

**Highlands Condominiums Home Owners Association**  
**Request for Board Approval for Potential Commercial Activity**

**Unit Owner Name:** \_\_\_\_\_

**Contact Information:**

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_

Please respond to the items below. The Board of Directors will review the information provided by you to determine if the activity is a commercial activity, and if it is in compliance with the HOA's CC & Rs, Bylaws, and House Rules. The Board of Directors will notify you of its decision as soon as possible.

1. Please provide a brief description of the activity for which you are seeking Board approval. You may include urls to a website that provides additional information about the activity.

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2. Please indicate your business hours: \_\_\_\_\_

**Please check the appropriate response for items 3-15:**

	<b>Yes</b>	<b>No</b>
3. Is the activity/business registered (with state of OR, or county, or city?) to the unit's address?		
4. Is the activity conducted by the unit owner/resident for financial gain?		
5. Does the activity result in products/services marketed or promoted for sale by the unit occupant?		
6. Is the unit the primary/only location associated with the activity?		
7. Are off-site locations (e.g., warehouses, studios, labs, office space, construction sites, schools) the primary location of the activity?		

8. Does the activity involve employee(s) (non-residents or residents of the HOA) entering and exiting the unit at any time of day?		
9. Is the activity conducted in a manner and/or at a time of day that conflict with quiet hours?		
10. Does the activity result in noise pollution outside of quiet hours negatively impacting residents (e.g. use of machinery, setting up/taking down equipment)?		
11. Does the activity result in toxic fumes negatively impacting residents (e.g. dyes, paints, chemicals)?		
12. Does the activity result in odors negatively impacting residents (e.g., cooking odors, marijuana smoke, perfumes, animal odors)?		
13. Does the activity pose a potential fire risk to the unit and/or adjoining units (e.g. due to cooking, welding, blow-torching, use of open flames)?		
14. Does the activity pose a potential risk for water damage to the unit and/or adjoining units (e.g., use of water baths, large amounts of liquids for processing)?		
15. Is the activity illegal under city ordinances or state or federal law (e.g., meth labs; illegal transport of substances, merchandise, or animals)?		

Thank you for providing this information. The Board of Directors will contact you if additional information is needed.