

AMERICAN CONDOMINIUMS

ASSOCIATION GUIDELINE FOR OWNERS

Updated October 12, 2007

Section 1

Introduction

Condominium living places a large number of people in a relatively small amount of space and requires respect for the needs and rights of our neighbors as well as formal rules and regulations.

The unwritten "good neighbor" rules of common courtesy along with the formalized rules and regulations determine the high quality of living we expect at The American Condominiums. Please read the "Guidelines for The American Condominiums" and be informed. If you should have any questions contact Management or the Board of Directors.

Section 2

Assessments & Common Expenses

Obligation of Owners

All owners are obligated to pay all assessments imposed by the Board of Directors on behalf of the Association to meet common expenses of the property. Such assessments are apportioned among the owners, according to the percentages shown in the Declaration.

Manner of Collection

The Board of Directors shall assess owners for common expenses at least annually and shall stipulate the method of collection, such as the current procedure which provides for payment of the annual assessment in twelve (12) equal installments due by the tenth (10th) of each month. Each owner shall have thirty, (30) days, to pay any assessment, and if it is not paid within that time, the Board of Directors shall take whatever action it deems necessary, consistent with the Declaration and Bylaws.

Past Due Accounts

Monthly assessments will be in default if not received by the tenth of the following month. If in default, interest at the rate of ten percent (10%) annum from the due date will be added to the account. Additional costs incurred by the Association in collecting accounts in default, such as legal fees, court costs, lien filing fees, postage, etc. shall be added to the account.

Section 3

Sale, Lease, or Rental of Units

Leasing and Rental of Units

Except with the consent of the Board of Directors, no owner may lease less than their entire unit, for a term of less than a year. All leases shall be by written agreement, which shall provide that the terms of the lease shall be subject to the provisions of the Declaration, the Bylaws, and these Guidelines. Any failure by the lessee to comply with terms of such documents shall be a default under the lease and if continuing shall be a default by the owner of these Guidelines.

A copy of the lease must be filed with the Management prior to occupancy.

Prior to entry into any lease owners should obtain at least two personal references to the proposed tenant, review them with the Board of Directors and make the tenant available for a personal interview if requested.

It shall be the responsibility of the owner to assure that a tenant knows and follows these Guidelines, the Declaration and the Bylaws. Owners shall be responsible for their tenants including any damage they may do to the common elements.

Unit Occupancy Information Sheet

So that the HOA, their Board of Directors and the Management Company can better serve the residents of the American Condominiums, each new resident, whether owner or tenant, is required to provide Management, prior to moving into a unit, a unit occupancy information sheet. Once received. Management can schedule the move.

Providing Association Documents

Owners shall provide and review with all new owners or tenants copies of the following documents:

1. Declaration submitting The American Condominiums to Oregon Unit Ownership law.
2. Bylaws of the Association of Unit Owners of The American Condominiums.
3. Guidelines for The American Condominiums.

Additional copies can be obtained at owner's expense by contacting Management.

Section 4

Common Elements

Use of Common Elements

The common elements shall be used for the furnishing of services and facilities for which the same are reasonably intended, for the enjoyment of the units. This use, operation and maintenance of the common elements shall not be obstructed, damaged, or unreasonably interfered with by any unit owner.

Historic Preservation

The common elements of the condominium shall be maintained so as to preserve their historic value in accordance with all applicable Historic Preservation laws and regulations.

Fixtures and Alterations

Nothing shall be altered or constructed, no fixtures added in or removed from the common elements, except upon the written consent of the Board of Directors.

Requests

All requests to alter the appearance or add or remove fixtures to the common elements must be in writing addressed to the Board of Directors.

Exterior Lighting Noise making Devices and Antennas

Except with the consent of the Board of Directors of the Association or Management, no exterior lighting or noise making devices shall be installed or maintained on any unit and no antennas or transmitting towers shall be affixed to the general or limited common elements.

Windows, Balconies and Outside Walls

In order to preserve the attractive appearance of the condominium, the Board of Directors of the Association or Management may regulate the nature of the items which may be placed on or in windows, balconies and outside walls so as to be visible from other units, the common elements. or outside the condominium. Garments, rugs, laundry and other similar items may not be hung from windows, balconies or facades. Nothing shall be placed or permitted in or on windows, doors, and or balconies that may fall or be blown off.

Section 5

Additions, Alterations, Improvements

Structural changes

A unit owner shall not, without first obtaining written consent of the Board of Directors, make or permit to be made any structural alterations, improvement, or addition in or to their unit, or in or to the exterior of the building or any other general repair or alteration or perform any other work in his unit which would jeopardize the soundness or safety of the property, or reduce the value thereof or impair any easement unless the written consent of all unit owners affected is obtained. A unit owner shall not paint or decorate any portion of the exterior of the building or other general or limited common elements without first obtaining written consent of the Board of Directors.

Improvements

To comply with insurance provisions, each unit owner shall be required to notify the Board of Directors of all improvements to his or her unit, the value of which is in excess of Five Hundred Dollars. (\$500)

Contractors

Each unit owner shall notify Management of the date, time contractors and nature of the addition, alteration or improvements at least three (3) days prior to commencement of any major work, so that neighbors may be notified and work performed with as little disturbance as possible.

Elevator pads

It is the responsibility of each owner to assure that the wall and floor protection pads are in place when the elevator is used for materials or equipment. The carpet on the elevator floor should be covered. The protection pads are located in the Key room. Please contact HOA or Management Company. The elevator must be cleaned and all pads removed and stored in their proper place no later than 5:00 pm. daily.

Additions, Alterations, Improvements continued next page ...

Section 5 (con't)

Additions, Alterations, Improvements

Hours

All work on major non-emergency additions, alterations or improvements is limited to 8:00 a.m to 5:00 p.m. Monday through Friday. The owner is responsible to supervise the workmen on a daily basis to assure proper use of the common areas, reasonable noise levels, prompt and effective daily clean up of all common areas affected, consideration for other residents and the security of the building.

Service Entrance

All material and equipment deliveries shall be through the service entrance located on the east side in the basement. No common area doors shall be propped or blocked open, but must be kept locked at all times except when in actual use.

Sanctions

Workmen shall be informed that if they do not abide by these Guidelines they will not be allowed to continue work until compliance is assured.

Section 6

Maintenance and Repairs

Units

All repairs to any unit shall be made by the owner of such unit, who shall do all redecorating, painting and staining necessary to maintain the good appearance and condition of their unit. The unit owner is responsible for repairs and maintenance of the interior walls and partitions in their unit and the inner decorated perimeter walls, floors, ceilings, and for internal installations of the unit such as water faucets, individual water shut-offs light fixtures, toilets, telephones, heating, ventilating, and air conditioning units, garbage disposals, doors, windows, lamps and all other accessories belonging to the unit.

Each unit owner shall keep the limited common elements, (Basement storage areas, and balconies), which pertain to their unit in a neat, clean and sanitary condition.

Common Elements

All maintenance, repairs and replacements to the general and limited common elements shall be made by the Association and shall be charged to all the unit owners as a common expense. The Association is responsible for the repairs and maintenance of all common elements outside of the units as well as the undecorated and/or unfinished surfaces of the perimeter walls, floors and ceilings surrounding your unit. The Association is also responsible for pipes, wires, conduits or other public utility lines running through your unit which are utilized for, or serve, more than one unit. Call Management for such repairs.

All service requests to Management for repairs and maintenance that are not the Association's responsibility will be billed to the party placing the order. If you rent, it is wise to clarify with your owner where the responsibility lies before placing an order. Management may have the capability of answering most service needs, however, there is no obligation to use Management for your service needs if you have others you wish to engage.

Maintenance and Repairs continued next page ...

Section 6 (con't)

Maintenance and Repairs

Right of Entry

A unit owner shall grant the right of entry to the Board of Directors, Management or any other person(s) authorized by the Board of Directors in the case of any emergency originating in or threatening their unit or other condominium property, whether or not the owner is present at the time. All unit owners are responsible for ensuring management has keys for their unit. A unit owner shall also permit such persons to enter their unit for the purpose of installations, alterations or repairs to any common element and for the purpose of inspection to verify that the unit owner is complying with the Bylaws provided that requests for entry are made in advance and that such an entry is at a time convenient to the owner.

Responsibility of Repairs

Unit owners must perform promptly all maintenance and repair work within their own unit which if omitted would affect property belonging to other owners. Each owner being expressly responsible for the damages and liabilities for their failure to perform here under

Section 7

Safety and Security

Responsibility

All owners and tenants shall be responsible for their own and their guest safety and security. If you have children visiting, remember such hazards as the elevator, stairways with low windowsills, hot radiators and access to the roof, etc.

Callers

Do not buzz-in any unknown caller. If you do not recognize the caller, go to the lobby door and ask for identification before allowing entry. If they say they are there to provide a service to a neighbor do not let them in unless you know that they are expected even if they have identification.

Exterior Doors

Be sure all exterior doors are closed, latched and locked after entering or exiting

Unknown Visitors

Challenge visitors in the building who you don't recognize. A simple "Can I help you?" will let a potential criminal know that they have been seen and could be recognized.

Reports

All safety and security problems should be reported to Management immediately.

Emergency Number

If you notice anything suspicious do not hesitate to call the police at 911. It is better to err on the safe side and call them to say "oh it's probably nothing" than have a crime committed.

Keys

The Association will provide each owner with one set of keys for exterior building door locks. Key security is the owner's responsibility and copies should be kept to an absolute minimum. Owners should carefully monitor distribution and return of building access keys. Any expense incurred in resolving a lockout is for the affected owner's account. Leaving a spare key with a neighbor might be a good idea.

Safety and Security continued next page ...

Section 7 (con't)

Safety and Security

Building Phone Entry System

Name additions or name change request for the front entry system need to be made to HOA Board of Directors by either contacting the management company or contacting any board member directly. The request will be forwarded to the Secretary of the Board of Directors and recorded. The request should be made at least 72 hours prior to the date needed. Name change request will only be approved for owners and tenants who have filed an owner and resident information form. Each unit is allowed only one name on the system due to system limitations.

Section 8

Move In & Move Out

Scheduling

All move-ins and move-outs must be scheduled through Management at least one (1) week in advance. Moves will be scheduled first come, first serve and only one move in/out per day can be scheduled. Applications must be submitted with appropriate fees/and or deposit funds.

Application forms can be obtained from the management company, at the bulletin board near the mailboxes, or on-line from the American Yahoo Group site.

Hours

All move-ins and move-outs are limited to Monday through Saturday. 9:00 a.m. to 4:00 p.m. There will be no moves scheduled on Sundays or holidays.

48 hours prior to scheduled moves, notices must be posted on both the bulletin board near mailboxes and on elevator doors on 1st floor and lobby.

Requirements

The owner is responsible for maintaining security during all move-ins/outs.

All packing materials and boxes must be removed from the building. The Association does not provide disposal service for removing boxes and other materials.

Owners are responsible for any damages to the building that may occur.

All areas used, including elevator, must be cleaned (vacuumed or swept) and left free of any debris.

Move In & Move Out ...continued next page ...

Section 8 (con't)

Move In & Move Out

Parking for Moving Vehicles:

The owner is responsible for obtaining appropriate permits for moving vehicles parked in the street. The parking lot is for exclusive use of unit owners that own their individual parking spaces. Parking permits can be obtained by contacting City of Portland.

Office Location:

City Of Portland – Office of Transportation (Downtown)
1900 SW 4th Ave (1st Floor) Between College & Harrison

Phone Number: 503-823-7365

Office hours: 7:30am - 3:00pm

Owner can apply for permits over the phone.

Important: The City of Portland Office of Transportation takes 2 business days to process the request.

Signs must be up at least 24 hours before (per city). The HOA recommend signs being up 72 hours before to insure cars move and space is cleared.

Permit & plastic signs cost approx \$10.00. Please ask about barricades.

The American Building HOA has some as back up that are stored in the electrical room.

Expenses

A \$250.00 Move-in and Move out fee will be charged to the homeowner.

Failure to notify the management company of a move is subject to \$500 fine.

If the Association is required to do cleanup after move, a minimum charge of \$50.00 will be applied.

Elevator is limited to a load capacity of 1,000 pounds. If the elevator is overloaded, the owner of the unit conducting the move will be responsible for the cost of putting elevator back into service.

All owners are advised to read the Move In and Move Out Resolution for more detailed information.

Section 9

Use of Condominium Property

Common Courtesy

The unwritten "good neighbor" rules of common courtesy should govern the behavior of all owners and guests. Excessive noise, rowdiness and other conduct, which disturbs the rights of others, shall be avoided.

Guests

Owners are responsible for the behavior of their guests. The guest of one owner becomes a guest of every owner at The American. In order to assure proper administration of maintenance of the common elements and their availability to all owners, the Board has adopted these guidelines which are applicable to all owners, tenants and guests.

Residential Use

No commercial activities of any kind shall be, carried on in any unit or in any portion of the condominium without the consent of the Board of Directors of the Association. However, a owner may maintain their professional personal library, keep their personal business or professional records or accounts, handle their personal business or professional telephone calls or confer with business or professional associates, clients or customers in their unit.

Offensive or Unlawful Activities

No noxious or offensive activities shall be carried on in around the building which interfere with or jeopardize the enjoyment of the private or common elements or which are a source of annoyance to residents. People living in close quarters such as The American need to be mindful of noise levels. especially at night and early morning. Remember in an Historical building such as The American. voices, televisions. radios. stereos. instruments. slamming of doors. etc.. transmits from one unit to the next easily. No unlawful use shall be made of the condominium or any part thereof-. and all valid laws, zoning ordinances, and regulations of all governmental bodies having jurisdiction thereof shall be observed.

Use of Condominium Property continued next page ...

Section 9 (con't)

Use of Condominium Property

Pets/Animals

Only domestic dogs, cats or other household pets kept within a unit will be permitted within the condominium or any part thereof. No such dogs, cats or pets shall be permitted to run at large nor shall be kept, bred or raised for commercial purposes or in unreasonable numbers. Any inconvenience, damage or unpleasantness caused by such pets shall be the responsibility of the respective owners thereof. Those keeping domestic animals will abide by all applicable health and sanitary regulations. Pets should not be left unattended in the common area of the condominium. All pets shall be registered with Management and shall otherwise be registered and inoculated as required by law. The Board of Directors shall have the right to order a person whose pet is a nuisance to remove such pet from the premises. Owners are responsible for enforcing these rules with their tenants.

Signs and Notices

Unless written approval is first obtained from the Board of Directors, no sign of any kind shall be displayed from any unit or the common elements. Residents shall not post any name plates or other form of identification in the common areas except on the door to their own unit. The Association shall install names in the proper location in connection with the building director, etc. Residents may post personal notices, advertisements, etc. only on the bulletin board in the basement above the mailboxes. It will be the responsibility of the resident to remove such notices when they are no longer applicable.

Deliveries

All deliveries' and removals of large items such as furniture, shrubs, etc. are to be made through the service entrance, not the second floor lobby.

Solicitation

There shall be no solicitation at the condominium.

Loitering

There will be no loitering at The American.

Use of Condominium Property continued next page ...

Section 9 (cont.)

Use of Condominium Property

Children

Children shall not be permitted to play on, or in, the stairways, halls, vestibules, lobbies, residents, guest parking spaces or elevator unless supervised by an adult.

Laundry Facilities

It is important you clean the dryer screens when you are finished, and the laundry room shall be left clean of lint, dirt, soap and other personal articles.

Storage

Nothing will be done or kept in any unit or in the common elements which would be in violation of any law or increase the rate of insurance on the building.

Section 10

Enforcement

These guidelines are perceived as reflecting the values and standards of conduct already commonplace at The American and which have consistently made this a nice place to live. Continued harmonious living, we believe, depends more upon reminding ourselves frequently of the concerns of our neighbors that upon authoritarian enforcement of our rules. Any continuing lapse of responsibility with regard to these guidelines should be brought to the attention of your Board of Directors.

Additional Section

Recycle Guidelines

Aluminum

Rinse cans, food trays and foil.
Place in the appropriate bin with tin cans.

Brown Bags

Brown grocery bags may be recycled. Place folded bags in a paper bag.

Cans, Tin

Rinse, cut out both ends, flatten and remove label. Cans with rounded bottoms such as cat food or tuna cans, need not be flattened.

Cardboard

Only corrugated cardboard may be recycled Cardboard boxes must be flattened and tied into bundles that are no more than 36 inches long in any direction. Do not include cereal boxes or egg cartons. If placed in trash bin, all cardboard boxes must be flattened **Glass Containers** Sort by color. Rinse. labels and lids ok. No light bulbs, cookware or window glass.

Newspaper

Place newspapers (newsprint) only in large bin marked "newspapers." Do not include magazines, catalogs or junk mail.

Plastic Milk Jugs

Rinse and crush. Labels ok. Do not include caps and rings.

Additional Section continued next page ...

Additional Section

Contractor Rules

The unit owner having alteration or renovation work done is responsible to see that all contractors and service people follow these regulations. The unit owner is also responsible to complete an Alteration or Renovation Information Form and provide a copy at least three (3) days in advance to any Board of Directors member for their signed approval. The intent of these regulations is to protect the life and health of residents and contractors, integrity of the building, quality of living and provide assistance to owners wishing to make alterations and renovations. **Exceptions to these rules require** written Board approval.

- 1. Building Orientation:* Contractors/service people can avoid problems by contacting any Board of Directors member who will then schedule a building orientation.
- 2. Working Hours:* 8:00 a.m. to 5:00 p.m. Monday through Friday. No work creating a disturbance to the common areas or an odor or noise detectable to other residents is allowed on Saturday or Sunday unless it is of an emergency nature.
- 3. Building Access:*• Contractors/service people, their equipment and materials may use the service entrance on the east side of the building. It is the owner's responsibility to let contractors/service personnel into the building. No common area doors shall be propped open without a watchperson providing security. If delivery of materials and/or equipment necessitate using the front entrance, notify any Board of Directors member at least 24 hours in advance.
- 4. Carpets & Floors:* All common area floors and carpet are to be protected from damage during renovations.
- 5. Elevator:* It is the responsibility of each owner to assure that the walls and floor protection pads are in place when the elevator is used for materials or equipment. Elevator must be cleaned and all pads must be stored in their proper place no later than 5:00 daily.
- 6. Cleaning:* Contractors/service people are required to clean all common areas (i.e. elevator, floors, carpets, walkways, etc.) of trash, dirt, dust, etc. caused by their work. This shall be done as needed, but no less than once-a-day at 5:00 p.m.

Use of Condominium Property continued next page ...

Contractor Rules continued next page ...

Additional Section

Contractor Rules (cont.)

7. Debris Removal: Contractors/service people are expected to remove all of their work debris from the property (i.e. sheetrock, carpet, wood scraps etc.) providing their own dumpbox if necessary. (The Board is to be contacted as to its location) No construction debris, other than sawdust or broom/vacuum debris is to be placed in the dumpster, and then only if tied in a plastic bag.

8. Power Equipment: All cutting, sawing, building materials, etc. are to be used/stored inside the unit.

9. Modification on Building Functions: - If the work to be performed requires modification to the plumbing, electrical or structural integrity of the unit or common area, specific written approval from the Board of Directors is required. Except for emergency situations, all water, heat or other building shut-offs must be posted three (3) days in advance. No water, heat or other building functions are to be shut-off without specific written approval by the Board of Directors.

10. First Aid: All contractor/service people are to provide for first aid and safe working conditions.

11. Expenses: Any expenses incurred by the Association for non-compliance with these regulations will be charged back to the unit owner for whom the contractor is working.