

Murrayhill Woods Condominium Owners Association

Community Policies and Guidelines

Welcome to Murrayhill Woods Condominium Association. We would like to take this opportunity to familiarize you with the Policies and Guidelines of your Condominium Community.

Management Office Hours:

Monday: 10:00am to 1:00 p.m. & Thursdays: 2:00pm to 5:00pm (CLOSED HOLIDAYS)

Contact Information:

Board of Directors: Board@MurrayhillWoods.com

FRESH START Real Estate, Inc. - Manager: Manager@MurrayhillWoods.com

1) Assessment Payments

- a) Payments are payable to **Murrayhill Woods COA**, C/O FRESH START Real Estate, Inc. - 6107 SW Murray Blvd., #313; Beaverton, OR 97008. **You can also pay online at www.PayMHW.com.**
- b) Credit card payments are only accepted with online payments. Traveler's checks are not accepted.
- c) Assessment payments are to be made in full each month on the 1st.
- d) Assessments are considered timely until midnight on the 10th of each month. A late fee in the amount of 25% of the monthly COA assessment will be assessed for all payments received after this time. Please refer to the Murrayhill Woods Collection of Unpaid Assessment Resolution for additional information.
- e) A \$35.00 non-sufficient funds (NSF) fee will be assessed on all returned checks. Replacement of NSF checks must be in the form of certified funds. A returned or stop payment check also constitutes late payment; you will be assessed a late fee as indicated above.

2) Lost Keys

- a) Individual facility keys lost during residency may be replaced for \$10.00 each. Mailbox lock/ key must contact US Postal Service for replacement.

3) Pets

- a) Only one indoor domestic cat allowed per unit, except as otherwise required by law (ADA, Fair Housing Act, Section 504, or other applicable state/ federal law).

4) Insurance

- a) Condominium insurance must be obtained. Owners/Residents are responsible for all damage to the condominium and/or loss or damage to personal property due to fire, theft, vandalism or water damage. Please see Article 8, Section 8.7 of the MHW Bylaws.

5) Parking

- a) Residents must park their vehicle(s) in the reserved carport assigned to their condominium.
- b) Motorcycles may not be parked or stored inside your condominium or on the sidewalk.
- c) All vehicles must have a valid DMV registration and be in good running condition (not leaking fluids, flat tires, etc.). Vehicles may not be stored anywhere on the property. The following vehicles will be subject to tow at the owner's expense: abandoned vehicles; vehicles with expired license plate tags; vehicles parked in fire lanes, handicap zones or reserved spaces; vehicles double-parked, blocking trash receptacles or vehicles parked on or over the lines distinguishing one parking space, and apparent inoperable vehicles.
- d) Vehicle maintenance may not be performed on the property under any circumstances.
- e) Vehicles may not be washed on the property.
- f) The speed limit is 5 MPH on all community driveways and parking areas.

6) Your Condominium Home

- a) Residents are expected to conduct themselves and guests in a manner that will not disturb their neighbor's peaceful and quiet enjoyment of their condominium. Musical instruments, televisions, stereos, laundry equipment and other appliances can be used or played between reasonable hours, normally 7:00am to 10:00pm and at a reasonable volume.
- b) No blinds, awnings or non-conforming curtains or drapes shall be installed on the exterior of your unit. Roll-down shades will be permitted on patios and balconies from May 1st to September 30th. Shades must be kept clean and in good repair. The Board's definition of clean and good repair shall be the final definition. Shades must be of beige, tan or neutral tones. No white, black or colored shades will be permitted.
- c) Residents cannot cover your exterior and/or interior windows with foil, plastic or any other material that will change the exterior appearance of your condominium home.
- d) Exterior/interior windowsills and ledges shall not be used for general storage.
- e) No personal property of any kind can be stored or left in public areas. These areas include walkways, stairways, sidewalks or any other common area on the property.
- f) Residents or guests may not play or ride bicycles, skateboards, or other play equipment in the parking area, sidewalks, driveways or planting beds. Bicycles are allowed on 146th Terrace and designated roadways.
- g) Residents shall not hang towels, laundry, clothing or anything else on balconies, railings, decks, patios, blinds, or windowsills.
- h) No wires, ropes, antennas, cable / phone jacks, satellite dishes for radio or television shall be installed without written permission from Board of Directors.
- i) Balconies and patios are not to be used for general storage. For safety, residents are encouraged to keep a clear entrance/exit to the patio/balcony.
 - i) Acceptable items are patio furniture, plants and BBQ's.
 - ii) Charcoal BBQs are not permitted.
 - iii) Bikes are acceptable with a maximum limit of two.
 - iv) One wind chime is permitted.
 - v) Planters on railings must hook on or over the railing.
- j) Window air conditioners are not permitted. Portable air conditioners venting to the inside of a screen are permitted.
- k) Entryways may have one item hanging from the door (the hanger must not be adhered to the door in a way that will damage the door) and a doormat.

7) Parcel Deliveries

- a) The office will not accept resident parcel deliveries under any circumstances.

8) Service Requests and Maintenance Emergencies

- a) Please contact the management office for maintenance and service requests either in person, during office hours, or by phone at (503) 319-5848. Verbal requests may not be given to maintenance personnel.
- b) You will be given the option to leave a voice mail message when the office is not available; the appropriate personnel will be contacted as soon as possible to assist you.
- c) Non-emergency service requests will be performed during office hours in the order in which they were received. Emergency work orders take precedence over non-emergency work orders. We strive to perform all requested maintenance within 48 hours unless parts need to be ordered to complete the service.

9) Common Areas

a) Pool and Spa:

- i) The pool and spa are open from Memorial Day through Labor Day. Hours: 10:00 a.m. ~ 10:00 p.m.
- ii) Residents and guests shall abide by all posted signs in and around the pool and spa area AT ALL TIMES.
- iii) No lifeguard on duty. Swim or soak at your own risk.

- iv) Owners and/or Residents are allowed no more than two guests per condominium at any one time. Guests must be under the direct supervision of the Owner/Resident while using the facilities. Owners and Residents take precedence over guests. In the event of over-crowding guests may be asked to leave.
- v) Pool gates are to remain locked and closed at all times. Do not let anyone in the area without a key.
- vi) Showering is required prior to entering the pool and spa.
- vii) Swimming attire only: no cut-offs.
- viii) No disposable diapers allowed. Plastic pants and swim diapers are acceptable. Diapers are not to be disposed of in or around the pool and spa area, or in the clubhouse, fitness room, or rest rooms.
- ix) Persons with long hair are encouraged to tie back their hair or use a swim cap to avoid clogging the pool filter and mitigate pool maintenance costs.
- x) No food in the pool or spa areas. Soft drinks must be in plastic containers or cans. **NO GLASS ALLOWED.**
- xi) Persons under the influence of alcohol are not permitted in the pool and spa area under any conditions.
- xii) Smoking is strictly prohibited in the pool and spa area, the clubhouse, fitness room, and restrooms. Cigarettes and cigarette butts shall not be disposed of anywhere on the ground or in common areas.
- xiii) **NO PETS ALLOWED.**
- xiv) **NO SUN TAN OIL IN THE POOL AND SPA.** It clogs the filters and results in frequent pool and spa closure.
- xv) **NO HORSE PLAY, RUNNING, YELLING, JUMPING OR DIVING ALLOWED.**
- xvi) No offensive language.
- xvii) Radios are permitted but must be kept at a low volume as not to interfere with other residents' enjoyment of the facilities.
- xviii) Residents and guests under the age of 14 must be under the direct supervision of a resident 18 years and older.
- xix) Children under 5 are not allowed in the spa.

b) Exercise Center:

- i.) Open 24 hours.
- ii.) Work out and use equipment at your own risk.
- iii.) Hand towels are required during work out.
- iv.) Please wipe down equipment after each use.
- v.) No food, beverages or glass allowed. Water is permitted.
- vi.) Residents and guests under the age of 14 must be under the direct supervision of a resident 18 years and older.
- vii.) Turn off all lights and close all windows when exiting the fitness room.

c) Clubhouse:

- i.) The clubhouse is open during office hours.
- ii.) Residents and guests under the age of 14 must be under the direct supervision of a resident 18 years and older.
- iii.) The clubhouse may be reserved from 10:00 a.m. to 10:00 p.m. The unit owner **MUST** contact **FRESH START** Real Estate, Inc. to receive all paperwork and to set up reservation.

NOTE: Management is not responsible for any accidents or injuries that may occur while in or using the facilities. Delinquent accounts or failure to follow the above rules will result in the loss of privileges.

Please contact **FRESH START** Real Estate, Inc. in the Management Office or at (503) 319-5848 if you have questions or concerns regarding a possible violation and/or questions, concerns, requests, regarding the Policies and Guidelines.

The Murrayhill Woods Condominium Association Governing Documents are referenced throughout the Policies and Guidelines. If you have not obtained a copy of the Governing Documents, please contact the office for an electronic copy.