
- If the request involves removal of tree/trees, is a permit required?
- What impact does this alteration have upon adjacent lot owners and the Community as whole?
- Does the alteration enhance or detract from the property?
- Does the request complement the existing landscape plantings?
- Is the lot owner willing to pay for the removal and any necessary replacement?

Procedure for Special Landscaping requests:

- All requests should be in writing providing sufficient detail to allow the committee to consider the request.
- A committee member will meet with the homeowner to review requests.
- Landscape and Grounds Committee will review input received and consult with gardener, arborist, or landscape designer if needed.
- Committee will formulate a recommendation and present the recommendation to the Board.
- Board of Directors approves or disapproves request.

The Association will pay for the work that meets the following criteria:

- All regular pruning (not special requests).
 - All winter damaged replacements.
 - All construction damaged replacements if the Association has caused the construction to be undertaken.
 - All cutting down, pruning and replacement of trees and shrubs that constitute a safety hazard.
- * Please - - do not contact gardening service directly. Special requests should be brought to the attention of the Landscape Committee Chairman, the Community manager or Board member.
- * A fine commensurate with civic ordinances will be assessed in the unlikely event someone removes or damages landscaping without first obtaining Board approval.

ASSOCIATION POLICIES ON CHANGES OR ADDITIONS TO LOT

In order to ensure that improvements to your lot meet all guidelines, policies and rules established in the Fairview Terrace Condominium Declaration, Bylaws and Rules adopted by the Board of Directors, all proposed changes to lots, which have an impact on sound transmission and the structural integrity of the building must be submitted to the Board of Directors in writing. The Board may require detailed architectural drawings, reports from engineers or other relevant documents prior to making a decision on whether to grant approval for changes.

1. All improvements on each limited common element shall be maintained in a clean and attractive condition, in good repair and in such a fashion so as not to create a fire hazard. No exterior of a lot shall be decorated by an owner in any manner without prior consent of the Architectural Committee.
2. No person shall construct or reconstruct any improvement or alter or refinish the exterior of any improvement within any area, make any excavation or fill in such area, make any change in the natural or existing surface drainage in such area or install a utility line, outside antenna or other outside wire in such area unless such person has first obtained the consent of the Architectural Committee.
3. The owner must submit, for the Board's review, conceptual drawings of the proposed construction with alternate architectural features. All exterior features with alternates must be clearly shown.
4. The owner must review this conceptual design with **all** homeowner's who have a view of the proposed addition from their lot, and must submit their written approval to the Board with the conceptual drawings.
5. After mutual agreement of the Board and the owner, the owner must submit detailed construction drawings, including plans, elevations, mounting details, bracing details, water handling and drainage features, etc. In general, penetration of the stucco or the roof will not be permitted unless extraordinary precautions are followed. This applies to the mounting of utility boxes and plumbing equipment, as well. The integrity of the drainage system must be preserved. Absolute waterproofing of all wooden framing connections must be achieved.
6. The owner must arrange for a review and approval, at his cost, of the construction drawings by the Association's consulting engineer.
7. Following the Board's review and approval of the construction drawings, the owner must obtain a city building permit (copy to be sent to the Board).
8. Prior to the start of construction, the owner must execute a covenant indemnifying the Association for any damage directly or indirectly resulting from the alterations. In addition, the Association will enter into an agreement with the owner who will provide for the owner to maintain the alterations and in the event the owner fails to do so, to provide for assessments to be charged to the owner. This agreement will impose personal liability on the owner and successor owners and will constitute a lien against the title of the property if the obligations in the agreement are not carried out.
9. During construction, the Association's consulting structural engineer will inspect the work, at the owner's cost, for conformity with the construction drawings, codes and sound building practices.

All requests should be submitted to the Board of Directors in care of CMI, 2105 SE 9th Avenue, Portland, Oregon 97214. If you have any questions, please contact CMI at (503) 233-0300.

**FAIRVIEW TERRACE OWNER'S ASSOCIATION
INFORMATION REQUEST**

Dear Owner:

Please take a few moments to provide the information below. Your Board of Directors and Community Manager have the responsibility to maintain records on behalf of the Association. It is very important that we have accurate information on file in the event of an emergency.

Owner's Information

Owner occupied [] *Lot #* _____

Name(s) _____

Address _____

Telephone(s)- Home: _____ Business: _____

E-mail address: _____ Cell: _____

Emergency contact other than a resident _____

Telephone(s) Home: _____ Business: _____

E-mail address: _____ Cell: _____

Tenant's Information

Tenants/Renter [] *Lot #* _____

Please list names of all occupants of the home:

Name(s) _____

Telephone(s)-Home: _____ Business: _____

E-mail address: _____ Cell: _____

Rental Property Management Company contact information (if applicable) _____
