

**Association of King City
Condominium Unit Owners**

House Rules and Regulations

*Revised 2023
January*

To ensure your enjoyment of King City Condominium and to maintain a pleasant, secure atmosphere, the King City Condominium Association Board of Directors (hereafter known as "The Board") has prepared and adopted these guidelines for residents and guests.

Condominium living is a unique environment. Unlike a private residence, all areas outside of your condominium interior walls are shared common areas for your use and enjoyment as well as the use and enjoyment of all. Therefore, we must all cooperate in being responsible and considerate towards our neighbors.

Limited common areas, decks, raised walkways, and patios are for the use and enjoyment of the unit owner to which this space is attached, but with certain restrictions as defined below.

Our standards are equitable and will be actively enforced to ensure an enjoyable atmosphere for you and at the same time the standard of living will enhance the value of your investment. These house rules do not replace the Condominium Declaration or Bylaws, but instead supplement them to the extent they lack specific rules or regulations for various items.

COMMUNICATIONS

Residents must keep themselves informed of Condominium activities and rule changes. Board meetings are held the fourth Wednesday of the month. The minutes are posted in each laundry room (804, 807, 816-A) after approval at the following month's Board of Directors Meeting. Current information and changes will be made public on the website and posted in the laundry rooms. Minutes are also posted on the Shamrock Portal at <https://shamrockcommunity.apfolio/connect/shareddocs>. If you do not have access to the internet or have limited mobility, please contact a board member for a printed copy.

OWNER RESPONSIBILITIES AND DUTIES

Individual owners bear a great responsibility for the smooth operation of the King City Condominium. Owners are responsible for everything that goes on in their unit, including its maintenance, the conduct of occupants, the behavior of guests, actions of their children and adherence of all parties to the rules and regulations of the Association. This applies whether the owner is present or not. Owners will be held financially responsible for damage, injury, and destruction of common property, facilities and/or other units by themselves, their children, guests, or pets.

No unit shall be used for any purpose other than as a single-family residence or dwelling. This is not to be interpreted to prohibit an area of a unit being used as a home office, providing:

1. No signs of any type may be displayed.

2. No additional vehicle or personal traffic is generated beyond the normal amount for a residential unit.
3. The provisions of these House Rules, Declaration and Bylaws are not violated.
4. No zoning ordinances are violated, or illegal activities are conducted.

PUBLIC NUISANCE AND SAFEGUARDS

"Residents shall exercise extreme care about creating disturbances, making noises, or the use of musical instruments, radios, televisions and amplifiers that may disturb other residents" (Bylaws Art. 11:2a) Quiet hours are between 10 PM and 7AM.

Contractor/Maintenance hours are 8AM to 6PM Monday through Saturday.

PETS

"Those keeping domestic animals will abide by the Municipal Sanitary Regulations, leash laws, and rules or regulations of the association created by The Board of Directors" (Bylaws Art. 11.2b). All pets must either be walked on a leash while on the property or kept within the unit. Pets are not permitted to run free. While on Association property, pets must be picked up after and feces disposed of in owners' garbage bins. Cat litter must be placed in plastic bags prior to disposal in the garbage. DO NOT flush litter down the toilet or put it in the flower beds.

In addition to any other fines which may be imposed, owners will be liable for any damage done to the common areas, shrubbery, lawns, and plants caused by their pets. Owners must have their dogs licensed and must be able to provide proof of the same upon request.

The following pets will not be permitted:

Any pet weighing more than 25 pounds (accommodation will be made for service and support animals).

Each household is limited to one pet.

Any animal that is not permitted for possession or sale by any federal, state, or local agency is not allowed.

Stray, feral or wild animals, including squirrels and chipmunks, must not be fed or otherwise attracted to the common areas or limited common areas. Make sure garbage bins are secure. Bird feeders inside or outside patio areas, except for hummingbird feeders, are not permitted. Owners who feed wildlife will be responsible for any damage incurred by these animals and fines will apply.

The Board may ask for the removal of a nuisance pet after two warnings. Actions that constitute a nuisance include, but are not limited to excessive noise, vicious or menacing behavior, or property damage.

SIGNS

"No resident of the project shall post any advertisements, or posters or signs of any kind in or on the project except as authorized by the Association" (Bylaws Art. 11.1) No signs of any kind are allowed, with the exception of real estate signs. One real estate sign is allowed in front of a unit that is for sale. Directional signs for open houses are permitted only during hours of the Real Estate open house and must be displayed in a manner that does not harm the common area. The repair of any damage done to the landscaping or common elements that result from posting a sign will be charged to the unit owner. No other sign(s) may be displayed in the common areas.

EXTERIOR SURFACES AND SEASONAL DECORATIONS

No owner is allowed to fasten, attach, or lean anything against any exterior surface including drywall in alcoves, railings, roof, gutters, concrete or asphalt surfaces, trim or exterior siding. No action can be taken which might lead to the deterioration of these surfaces and thus raise costs to all owners. Flags are permitted but only on a flag stand, not attached to an exterior surface. (Change 1/1/2023 existing flag poles grandfathered in.)

Seasonal decorations are subject to the same restrictions listed above. Free-standing holiday or seasonal decorations may be placed on decks, balconies, and patios. Seasonal decorations are limited to 30 days continuous display. The Board policy is to allow temporary wreaths and lighting on porches, decks, patios and balconies.

COMMON AREAS, DECKS, PATIOS, AND BALCONIES

Decks, balconies, and patios are Limited Common elements. They belong to the Association but are reserved for the use of the adjoining unit. Therefore, changes may not be made by residents without the written consent of the Board. If carpeting is laid, it must not be glued down. There should be no unsightly clutter such as mops, brooms, gardening tools and trash on limited common areas.

The addition of storage structures and shade structures, other than up 6-foot portable shade umbrellas, are prohibited.

No unit owner shall interfere with the harmony of the exterior of the building by causing or permitting anything to be hung, displayed, or exposed on the exterior of the unit or common elements, whether through or up on windows, doors, masonry, fences, or

balcony of such unit. This prohibition includes without limitation, clothes lines, laundry, clothing, rugs, signs, canopies, radio/television antennas, satellite dishes, or any similar items. Patios, decks, and entryways are to be kept free of unsightly debris and should not detract from the overall appearance of the units. Nothing is to be kept on the common or limited common areas that is not normal and customary for the use of those areas nor so cluttered as to detract from the safe use of the areas. (See Bylaws Art. 11.4 & 11.7)

Personal plantings on decks and balconies must be restricted to leak-proof containers or pots with drainage trays. Maintenance of such plantings is the responsibility of the owner. The landscapers do not maintain inside these areas. Heavy pots (over 50 pounds) and planters are not allowed on balconies. Any damage from water or excessive weight is the responsibility of the owner. Water hoses must be coiled and stored on hose hangers and not be left lying on the ground. No plants and/or flowers may be hung on fences or railings. Owners of second-level units shall take care to avoid damage or disturbance to units below, such as excessive watering of plants and debris falling to the lower levels.

Oregon Revised Statutes 100.535 (6) provides that "a unit owner may not change...the exterior appearance of a unit without the permission of the Board of Directors of the Association." This applies to changes in the windows, doors (including screens), decks and balconies, which an owner may want to make.

Strict compliance is essential so that the Board can ensure safety and structural standards are maintained. These issues may directly affect maintenance costs as well as Association's liability and other insurance. In all cases, proposed changes must be submitted to the Board in writing, so that they can ensure that standards are maintained, and property values are upheld. Change forms can be found in the laundry rooms and on the association's website.

Power washing patios and maintenance of decks and balconies is scheduled annually, but each surface is only scheduled every other year. If you wish to have your patio or deck maintained, please send a request to a Board member and you will get on the schedule.

Requests for exterior repairs or services from a unit owner must be made in writing with a valid reason for the request, by completing a form which can be found in the laundry rooms or on the Shamrock Portal and placing the completed form complete with drawings to the designated envelope or delivering the form to a Board member. The matter will be considered at the next Board of Directors meeting.

LAUNDRY ROOMS

Laundry rooms are provided in buildings 804, 807, and 816-A; there are coin operated washers and dryers in each for residents' use. If there are any problems with machines, or if you notice anything amiss, or should a machine need maintenance, please ~~complete~~ >

~~a maintenance request form and leave it on the machine with an issue. In case of an emergency please~~ contact a Board member.

The trash bin in the laundry rooms is for lint and dryer sheets only, please take all other trash home with you and place in the appropriate trash bin. Please do not leave "free" items in the laundry rooms.

INTERIOR MODIFICATIONS

Owners of second story units in buildings 803, 804 and 805 shall not be permitted to install wood flooring in living rooms and bedrooms of their units; rather, flooring must be carpeted. Other quiet alternatives to carpet may be considered, subjected to Board approval.

OUTSIDE STORAGE

The exterior appearance of our Condominium must be kept in a manner appropriate to maintain and preserve property values. The following are examples of items that cannot be stored outside the unit: fencing or screening of any sort except approved trash bin screening, flammable or toxic materials, debris, or garbage outside of the appropriate containers, tools, equipment or building materials not owned by the Association, furniture not designed for outdoor use, planters or containers with dead plants, or appliances.

PARKING

All street parking except for Crown Court is owned by the city of King City therefore illegally parked cars are subject to ticketing and tow by King City police. Call 503-629-0111 to report illegally parked cars. All parking is first-come first-served except in the carports. There is no assigned street parking.

Carports are limited to two spaces per unit and are rented by a representative of the Board. Owners may not sublet a carport for any reason. Upon the transfer of a unit the carport will be released for reassignment.

Non-resident carport rentals will be vacated on a case-by-case basis, as the need arises.

No mobile home, trailer, recreation vehicle, boat trailer or the like shall be parked within the boundaries of the Condominium except those vehicles temporarily on the premises and for no more than 24 hours for the purpose of loading and unloading.

The association asks that residents be aware of the problem of oil leaks and keep them cleaned up. Preventing the possibility of a slippery condition and preventing damage to the concrete.

PLUMBING DRAINS

The Association requests that all residents be careful with all things that go into the plumbing drains. Do not put anything down indoor/outdoor drains such as paint, paint thinner, oil, kitchen grease, cat litter, sanitary wipes (even any of these that indicate they can be flushed), etc. Clogged drains are the responsibility of the unit owner. Please refer to Sec. 7.6 of the Declaration.

STORAGE ROOMS

One-bedroom units are entitled to one storage unit at no charge. Storage units do not transfer with the sale of the property. One unit will be held in reserve for a new resident of a one-bedroom unit. As other units become available any resident may rent the unit at a charge of \$8.00 per month. Please see the representative of the Board for rental and keys.

Upon vacating a storage unit, whether because of sale of condo, or no longer needed, the unit must be left empty and clean. If not, there will be a fine of \$100 assessed and added to the owners account with the property management company.

SMOKING POLICY

Smoking or vaping of any substance is prohibited in or on all parts of the Limited and General Common Elements of the Condominium grounds. All windows and doors of the unit must be closed if smoking or vaping is done within the unit to prevent affecting other individuals. This non-smoking policy applies to residents, guests, invitees, family members, and any other person within the Condominium for any reason. Violations will be subject to a fine after notice is given.

LANDSCAPE MAINTENANCE

Landscape maintenance is under contract to a landscaping company which maintains the lawns, irrigation systems and removal of loose debris from the sidewalks in accordance with its contract with the association. The Board requests that residents do not interact with the landscape workers as they will only perform duties assigned by the Board. If you have any issues please contact a board member.

Owners may not remove or plant shrubs, trees, perennials, annuals, or any other plant material in any of the common areas, nor place artifacts or decorations in these areas without express written permission of the Board.

TRASH REMOVAL

The cost of trash removal is the responsibility of each owner. King City is served by Pride disposal and can be reached at 503-625-6177. It is against the law to put trash and/or recycling in another person's container and penalties can be imposed. Please place your address and unit number on your trash and recycling containers to avoid confusion.

For residents of building 805, you may store your bins in one of the enclosures at each end of the building. Please limit your bins to 32-gallon trash and 60-gallon recycling cans. For residents who have a carport you may store your recycling bin in front of your vehicle. If you have oversized items to be disposed of, please call Pride for pick-up instructions, items that don't fit in your bin should not be left in the enclosures or around your unit. "It is prohibited to throw garbage or trash outside the disposal installations provided for such purposes in the service areas" (Bylaws Art. 11.5)

Please adhere to Pride guidelines including placing bins on the street not on sidewalk for pickup. Remove cans from street/sidewalk no later than the morning following collection day or fines may be imposed.

KCCA has a rule that trash bins should be hidden from sight of the streets, an enclosure can be purchased at local hardware stores.

ASSOCIATION INSURANCE

All owners should carry their own fire and liability insurance and personal property insurance. The policy should provide coverage for damage to any adjacent unit. Please see the Shamrock Portal for an overview of the policy held by the Association, as well as recommendations for individual coverage by homeowners.

VIOLATIONS

Failure of owners to properly follow their responsibilities as set forth in the association bylaws and these rules and regulations will result in immediate Board response. The Board has the authority to take any necessary steps as outlined in the bylaws to assure compliance.

KING CITY CONDOMINIUM FINES SCHEDULE

With the ever-rising costs of operating and maintaining the condominium complex, we have found it necessary to implement a control element in the form of fines to gain overall compliance to our rules and regulations. The fines will be administered after a warning period of fifteen (15) days from the date of notification, giving the resident/owner a chance to respond and advise the Association that corrections will be made in a timely manner. If there has been no compliance after the first fine, every ten days the fine incurred is doubled until there is compliance. The fine schedule is divided into classes depending on the urgency of the need of correction. The schedule is as follows:

Class 1 Infractions:

- Violation of pet policy
- Issues dealing with appearance of residence, patios, decks and immediate common areas due to improper storage, clutter or unsightly appearance of units or rented facilities (e.g., carports)
- Violation of sign policy
- Feeding squirrels, chipmunks, wild animals and birds (other than hummingbirds)
- Failing to remove garbage and recycling cans from street/sidewalk
- Violation of outdoor storage rules

\$25.00

Class 2 Infractions:

- Violation of planting restrictions
- Violation of smoking policy

\$50.00

Class 3 Infractions:

- Issues dealing with outside surfaces of a unit, patios, decks, balconies or fences potentially causing damage (e.g. nailing, bolting or watering)
- Oversized pots on balconies
- Failure to provide Lease Agreement to management as set forth in Owner responsibilities

\$75.00

Class 4 Infractions:

- Leaving storage rooms dirty and/or not empty when vacating them

\$100.00

Class 5 Infractions:

- Any failure to repair a unit that may involve the safety and welfare of residents/owners or their property. This would include items that are additions such as windows, A/C units or any unapproved additions
- Failure to immediately report an emergency to the Association (e.g. water intrusion). In emergency situations, the Association may take whatever action necessary to insure the safety of residents)

\$150.00

Class 6 Infractions:

- Any structural modifications made without explicit approval from the Board

\$500.00

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Amended 1999

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