

The QUINTET

January 30, 2024

Homeowners,

At its meeting on January 23, 2024, the Board amended Rule IV. 1 to give authority to the Architecture Committee to review and approve requests to add insulation to units.

I am enclosing a copy of the Rules with this change.

We encourage homeowners to review the rules.



Nancy Martin, Secretary



The Quintet Condominium Rules and Regulations

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THE ASSOCIATION OF UNIT OWNERS OF THE QUINTET CONDOMINIUM
RULES AND REGULATIONS
Revised January 23, 2024

Purpose

As owners of a unit at The Quintet Condominium, we are members of the Association of Unit Owners which is governed by an elected Board of Directors. The mission of the Board is to assure the peaceful and orderly use and enjoyment of the Condominium by administering, managing, and operating the Association. To lead the community in this vision, the Board works to:

- Protect and enhance the association's real and intangible assets,
- Protect and enhance the welfare of the community, and
- Build the social and civil well-being of the community.

The Association recognizes that living in a condominium environment is different from living in a single-family home. While we enjoy the privacy of home ownership, we must also contribute to the well-being of the entire community through observing the Bylaws and these rules adopted by the Board of Directors on July 10, 2023.

Introduction

The Association is regulated by the following laws in descending order of authority:

Oregon Revised Statutes, Chapter 100 enacted by the Legislature. They set forth how Condominiums may be created and governed and how bylaws may be amended.

https://www.oregonlegislature.gov/bills_laws/ors/ors100.html

Declarations prepared by the developer. They describe the Quintet and set forth the number and size of the units, the share of ownership each unit has in the common elements which determines each units' share of common expenses, designate parking places for each unit, and define the types of property at the Quintet:

Common elements: The spaces that all of us may use and for which all of us are responsible for maintaining through our dues. These include the landscape, the Club House and recreational facilities. They also include roofs, foundations, bearing walls, elevators, lobbies, stairways, pipes, ducts, wiring, and flues.

Limited common elements: Areas which owners control but are accessible to or visible by other owners. These include decks, balconies, and parking spaces.

Units: The space owners have exclusive right to occupy. Units end past the sheetrock.

Bylaws adopted by the first Board of Directors. They establish procedures for elections and annual meetings, duties and authority of the Board and Officers, and responsibilities of owners.

Rules and regulations authorized by Bylaw 7.5(m) adopted by the Board of Directors. They govern owners' and residents' conduct and use of facilities. The Declarations, Bylaws, and Rules are on the Quintet's website, <http://www.thequintet.org/documents/>.

I. Common Elements

1. Owners are responsible for the actions of members of their families, pets, tenants, guests, other authorized occupants, and visitors.
2. Disturbing the landscape, entering or fishing in the streams and ponds, or defacing, vandalizing, or otherwise damaging Association property is prohibited.
3. Guests and house sitters who are staying more than 72 hours must be registered with the Office Manager.
4. Vehicles and Parking
 - a. All resident vehicles must be registered with the Office Manager and display a Quintet parking sticker.
 - b. A guest using a parking space for more than 72 hours must obtain a guest parking permit from the Office Manager and place it in the vehicle.
 - c. The following are prohibited:
 - i. Parking in spaces assigned to other residents without the permission of the resident.
 - ii. Parking on roadways.
 - iii. Parking in the fire lanes in the front of residential buildings or the Clubhouse other than to load or off-load passengers or small packages.
 - iv. Resident parking in guest spaces for more than six hours.
 - d. In addition to operable vehicles, the following may be placed in parking spaces:
 - i. Trailers, trucks campers, boats, boat trailers, or other recreational vehicles with written permission of the Community Manager or the Board.
 - ii. PODs or similar equipment for less than one week and, with written permission of the Community Manager or Board, for more than one week.

- iii. inoperable vehicles enveloped with a cover designed for vehicles.
 - e. Vehicles or structures parked in violation of these rules may be towed at the vehicles' owners' expense.
 - 5. For safety, security, and damage prevention, propping open Club House or residential building doors or the outside doors to the freight elevator is prohibited.
 - 6. Garbage, trash, and recycling matter must be placed in the appropriate containers.
 - 7. Contractors are not permitted to put construction debris in Association bins.
 - 8. Bulletin Boards
 - a. Notices may be posted only on Bulletin Boards designated for use of residents and owners.
 - b. Only the following notices may be posted:
 - i. Personal items belonging to residents for sale.
 - ii. Quintet units or parking spaces for sale or rent.
 - iii. Personal services provided by residents for the benefit of other residents.
 - iv. Residents seeking items or services.
 - v. Residents seeking or offering car pools.
 - vi. Owner or resident organized activities open to all owners and residents such as social, cultural, religious, political, or athletic events.
 - vii. Community events sponsored by non-profit and governmental organizations.
 - viii. Petitions on both Quintet and other issues.
 - c. Notices must be dated and include the name and unit number of the person posting the notice.
 - d. Other than notices for owner or resident organized activities, notices must be removed after 30 days.
 - 9. Other than notices on Bulletin Boards placed in accordance with these rules, no sign of any kind shall be displayed to the public view on or from any unit or the common elements.

10. Advertising material may not be placed on doors.
11. Because using passenger elevators to move heavy objects may damage their motors or inconvenience residents, using passenger elevators to move items larger than would fit in a Blue Cart other than luggage is prohibited.
12. To protect the safety of residents and guests, running, skateboarding, roller blading, roller skating, sledding, throwing balls, riding bicycles, and similar activities are prohibited in garages, hallways, stairways, and elevators. Residents and guests engaging in these activities in other common areas do so at their own risk and are liable for any harm they cause to persons or property.
13. In accordance with the rules of Tualatin Valley Fire and Rescue to assure passage by emergency personnel and equipment, at least 48 inches of unimpeded space must be left in hallways.
14. To allow for drainage and reduce the risk of damage to the floor and wall membranes, plants must be placed in pans and on risers and decorative objects must be placed on risers.
15. Use of any Association facility for commercial purposes other than sales of goods to owners and residents by residents and personal services provided by residents for the benefit of other residents is prohibited.

II. Clubhouse, Tennis, Pickleball, and Basketball Courts

1. Pets are not allowed in the Clubhouse other than in the front lobby and patio.
2. No food, alcohol, or beverage other than water in shatterproof containers is permitted in the fitness center, swimming pool, spa, sauna, or basketball, tennis, and pickleball courts.
3. With the exception of guests registered with the Office Manager, residents must accompany their guests when using these facilities.
4. To assure residents' access to equipment, no more than two guests per unit are allowed in the fitness center at one time.
5. No more than seven guests per unit are allowed on the basketball, pickleball, and tennis courts. The courts must be yielded after one hour if others are waiting.
6. No more than four guests per unit are allowed in the pool, spa, or sauna at one time.
7. In accordance with rules of the Oregon Health Authority, children under the age of 14 must be accompanied by a responsible person in the spa, and sauna and swimmers who are not toilet trained must wear a swim diaper.

8. Swimming attire must be worn in the pool, spa, and sauna.
9. Fitness center users under 12 years old must be supervised by a responsible person.
10. Owners whose residence is other than the Quintet may not use Club House facilities or the tennis, pickleball, or basketball courts unless their unit is unoccupied or they are guests of a resident in accordance with the guest rules. Owners are the persons whose names appear on the unit deed.
11. Moving the piano or placing objects on the piano is prohibited.
12. If requested by a fitness center or pool user, media audio must be turned off.

III. Limited Common Elements

1. The following are prohibited on deck and balconies:
 - a. Charcoal grills, smoking chips, or smokers.
 - b. Spotlights.
 - c. Unsecured planters or other items on deck half-walls.
2. Garments, rugs, laundry, or similar items may not be hung from windows, decks, or balconies.
3. Only standard coverings such as shades, drapes, curtains, or blinds may be used on windows.
5. Antennas or transmitting towers may not be affixed to decks or balconies.
6. To allow for drainage and reduce the risk of damage to the floor and wall membranes:
 - a. Plants must be placed in pans and on risers.
 - b. Decorative objects and storage boxes must be placed on risers.
 - c. Permanent materials that impede proper drainage must not be placed on deck floors. If rugs are laid, they must be taken up during the winter months.
 - d. Debris must be removed from scuppers (drains).
 - e. Deck walls must not be penetrated with screws, nails or other objects.
 - f. Screws inserted in ceilings must be caulked.

- g. As of the effective date of these rules, hot tubs must not be placed on decks.
- 4. Decks and balconies must not be enclosed.
- 5. Throwing objects off decks and balconies is prohibited.

IV. Units

- 1. Structural modifications, the addition or modification of insulation, and changes to electrical, plumbing, heating, ventilation, or air conditioning systems may be performed only in accordance with state and local laws and must be approved by the Architectural Committee or the Board before work commences.
- 2. All front doors must be painted in the color determined by the Board.
- 3. Front door screens, storm doors, and windows must conform to specifications established by the Board and be approved by the Architectural Committee or the Board before they are installed.
- 4. The following are prohibited:
 - a. Water beds.
 - b. More than six persons occupying a unit.
 - c. Conducting commercial or professional activities without prior consent of the Board other than activities relating to the sale or rental of units or a home office.
 - d. Carrying on noxious or offensive activities.
 - e. Making noise which can be heard outside a unit between the hours of 10 pm and 7 am.
 - f. Noisy construction activities between 7 pm and 8 am weekdays, 7 pm Fridays to noon Saturdays, and 7 pm Saturdays to 8 am Mondays.
 - g. Unit-based security cameras aimed outside an individual unit.
 - h. Window/door sensors or motion detector tied to audible alarms.

V. Smoking

Smoking is prohibited in all common elements, limited common element, and units.

VI. Pets

- 1. Pets must be licensed in accordance with state or local laws and be registered with the Office Manager.

2. No animal shall be kept or bred for any commercial purpose.
3. No more than two pets are permitted per unit.
4. A pet may not weigh more than 15 pounds.
5. Pets are not permitted to run at large. Dogs must be carried or on a leash when outside a unit.
6. Permitting a pet to cause or create a nuisance, unreasonable disturbance, noise, or discernible odor is prohibited.
7. Permitting a pet to relieve itself in any common element other than lawns or the dog walk is prohibited.
8. Pet waste must be picked up and disposed of in an appropriate outdoor receptacle.
9. An owner may be required to remove a pet upon receipt of the third notice in writing from the Board of a violation of any rule, regulation, or restriction governing pets.

VII. Insurance

As required by Bylaw 8.1.6 and the Insurance Resolution adopted by the Board, owners and tenants must have property and liability insurance in addition to the Association's insurance. The minimum amount of insurance is \$10,000 property damage and \$300,000 liability insurance for each occurrence.

VIII. Leasing Units

1. Units may not be rented or leased for less than one month.
2. Prior to the tenant moving in, the owner or property manager must assure that the tenant registers with the Office and provide the following:
 - a. A copy of the signed rental agreement. The amount of the rent may be redacted.
 - b. An agreement signed by the tenant that the tenant, members of the tenant's household, and guests will comply with smoking rules.
 - c. In accordance with Bylaw 7.7(b), an agreement signed by the tenant that the tenant, members of the tenant's household, and guests will comply with all laws and rules of the Association and pay any assessments of the Association if the tenant is notified to do so which the tenant may deduct from the tenant's rent; and

- d. The tenant registration fee which compensates for staff time meeting with the tenant, setting up files, and answering questions and for copies of documents and parking stickers.

IX. Fees

1. Replacement remotes: \$50
2. Fobs: \$10
3. Reserving Club House Piano Room and Patio for private events: refundable deposit of \$500.
4. Use of the Club House barbecue: refundable deposit of \$75; cleaning fee: \$25
5. Use of the freight elevator key: refundable deposit of \$20.
6. Tenant registration fee: \$175 per rental.
7. Copies of Association documents for the requester's own use: the reasonable cost of providing the documents

X. Enforcement

1. Procedures

The Board believes that the best resolution of many problems comes from owners reaching agreement through open communication. Therefore, the Board encourages owners to first attempt to resolve varying opinions or alleged rule violations among themselves before filing a complaint.

Homeowners and residents believing a violation of rules, bylaws, or declarations has occurred may send or email a complaint addressed to the Community Manager. They should not contact office or maintenance staff or Board members. The complaint shall state specifically what occurred and when it occurred and include photo documentation if available. The complaint must include the name, unit number, telephone number, and email address, if any, of the complainant.

If the Community Manager is of the opinion that the complaint warrants action, the Manager shall send the owner of the unit which is the subject of the complaint a letter with the information set forth below:

- a. Alleged violation;
- b. Date and place of the alleged violation.
- c. Applicable rule, bylaw, or declaration.
- d. Penalty that the Board may impose.
- e. Owner's right to a hearing before the Board.

- f. That the request for a hearing must be in writing and received at The Quintet office within 10 business days of the date of the letter.
- g. That the owner may include any pertinent information the owner wishes to bring to the Board's attention and any actions taken to correct the violation.

If the owner does not request a hearing within 10 business days, the Board shall review the information presented to it and impose a penalty as appropriate or dismiss the complaint. If the owner requests a hearing, the hearing shall be held at a time mutually acceptable to the Board and the owner but no later than 60 days after the request.

If the owner is unable to attend the hearing, the owner may request the hearing be re-scheduled. If the owner fails to attend the hearing, the Board may proceed as though the owner did not request a hearing. The owner may request relief from the Board action which the Board may grant if it finds a compelling reason for the owner's non-attendance.

The written complaint with the name of the complainant and any other evidence shall be given to the owner at least five days before the hearing which shall be conducted in an open meeting. The Board shall conduct the hearing in a fair and reasonable manner but does not have to follow strict rules of evidence. The Board shall present evidence about the alleged violation. The complainant may speak at the hearing. The owner shall be given the opportunity to present evidence, explain the circumstance, or argue that the rule, bylaw, or declaration is not applicable. The Board shall deliberate in open session. It may direct the parties to participate in mediation, assess the penalty, reduce the penalty, or find no violation.

2. Penalties for violations of Rules, Bylaws, or Declarations

- a. The Board may impose fines not-exceeding \$250 for per occurrence or \$250 per day for continuing violations. Fines imposed as penalties accumulate on the owner's account and are treated in the same manner as overdue Association fees and are subject to the same collection procedures.
- b. The Board may terminate access to and use of recreational facilities available to owners.
- c. The Board may impose a fine equal to four hundred percent (400%) of the monthly assessment attributable to a unit for every month that the unit is rented or leased for less than one month.

Effective April 1, 2017; revised February 1, 2019; July 1, 2019, July 28, 2020, January 26, 2021, April 26, 2021, August 9, 2021, July 10, 2023, January 23, 2024. **Authority:** ORS 100.405, 100.435, 100.505, 100.515, 100.530, 100.535, 100.540, and 100.545; Stage 2 Declarations 3, 4, and 5; Bylaws 5.11, 7.1, 7.2, 7.3, 7.5, 7.6, 7.7, 7.8, and 8.1.6