

Dear Resident,

Welcome to the Highlands Condominiums!

Enclosed you will find a Resident Information Packet and Policy Resolutions.

For your benefit, I would like to encourage you to take the time and read everything that is enclosed.

If you have any questions or concern, please call the office at (541) 484-9700.

The office is located in the Recreation Center, but it is best to reach us by telephone or email and we will be happy to help in any way.

Your white key card is needed to enter the Recreation Center. Do not give out your key card to any guests that you may have. The access card is tracked with the entry system and you will be responsible for any damages.

We hope you enjoy your new home.

Sincerely,

Highlands Board of Directors

Greg Gumbs & Mark Campbell: On-site Property Managers
Jared Craner: Maintenance and Landscaper

POLICE EMERGENCY.....911

POLICE NON-EMERGENCY.....(541) 682-5111

Highlands Condominium
440 Stonewood Drive
Eugene OR 97405

Office: (541) 484-9700

Property Management Email: highlands97405@gmail.com

Highland's Board of Directors

Jennifer Durand	Chair
Joe McCully	Treasurer
Terrie Chrones	Secretary
Kim Kunkel	
Kimberly Murphy	

Farmers Insurance

1441 Oak Street #1
Eugene OR 97401
Agent: J Bonzer (541) 683-3141

Comcast: 1-888-824-8264
(Cable included)

EWEB (541) 344-3561

Southside Post Office: (541) 349-9774

Recreation Center Lobby Phone: (541) 484-0217

Monthly Association Dues

F= FLAT	\$198.00	(64 units)
T= TOWNHOUSE	\$206.00	(64 units)
G= GARAGE	\$ 47.00	

We have 128 units at the Highlands.

IMPORTANT INFORMATION

Activities: No commercial activities of any kind shall be carried on in any unit or in any other portion of the condominium without the consent of the Board of Directors of the Association.

Bulletin Boards: Located in the breezeways by the mailboxes. All monthly meetings will be posted there. Special meetings and announcements will be posted, and you may post here also on 3x5 cards.

Keys: It is the owner's responsibility to make sure residents receive a copy of the keys to the laundry room and mailbox. The electrical room key is located in the laundry room on the wall; please return after use. Lost keys are \$10.00 for laundry room keys and mailbox keys are \$30.00.

Monthly Assessments & Special Assessments: Monthly assessments are due on the first of each month and late after the 10th. Special assessments are due when announced. Late fees are \$25.00 for all past due accounts and \$25.00 each month thereafter. After (90) ninety days of unpaid monthly assessments, a lien will be filed against your property. Please make check payable to **Highlands Condominium and mail to Bottom Line, 1699 Oak Street, Eugene, OR 97401**

Pets: No more than one dog or two cats will be allowed. All dogs **must** be on a leash at all times. Dogs must not be allowed to threaten others or bark in a manner that would disturb others' peace. **Residents are to clean up (waste) after their pets each time; fines will be assessed for infractions to their policy.** Cats are not allowed to run free, they too need to be leashed if outside your unit. No animals, livestock, or poultry of any kind may be raised or bred, including dogs and cats.

Quiet hours: Quiet hours are 10:00 p.m. to 8:00 am. Disturbing the peace at any time is a violation. Please show consideration and respect for those living near you. Residents shall exercise extreme care about making excessive noise. Residents with washers and dryers inside their units, please remember you have neighbors. Disturbing the peace is a violation and loss of privileges to the recreation center.

Sewer Lines: Please never put grease down your sink. Dispose of grease with your trash in the dumpster. If you need your drain cleared, it is your responsibility—if you cause a back-up for your neighbors, you will be financially responsible.

Visitors: Residents are responsible for their guests' conduct on the property at all times.

Christmas Trees: There are many groups which fundraise to pick up trees; please be responsible and make appropriate arrangements. **PLEASE DO NOT PUT TREES IN THE TRASH OR THROW THEM ON THE GROUNDS.**

Unit Status: Immediately upon the sale, rent or lease of your unit the unit owner shall promptly inform the Property Managers and Bottom Line Bookkeeping of the names of the new owner, renter or lessee.

Flags: Flags may be flown according to guidelines within reference to the US Code of civilian display of the United States of America Flag.

Fireplaces & Firewood: It is suggested that you burn presto-type logs. You may burn wood, but it is important to note that these fireplaces are not meant to heat your home, simply ambiance. Chimney capacity is limited and these fireplaces are designed only for small fires. During cold months, it is suggested that you have a fire once a week for a minimum of 4 hours to prevent condensation problems. Woodpile limit is 3x3 near the entrance of your unit. **Make sure wood is raised above the decks and away from walls to prevent carpenter ants, fire hazard and wood rot.** Remaining wood can be stored under the carport in front of your parking space. Do not pile wood on the ground in front of carport.

Cold weather: During cold weather (freezing is 32 degrees), precautions must be taken to avoid freezing pipes. Let the hot and cold water trickle slightly from all faucets. Keep some heat on even if you are out of town. You may want to leave a key or an emergency number with an adjoining neighbor in case there is a problem when you are out of town. If you suspect you have a broken pipe shut off the water ASAP and call a plumber. Notify the office as soon as possible.

Electrical Rooms: Storing of personal items at any time is not allowed in the electrical rooms. Any personal item found will be removed without warning. The key to the electrical room is located in the laundry room on the wall. Please return key when done with use.

Garbage Rooms: We are a recycling community, recycle Bins are in the garbage rooms, please sort glass separate from plastics, newsprint, and flatten boxes before putting into bin. All other trash must be securely bagged prior to disposal. No toxic or flammable material, auto batteries, paints, oils, petroleum, tires, water heaters or any large items such as carpets, dishwashers and T.V.'s may be left in the garbage rooms. Residents are responsible to dispose of large items.

Laundry Rooms: Please use washers and dryers as they are intended.

- Clean out lint tray after each use; keep clean for your neighbors.
- Do not over load machines.
- Do not store or leave personal property
(Highlands is not responsible for personal items)

- Notify Office if a machine is out of order as soon as possible.

Breezeways: Breezeways are to be kept clear of all items such as bikes, toys, etc. **No parking** in front of breezeways as this is a fire zone area.

Maintenance Request: Contact the office for maintenance of the common area such as the laundry room, breezeway, garbage room, electrical rooms, grounds and the exterior of the building.

Parking: Park only in designated areas. You are allowed one numbered parking space under the carport. If you have an extra vehicle, you may use the visitor's parking space. **DO NOT park in the driveways or in front of the breezeways at any time for any reason.** These areas are fire zone areas and it is a violation to park there. **Only operational vehicles are authorized to park on the premises. There is no storing of cars on the premises.** Parking of boats, trailers, motorcycles, campers and like equipment on the property, except within an area approved by the property manager or the Board of Directors, is prohibited. **Violators will be towed.**

Fences: No fences are allowed in common area of walkways. Wire portable fences are allowed in front of your unit to prevent dogs from running out without a leash.

Common Area: A unit owner/renter may NOT change the appearance of the common element or the exterior of a unit without permission of the Board of Directors. Permission can be obtained three ways. You can make a request in person at the monthly board meeting, write a letter to the Board or you can request it through the property manager who will present your request to the Board.

Patios/Decks (Front & Back):

Please keep patios clean. Decks should be free from trash, large pieces of furniture, debris, cardboard, car parts, etc. Deck (front & back) can not be used as a storage area. Outdoor items should be of a reasonable quantity and unobtrusive in size and color, and not detract from the building; patio furniture only please. If debris causes damage to the deck the owner will be held responsible for all cost of the repairs. See Bylaws Article VII Section 7.1, 7.2 and 7.3a.

Planters: Planters need to be raised off the top deck boards to allow for drainage and ventilation in order to prevent rotting of the deck boards.

Screen Doors: Screen doors can be made of natural wood or metal.

Wall Attachments: Natural finish welcome sign or nameplate (no more than 12x16) is allowed.

Repairing Vehicles: No repairing of vehicles will be allowed on or next to the premises. If you must repair a vehicle, it should be taken off the premises. This includes

tune-ups, changing oil, other fluids, spark plugs, etc. All vehicles in violation of the above may be towed at owner's expense.

Speed Limit: Please drive carefully through complex. Posted speed limit signs must be obeyed. Pedestrians, deer, raccoons and all creatures have the right of way.

Other Bylaws and Provisions:

- (a) Soliciting is not permitted.
- (b) No throwing things from balconies or from windows.
- (c) No clothes lines, clothes racks, or other apparatus on which clothes, rags, or similar items are exposed for the purpose of drying or airing shall be located on the property except in the rear yard area. No garments, rugs, rags, laundry, or other clothing or material shall be allowed to hang from the windows or from any of the facades of the properties or in open carports. No person will dust rugs or clean rugs from the windows or by beating them upon the exterior part of the properties.
- (d) No resident of a unit shall post any advertisement or posters of any kind in or upon the properties except as authorized by the Association.
- (e) No resident or person shall install wiring or electrical or telephone installation, television or radio antenna, machines, or air conditioning units on the exterior of the properties, or that protrude through the walls or the roof of any unit on the properties except as authorized by the Association.
- (f) Do not feed stray animals. Do not feed wild animals. You could make the wild animals sick.

General Grounds: Please do not throw dead flowers, food, cigarette butts or any debris off your deck at any time. Keep your grounds looking beautiful.

**BYLAWS ARTICLE VII
MAINTENANCE AND USE OF THE CONDOMINIUM PROPERTY**

7.1 MAINTENANCE AND REPAIR: Except as otherwise provided herein for damage or destruction caused by casualty:

- (a) **Units:** All maintenance of and repairs to any unit shall be made by the owner of such unit who shall keep the same good order, condition, and repair; and shall do all redecorating, painting, and staining which at any time may be necessary to maintain the good appearance and condition of their unit. In addition, each unit owner shall be responsible for the maintenance, repair, or replacement of windows and doors and any plumbing, heating or air conditioning fixtures, telephones, water heater, fans, lighting fixtures and lamps, fireplaces, chimneys, refrigerators, dishwashers, ranges, or other appliances and accessories that may be in or connected to their unit.
- (b) **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 unit owners as common expense. Each unit owner, however, shall keep the

limited common elements, which pertain to their unit in a neat, clean, and sanitary condition.

7.2 ADDITIONS, ALTERATIONS, OR IMPROVEMENTS

- (a) A unit owner may make any improvements or alterations to their unit that do not impair the structural integrity or mechanical system of the condominium or lessen the support of any portion of the condominium.
- (b) After acquiring an adjoining unit, or an adjoining part of an adjoining unit, a unit owner may submit a written request to the Board of Directors for permission to remove or alter any intervening partition to create apertures therein even if the partition, in whole or part, is a common element. The Board of Directors shall approve the change unless it determines within 45 days that the proposed change will impair the structural integrity or mechanical systems of the Condominium. The Board of Directors may require the unit owner at their own expense, to submit a written opinion by a registered architect or registered professional engineer stating that the proposed change will not impair the structural integrity or mechanical system of the condominium. Removal of partitions or creation of apertures under this paragraph are not alteration boundaries. Expenses incurred in amending the Declaration, plat, and floor plans in conjunction with an alteration as set forth herein shall be borne by the affected unit owners.
- (c) A unit owner shall make no repairs or alterations or perform any other work on their unit which would jeopardize the soundness or safety of the property, reduces its value, impair any easement or increase the common expense of the Association unless the consent of all other unit owners affected is first obtained.
- (d) A unit owner may not change the common elements or the exterior appearance of a unit without permission of the Board of Directors.

ARTICLE VIII

8.2 Policies

- (a) Each unit owner shall be required to notify the Board of Directors of all improvements made by the owner to their unit, the value of which is in excess of \$500.00. Nothing in this paragraph shall permit an owner to make improvements without first obtaining the approval of the Board of Directors pursuant to section 7.2.
- (b) All owners shall be required to carry personal effect fire and comprehensive personal liability and premises medical coverage policy. **A copy of each such policy shall be filed with the Association within 30 days after purchase.**

IF YOU DO NOT HAVE A COPY OF THE BYLAWS, PLEASE GO TO OUR WEBSITE; THE CC&Rs and BYLAWS ARE POSTED

Recreation Center

Security System & Code: Residents will be given a key card to enter the Recreation Center. Up to two cards per unit number per Unit with a purchase of the second one for \$10. Do not give anyone your access key card. If any damage or violation occurs with the use of your key card, you will be responsible for any charges and fines. No exceptions. If you have renters, you will be responsible for their damages. If you have lost your key card contact call the Property Manager right away so that key card can be voided and a new key card issued. Do not leave doors open to the Recreation Center; it's an invitation for anyone to walk in. Do not let anyone into the Recreation Center even if they say they forgot their key card. **We need your full cooperation to help us prevent vandalism. Protect your neighborhood and your home.**

Recreation Center Hours: For the **Recreation Center Building and Hot Tub/Pool area**, 5:00 a.m. to 11:00 p.m. daily. Any willful violation of these hours and/or any behavior deemed inappropriate according to the adopted bylaws will result in immediate action by the Board of Directors. The Board of Directors has a legal right to call law enforcement agencies to uphold the covenants listed above and will pursue all rights under the law of criminal trespass if necessary. **It is however, up to all homeowners to call the police if they should suspect someone is breaking into the Recreation Center. Then you may call the Property Manager or a Board Member.**

Recreation Center Reservations: Reservations will be taken on time availability, first come first serve basis. Reservations must be booked by the Property Manager by emailing or phoning in a message to the system. As much advance notification as possible is recommended to ensure availability. The recreation center can't be reserved on holidays. A contract must be filled out in the office. **Please read contract carefully.**

Kitchen: The kitchen is for your use at anytime during Rec. Center hours. It is your responsibility to leave the kitchen in the same clean condition in which you found it. Please make sure lights are out, oven is off, sliding doors are locked and your personal items are removed when you leave.

Game Room: Ping-Pong Table is on the third level of the Recreation Center. Please make sure all equipment is left in the game room after you are finished playing. Darts are not provided by the Highlands, for liability reasons, but you are allowed to bring your own. The Association is not responsible in anyway for any injuries caused in the game room.

Weight & Sauna Rooms Highlands has a well equipment work-out room. Please do not wear street shoes on the equipment, bring your clean running shoes to wear when

on treadmill, etc. There are two sauna rooms one on each side of the weight room next to the men's and woman's rest rooms. Please follow directions posted on wall.

Pets: No pets are allowed in the Recreation Center or around the pool and hot tub.

HIGHLANDS SWIMMING POOL REGULATIONS

NO LIFE GUARD ON DUTY

Oregon State Law:

1. All persons are required to take a cleansing shower before entering the pool.
2. No persons suffering from a communicable disease transmittable via water may use the pool
3. No person under the influence of an intoxicating liquor or drug shall use the pool.
4. No person shall swim alone.
5. All non-swimmers & children under 14 years of age shall be accompanied by a responsible adult observer.
6. No person shall run or engage in horseplay in or around the pool.
7. In pool capacity: 25 persons.

Highlands Regulations:

1. Pool hours: 7:00 a.m. to 10:00 a.m.. NO LIFEGUARD ON DUTY
2. Swimsuits must be worn.
3. No diving, running, pushing or throwing persons into pool.
4. Non-Toilet trained children are allowed in the pool if they are wearing disposable pool diapers, i.e. Little Swimmers, made by Huggies.
5. Unit owners/renters must accompany their guest(s) in the pool area at all times. Residents may have two guests per unit at any one time. Special consideration will be given to residents with more than two guests. Please call the property manager in advance when privilege is needed.
6. Owners of rented units are responsible for non-compliance of these rules by their tenants.
7. No pets allowed in the pool area.
8. No eating or drinking within a (4) foot perimeter of the pool.
9. Food and drink are permitted in non-glass containers.
10. No small objects such as coins, rocks or toys are to be thrown in the pool.
11. The pool and hot tub may not be reserved.
12. Your Safety and the Safety of others is paramount to the benefits of having a pool and a hot tub.

**THE ASSOCIATION OF UNIT OWNERS OF
THE HIGHLANDS CONDOMINIUM IS NOT RESPONSIBLE FOR ANY
INJURIES THAT MAY OCCUR**

Hot Tub Regulations
NO LIFE GUARD ON DUTY

Oregon State Laws:

1. Non-swimmers and children under 14 years of age shall not use the hot tub, unless a responsible adult observer is in the hot tub.
2. Take a cleansing shower before entering the hot tub
3. No persons suffering from communicable disease transmissible via water may use the hot tub
4. No person under the influence of an intoxicating liquor or drug shall not use the hot tub.
5. No food or drink inside the hot tub.
6. No persons shall throw any foreign substance into the hot tub.
7. No running or horseplay in or around the hot tub.
8. Persons in street shoes shall not be permitted on the hot tub deck area.
9. Hot tub capacity: 6 persons

Highlands Regulations:

1. Non- toilet trained children are not allowed in the hot tub.
2. ABSOLUTELY NO SUNSCREEN, BODY LOTION, ETC. ALLOWED IN THE HOT TUB.
3. Bathing suits only.
4. Unit owners/tenants must accompany their guest(s) to the hot tub area. Residents may have two guests per unit at any one time. Special consideration will be given to residents with more than two guests. Please call the office in advance when privilege is needed.
5. Owner's renters are responsible for non-compliance of these rules by their guests.
6. Please cover hot tub after each use with hot tub cover.
7. Please check the water level. Level should be in center of skimmer. Add water if needed. Thank you.

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CONDOMINIUM IS NOT RESPONSIBLE
FOR ANY INJURIES THAT MAY OCCUR.**

**THE ASSOCIATION OF UNIT OWNERS OF THE HIGHLANDS
CONDOMINIUM IS NOT RESPONSIBLE FOR LOSS,
STOLEN OR BROKEN ITEMS.**