

**STEPHANIE TERRACE CONDOMINIUM OWNERS ASSOCIATION**

**HOUSE RULES (Adopted October 17, 2009)**

**Property of:**

**Stephanie Terrace Condominium Owners Association  
15000 SW Farmington Road, Unit #55  
Beaverton, Oregon 97007**

## **To all owners and residents of Stephanie Terrace Condominiums**

Attached are house rules that have been formulated for Stephanie Terrace Condominium in accordance with the condominium declaration. You are asked to review them carefully. These rules are necessary for the preservation of a pleasant living environment, as well as the protection of your investment and the control of maintenance costs. If you are renting, these rules are quite important, since they will contribute greatly to the determination of your monthly rental amounts.

The Board of Directors has the responsibility of enforcing these rules, and we hope you will cooperate with them fully.

Living in 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.

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## **Section A — Scope of House Rules**

### 1. Application and Authority.

These rules, as presently adopted, subsequently amended or modified, apply not only to the owners and tenants of Stephanie Terrace, but also to any of their children, temporary residents and guests. Each owner and tenant is responsible for making sure his/her children and guests follow these House Rules.

These rules have been adopted by the Board of Directors to ensure the uniformity of rules and regulations pertaining to the entire Stephanie Terrace complex. Amendments to these rules may be enacted in accordance with the Declaration of Condominium and Bylaws.

These rules supercede any implied or oral understanding.

### 2. Responsibility of Owners and Residents.

Owners should be aware that they are responsible for the actions of their tenants. This means fines imposed for rules violations accrue against the unit owner, NOT the tenant. Tenants are required to abide by the Condominium Rules and Declaration and Bylaws. It is the owner's responsibility to keep his/her tenants informed of all rules. Tenants can be asked to vacate for repeated or severe rules infractions.

Stephanie Terrace is a condominium complex, NOT an apartment building, so the rules differ to what tenants may have experienced in a rental project. Owners should please explain the rules and regulations to potential tenants and make sure they understand the obligations of complying with these rules and regulations PRIOR to moving into the complex. Non-resident owners pass on their privileges to tenants. In doing so, they also pass on some of the responsibility of residency.

## **SECTION B — INFORMATION REQUIRED FROM RESIDENTS**

### 1. Requirements.

An owner must inform the Board of the names and telephone numbers of occupants of their unit. This includes both daytime and nighttime telephone numbers, e-mail addresses and any other emergency information that may be requested. Any changes affecting the accuracy of the information originally provided must be reported to the Board.

## SECTION C — USE OF COMMON AND LIMITED COMMON ELEMENTS

### IN SUPPORT OF ARTICLE X

### RULES AND REGULATIONS

#### Adoption (see Bylaws, Article X, Section 1)

Because condominium living brings people into close proximity with one another, neighbors' behaviors directly impact one another. In an effort to promote harmony at Stephanie Terrace, the homeowners' association has deemed it prudent to adopt rules and regulations providing more specific detail regarding various Bylaw provisions. These rules and regulations have the same force and effect as the Bylaws, and are binding on renters as well as owners. Violation of any of the association's rules— whether the Bylaws or House Rules—are subject to enforcement, consistent with the terms outlined in Article XI.

#### Article X, Section 2, Paragraph (b)

Exemptions authorized in the By-laws adopted in January 2009 refer only to Units #16, #24, #36 and #54 that were previously grandfathered.

#### Motor Vehicle Parking (see Bylaws, Article X, Section 8)

1. Outside of garages, each unit is assigned one numbered parking space through the implementation of an easement or as designated in the Declaration.
2. The visitor parking area is provided for temporary parking by the occasional guests of residents. It is not for resident parking or for extended or repeated use by others. The visitor parking area is for parking only; vehicles there are not to be repaired, serviced, washed, etc. These rules will be enforced as follows:
  - Guests who need to use visitor parking on any part of more than 3 consecutive days must obtain a waiver from the Board.
  - Guests who need to use visitor parking on any part of more than 5 days in any calendar month must obtain a waiver from the Board.
  - Residents who wish to use visitor parking at any time must obtain a waiver from the Board.
  - Any vehicle in violation of visitor parking rules will receive a notice of violation placed on the vehicle on the first such violation. This is the only form of notice that will be issued.
  - If a vehicle receives a notice of visitor parking violation and is not removed in 24 hours, it may be towed at the owner's expense.
  - If a vehicle receives a notice of visitor parking violation and is later found in violation again of any aspect of the visitor parking regulations, it may be towed without further notice at the owner's expense.

Waiver requests for visitor parking space use must be for valid reasons that do not violate the spirit of the Bylaws or House Rules; they are not automatically granted. Waivers must be written and signed by one or more Board members. A waiver valid for up to two weeks may be signed by any Board member. Only one such waiver may be obtained in any calendar quarter. Waivers for more than two weeks or more than once in a calendar quarter must be approved by a majority vote of the Board.

*These rules in no way condone switching, or otherwise moving cars back and forth, in an attempt to circumvent the intent of the Bylaws.*

3. Cars parked longer than 15 minutes in the 15 Minute Parking Spot may be towed at the owner's expense without notice of any kind.
4. Cars parked in any part of the common or limited common areas at a time of scheduled maintenance to that common area for which notice has been issued that parking will not be allowed during the maintenance operation, may be towed without notice at the owner's expense. Notification for such scheduled maintenance times will be given in the same way that Board meetings are announced.
5. Cars parked in any part of the common or limited common areas at a time of emergency may be towed without notice. The Association will pay the expense of the tow if a vehicle is not in violation of parking regulations, otherwise the tow will be at the owner's expense.
6. Towing for violation of the parking rules above may be authorized by the President of the Board or any person designated to do so by the Board.
7. Anyone calling for a tow from his/her assigned parking space will be required to show identification to the tow operator and sign a receipt. The cost of the tow will be borne by the owner of the towed vehicle.

Noise or Other Disturbances (see Bylaws, Article X, Section 9, b)

1. Skateboarding and rollerblading are prohibited on Stephanie Terrace property.
2. All vehicles driven onto Stephanie Terrace property must be fitted with mufflers sufficiently effective to make them inaudible from inside any unit with windows and doors closed.
3. Owners are responsible to make sure their guests' vehicles comply with Stephanie Terrace noise regulations.
4. Car audio devices must be turned down so that they are only audible from within the vehicle while it is being driven on Stephanie Terrace property.

5. Audio devices used within units must be operated at volumes that do not disturb any other unit at all times. They must be completely inaudible in other units during night hours.
6. Residents should be careful not to create excessive noise while ascending and descending stair cases.
7. Washers and dryers which are audible in other units should not be operated during normal sleeping hours.
8. Construction noise which is audible in other units should be limited to the hours of 8:00AM to 5:00PM except for emergencies.
9. A reasonable definition of night or sleeping hours is 11:00PM to 7:00AM but owners are free to work out other hours by mutual agreement in individual cases.

Signs (see Bylaws, Article X, Section 12, b)

1. Temporary “for rent” and “for sale” signs are allowed only in the following sizes and locations:
  - (a) In the window of the unit being sold or rented, but only one, and no larger than 18 inches by 24 inches.
  - (b) Outside the building, but only one temporary single-post sign, with or without a flyer holder attached. This does not allow colonial post-style signs.
  - (c) At the Farmington Road entrance. Only the “for rent” and “for sale” signs belonging to the association are allowed on Stephanie Terrace property. They can be acquired by contacting a Board member.

**SECTION D — ADMINISTRATIVE**

**IN SUPPORT OF ARTICLE XI**

**ENFORCEMENT PROVISIONS RELATING TO VIOLATIONS**

The Board is responsible for enforcing all Bylaws. As in any communal living situation, there will be situations that cause conflict between unit owners. To resolve conflict and differences, the Association requires any aggrieved party to first attempt to work out differences with the other party or parties directly. This allows parties to work together in an amicable way to create a living environment that is pleasant and safe for all. The Board recommends disputes that cannot be settled directly between parties be taken to the City of Beaverton Dispute Resolution Center. When an informal approach does not result in compliance with the Bylaws or House Rules, procedures and enforcements, as outlined in the House Rules, will apply.

Rule Enforcement – Assessments (see By-laws, Article VII, Paragraph 3)

Payment of association dues are considered delinquent after the 10<sup>th</sup> day of the month. Beginning on the 11<sup>th</sup> day a late fee of \$25.00 per month shall be imposed.



Rule Enforcement – Assessments (see the Bylaws, Article XI, Section 2)

- (a) After it has been verified a rule violation has occurred and has not been corrected in a timely manner, as specified above, an enforcement fee of \$75, payable to the Association Treasurer, shall be levied against the unit owner.

Thereafter, an additional fee of \$25 a day, payable to the Association Treasurer, shall be levied until the violation is corrected.

- (b) An Owner shall have the right and opportunity for a hearing prior to the enforcement of a fine, as set forth in Article XI of the Bylaws.