

HARRISON WEST RULES AND REGULATIONS

Harrison West HOA

May 21, 2010

Introduction

The following rules and regulations apply to all homeowners, all renters (short and long term), any members of their households, guests, visitors, building employees, vendors and any other service company providers.

This condensed version of Harrison West Rules and Regulations has been compiled for easier reference by all residents and is NOT a substitution for the Harrison West By-laws and other Homeowner Documents. Please refer back to those documents for complete details.

Contact Info: BPM HOA Management (503) 595-3071, Pacific Patrol Services (503) 710-8004.

Contents

1	CONDUCT CODE & BUILDING SECURITY	3
2	COMMON AREAS & LIMITED COMMON AREAS	3
3	TOWN HOMES	3
4	COURTYARD USAGE	3
5	RENTALS	4
6	QUIET TIME	4
7	SMOKING	4
8	PETS	4
9	PARKING	5
10	PARKING UNITS	5
11	LAUNDRY ROOM	5
12	COMMUNITY BULLETIN BOARD	5
13	BICYCLES	6
14	STORAGE UNITS	6
15	CARTS	6
16	TRASH, GARBAGE AND RECYCLING	6
17	DECKS/PATIOS	6
18	DECK/PATIO LIGHTING	6
19	ASSOCIATION ROOM (1C)	7
20	POOL/SPA	7
21	AIR CONDITIONING/FANS	7
22	SIGNAGE	7
23	WATER BEDS	7
24	ANTENNAS & SATELLITE DISHES	7
25	IMPROVEMENTS	8
26	MOVING IN AND OUT	8
27	REALTOR OPEN HOUSE	8
28	ENFORCEMENT PROCEDURES AND FINES	8
29	FIRE	9
30	OTHER EMERGENCIES	9

1 CONDUCT CODE & BUILDING SECURITY

All owners, residents, their guests, visitors and other invitees are presumed to conduct themselves in a respectful and courteous manner with due consideration for each other as well as Association Employees, Management Staff, Vendors and their respective employees (herein collectively referred to as the “Community Staff”).

The use of obscene gestures, obscenities, verbal or physical threats or attacks directed toward any owner, resident, tenant, guest, visitor, invitee or to Community Staff will not be tolerated. Action by any person within the Community on any Master Common Area which may be dangerous or create a health or safety concern, a hostile environment, turmoil, disruption or disturbance among owners, residents or others is NOT permitted.

Harrison West is a Secured Access Building. Therefore, do not open the door for anyone and try not to allow anyone to enter when you go in or out.

2 COMMON AREAS & LIMITED COMMON AREAS

Common Areas

1. The land, pathways, driveways outside the courtyard, fences, grounds, Association Room (Unit 1C), Laundry Room and walkways on the condominium property.
2. Pipes, ducts, flues, chutes, conduits, wires and other utility and communications installations and their outlets.
3. Roof, foundations, bearing and shear walls, perimeter walls, beams, columns and girders to the interior surfaces thereof.
4. Stairways, landings, hallways, all lobby areas, garage area, building breezeways, elevators, entrances and exits that are not a part of a unit.

Limited Common Areas

1. All patios and decks, each of which shall pertain to the unit that it adjoins.
2. Storage areas in the basement.

Appropriate attire and behavior is expected of everyone in the Common Areas and Limited Common Areas.

3 TOWN HOMES

Town Homes and the area surrounding TH 1-12, for all purposes known as the “patio area”: Owners and occupants will comply with all the rules and regulations regarding the common areas and limited common areas of the Harrison West Tower. Each owner or occupant shall keep the common elements that pertain to their unit in a safe, neat, clean and sanitary condition. The patio areas cannot be used for storage. Town Home patios must also comply with the HOA regulations regarding BBQs, bicycles and lighting for the West Tower Limited Common Areas. Children may play in their own patio area; their toys and play equipment may not leave their own area and may not be left outside when they are not playing with them. Additional rules regarding patio furniture, umbrellas and planters are available upon request if the owners or occupants of these units desire to use the space as an outdoor living area.

4 COURTYARD USAGE

Courtyard usage by Harrison West Tower residents for group activities must be cleared through the 1C Committee (see 19 ASSOCIATION ROOM (1C) on page 7). All regulations regarding 1C will apply to the use of the courtyard as well.

5 RENTALS

Any owner who wishes to lease or rent his or her unit must meet each of the following requirements, and the lease or rental agreement will be subject to these requirements whether or not they are included within the lease or rental agreement.

- All leases and rentals must be in writing.
- The unit may not be rented for transient or hotel purposes, and all leases and rentals shall be for a term of not less than thirty (30) days.
- The lease or rental must be for the entire unit and not merely parts of the unit, unless the owner remains in occupancy.
- All such leases and rentals shall be subject in all respects to provisions of the Declaration, By-laws and all Rules and Regulations adopted by the Board of Directors.
- All owners shall provide the Association in writing a copy of the rental or lease agreement as well as names and contact numbers of all tenants occupying the unit.
- Any failure of a tenant to comply with the Declaration, By-laws or Rules and Regulations, shall be a default under the lease or rental agreement, regardless of whether the lease or rental agreement so provides. In the event of any such default, the owner shall be subject to fines and immediately take all actions to cure the default including, if necessary, eviction of the tenant.

6 QUIET TIME

Quiet time will be observed between the hours of 10:00pm to 8:00am. During this time there shall not be gatherings of any number of persons in units, outdoors, common areas, and limited common areas that create excess noises such as from collective voices, musical instruments, radios, televisions, amplifiers, slamming closet, cabinet and unit doors, as well as from home improvement projects.

7 SMOKING

Smoking is NOT ALLOWED anywhere in the indoor or outdoor common areas, including any limited common areas such as decks and patios. No cigarette or any other smoking material shall be discarded in these areas as well.

“SMOKING” includes the inhaling, exhaling, burning, or carrying any lighted cigarette, cigar or other tobacco product, marijuana, or illegal substance.

8 PETS

Pets are not allowed to be raised, kept or permitted within the Condominium or any part thereof, except domestic dogs, cats and other ordinary household pets kept within a unit. No such pets shall be permitted to run at large in the building or on condominium property; nor shall any dogs, cats or pets be kept, bred or raised for commercial purposes or in unreasonable numbers. Rottweilers, Pit Bulls or Canary Island dogs are not permitted. All pets shall be kept under reasonable control at all times and shall be carried or kept on a leash while outside the unit. Any inconvenience, damage or unpleasantness caused by such pets shall be the responsibility of the respective owner thereof, and owners shall be responsible for clean up and removal of waste from their animals.

9 PARKING

The parking spaces in front of the building are designated as “25 minute parking spaces for Harrison West Residents and Guests”. Retriever Towing monitors these spaces 24 hours a day, 7 days a week. If you are towed, it will be at your expense. Be sure to alert your visitors, delivery people and service providers. The space labeled “No Parking Due to Freight Elevator Access” is monitored as well. This area is not to be parked in at any time except for SCHEDULED moving in or moving out.

10 PARKING UNITS

Parking spaces are assigned and deeded to each individual unit owner. No vehicle in an extreme state of disrepair, trailer, truck camper, motorcycle, boat or boat trailer, or other recreational vehicle or truck rated as one ton or more shall be parked on any portion of the Condominium except with consent of the Board of Directors. Please do not exchange spaces with another owner or tenant. If you park in a space that is not assigned to you, you will run the risk of having your vehicle towed at your expense. Parking Units may be used only for the parking of vehicles. All vehicles must be operable and no mechanical repairs or car washing may take place in the garage. Parking units may not be used as a residence, as storage, rented to anyone who does not live in the building and must be kept clean. The Homeowners Association and Management are not liable for any damage or loss that occurs in the parking garage.

11 LAUNDRY ROOM

- The Laundry Room facilities are for residents only with the exception of house guests who are staying with you. It is not available to people who do not live in the building.
- Residents may move laundry left in a washer or dryer.
- Laundry left in the Laundry Room for more than 48 hours will be removed by on-site staff.
- Restart dryers should you open the door of a working dryer.
- Clean dryer filter after use.

12 COMMUNITY BULLETIN BOARD

The community bulletin board is for resident use only and is located in the Laundry Room:

- All postings shall be for a maximum period of thirty (30) days.
- All postings should include: date posted and poster’s phone number.
- All notices should be informational only (services available, items for sale, requests for parking space rental, and the like).
- Posting of events, performances, bike information and tourism information must be time sensitive and will be taken down after the said event is over or the information is no longer valid or has been up for longer than the 30 day period.
- Maximum size should be no larger than 8 1/2" x 11".
- Postings soliciting funds for any reason shall be presented to the Board of Directors of the HOA for approval.

13 BICYCLES

Bicycles cannot be attached to the ADA Ramp at the front entrance or to the fences around the courtyard. Resident bicycle storage is located on B3 and guest bicycle racks for residents and their guests are located south of the Freight Elevator facing Town Home 12. The guest bike rack is not intended for prolonged periods of time or for overnight.

14 STORAGE UNITS

Storage units are assigned. Do not use a unit that appears empty and/or available. The designated storage area is inside your locker. Any items left in the hallways of the storage locker area will be removed.

15 CARTS

Carts are located at the entrances from the garage on B2 and B3. The carts are for residents to use to bring groceries and other large items into the building. Carts must be returned to those locations on B2 and B3 when you are through using them. Do not leave them on your floor, the lobby, elevator or anywhere else other than the "Carts Parking Areas" on B2 & B3.

16 TRASH, GARBAGE AND RECYCLING

Trash, garbage and recycling shall not be kept or maintained on any part of the property except in sanitary containers in the designated areas on B2. Trash chutes are located on each floor for tied bagged garbage. Large or heavy items must be taken to B2 to avoid damage to or back ups in the chute.

17 DECKS/PATIOS

- Decks and Patios shall present an attractive appearance at all times.
- Decks are not to be used as storage areas, i.e. bicycles, tarps, garbage/recycling bins, etc.
- Garments, rugs, laundry and other similar items may not be hung from windows, facades, decks or patios.
- Gas or electric BBQs, patio furniture and plants are all acceptable. All patio table umbrellas should be in good repair.
- Deep Fryers, Briquette BBQs and wood burning fireplaces are not allowed.
- Planter Boxes hanging over the outside of the railings are not allowed.
- FIREWORKS of any kind are not allowed to be used on the decks or any place on condominium property at any time.
- Occupants may not discard or throw items out of windows or from decks, including, without limitation cigarettes or ashes. This includes shaking out rugs.

18 DECK/PATIO LIGHTING

Strand lighting shall be non-blinking small, white, lights and must be outdoor-certified. Lights may be attached to the inside of the railing or on the ceiling of the deck. Lights wound around the railing will not be allowed or in any other locations other than the two areas mentioned above. All lights placed on the balcony shall be strung in a single straight-line flush with the ceiling (flat against/not swagged). Lighting may not be encapsulated in covers. Colored lights, bells, etc. may only be hung during the holidays. HOLIDAY LIGHTS may go up the day after Thanksgiving and come down by January 8th of the next year.

19 ASSOCIATION ROOM (1C)

The association room is available on a first-come, first-served sign up basis from 8am to 10pm. The following rules apply:

- Leave the room as clean as you found it, or cleaner. Pick up everything off the floor, remove all things from the counters, take your trash out, and don't leave anything in the refrigerator. Whatever you bring into the room take it back out.
- Be aware that there is a person living next door whose peace and quiet must be respected.
- Make sure the door is locked upon leaving.
- The room may be used for parties, dinners, games, classes and meetings. Any other use will have to be specially requested and approved.
- Any decoration plans will need to be described and approved.

Contact Peggy McAteer (jimcateer@gmail.com), Connie Bravo (conniebravo@comcast.net) or Chrissy Washburn (chrissywashburn61@mac.com) if you are interested in using Unit 1C.

20 POOL/SPA

The pool is available for use from Memorial Day through Labor Day. Pool hours are from 8:00am to 10:00pm. The pool and spa area are to be used at your own risk as there is no lifeguard on duty. All persons under 14 years of age must be accompanied by an adult at all times. All persons must wear appropriate swim attire when using the pool/spa. Cut off jeans are prohibited. No pets are allowed in the pool/spa area with the exception of Service Animals. No glass is permitted in the pool area. No running or horseplay is allowed in the pool/spa area. No food or drink is allowed inside the pool or spa. The Homeowners Association and Management are not responsible for accidents or injuries sustained while using the pool/spa facilities. Pool passes are limited to 2 per unit. Each pass allows access for one owner along with up to 2 guests. An owner or occupant must always be present at the pool if they have guests.

21 AIR CONDITIONING/FANS

No window box air conditioners or fans that extend past the window frame may be installed.

22 SIGNAGE

No signs of any kind shall be erected or maintained on any condominium except signs approved as to appearance and location by the Board of Directors.

23 WATER BEDS

Water beds may not be placed in any unit, except with the prior consent of the Board of Directors.

24 ANTENNAS & SATELLITE DISHES

Exterior antenna or satellite dishes shall not be placed upon any common area or limited common area unless approved by the Board of Directors.

25 IMPROVEMENTS

Improvements to the inside or outside of a unit shall not be commenced, erected, placed, altered or maintained by an owner or their tenant until the design plans and specifications showing the nature, shape, height, material, color and proposed location of the improvement have been submitted and approved by the Board of Directors.

26 MOVING IN AND OUT

There is NO moving in or out through the lobby of the building. Should you be “caught” moving through the lobby you will receive a fine. This insures protection of the lobby area and the front doors as they were not designed to be propped open. There is a Freight Elevator located to the right of the building which is available for all residents to use. Please call and schedule a time with BPM HOA Management (503-595-3071), and they will make sure that both the Freight Elevator as well as an inside elevator are available for you to use throughout your move. Remember to return the carts to the lower levels when you are done using them as a courtesy to others in the building.

27 REALTOR OPEN HOUSE

In the event you decide to sell your unit your realtor may suggest having an open house. An open house sign in front of the building is allowed, however a representative will be required to stay at the front entrance with the sign due to the controlled access of our building. Another representative will have to take interested parties to see the unit or units.

28 ENFORCEMENT PROCEDURES AND FINES

First Offense

A Warning Notice is completed by the Property Manager and is forwarded to the unit Resident as well as the unit Owner.

A request for compliance with HOA Rules and Regulations is considered a warning and the problem is to be remedied within 72 hours. At the discretion of the Board of Directors or the Property Manager, this step may be skipped if, based on the seriousness of the possible Non-compliance, more immediate action is warranted.

Second Offense

Unit Resident and Owner receive a Notice of Violation. Violation must be remedied with 24 hours. The Notice of Violation will be sent by Certified Mail or equivalent.

Fines

A fine may be imposed upon a unit Owner for continued violation of these rules by the owner, resident or any member of their household, and any guest or visitor to their unit. The Board of Directors also has the authority to assess and collect amounts necessary to repair or replace damaged areas or objects.

The fines shall be:

- \$100.00 for a first violation,
- \$250.00 for a second violation and
- \$500.00 for a third or further violation.

NOTE: Each day that a violation continues after notice of the violation is given to the Owner shall constitute a separate and distinct violation of these rules.

29 FIRE

There are several things you should do in the event there is a fire in your unit.

- Call 911
- Close all windows and doors, including bathroom doors where the ventilation vents are.
- Leave your unit with the door closed, but not locked behind you, and walk down the stairs to the first floor to exit the building.
- Identify yourself to the Fire Department as the resident of the unit where the fire is.
- Tip: If you are trying to clear the unit of smoke from a kitchen incident, please vent by opening the outside windows and doors (not the hallway door) in order to avoid setting off the building alarm.

When smoke is detected in a hallway, the fire alarms on the same floor as the fire and the alarms on the floor directly above and below it will sound. All residents of those floors should also exit the building via the stairs. If you have neighbors who are hard of hearing or who have mobility issues, please help them. The elevators will automatically shut down until the Fire Department reactivates them.

Because the building is so fire resistant, the alarms on the rest of the floors will not sound unless the Fire Department determines there is a threat to the whole building.

If you hear the fire alarm on your floor, you should first check to be sure there is no heat on the outside of your door. If the door is cool, do not panic but close your windows and doors and leave the building via the stairs. If there is heat on the outside of the door, keep it closed but not locked and put some wet towels along the base of the door. Do not leave your unit if there is heat in the hall; the Fire Department will direct you when it is safe either by knocking on your door or using the building's PA system.

30 OTHER EMERGENCIES

If you encounter other emergencies on your floor or anywhere in the building call Pacific Patrol Services at any time: (503) 710-8004.

Call 911 immediately for life-threatening situations and medical emergencies.