

# Murrayhill Woods Condominium Owners Association

## Rules & Regulations ~ Policies & Guidelines

Welcome to Murrayhill Woods Condominium Association. Please take this opportunity to familiarize yourself with all of the Policies and Guidelines of your Condominium Community. **NOTE: Murrayhill Woods does not provide warnings for infractions of the rules.** Any violations to the Bylaws or these Rules & Regulations will be subject to the Murrayhill Woods Enforcement & Fine Resolution.

**Management Office Hours: (BY APPOINTMENT ONLY)**

**Contact Information:**

**FRESH START Real Estate, Inc. - Manager@FRESHSTARTofOregon.com**

### 1) Assessment Payments for Owners

- a) Payments are payable to **Murrayhill Woods COA**, via the online portal at **www.PayFreshStart.com**. If you need help logging into the system, please contact management.
- b) Credit card payments are only accepted with online payments (there is a convenience fee for credit card payments. No fees are charged for online payments by e-check. Starting September 1<sup>st</sup>, 2019, personal checks, BillPay checks, Traveler's checks, cash, and money orders will not be accepted. Beginning January 1, 2023 all checks processed will be charged a \$15.00 administrative fee.
- c) Assessment payments and other amounts due are to be paid in full each month on the 1st.
- d) Assessments are considered timely until 5:00pm 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 for any amounts that are past due (per Bylaws Article 6, Section 6.6). 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 or reversed EFTs. Multiple reversals or NSF payments may require future payments by certified funds. A returned or stop payment check also constitutes late payment; and a late fee will be assessed as indicated above.

### 2) Facility Keys (Owners & Residents)

- a) Two facility keys are allowed per unit and are available at a cost of \$25.00 each. Individual facility keys lost during residency may be replaced for \$100.00 each. Mailbox lock/ key may be replaced by contacting the US Postal Service (Aloha Post Office at 503-848-3919). The COA does not assist with mail keys.

### 3) Pets and/or Other Animals

- a) Murrayhill Woods is a **no dog** community. Only one indoor domestic cat is allowed per unit, except as otherwise required by law (ADA, Fair Housing Act, Section 504, or other applicable state/ federal law). No animal shall be allowed to roam outside of the unit. All animals must be approved by and registered with the Board of Directors **prior** to being allowed on the property. Any animal brought on to the property without prior approval will be subject to fine and/or removal. All animals must be leashed at all times when not inside of the condominium unit.

### 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, which requires the following:
  - i) Owners shall be responsible for purchasing insurance policies insuring their units;
  - ii) Proof of such insurance coverage shall be provided to the Association by the Unit Owner;
  - iii) Owners and tenants of all Units shall procure and maintain comprehensive liability policies having combined limits of not less than Fifty Thousand Dollars (\$50,000) for each occurrence.
- b) Owners shall name **Murrayhill Woods COA; C/O 6107 SW Murray Blvd., #313; Beaverton, OR 97008** as a named additional interest on their insurance policy. Failure to provide proof of insurance may be subject to a fine.
- c) The master policy insurance deductible is \$25,000 per unit for water damage claims, and \$25,000 per occurrence for all other claims.
- d) It is recommended that Owners obtain Loss Assessments Coverage for Earthquake. That is Endorsement 440. This endorsement provides coverage for the insured's share of special loss assessments charged by a corporation or association of property owners as a result of direct loss by earthquake to property owned by all members collectively. The limit is the most that will be paid for any one loss, regardless of the number of assessments. Talk to your insurance carrier for further information.

5) **Owner/Landlord & Rentals (See Murrayhill Woods Leasing Resolution at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com))**

There is no rental cap in Murrayhill Woods. All leases shall be in writing. Owners are fully responsible for the action of their Tenant(s). **Owners/Landlords are required to distribute and go over a copy of these rules and regulations with all Tenants.** Owners/Landlords are required to provide the following information to the Association within 10 days after a new lease is signed:

- a) Complete contact information for any management company being used to professionally manage the unit, if any.
- b) A copy of the Tenant's lease identifying all occupants of the unit including ages of children.
- c) Phone and email contact information for all adult Tenants (18 years of age or older).
- d) A copy of the Tenant's Renters Insurance policy showing comprehensive liability with combined limits of not less than \$50,000 (Bylaws Sec. 8.7).
- e) Tenant's vehicle information including year, make, model, color, and license plate number.
- f) All leases must include language that all residents and guests must abide by Association rules.
  - All Tenants shall always be under the control of and subject to the Declaration, Bylaws, rules and regulations of the Association and the Board of Directors (Bylaws Sec. 7.13).
  - Each of the Units shall be occupied as a single-family private dwelling by its owner or their tenants, and for no other purpose (Bylaws Sec. 7.1).
  - No Unit Owner may lease less than the entire Unit (Bylaws Sec. 7.1).
  - No rooms may be rented (Bylaws Sec. 7.13).
  - No Unit Owner shall be permitted to lease his Unit for a period of fewer than 30 days (Bylaws Sec. 7.13).

6) **Parking**

- a) All vehicles must be registered with the Association, and a valid parking permit decal must be displayed and visible on the front or rear windshield of the vehicle. Vehicle Registration forms can be found at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com). Residents **must** park their vehicle(s) in the reserved carport assigned to their condominium (see 6(c) and 6(d) below). Vehicles parked in carports not assigned to their unit are subject to fine and/or tow at owner's expense.
- b) Motorcycles may not be parked or stored inside your condominium, on ny sidewalk, or in any other common area not designated for parking.
- c) All vehicles must have a valid DMV registration and be in good running condition (not leaking fluids, flat tires, broken windows, etc.). Vehicles may not be stored anywhere on the property (must move every 72 hours) without prior written consent of the Board of Directors or their agent. The following vehicles will be subject to a fine and/or tow at the owner's expense: abandoned vehicles; vehicles with expired license plate tags; unauthorized vehicles parked in fire lanes, handicap zones, or reserved spaces; vehicles double-parked, vehicles apparently being stored (without moving for extended periods), vehicles blocking trash receptacles or vehicles parked on or over the lines distinguishing one parking space, apparent inoperable vehicles, designated vehicles observed parked in an open, uncovered parking spot, vehicles parked in carports not assigned to the unit, and registered vehicles with an improperly displayed or missing parking permit decal.
- d) P.O.D.S or similar portable storage/moving containers are strictly prohibited to be placed anywhere on the condominium property. A violation of this provision shall be subject to a \$100.00 per day fine and the cost to promptly remove and/or tow the container off of the property.
- e) **Residents must park their designated vehicle(s) in the reserved carport(s) assigned to their condominium.** Residents are prohibited from parking their designated vehicle(s) in open, uncovered parking spots. All vehicles must be registered with the Association. Vehicles registered with "Open" parking permit decals may park in any uncovered parking spot. Guests do not require a parking permit decal, and can only park in open, uncovered parking spots. If a Guest's vehicle will be remaining onsite for more than 48 hours, Management must be notified of the vehicle make, model, color, and license plate number to avoid being towed. Designated vehicles parked in open, uncovered parking spots are subject to a fine (without notice). If a Resident is quickly unloading their vehicle, they are encouraged to park sideways in front of the open, uncovered parking spot **with their flashers on** and move the vehicle to their carport immediately after unloading their vehicle. Residents **must** move vehicle immediately if blocking another vehicle who is attempting to leave.
- f) Vehicle maintenance may not be performed on the property under any circumstances.
- g) Vehicles may not be washed on the property.
- h) The speed limit is 5 MPH on all community driveways and parking areas.

## 7) Signage

No signage is allowed in the community, including in windows, on balconies, or in the common areas. One real estate yard-arm sign can be placed in the designated area at the northwest corner of Murray Blvd. and Sapphire Ln. Open house A-board signs are allowed only during the open house and must be removed upon completion of the open house. No flyer boxes are allowed in the community. Flyer boxes can be placed on the yard arm sign on Murray Blvd.

## 8) Your Condominium Home

- a) **Murrayhill Woods Condominiums is a no-smoking community effective March 1, 2017.** Smoking is strictly prohibited anywhere within the boundaries of Murrayhill Woods including inside any unit, in the parking lot, in a vehicle in the parking lot, on the sidewalks, or in any common or limited common area. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or smoldering cigarette, cigar, tobacco product, marijuana product, and all similar substances (i.e. e-cigarettes or vaping products), whether legal or illegal. Cigarettes and cigarette butts shall not be disposed of anywhere on the ground or in common areas or dumpsters. Anyone found violating this provision shall be subject to a minimum fine of \$250.00 per occurrence. Owners are responsible for Tenants and their guests.
- b) No structural or mechanical alterations shall be made to any condominium unit without prior written consent of the Board of Directors. No hard surface flooring including, but not limited to hardwood or engineered flooring, laminate flooring, tile, or marble shall be installed in any upper unit except for the kitchen, bathroom, and utility areas.
- c) 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 8:00am to 10:00pm and at a reasonable volume. Residents are required to observe quiet times in the community after 10:00pm and before 8:00am. Bath fans shall not be left running for extended periods of time.
- d) No non-conforming blinds, awnings, curtains, shades, or drapes shall be installed on the interior or exterior of the unit. For the purpose of exterior uniformity, interior blinds shall be white horizontal 2-inch wood or faux wood for the bedrooms and dining room, and white vertical blinds for the sliding door. Any curtains hung inside of the conforming blinds MUST be solid white facing to the exterior (color curtains facing outwards are prohibited). Only approved exterior roll-down shades will be permitted on patios and balconies. All blinds and shades must be kept clean and in good repair. The Board's definition of clean and good repair shall be the final definition. Blinds and exterior shades must be similar to the approved products shown at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com). No other style or color of blinds or exterior shades are permitted.
- e) Specific (pre-approved) retractable front door screens may be permitted with Board approval.
- f) Residents cannot cover the exterior and/or interior windows with foil, plastic, stickers, or any other material that will change the exterior appearance of the condominium home.
- g) Exterior/interior windowsills and ledges shall not be used for the placement of personal property or general storage.
- h) No personal property of any kind can be placed, stored, or left in public common areas. These areas include walkways, stairways, sidewalks, grassy areas, planting beds, or any other common area on the property.
- i) 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.
- j) Residents shall not hang, place, or fasten towels, laundry, clothing, or anything else on balconies, railings, decks, patios, balcony or patio ceilings, blinds, or windowsills.
- k) No wires, ropes, antennas, cable / phone jacks, satellite dishes for radio or television shall be installed without written permission from Board of Directors.
- l) Balconies, patios, and entryways are not to be used for general storage. For safety, residents shall keep a clear entrance/exit to the patio/balcony/stairway.
  - i) Acceptable patio/balcony items are suitable patio furniture (no interior furniture), plants (not empty pots) and BBQs with one attached LP tank (charcoal BBQs are not permitted).
  - ii) Bicycles are acceptable with a maximum limit of two. Bicycle covers must be of beige or black in color.
  - iii) One wind chime and one hummingbird feeder are permitted. Seeded bird feeders are prohibited.
  - iv) Planters on railings must hook on or over the railing to prevent falling (no freestanding items are to be placed on the upper handrails).
- \* Any items that do not fall within the definition of the above items are prohibited and may be subject to a fine.
- m) Window air conditioners are not permitted. Portable air conditioners venting to the inside of a screen are permitted.

- n) No bicycles or any other personal property shall be mounted to the exterior siding of the building or any other part of the common or limited common areas without prior board approval.
- o) Entryways may have one (non-holiday oriented) 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.
- p) All permitted holiday decorations, including but not limited to colored lights, must be removed no later than 14 calendar days after the date of the holiday.

## 9) Garbage & Recycling

- a) There are two recycling dumpsters located on the property. One is on the east side of 146<sup>th</sup> Ter. at the entry from Beard Rd. at the north end of the complex, and the other is on 146<sup>th</sup> Ter. located on the east side of the entry from Sapphire Ln. at the south end of the complex. Owners and Residents are required to follow the posted signage in the recycle area as to what materials are placed in what bins and/or the dumpster. Boxes must be flattened before placing in the recycling dumpster container. **NO STYROFOAM OR PLASTIC BAGS ARE ALLOWED IN THE RECYCLE DUMPSTERS.**
- b) There are seven waste/garbage dumpsters located throughout the condominium property. Owners and Residents are required to follow the posted signage in the garbage/waste dumpster areas.
- c) No items are allowed to be placed on the ground outside of the dumpster container or cubicle area.
- d) Dumpster lids shall not be raised more than 6". No items are allowed on top of any dumpster. Overfilling dumpsters, whether or not there is signage indicating that a dumpster is full, is strictly prohibited. If an Owner or Resident notices a full dumpster, they are required to put their waste in an alternate dumpster.
- e) No Christmas trees shall be disposed of inside or outside of any of the cubicle areas, or in any other common areas in the community. It is the Owner/Resident's responsibility to dispose of these items off site.
- f) No furniture, appliances, televisions, mattresses, or other large items are to be disposed of inside of dumpsters, inside or outside of any cubicle areas, or in any other common areas in the community. It is the Owner/Resident's responsibility to dispose of these items off site.
- g) No garbage, boxes, bags, or other similar items are allowed to be placed, at any time, in entry areas, balconies, patios, sidewalks, or in any other common areas in the community, temporarily or otherwise.
- h) No illegal dumping is allowed. Dumpsters are for the use of Owners and Residents only. If you observe any suspicious dumping activity, please notify Management immediately. Photos and license plate numbers are very helpful to deter this type of illegal activity and trespassing.
- i) Violation of any of the above-identified rules is subject to a fine. Video and audio recordings may be in progress at various times but are not required as evidence on any violation issued.

## 10) Parcel Deliveries

- a) The office will not accept resident parcel deliveries under any circumstances. The Association is not responsible for any packages left in any doorways or in any common areas.

## 11) Service Requests and Maintenance Emergencies

- a) Please process all Service Requests through the Owner portal at [www.PayFreshStart.com](http://www.PayFreshStart.com), or be emailing [Manager@FRESHSTARTofOregon.com](mailto:Manager@FRESHSTARTofOregon.com) 24/7. Emergency requests should be sent via text message to (503) 319-5848. Verbal requests may not be given to maintenance personnel.
- b) Non-emergency service requests will be performed during business hours at the discretion and scheduling of the Association. Emergency work orders take precedence over non-emergency work orders. We strive to perform all requested maintenance within 72 hours unless parts need to be ordered to complete the service.
- c) If you observe suspicious activity, please report the activity to Management and to Beaverton non-emergency at 503-929-0111.

## 12) Common Areas

### a) Pool and Spa:

- i) The pool and spa are open from Memorial Day through Labor Day by the Board of Directors. Hours: 10:00 a.m. to 10:00 p.m. Times and dates may be otherwise changed at the discretion of the Board of Directors.
- ii) Residents and guests shall abide by all posted signs in and around the pool and spa area **AT ALL TIMES**. Video and audio recordings may be in progress at various times.
- iii) No lifeguard is on duty. Swim or soak at your own risk. No offensive activity or offensive apparel is allowed. The Association and/or Management shall have sole discretion to determine what is offensive.

- iv) Owners and/or Residents are allowed **no more than two guests** per condominium at any one time. An Owner or registered Resident must be present **at all times** whenever guests are present in the pool/spa area.
- v) Sharing of a facility key is expressly prohibited and may result in loss of use privileges and/or a fine. Owners and Residents take precedence over guests. In the event of over-crowding guests may be asked to leave. Over-crowding shall be at the discretion of the Board or Management.
- vi) Pool gates are to remain locked and closed at all times. Do not let anyone in the area without a key.
- vii) Showering is required prior to entering the pool and spa.
- viii) Swimming attire only: no cut-offs or other clothing.
- ix) 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.
- x) Persons with long hair shall tie back their hair or use a swim cap to avoid clogging the pool filter and mitigate pool maintenance costs.
- xi) **No food or glass in the pool or spa areas.** Soft drinks must be in plastic containers or cans. Any spillage must be thoroughly rinsed from the ground to prevent insect and rodent activity.
- xii) Persons under the influence of alcohol are not permitted in the pool and spa area under any conditions.
- xiii) NO PETS ALLOWED.
- xiv) NO SUNTAN OIL IN THE POOL & SPA. It clogs the filters and results in frequent pool & spa closure.
- xv) NO HORSE PLAY, RUNNING, YELLING, JUMPING OR DIVING ALLOWED. **Anyone observed diving in the pool will be asked to leave the pool area immediately.**
- xvi) No offensive language.
- xvii) Radios and cell phones 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 an Owner or registered Resident 18 years of age or older.
- xix) **Children under 5 are not allowed in the spa at any time (including sitting with feet in the water).**
- xx) Do not walk, crawl, or play on the spa or pool covers.

**b) Exercise Center:**

- i.) Open 24 hours. No offensive activity is allowed. Work out and use equipment at your own risk. Video and audio recordings may be in progress at various times.
- ii.) Use of the fitness room is for registered Residents & Owners only (no guests). Must be 18 years of age or older.
- iii.) Hand towels (not paper towels) **are required** during work out (**bring your own towel**). Equipment must be wiped down after each use.
- iv.) No food, beverages (including soft drinks) or glass are allowed in the fitness room. Water is permitted.
- v.) Turn off all lights and fans and close all windows when exiting the fitness room. Please close blinds on extremely warm days (when temperatures exceed 85 degrees). Otherwise leave blinds open.
- vi.) **PLEASE leave the room in the same or better condition as when you arrived.**

**c) Clubhouse:**

- i.) Video and audio recordings may be in progress at various times in the clubhouse, fitness room, bathroom hall area, and exterior common areas.
- 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: All Owners, Residents, and Guests are bound to the terms of the Governing Declaration, Bylaws, Amendments, Schedules, Resolutions, and Rules and Regulations of Murrayhill Woods Condominiums, whether having read them or not.** The Association and Management are 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 a fine and/or the loss of use privileges. No warnings are provided.** Facility keys must be returned to the Association and/or Management immediately upon request for any sale or violation.

Please contact **FRESH START** Real Estate, Inc. via the Owner Portal at [www.PayFreshStart.com](http://www.PayFreshStart.com) or by emailing [Manager@STARTofOregon.com](mailto:Manager@STARTofOregon.com) 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, or wish to view any other Association Documents, please visit [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com).