

Welcome to The Quintet!

You've made a great decision to join our beautiful community, and we hope you will also choose to introduce yourself and become engaged.

Much of what you need to know is on the Quintet website, (www.thequintet.org), where you can read the bylaws and the rules and regulations. Meantime, here is a quick read on the most-needed info at the start of your stay.

Meet the Staff

The Quintet is managed by Bluestone Property Management. Our very knowledgeable Community Manager is Melissa MacDowell, who works offsite but is easy to contact. (mmcdowell@bluestonecam.com). Her job is to administer and manage our operations, staff, and facilities.

The front office belongs to Maria Correa, our invaluable Office Manager, who has been at the Quintet since 1998. She is very knowledgeable about the Quintet community and is your first point of contact for questions (maria@thequintet.org).

Maria's brother Pedro Correa, is one of the maintenance men who maintain and repair the public areas. You may reach him with a repair request form from the website or from the office. To call the office: 503-292-7800.

Moving In

The freight elevators located at one end of each building are used to to move furniture, appliances and building supplies.

- Schedule your move with the office and get the key to the freight elevator, putting down a \$20 refundable deposit. (If you're moving on a weekend, get the key in advance during a weekday.)
- From inside the building, push the elevator button to open the door and enter.
- Go through the elevator to the area facing the door to the outside. This door can be opened only from the inside.
- To hold the elevator in place while you move goods in or out, set the "hold" mechanism on the panel using a key.
- Also, the freight elevator is used for workmen carrying equipment and deliveries of very large appliances and pieces of furniture. The passenger elevator is not to be used for this purpose.

Expecting a Visitor?

Have your visitor stop at the kiosk in the driveway, then Visitor:

- Tap the Directory button and then enter the first few letters of the resident's last name.
- Tap "Search." When the resident's name comes up, tap it.
- Then tap the green telephone. That will ring the resident's phone.

You (the resident):

- Answer the phone, give the visitor directions to your building's parking lot.
- Provide directions to your building's parking lot.
- Press 9 to open the gate.

Visitor:

- At the kiosk at the front door of the resident's building, repeat the directory routine above.

You (the resident):

- Answer the phone, tell the visitor what floor to go to, then push 9 to open the front door.

Fun fact: Your condo's number is made up of your building number, your floor number, and your apartment number, in that order.

Another fun fact: You can admit visitors from your cell phone (if it's the phone associated with the kiosks) whether you are at home or not. This is useful for package delivery and contractors.

Renting Out Units

- Homeowners may rent their units for a month or more, but not less than a month.
- Get a rental form at the office or on the website.
- Tenants must comply with all rules of the Quintet.

Animal Companions

- Dogs and cats weighing less than 15 pounds are welcome.
- For safety and identification, register your pet using the form on the website.
- Dogs must keep their owners on a leash during walks, and owners must pick up after their dogs.

Smoking

- Smoking is prohibited all over the Quintet. This includes the common areas, inside the units and outdoors as well.

Bulletin Boards

- The elevator bulletin boards, and part of the lobby and clubhouse boards are reserved for announcements from management, or announcements approved by management.
- Residents who want to offer items or services for sale, or condos for rent may post dated fliers on the designated boards in the lobby of each building and in the Clubhouse, for 30 days, maximum.
- Outside notices from your dog walker or carpet cleaner are not allowed.

Mail and Packages

- USPS mail is delivered to mailboxes in the lobby of each building.
- Packages may be left at your door, at the office, or (if the package is delivered by the Post Office) in your building's lobby Post Office lockers.
- Packages left in the office should be picked up during office hours (8:00 AM – 4:30 PM weekdays).

Garbage and Recycling

- Garbage, in tied plastic bags, may be tossed down the chutes at each end of each floor.
- You'll find a bin outside the elevator in your garage. It is for newspapers only.
- Cardboard, cans, plastic containers, paper, and glass are recycled into the bins at the end of each parking lot. They are labeled for easy sorting.
- Styrofoam and plastic bags are *not* recyclable. Put them in the garbage.
- Construction or remodeling debris must be hauled offsite.

Communications

- The *Q News* is an email that comes to your mailbox whenever there is news. If you have a suggestion or a message you'd like to convey, contact commcomm@thequintet.org. Paper copies of the *Q News* can be requested at the office. Recent back issues are available on the website.
- The Quintet website (www.thequintet.org) is where you'll find the complete rules and regulations and by-laws, news of coming events, forms you'll need for various permissions and reservations, financial information, operating budgets, board meeting minutes, and the listing of committees and their members. The Website now also includes a guide to the neighborhood if you're new in town!
- **Condos PDX** is our Facebook page, where members can post invitations, neighborhood suggestions, sell or give away furniture, ask for homeowner advice, and other friendly gestures. Its guidelines prohibit advertising, mention of rules violations, and whining. It is administered by the Communications Committee, which is not responsible for factual content posted by any group member. Join from your own Facebook page.

Red Tape

You're going to need a form for this: You can find all the forms below or on the website, or on paper in the office.

- Window and slider door request form
- Piano room and BBQ reservation form
- Open Forum speaker request form
- ACH electronic dues payment authorization form
- Architectural modification request form (for projects over \$500)
- Common area maintenance request form
- Committee action request form
- Rules violation complaint form
- Renting out form

Fun Fact: Residents cannot officially reserve the television room or the library. But they may hold events there as long as any resident is welcome to attend.

Quintet Etiquette

- Each building has only one passenger elevator to serve all the condos upstairs. Try not to delay elevators, as others may be waiting.
- Please bring the blue carts back down to the garage right away. These carts are busy!
- There are a few simple sensible rules posted in the workout room and the pool and locker rooms. Be sure to read them where they are posted.
- We don't wash our cars and motorcycles on premises. There are car washes nearby.
- We are a friendly community. Everybody is open to a wave or a greeting. Issues and complaints are reported in writing. (See "Red Tape," above)
- Not a question of etiquette, but...be sure to leave your balcony door unlocked when you are on the balcony, or keep an extra key in your balcony closet. It is a hard place to get rescued from!

Security

- Security is everyone's responsibility at the Quintet. Please keep your car locked and remove visible bags and packages from inside.
- If you have received a package in the mailroom, please collect it as soon as possible.
- If you see a building front door propped open, close it.
- Please do not open the gate or the front door for people you don't know. Legitimate guests can find their way in.
 - If you see a theft or a suspect call the Washington County Sheriff's office non-emergency line at 593-629-0111.

- In case of physical danger, call 911.

Other emergencies:

- During office hours call (8:00 am–4:30 pm) 503.292.7800.
- After hours call Bluestone Emergency # 503-222-3800

The Home Owner Association (HOA)

- The Board of Directors of our HOA make decisions about employment, how to spend and invest money, rule changes, and more.
- All residents, including newcomers are encouraged for office if you are an owner. Elections are at the annual meeting in March. Both owners and renters may join or even start a committee. It's a great way to share your skills, meet neighbors, and take part in the Quintet's progress.

- Board meetings are held on the third Tuesday of every month at 5 pm, via Zoom. A link will appear in your email. All are welcome to attend.

Vehicles

- Bicycles are stored under the stairways in the garages, behind the stairway doors.
- Motorcycles may park in your assigned parking spaces.
- If you have an extra parking space, you may rent it out to a building mate by advertising it on bulletin boards.

Staff

- Melissa MacDowell, Community Manager, Bluestone Community Management.
- Maria Correa, Office Manager (M–F, 8:00 am–4:30 pm), 503.292.7800; maria@thequintet.org.
- After hours call Bluestone Emergency # 503-222-3800
- Pedro Correa, Facility Maintenance (Monday-Friday, 8:00 am–4:00 pm), 503.866.3471.
- Additional maintenance supplied by Bluestone as needed.

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