

**Association of King City  
Condominium Unit Owners**

**House Rules  
and Regulations**

**REVISED AND ADOPTED by the Board of Directors  
October 7, 2024**

**AND EFFECTIVE  
October 7, 2024**

## Table of Contents

INTRODUCTION.....	3
A. COMMUNICATIONS .....	3
B. GENERAL OWNER RESPONSIBILITIES AND DUTIES .....	4
C. PUBLIC NUISANCE AND SAFEGUARDS.....	4
D. PETS.....	4
E. WILDLIFE .....	5
F. EXTERIOR SURFACES, LCES, SIGNS, SEASONAL DECORATIONS .....	5
G. COMMON AREAS, DECKS, PATIOS AND BALCONIES .....	6
H. LAUNDRY ROOMS.....	7
I. UNIT INTERIOR MODIFICATIONS.....	7
J. PARKING .....	7
K. PLUMBING DRAINS.....	8
L. STORAGE ROOMS .....	8
M. SMOKING POLICY .....	8
N. LANDSCAPE MAINTENANCE .....	8
O. TRASH REMOVAL.....	9
P. ASSOCIATION INSURANCE.....	9
Q. ENFORCEMENT OF HOUSE RULES AND REGULATIONS .....	9

## INTRODUCTION

The Board of Directors (**Board**) of The Association of King City Condominium Unit Owners (**HOA**) has adopted the revised and updated House Rules and Regulations (**R&Rs**), which are applicable to all HOA Members and unit occupants. Questions or requests for clarification should be directed to the Management Company for the HOA or addressed to the Board at any regular Association monthly Board meeting during the “Open Forum” portion(s) of the meeting.

King City Condominium is a sub-association of the King City Civic Association (KCCA) and subject to the KCCA Declaration of Covenants, Conditions and Restrictions (CC&Rs) and Bylaws. However, Federal and State laws take precedence over all HOA documents. Washington County, Oregon codes and laws, as well as King City, Oregon municipal codes must also be followed.

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, there are areas outside of your condominium interior walls that 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.

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.

**LCEs (Limited Common Elements)** are specific to the unit to which they are attached and for the exclusive use and enjoyment of unit occupants and their invited guests. **LCEs** include patios, balconies, decks, raised walkways to a unit, etc., but are not part of the individual unit ownership.

**GCEs (General Common Elements)** are shared common areas for the use and enjoyment of all unit occupants and their guests, with certain restrictions. **GCEs** include King City Condominium owned landscaped areas, laundry rooms, pond, shelter/patio, laundry room community room, parking pads, and carports. Crown Court is owned and maintained by the HOA but Crown Drive is owned and maintained by King City, as well as the other streets.

## A. COMMUNICATIONS

HOA Members and residents are responsible for keeping themselves informed of all

Association and Board activities, by attending regular Board Meetings, regularly visiting the website provided by the Management Company and/or notifying them of your e-mail address to receive notifications, including upcoming meetings or cancellations.

Board meetings are generally held once per month and notification is via e-mail and publicly posted on the bulletin board in the KCCA Clubhouse lobby. The approved minutes of each meeting are posted on the Management Company's website and in each of the laundry buildings (buildings 804, 807, 816- A). If you do not have access to the Internet or have limited mobility, please contact the Management Company to request a printed copy.

## **B. GENERAL OWNER RESPONSIBILITIES AND DUTIES**

All Members and residents of the HOA bear a great responsibility for the smooth operation of the King City Condominium. In addition to being responsible for all interior maintenance of their units, Owners are responsible for assuring all **R&Rs** are being followed by all residents and guests both inside and outside their units while on Association property, whether the Owner is present or not.

Owners will be held financially responsible for damage or destruction to GCEs or LCEs or injury to other members or units by their residents, guests or pets.

No unit shall be used for any purpose other than as a single-family residence. This is not to be interpreted to prohibit an area of a unit being used as a home office, providing: it complies with the KCCA HOA Declaration and Bylaws and CC&Rs.

1. No unapproved 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.

## **C. PUBLIC NUISANCE AND SAFEGUARDS**

Per Article 11.2 of the HOA Bylaws: "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."

Quiet hours for our HOA are between 10:00 P.M. and 7:00 A.M.  
Contractor/Maintenance hours are 8:00 A.M. to 6:00 P.M.

## **D. PETS**

No individual residential unit may house more than 2 pets.

Any animal that is not permitted for possession or sale by any federal, state, or local jurisdiction is not allowed anywhere on the Association property or in any residence.

Dogs must be on a leash anytime they are on HOA property outside of the Member's individual unit.

King City, Oregon and Washington County have ordinances in place regarding dog and cat control, dangerous animals, animals at large, animal droppings, nuisance animals, continuance annoyance (barking), etc. Animal complaints should be directed to King City or Washington County for remediation or enforcement.

While on Association property, pets must be picked up after and feces disposed of in their pet 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.

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 as required by Washington County.

## **E. WILDLIFE**

Stray, feral or wild animals, including squirrels and chipmunks, must not be fed. Make sure garbage bins are secure. Bird feeders inside or outside patio areas, except for hummingbird feeders, are not permitted.

## **F. EXTERIOR SURFACES, LCES, SIGNS, SEASONAL DECORATIONS**

"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." (See Bylaws Art. 11.1) 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. Decorative items or seasonal items are generally allowed providing they cause no damage to any exterior surface. Seasonal decorations, including seasonal flags, on LCEs are allowed but must be removed no more than **30** days following the subject holiday.

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 if it might lead to the deterioration of the surface. As of January 1, 2023, flags are permitted but only on a flag stand, not attached to an exterior surface. Existing flag poles/holders installed prior to that date are deemed grandfathered in.

Ring cameras, mailboxes and similar items are allowed providing they are installed in a manner that does not damage the surface.

## **G. COMMON AREAS, DECKS, PATIOS AND BALCONIES**

Decks, balconies, and patios are Limited Common Elements. Oregon Revised Statute 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 to the windows, doors (including screens), decks and balconies, which an owner may want to make.

Limited Common Elements 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. Such requests must be submitted to the Property Management Company for Board consideration. If carpeting is laid, it must not be glued down. There should be no clutter or trash on LCEs. The following are examples of items that cannot be stored outside a unit: flammable or toxic materials, debris, or garbage outside of the appropriate containers, tools, equipment, or appliances.

The addition of attached storage structures is not allowed.

Free-standing (unattached) gardening storage units or garbage can containment units or shrouds are allowed, providing they do not exceed the size allowed under the KCCA CC&Rs.

Free-standing (unattached) canopies, umbrellas or previously Board-approved attached roll-out awnings are allowed. No umbrella, canopy or awning can protrude beyond the LCE of any unit when fully opened. Umbrellas and canopies must be properly weighted or secured so as not to be picked up by winds and blown outside of the LCE.

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. This prohibition includes, clothes lines, laundry, rugs, radio or television antennas, satellite dishes, or any similar items. Patios, balconies, decks and entryways, stairwells, and exterior windows are to be kept free of debris, and should not detract from the overall appearance of the units.

Personal plantings on decks and balconies must be restricted to leak-proof containers or pots with drainage trays. Maintenance of all such plantings is the responsibility of the unit owner/resident. The HOA landscapers do not maintain any plants contained inside these areas and they do not maintain any unauthorized plantings placed in general common areas by residents. Unauthorized plantings in general common areas are subject to removal. Heavy pots and planters (over 50 pounds) 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 so as not to be left lying on the ground.

Owners of second-level or raised units shall take care to avoid damage or disturbance to units below, such as excessive watering of plants and/or plant debris falling onto the LCEs or GCEs below to the lower levels or onto landscaping.

Power washing patios and maintenance of decks and balconies is scheduled annually, but each surface is scheduled only every other year. If you wish to have your patio or deck maintained, please send a request to the Management Company online and

request to be added to the schedule. If a deck has been replaced with composite or Trex decking, the deck will not be power washed as it may damage the material and void the warranty.

Requests for exterior repairs, modifications, heat pump installations, or services by a unit owner must be submitted to the Property Management Company for Board approval.

## **H. 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 a machine needs maintenance, please contact a member of the Board or notify the Management Company. If a maintenance emergency arises, please contact a Board member immediately to report what is happening. The Property Management company also has an emergency after hours phone number available.

The trash bin in the laundry rooms is for lint and dryer sheets only. Please take all other trash home with you for proper disposal. Please do not leave "free items" or any other personal items in the laundry rooms or outside of storage units.

## **I. UNIT INTERIOR MODIFICATIONS**

Owners of second story units in buildings 803, 804 and 805 shall not be permitted to install flooring other than carpet in living rooms and bedrooms of their units. Other quiet alternatives to carpet may be considered, subject to Board approval, if they can meet the same STC (Sound Transmission Coefficient) as carpet with pad or an STC rating of 50 or better. Documentation with the STC rating from the manufacturer or supplier must be submitted in accordance with the procedures for remodel requests and will be subject to Board approval.

New installations of washing machines are prohibited in second story units.

## **J. PARKING**

All on-street parking, except for Crown Court is owned by the City of King City. Therefore, illegally parked cars are subject to ticketing and towing by King City police. Call 503-629-0111 to report illegally parked cars on city-owned streets. All street parking is first-come, first-served. 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.

The Association asks that residents be aware of the problem of oil leaks, particularly in carports, and keep them cleaned up to prevent the possibility of a slip hazard or damage to the concrete.

## **K. PLUMBING DRAINS**

The Association requests that all residents be careful with all things that go into the plumbing drains. Do not flush or pour toxic substances or those likely to clog the 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.

## **L. STORAGE ROOMS**

Per the Resolution Regarding Storage Rooms dated March 9, 2006, one-bedroom units with no attic storage are entitled to one storage unit at no charge. Two-bedroom units may lease storage rooms if any are available. Any resident leasing two storage rooms must release one of them in the event a resident who has none wishes to lease one. Storage units do not transfer with the sale of the property except those which contain the water heater for a specific unit. 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 a unit at the monthly rate established periodically by the Board. 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 assessed and added to the owner's account with the Property Management Company.

## **M. SMOKING POLICY**

Smoking or vaping of any substance is prohibited in or on all parts of the Limited and General Common Elements LCEs and GCEs 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 unit for any reason. Violations will be subject to a fine after notice is given.

## **N. LANDSCAPE MAINTENANCE**

Owners may not plant or remove shrubs, trees, perennials, annuals, or any other plant material in any of the common areas, GCEs, or place artifacts in these areas without express written permission of the Board. Plantings in common areas that are deemed to be inappropriate or invasive may be removed without reimbursement to owners.



Landscape maintenance is under contract to a landscaping company which maintains the lawns, shrubbery, 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 concerns, please contact a member of the Landscape Committee or the Property Management Company.

## **O. 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 either end of the building. Please limit your bin sizes 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." (See Bylaws Art. 11.5)

Please adhere to Pride guidelines for placing bins on the street, not on the sidewalk for pickup, and 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.

## **P. 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 Property Management portal for an overview of the policy held by the Association, as well as recommendations for individual coverage by homeowners. Owner insurance requirements for their units are provided in the Board Resolution dated May 10, 2007.

In all urgent/emergency maintenance situations, please contact a Board member immediately to report what is happening. The Property Management Company also has an emergency after hours phone number available.

## **Q. ENFORCEMENT OF HOUSE RULES AND REGULATIONS**

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